

**COLUMBUS
STATE**

COMMUNITY COLLEGE

**My Academic Planning (MAP) Tools
User Guide**

Revised October 4, 2022

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INTRODUCTION TO DEGREE AUDIT

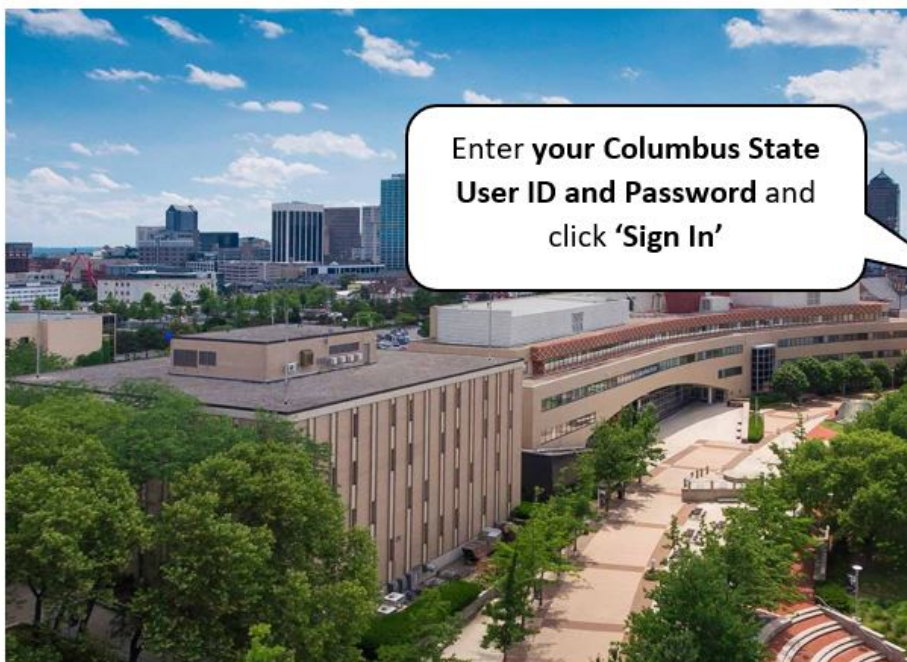
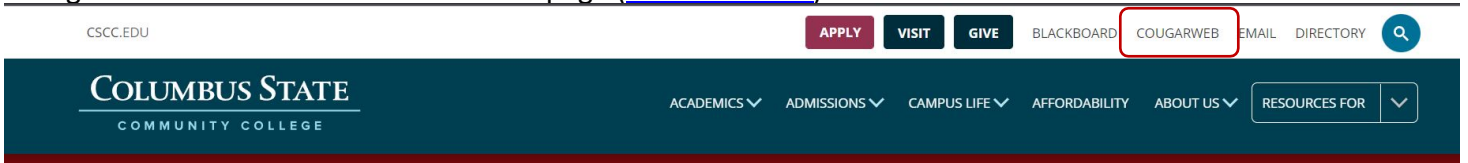
A Degree Audit system is used to compare your academic course work against a program's requirements to answer the questions:

