Academic Plans

Overview:

Note from the Dean of Academic Life: Faculty advisors and student advisees are engaged in an advising partnership with mutual expectations and responsibilities. As a student, you are expected to be familiar with all academic policies and graduation requirements. Your faculty advisor serves as a resource and mentor, who provides assistance to help you to understand academic requirements and policies and to connect you to resources and opportunities across our campus. Your advisor also serves as a point of contact to discuss your post-undergraduate plans including information about careers and graduate study. Your advisor is one of the most important contacts that you will have as a student. You should visit with your advisor whenever you have questions about academics or need help to connect with others who can provide additional academic or non-academic support. Ultimately, you are responsible for your own academic careers. If others have suggestions (family, friends, etc.), you should bring those suggestions to the advisor, to preserve their partnership in the mentoring relationship, and discuss these suggestions in light of your academic goals and our academic policies..

As a Muhlenberg student, you will build your Academic Plan in Workday to map out your Program of Study completion by semester. Each semester, you will update your plan in Workday and submit to your Academic Advisor for approval before registering for courses. (Approval refers to the general plan and direction; eventual courses and sections may be different.) Once your advisor approves the plan *in Workday*, a registration hold will be removed, and you will be allowed to register during your registration window.

Note: Your Primary Academic Plan should be used to plan for the current registration period ONLY. You may create alternate academic plans to consider other scenarios for future enrollments.

Note: An Academic Plan may or may not be needed for an Accelerated or Graduate student. Please contact your advisor.

This help guide covers how to:

- Access and Update Academic Plan
- Request Academic Plan Approval
- Create Alternate Academic Plan

Key Terms:

Academic Period: Period of time with a set start/end date such as 2021 Spring Semester; Semester or Term
Academic Requirement: All requirements needed to graduate from Muhlenberg including General Academic Requirements, 2.0, 32 units, and all major and minor requirements
Program of Study: Major or Minor (E.g., Biology; Undeclared)

Icons:

 **Prompt**

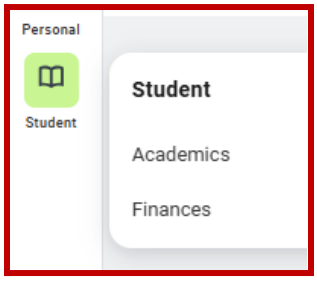
 **Required Field**

 **Add a Row**

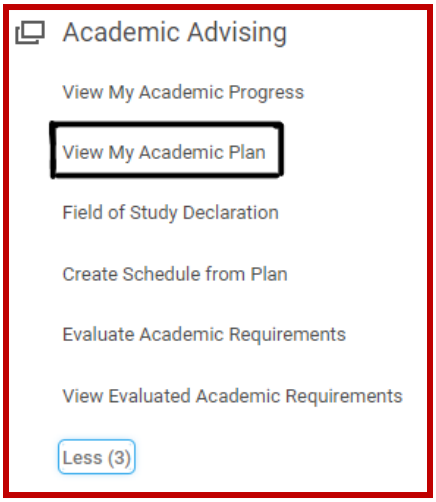
Access and Update Academic Plan

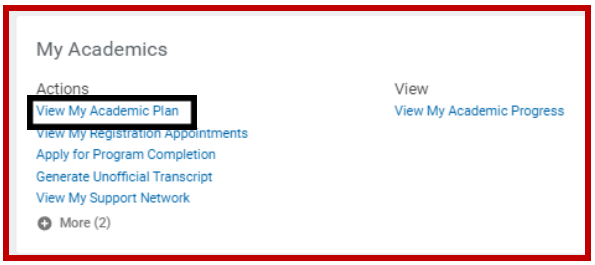
From the homepage:

