

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](#)
- [Change Primary 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



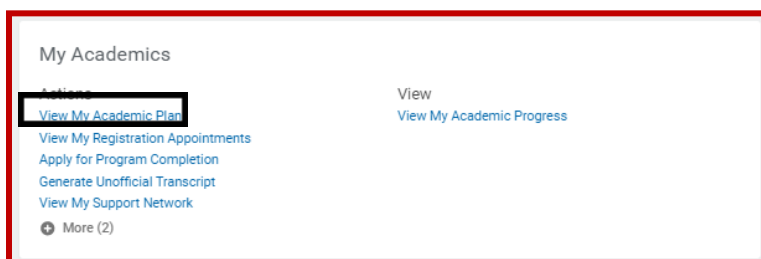
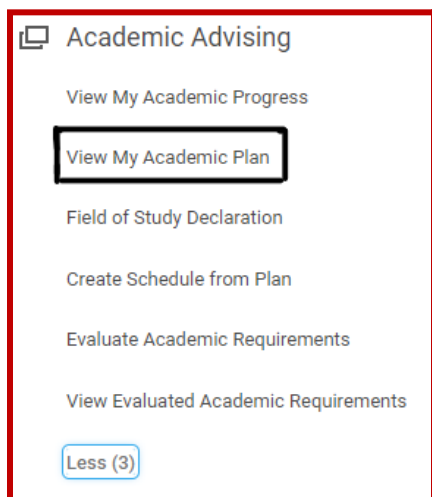
Add a Row

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 your Academic Plan.

Update Plan

Primary Plan Name

Carly Classroom - Biology/Undergraduate (B.S.) Plan

Accounted for Academic Requirements

6

Unaccounted for Academic Requirements

27

Academic Plan Last Updated

01/11/2021

Academic Plan Last Approved

01/13/2021

Plans Submitted for Approval

1

View Saved Schedules

Request Plan Approval

Create Schedule

Create Alternate Plan

Request Change Primary Plan

2020 - 2021 Academic Year

8 items

Academic Period	Requirement	Course	Units	Status
2020 Fall Semester	First Year Seminar (FYS)	DNA 113 - DNA FYS: Wisc. Inner City Life	0	Did Not Enroll
	Writing Intensive (WI)	ARH 104 - History of Modern Architecture	0	Did Not Enroll
	Social Science Distribution (SL)	BUS 101 - Business & Society	0	Passed
	Integrated Learning (IL)	ARS 111 - Printmaking & the Book	0	Did Not Enroll
2021 Spring Semester	Biology Major Introductory Courses	BIO 160 - Foundations Biological Inquiry	0	Enrolled
	Biology Major Introductory Courses	BIO 175 - From Organisms to Molecules	0	Not Eligible
	Reasoning (RG)	MTH 101 - Topics in Mathematics	0	Enrolled
	Science Distribution (SC)	BIO 101 - Concepts: Human Bio, Sci & Soc	0	Enrolled

4. Enter a **Primary Plan Name**. This will default, but you may edit if you wish.
Note: You will only need to do this the first time you create your Academic Plan, however you can change the name of your Academic Plan at this step any time you make updates. Your advisor will see your Academic Plan Name when they review for approval.

Student	Carly Classmate - Mathematics and Computer Science/Undergraduate (B.S./A.B.) - 11/22/2020 - Active
Programs of Study	Art History Major Mathematics Major
Primary Plan Name *	Carly Classmate - Muhlenberg College/Unr

5. Click the **Add** button 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."

2018 - 2019 Academic Year

2 Items

*Academic Period	Academic Requirement	Course	Units	Status
2018 Fall Semester				
2019 Spring Semester				

Remove

2019 - 2020 Academic Year

2 Items

*Academic Period	Academic Requirement	Course	Units	Status
2019 Fall Semester				
2020 Spring Semester				