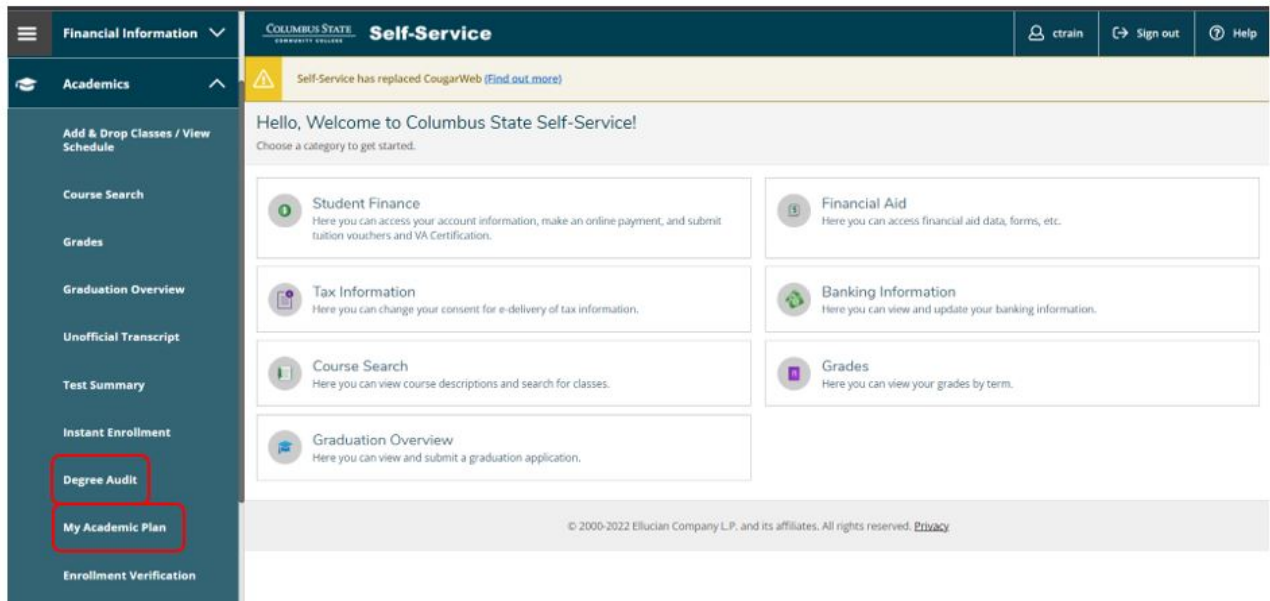
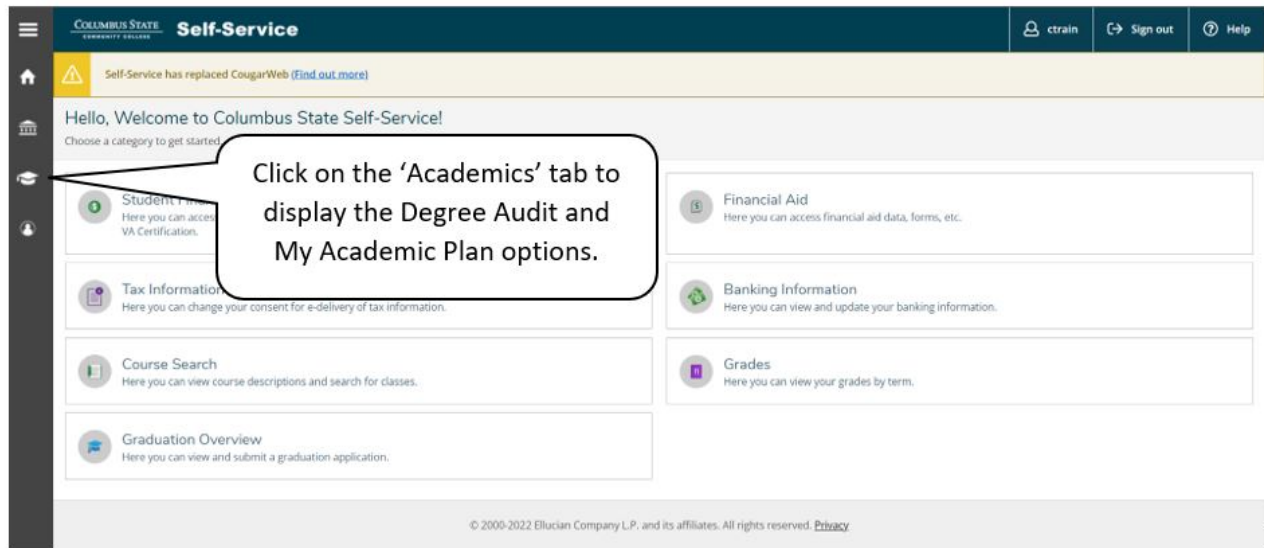
- What do I need to take to graduate?
- Have I met graduation requirements?
- What happens if I change my major?

Columbus State's Degree Audit is a software product called u.Achieve (formerly DARS), owned by College Source, Inc.

ACCESSING u.Achieve Self-Service.

The first step is to access CougarWeb. The URL is <https://cougarweb.csc.edu>, or you can navigate from the Columbus State home page (www.csc.edu).





REQUESTING YOUR DEGREE AUDIT.

The Audit Request page consists of two parts:

- (1) Declared Program (Active Program(s) of Study); and
- (2) Select a Different Program (a 'What If' function).

Audits ▾ Courses ▾ Exceptions Transfer Evaluations Profile ▾

Request an Audit

▾ Run Declared Programs:

Use this part of the Audit Request screen to request a report on your Declared Program(s).

School	Degree Program	Title	Catalog Year
	AA	ASSOCIATE OF ARTS	Autumn 2016

▸ Select a Different Program:

Use this part of the Audit Request screen to request a report for a Different Program (a 'What If' report).

Advanced Settings [Click to view available options.](#)

Run Declared Programs Cancel

'Advanced Settings' allows you to Include Planned and/or In-Progress Courses and to select different report formats (HTML, PDF):

Advanced Settings [Click to view available options.](#)

Include In Progress Courses

Include Planned Courses

Run Type A-Audit and Evaluat ▾

Format Regular (HTML) ▾

'Run Declared Programs' Option.