1. Navigate to the **Academics** application.

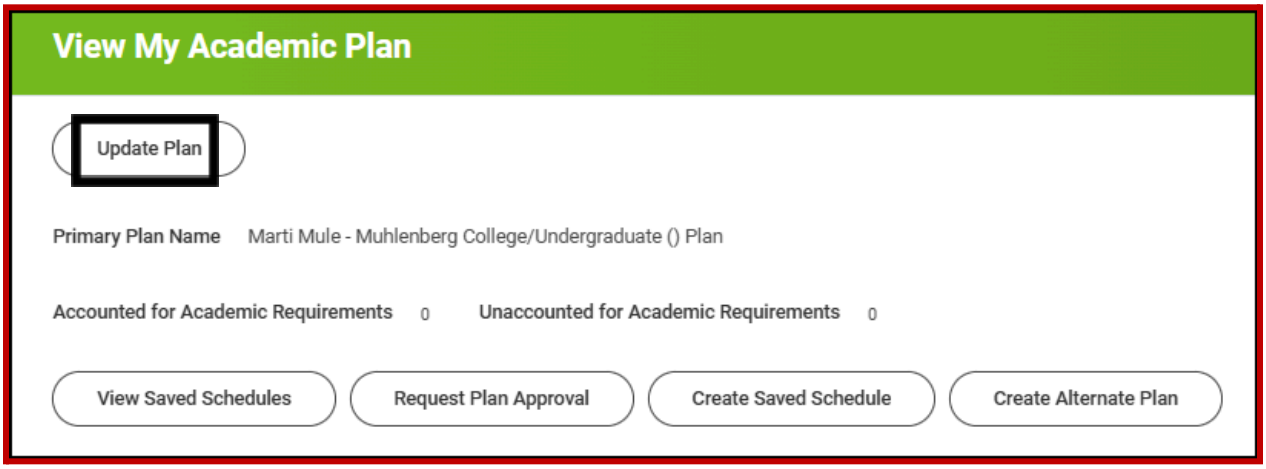


2. Select **View My Academic Plan** within the **My Academics** or the **Academic Advising** section of the dashboard. *(Note: You may need to click **More** to view all options within the Academic Advising section).*



