



Overview

An Academic Plan outlines a student's program of study, academic requirements, and fulfilled plan requirements via completed courses, their units, and completion status.

1. Navigate to the **Academics Hub** dashboard from the homepage.
 - a. You may also access your *Academic Plan* through your *Student Profile* and selecting *Academics, Plan Tab*.
2. Expand **Planning and Registration** and select **My Academic Plan**.
3. If you do not have an academic plan at this time, you will be prompted to create one with your advisor by scheduling an appointment with him or her. If you have an existing plan, proceed to step 4
4. After reviewing your existing plan information, select **Update Plan**.
5. You can update the following fields:
 - a. Primary Plan Name
 - b. Add Period
 - c. Remove Period
 - d. Add/Delete Academic Requirements
 - e. Edit the Order of Requirements
6. Select **OK**.