This option automatically runs ALL active programs from your academic program information.

Just click the 'Run Declared Programs' button to produce the report:

Run Declared Programs Cancel

'Select a Different Program ('Whatif' Audit) Option:

The second option on the Audit Request Page is the 'What If' (or 'Select a Different Program') run option. This will produce a report for the program of your choice. Running this degree audit does not change the program on your official college program record. In order to officially declare a program, you must complete a Program Change Form (http://www.csc.edu/services/recordsandregistration/pdf/Program_of_Study_Update.pdf).

Request an Audit

The screenshot shows a web form titled "Request an Audit". At the top, there are two tabs: "Run Declared Programs:" and "Select a Different Program:". A callout box points to the "Select a Different Program:" tab with the instruction: "1. Click the 'Select a Different Program' option". Below the tabs, a message states: "Choosing a degree program here will not change your declared degree program." There are three dropdown menus: "Degree:", "Program:", and "Catalog Year:". A callout box points to these dropdowns with the instructions: "2. Select Degrees or Certificates", "3. Select the Program", and "4. Select the Catalog Year (if applicable)". At the bottom, there are two buttons: "Run Different Program" (highlighted in dark blue) and "Cancel". A callout box points to the "Run Different Program" button with the instruction: "5. Click the 'Run Different Program' button".

While the Audit Runs:

Your Audit is Loading



Your audit will be ready momentarily(more...).

The Degree Audit/u.Achieve collects information from your student record, (courses taken in previous terms, registered classes and transfer credits), and information from the Degree Audit database (program requirements, exceptions) in order to produce the audit.

Viewing the Audit:

Completed Audit Requests

These are the audits that have been run in the past for this student.

Run Audit

Delete

select all/select none

Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
ACCT.AAS	Autumn 2016	04/04/2017 9:08 AM		HTML	knewmang	IP	View Audit	
CSCI.CYBER.AAS	Autumn 2016	04/04/2017 8:28 AM	WHAT-IP	PDF	knewmang		View Audit	
ACCT.AAS	Autumn 2016	04/04/2017 8:25 AM		HTML	knewmang	IP	View Audit	

Audits are listed in reverse chronological order with the most recent appearing first.

Click the 'View Audit' button to view the audit

When the audit finishes running, the report will appear at the top of the Audits List. Audit reports you've run previously will also be presented on this page.

READING THE AUDIT:

Basic information about you (name, ID) and information about the run itself (date, time, program, catalog) appear at the top of the report, followed by a standard disclaimer.

Student, Sally
Accounting

Request Audit

Prepared On 04/03/2017 02:11 PM Program Code ACCT.AAS Catalog Year Autumn 2014
Student ID 0792792 Graduation Date UNKNOWN Job ID 2017040314112228

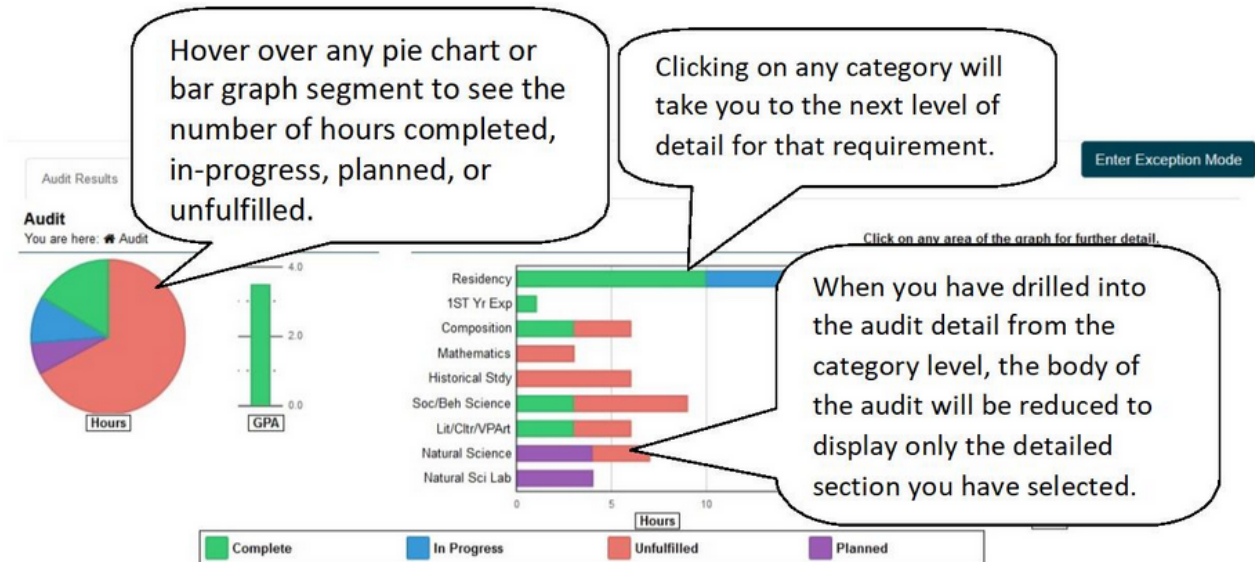
Audit Results Course History Applied Exceptions Markers