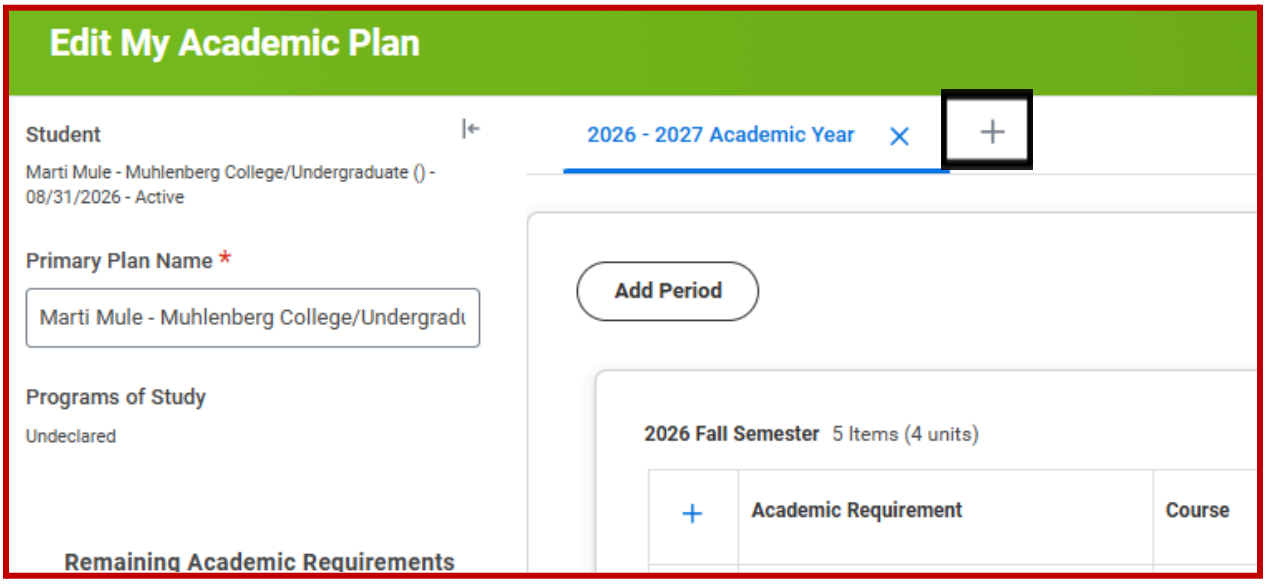


3. Click the **Update Plan** button to create or update your Academic Plan.

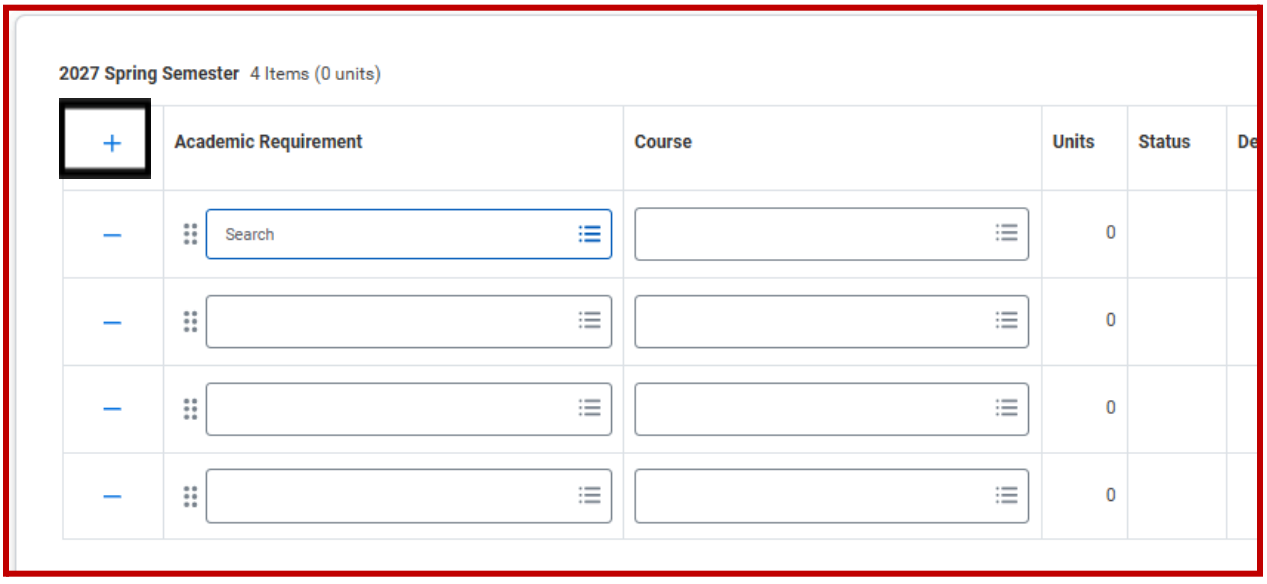


4. Click on the academic year you want to update, or if that year is not listed, click the **Plus Sign** to add academic years to your plan.