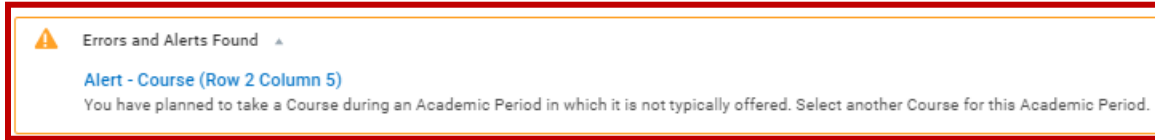
Remove

Add

6. Click add row to add an Academic Requirement for a specific Academic Period.
7. Within the specified academic period, click the prompt to select the **Academic Requirement**.
- Note:** All Academic Requirements for each program of study will appear. This includes general academic requirements as well as the major/minor requirements. All requirements will appear even if they have been satisfied. Use the **Academic Progress** tab on your profile to see which requirements have and have not been satisfied. **Note:** Courses can be added without tying them to a specific academic requirement. See below.
8. Click the prompt to select the **Course** to fulfill the academic requirement selected.
- Note:** Courses can be added in this column without tying them to a specific academic requirement. Certain special topics courses may not appear as satisfying a requirement. When adding a course to your academic plan WITHOUT an Academic Requirement, you MUST enter some type of search criteria AND hit ENTER (e.g.. FIN to find a Finance course and HIT ENTER). You WILL see the following error if you do not enter search criteria: **Error:** Too many results. Refine search to narrow results.

*Academic Period	Academic Requirement	Course	Units	Status
2020 Fall Semester				
	Mathematics Core Courses	MTH 122 - Calculus II	0	Eligible to Enroll
2021 Spring Semester				

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.



9. Repeat steps 3-5 to add additional Academic Requirements and Courses to your plan for the current academic year.
10. Click **Add** to add additional academic years, if desired.
11. Repeat steps 3-5 to add academic requirements and courses for additional academic years.
12. When you are finished, click **OK**.
13. Click **Done**.

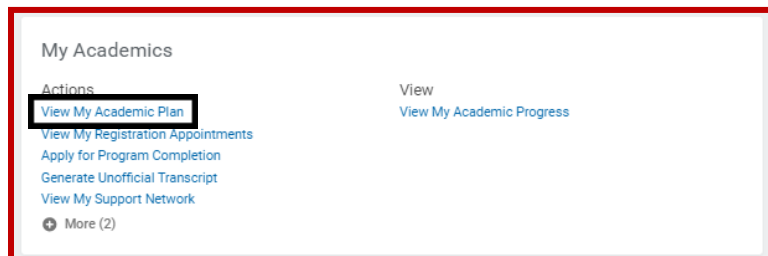
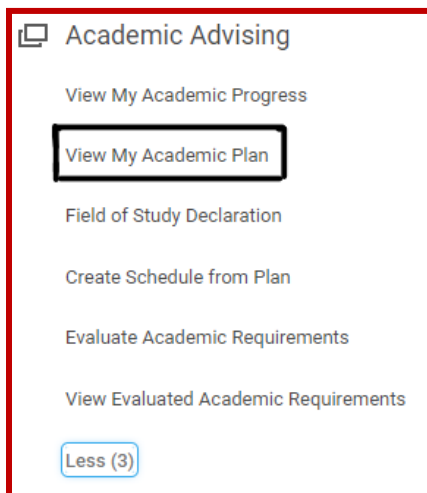
Request Academic Plan Approval

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.

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3. Click **Request Plan Approval**

View My Academic Plan

Update Plan

Primary Plan Name: Carly Classmate - Muhlenberg College/Undergraduate () Plan

Accounted for Academic Requirements: 4 Unaccounted for Academic Requirements: 25

Academic Plan Last Updated: 12/03/2020

View Saved Schedules **Request Plan Approval** Create Schedule Create Alternate Plan Request Change Primary Plan

2020 - 2021 Academic Year

Academic Period	Requirement	Course	Units	Status
2020 Fall Semester	Human Differences & Global Engagement (DE)	ARH 223 - African American Art	0	Eligible to Enroll
	First Year Seminar (FYS)	DNA 103 - FYS: Life in the City	0	Eligible to Enroll
	Mathematics Core Courses	MTH 122 - Calculus II	0	Eligible to Enroll
2021 Spring Semester				

- Indicate that you are requesting plan approval for **Specific Academic Periods**.
- 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.