Open All Sections Close All Sections Printer Friendly

When the 'HTML' report is first opened, all sections are closed. You have the option to 'Open All Sections' by clicking this link or selectively open each requirement.

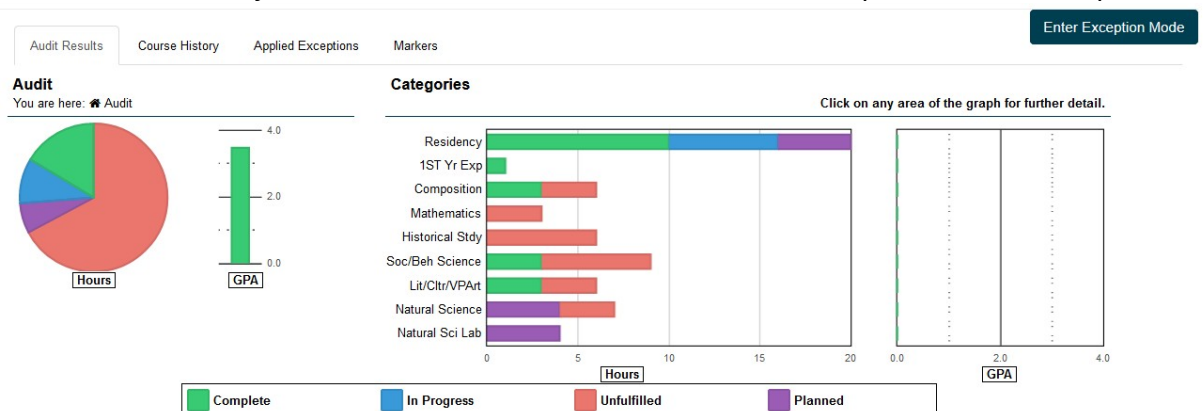
A 'Printer Friendly' link provides the entire audit with all sections open, ready for printing.

At the top of the audit are charts and graphs that provide a visual representation of your progress toward your degree. **PLEASE NOTE:** Charts and graphs are only a visual representation of your progress within your degree program. While every attempt has been made to have 100 percent accuracy within the charts and graphs there is always the possibility for discrepancies. As always, depend on the body of the audit to determine program requirements and your choices for requirement completion.

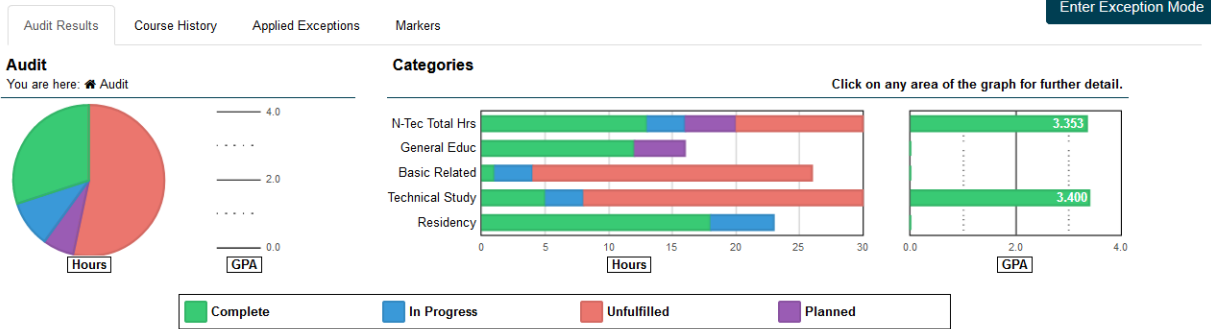


Charts and Graphs are a snapshot of the 'estimated' hours required. If there are many courses of varying credit hours available to complete a requirement, the lowest number of acceptable hours will be used to generate the chart or graph. Therefore, the 'unfulfilled/red' hours depicted in the chart/graph MAY BE LOWER than what you will ultimately choose to complete. Likewise, if you have over-satisfied a requirement due to additional elective hours taken or applied from transfer credit, all the applied hours will be reflected in the 'completed/green' segment of the chart/graph even when other segments of the overall requirement may remain 'unfulfilled/red'.