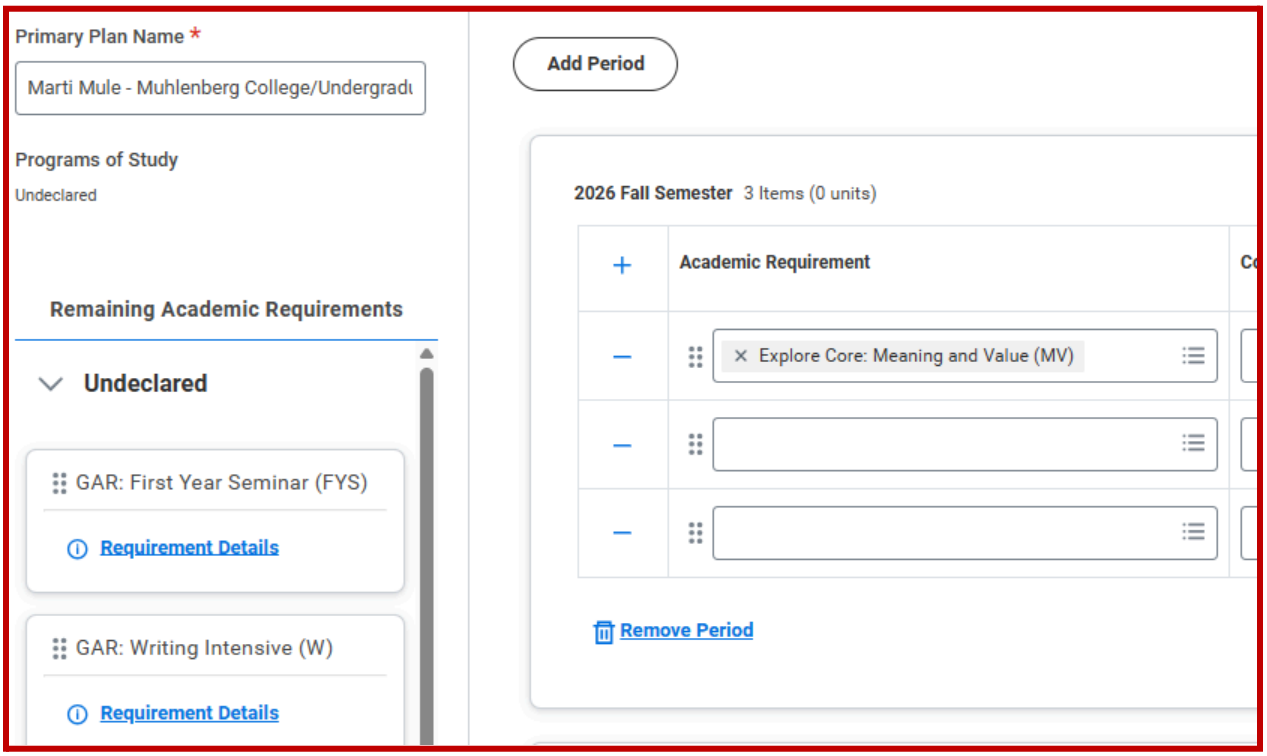
   Note: You do not need to prepare a plan beyond the semester for which you are registering. **Any academic period during which a student was on leave must be removed**. If the academic period(s) during which a student was on leave is not removed, there will be an error message stating "You can't plan for an academic period that has an inactive student status."



5. Click the plus sign to add a row for each course or academic requirement under the specific Academic Period.



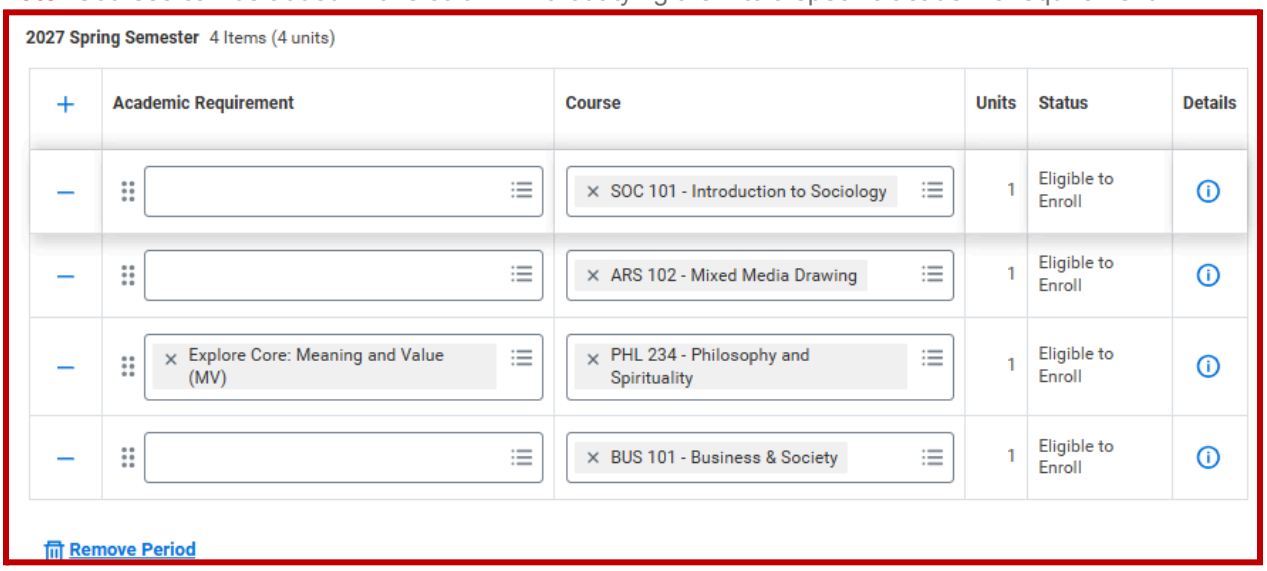
6. **Optional**: If you want to specify an academic requirement, you can either click in the dropdown and select, or drag and drop a **Remaining Academic Requirement** displayed on the left side of the screen.