Request Plan Approval for:

☐ Select Entire Academic Plan

☒ Select Specific Academic Periods

Academic Periods * x 2022 Fall Semester

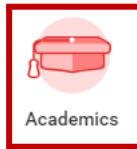
- When you are finished, click **OK**.
- Click **Submit**.

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.

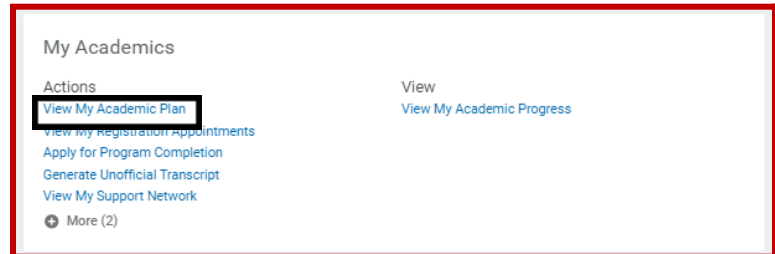
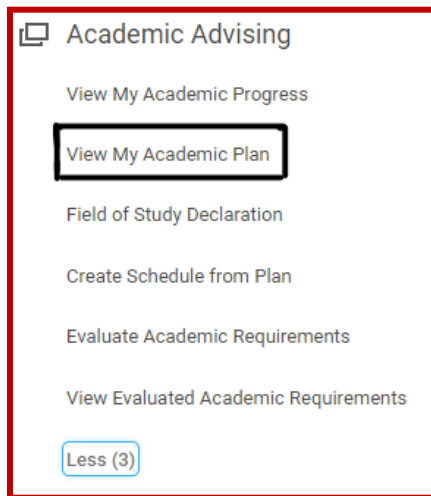
Create Alternate Plan (Optional)

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.

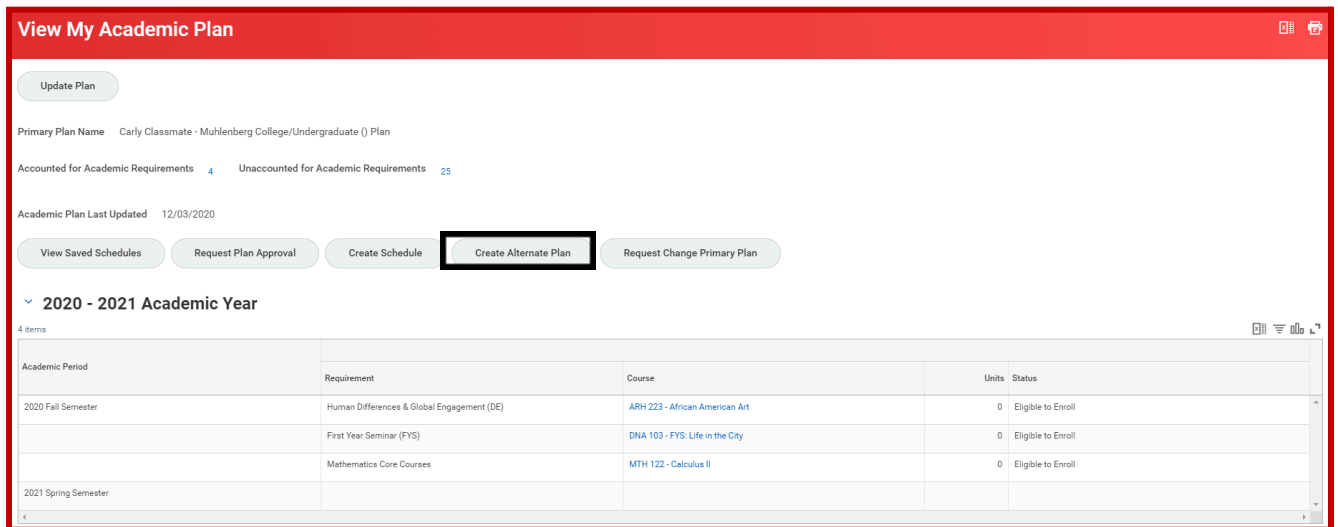
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3. Click **Create Alternate Plan**.



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

Create Alternate Academic Plan

Alternate Plan Name *

Carly Classmate - Alternate Academic Plar

Program of Study *

× Undeclared

Academic Plan Template

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