Charts and Graphs for Arts and Sciences: Categories will be displayed by requirement subject area. Within each subject area will be the number of hours, and/or specific courses required.



Charts and Graphs for Career and Technical Programs: Categories will be displayed by General Education, Basic Related and Technical Studies. Within each category will be the requirement details such as subject areas, hours needed and/or specific courses required.



The 'sections' of the Degree Audit Report represent different requirements that comprise the Academic Program (whether that is a two-year degree or certificate). The Legend explains the different completion status indicators that may appear:

- ✓ *****MATHEMATICS, STATISTICS & FORMAL LOGIC*****

SU16	STAT1450	3.00	X	AP CRDT : STATISTICS STATISTICS
------	----------	------	---	------------------------------------
- ☰ *****NATURAL SCIENCES*****
 - ☰ **BIOLOGICAL SCIENCES**

SP17	BIO 1111	4.00	RG	IP	Intro to Biology
------	----------	------	----	----	------------------

SELECT FROM: NO LAB: [ANTH2200](#)
 INCLUDES LAB: [BIO 1112](#) [BIO 1113](#) [BIO 1114](#) [BIO 1125](#)
[BIO 1127](#) [BIO 2215](#) [BIO 2301](#)

Legend

- ✓ - Complete
- ☰ - Planned
- ☰ - In Progress
- ✗ - Unfulfilled

▼ **✖** *****BASIC RELATED REQUIREMENTS*****

- ✖ Personal Finance
NEEDS: 1 COURSE
SELECT FROM: FMGT110
- ✖ Computer Concepts & Applications
NEEDS: 1 COURSE
SELECT FROM: CSCI1101

This requirement is incomplete as indicated by a red X. The X indicator will remain until all required sub-requirements are satisfied.

There are some differences between the Arts and Sciences (AA/AS) and Career & Tech (AAS/ATS) Degree Audit Reports, but they share some of the same general sections:

*****PLACEMENT INFORMATION*****

WRITING			
Placement Test Outcomes			
SP14	COMPP0155	0.00	Place into DEV-0155
MATHEMATICS			
SP14	COMPP0105	0.00	Place into DEV-0105
SP14	DEV P0105	0.00	NC Eq for DEV 0105
READING			
SP14	COMPP0140	0.00	Place into DEV-0140
SCIENCE			
SU14	BIO P0100	0.00	NC Equiv for HS Biology

*****SCHEDULED COURSES*****

Scheduled/In-Progress Courses					
SP17	CRJ 1140				
SP17	CRJ 2043	0.00	RG	IP	International Connections
SP17	CRJ 2901	3.00	RG	IP	Practicum/Seminar CRJ
SP17	MULT1114	3.00	RG	IP	Intro Addict Studies
SP17	MULT1140	0.50	RG	IP	Adult & Pediatric CPR

INFORMATION REGARDING HOW YOUR REGISTERED COURSES APPLY TO YOUR PLAN OF STUDY.

**** THE FOLLOWING COURSES APPLY TO YOUR PLAN OF STUDY ****

SP17	CRJ 1140	3.00	RG	IP	Corrections
SP17	CRJ 2043	3.00	RG	IP	Institution
SP17	CRJ 2901	3.00	RG	IP	Pract
SP17	MULT1114	3.00	RG	IP	Intro

Course Applicability to Your Plan of Study – can impact your eligibility for Financial Aid funding

INFORMATION REGARDING HOW YOUR REGISTERED COURSES DO NOT APPLY TO YOUR PLAN OF STUDY.

The following section categorizes courses that you have scheduled that do NOT apply to your Plan of Study. If you have questions about alternative course recommendations, contact your Academic Advisor. A listing is available at:
csc.edu/services/advising/directory.shtml

***** COURSES THAT DO NOT APPLY TO YOUR PLAN OF STUDY *****

SP17	MULT1140	0.50	RG	IP	Adult & Pediatric CPR
------	----------	------	----	----	-----------------------

- ✓ **A CUMULATIVE 2.000 GRADE POINT AVERAGE FOR ALL COLLEGE LEVEL COURSES COMPLETED AT COLUMBUS STATE COMMUNITY COLLEGE IS REQUIRED FOR AN ASSOCIATE DEGREE.**

EARNED: 51.66 HOURS

3.311 GPA

Remedial Courses That Do Not Contribute to the Cumulative College-Level GPA Calculation:

WI12	DEV 0145	2.00			
SP12	DEV 090	1.33	A		College Success

Cumulative Grade Point Average (on College-Level Course Work)