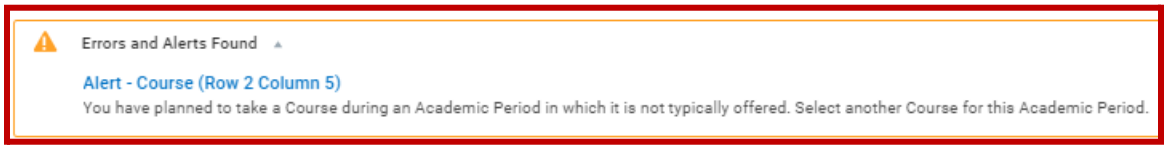
Note: All Academic Requirements for each program of study will appear in the dropdown. This includes general academic requirements as well as all major/minor requirements assigned to you. All requirements will appear even if they have been satisfied. Only requirements that are not fully satisfied will appear in the Remaining Academic Requirements list on the side. You can also use the **Academic Progress** tab on your profile to see which requirements have and have not been satisfied.

7. In the Course field, type part of the name or course number and click Enter to search for the courses you're planning on taking.

Note: Courses can be added in this column without tying them to a specific academic requirement.



IMPORTANT: If you receive the following error message, the course you have selected is not being offered in the coming semester. Please remove it and select another course. You should use the "Course Offerings" report to confirm that a course is being offered.

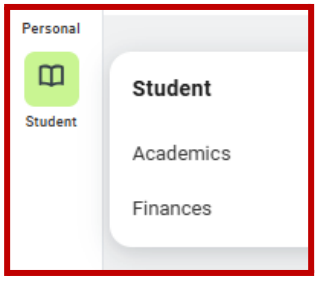


8. Repeat steps 3-5 to add additional Academic Requirements and Courses to your plan for the current semester.
9. When you are finished, click **OK and Done**

Request Academic Plan Approval

IMPORTANT: This step must be completed in order to have your registration hold for the upcoming semester removed. Updating your plan as outlined above without completing this step will not remove your hold.

From the homepage:



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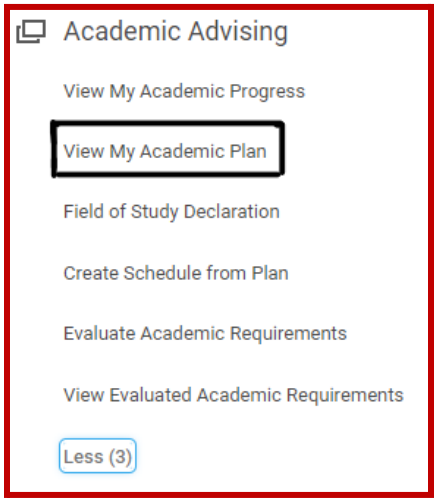
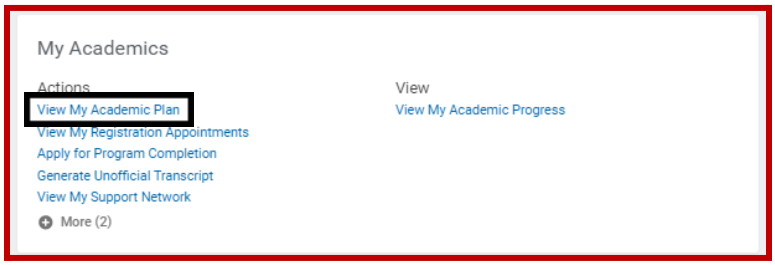
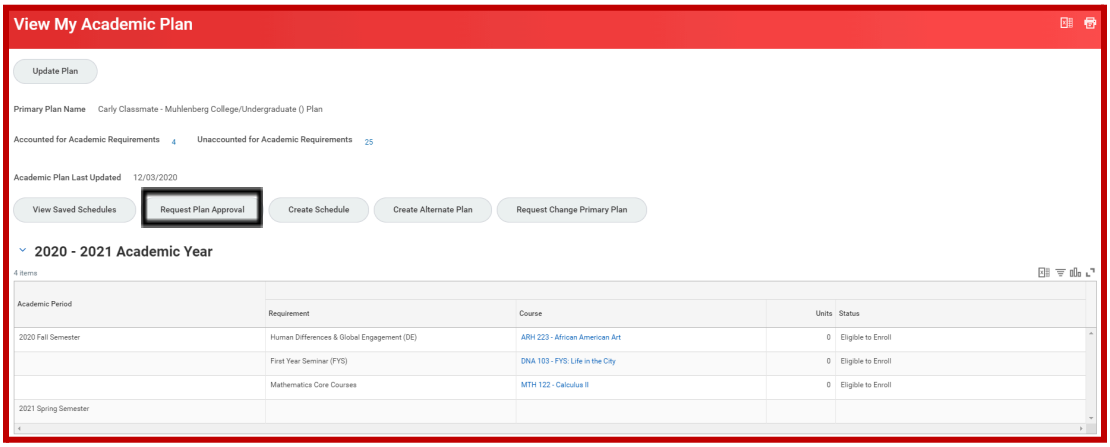
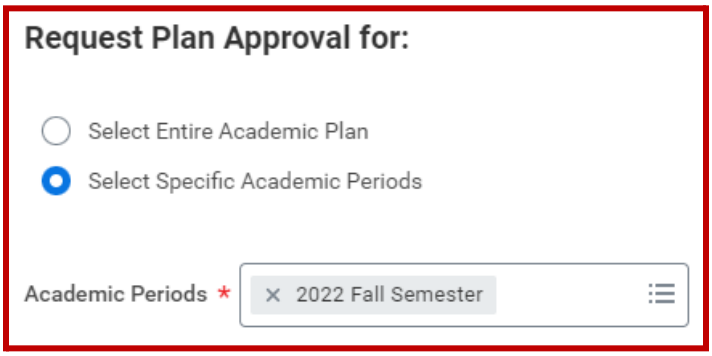




3. Click **Request Plan Approval**



4. Indicate that you are requesting plan approval for **Specific Academic Periods**.
5. Click the prompt to select the **Academic Period** for which you are submitting for approval. This should be the upcoming semester for which you are registering for.



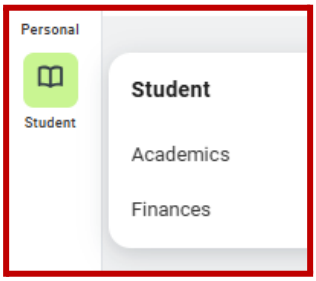
6. When you are finished, click **OK**.
7. Click **Submit.**

Following the submission of your Academic Plan you will meet with your advisor(s) to discuss the plans. Your advisor(s) will then approve the plan or ask you to revise it. If a revision is needed you will receive an email notifying you of a Workday Inbox task. You should then repeat the above steps and resubmit your plan to your advisor(s) for approval. When your plan is approved you will receive a Workday notification email.

Create Alternate Plan (Optional)

An alternate Academic Plan can be created if you would like to consider more than one scenario for completing your Program of Study. This is entirely optional and will not be submitted to your advisor for approval.