The Associate of Applied Science and Associate of Technical Studies degree are comprised of three major categories of courses, or requirement:

✓ GE-COLLEGE COMPOSITION REQUIREMENT

SU14 ENGL1100 3.00 K

1. General Education Requirements

✗ GE-MATHEMATICS

✗ Statistical Concepts for Business
NEEDS: 1 COURSE
SELECT FROM: [STAT1400](#)

✗ *TECHNICAL STUDIES REQUIREMENTS*****

NEEDS: 30.00 HOURS

3. Technical Studies Requirements

✗ Principles of Business
NEEDS:
SELECT FROM: [BMGT1101](#)
✗ Interpersonal Skills
NEEDS: 1 COURSE
SELECT FROM: [BMGT1102](#)

✗ *BASIC RELATED REQUIREMENTS*****

✗ Personal Finance
NEEDS:
SELECT FROM: [FINST1101](#)
✗ Computer Concepts & Applications
NEEDS: 1 COURSE
SELECT FROM: [CSCI1101](#)

2. Basic Related Requirements

The Associate of Arts/Associate of Science degrees are designed to be the first two years of a bachelor's degree and consist of General Education requirements requiring courses that transfer and apply to four-year degree requirements at another college.

✗ *ENGLISH AND INTERMEDIATE COMPOSITION*****

Complete both English and Intermediate Composition requirements for a minimum of six semester hours.

IN-PROGRESS 3.00 HOURS
NEEDS: 3.00 HOURS

ENGLISH COMPOSITION
SP17 ENGL1100 3.00 RG IP Composition I
✗ INTERMEDIATE COMPOSITION
NEEDS: 1 COURSE
SELECT FROM: [ENGL2367](#) [ENGL2567](#) [ENGL2667](#) [ENGL2767](#)

✗ *HISTORICAL STUDY*****

(minimum 3 semester hours)
NEEDS: 3.00 HOURS

SELECT FROM: [HIST1111](#) [HIST1112](#) [HIST1151](#) [HIST1152](#) [HIST1181](#) [HIST1182](#) [HIST2223](#) [HIST2224](#)

Other Associate Degree Requirements:



RESIDENCY HOURS REQUIREMENT

At least 20 semester hours of the coursework required in this program must be earned at Columbus State.

At least 14 of these credits must be earned in the technical studies requirement area

20 TOTAL RESIDENT HOURS REQUIREMENT	50.00 HRS APPLIED	9.00 HOURS
	IN-PROG	
14 TECHNICAL RESIDENT HOURS REQUIREMENT	21.00 HRS APPLIED	
	IN-PROG	

Residency – At least 20 hours of any associate degree must consist of Columbus State courses

NON-APPLIED ELECTIVES

Elective coursework not used toward any specific requirement in this program. If you believe any of these courses may meet a requirement, contact your advisor. If Planned Courses list here unexpectedly, check for course formatting errors.

SP17	BMGT1102	2.00	A	QUARTER: BMGT102 Mnging Intrprsnl Ski
SP17	BMGT1111	3.33	A	QUARTER: BMGT111 Management

This section contains courses that were successfully completed but do not apply toward degree requirements above.

SPECIAL NOTE REGARDING QUARTER COURSES (taken prior to Autumn 2012):

Quarter courses taken prior to Autumn 2012 will be converted to semester courses with semester credit hour values.



GE-COLLEGE COMPOSITION REQUIREMENT

AU11	ENGL1100	4.00	AV=B	QUARTER: ENGL101,102
------	----------	------	------	----------------------



GE-SOCIAL/BEHAVIORAL SCIENCES REQUIREMENT

WI10	PSY 1100	3.33	C	QUARTER: PSY 100 Intro to Psychology
------	----------	------	---	---



In this Degree Audit Report, quarter courses on the right side of the equations are converted to their semester equivalents on the left.

Quarter hours are converted to semester hours.

Example #1 (many-to-one)

- ENGL101 and ENGL102 (taken for 3 quarter hours each) are converted to one semester course, ENGL1100 for 4 semester hours.

Example #2 (one-to-one)

- PSY 100 (taken for 5 quarter hours) is converted to one semester course, PSY 1100, for 3.33 semester hours.

Accessing My Academic Plan

See page three for instructions on direct access to your My Academic Plan or if you on the Degree Audit tab you can select the Plans tab to create your academic plan.