From the homepage:



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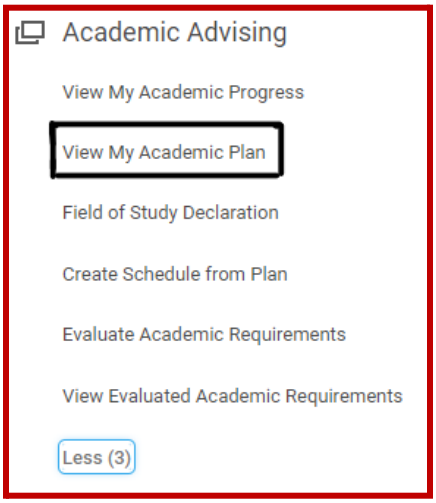
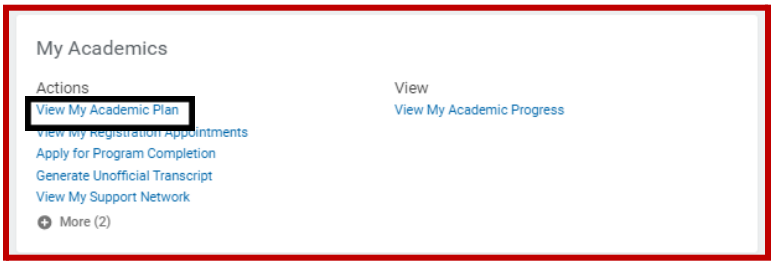
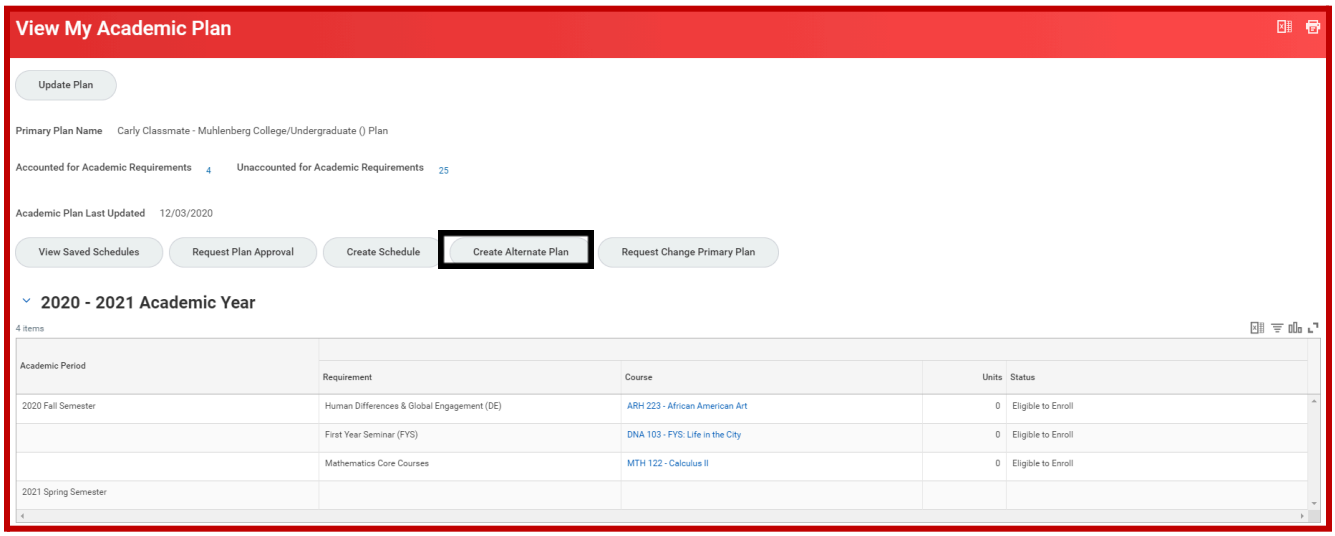
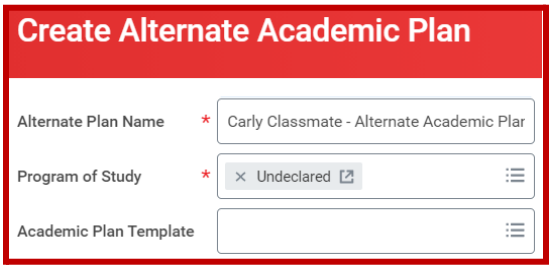




3. Click **Create Alternate Plan.**



4. Enter an **Alternate Plan Name**.
5. When you are finished, click **OK**.



6. Follow the above section on creating your academic plan to add courses to this alternate academic plan.