Request an Audit

▼ Run Declared Programs:

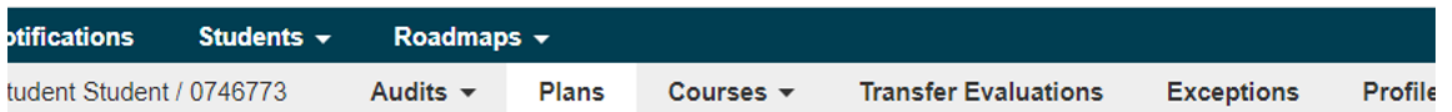
School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	UNDEC.UGRD	UNDECLARED MAJOR	Autumn 9998				

▶ Select a Different Program:

Advanced Settings Click to view available options.

Run Declared Programs Cancel

If you click on the Plans tab, the page will refresh and you will see *Manage (your name)'s Plans* with the options to see My Plans or Create a New Plan.



Manage Student Student's Plans ?

Program: No Declared Program

Catalog: Spring 2020

My Plans Create a New Plan

Preferred	Edit Plan	Action	Updated	User	PDF
★	arch plan	Select... ▼	Feb 10, 2020	sstudent	PDF
☆	newest test	Select... ▼	Feb 5, 2020	sstudent	PDF

* Indicates a plan without associated roadmap

Creating a New Plan

Click the tab Create a New Plan and enter data into the fields. Change the Term and Year values to the upcoming term. You can also change the Years to Graduation if needed. Plans default to two years but can be extended in the case you will be attending part-time or your program takes longer than two years. Then click 'Add Plan.'

Please note: The plan *effective* term is the catalog year that is on your student record. If you change majors or update your catalog year, you must *Create a New Plan* which will default to the appropriate catalog and effective terms.

Manage Student Student's Plans ?

Program: BMGT.BMGT.AAS
Catalog: Autumn 2019

My Plans

Enter Plan Information Here:

Program: **BMGT.BMGT.AAS** effective: Autumn 2019
[Select a different program](#)

Plan Name:

Term: Autumn (40) ▼

Year: 2020

Years To Graduation: 2 ▼

Identifies the major and catalog year for reference

Once you add/save the plan, the screen will refresh - providing you with a view of your Plan Builder with your degree audit on the left-hand side of the screen and your semester-by-semester plan on the right-hand side. There are two ways to plan – either from a Roadmap or from your Degree Audit.

Planning from a Roadmap

The default view is planning from an audit, but many programs will have a Roadmap available to assist you with the planning process – the image below shows a program with a roadmap available. You can plan from the roadmap by clicking the blue text.

Roadmaps are pre-defined degree ‘maps’ that match the program’s semester-by-semester plans that have been developed by Columbus State. If available, it is generally recommended to plan from a roadmap.

Plan Builder


Step 1: Click or tap a course to view more details about that course.

Step 2: Drag course into appropriate Term on your Plan.

Step 3: Use the ✓ button to check your Plan against the audit to ensure requirements are fulfilled as needed.

The screenshot shows the Plan Builder interface. On the left, the 'Audit' section for 'BMGT.BMGT.AAS' is displayed. It includes the program name 'Business Management-Business Mgt Major' and the effective date 'Autumn 2019'. A red dashed box highlights the 'Expand All / Collapse All' link. Another red dashed box highlights a blue link that says 'Business Management - Business Management - AAS, 2 Year Roadmap, Autumn 2019'. Below the audit details, there is a warning message: 'THIS AUDIT HAS BEEN PREPARED USING "WHAT IF" LOGIC. THIS REQUEST FOR A ONE-TIME EXPLORATORY REPORT REFLECTS A PROGRAM, CATALOG YEAR AND/OR TERM DIFFERENT FROM THE PROGRAM PRESENTLY STORED ON YOUR DEGREE PROGRAM FILE'. On the right, the 'Plan' section is titled 'Plan from Audit' and shows '0 Hours'. It has a toolbar with icons for PDF, share, list, chat, check, minus, and plus. Below the toolbar is another 'Expand All / Collapse All' link. The plan is currently empty, with expandable sections for 'Autumn 2020' and 'Spring 2021', both showing '0 Hours'.

Moving Preferred Courses

Students are able to select a ‘Move Preferred Button’  which will automatically move all courses to the plan in the term order that they are prescribed. This can only be done if there are no courses on the plan.

The screenshot shows the Plan Builder interface with a populated plan. A red dashed box highlights the 'Move Preferred' button (a play icon) in the toolbar. A red text overlay says 'Move preferred will be grayed out after initial use'. The plan shows a total of 8 Hours. It is divided into 'Term 1' (2 Hours) and 'Autumn 2020' (8 Hours). The 'Term 1' section is expanded, showing several courses with green checkmarks: 'Principles of Business' (0 Hours), 'First Year Experience - Must be taken in the first term' (0 Hours), 'Interpersonal Skills' (0 Hours), 'English Composition' (0 Hours), and 'Personal Finance' (0 Hours). The 'Autumn 2020' section is also expanded, showing 'Computer Concepts and Applications or Excel I and Excel II' (2 Hours). The right side of the interface shows the 'Plan' section with a toolbar and a list of terms: 'Autumn 2020' (8 Hours), 'Spring 2021' (8 Hours), 'Summer 2021' (9 Hours), 'Autumn 2021' (10 Hours), 'Spring 2022' (0 Hours), and 'Summer 2022' (0 Hours). Each term has a checkmark icon and a trash icon.

NOTE: The Move Preferred functionality will only work the first time a plan is created for the academic program or if all courses have been removed from the plan by using the ‘minus’ button on the toolbar.

NOTE: This assumes you are taking a full-time schedule. If you are taking a part-time schedule, the courses will need to be re-distributed on the plan.

NOTE: If there are multiple course options to fulfill a degree requirement, a course must be selected and moved to the plan individually.

Moving Courses – Drag and Drop

If planning from a Roadmap you can also drag and drop courses from the requirements sections on your roadmap into each term (pull each course over by clicking on the course, dragging it to a semester - where it will appear bright blue, release the course and it will then appear in that semester). The requirement within the roadmap will collapse and a checkmark will appear. Once all degree requirements are complete – Your plan will be complete! Tip: remember to use the right scroll to move up and down the roadmap to find courses to drag into your Plan. Selecting 'Expand All' (which is shown in the image below) makes this much easier.

The screenshot shows two panels. The left panel, titled 'Roadmap: Business Management - Business Management - AAS 43 Hours', lists requirements for 'Term 1' (10 Hours). Under 'Interpersonal Skills', the course 'BMGT1102 (2 Hours)' is highlighted with a red dashed box. The right panel, titled 'Plan: Plan from Audit 3 Hours', shows a list of semesters from Autumn 2020 to Summer 2022. A red dashed arrow points from the 'BMGT1102' course in the roadmap to the 'Autumn 2020' semester in the plan, where the course name is highlighted in blue.

See an example below of a plan where courses have already been pulled (dragged and dropped) into each term on the Plan.

The screenshot shows two panels. The left panel, titled 'Program: Architecture', lists requirements for 'Term 1' (14 Hours) and 'Term 2' (0 Hours). The right panel, titled 'Plan', shows a list of semesters with courses assigned to them. 'Summer 2020' (7 Hours) contains 'ARCH1232 (2 Hours)', 'ARCH1250 (2 Hours)', and 'ESSH1101 (3 Hours)'. 'Autumn 2020' (9 Hours) contains 'ARCH1274 (3 Hours)', 'ARCH2237 (3 Hours)', and 'ARCH1200 (3 Hours)'. 'Spring 2021' (6 Hours) is also shown.

Planning from a Degree Audit

You can also plan directly from your Degree Audit if there is no Roadmap available or if that is your preference. From this view you will drag and drop courses from the incomplete requirements sections on your audit into the semester you will plan to complete the course (pull each course over by hovering over the term label, dragging it to the plan where it will turn bright blue, release the course and it will appear in that term). Once all degree requirements are complete – Your plan will be complete! Tip: remember to use the right scroll to move up and down the audit to find courses to drag into your Plan. Selecting 'Expand All' makes this easier.

Audit: BMGT.BMGT.AAS

Program: Business Management-Business Mgt Major
Effective: Autumn 2019
Expand All / Collapse All

There are Term by Term Roadmaps available for this program.
Business Management - Business Management - AAS, 2 Year Roadmap, Autumn 2019

- > A CUMULATIVE 2.000 GRADE POINT AVERAGE FOR ALL COLLEGE LEVEL COURSES COMPLETED AT COLUMBUS STATE COMMUNITY COLLEGE IS REQUIRED FOR AN ASSOCIATE DEGREE.
- > ***NON-TECHNICAL HOURS ***
A minimum of 30 semester hours are required in all coursework used to meet General Education and Basic Related Requirements combined.
- > GE-COLLEGE COMPOSITION REQUIREMENT
- > GE-MATHEMATICS REQUIREMENT

NEEDS: COURSE

SELECT FROM: STAT1400

Plan: Plan from Audit 0 Hours

Expand All / Collapse All

>	Autumn 2020	0 Hours	🗑️
>	Spring 2021	0 Hours	🗑️
>	Summer 2021	0 Hours	🗑️
>	Autumn 2021	0 Hours	🗑️
>	Spring 2022	0 Hours	🗑️
>	Summer 2022	0 Hours	🗑️

Working with your Plan

Adding a Course Not on Your Roadmap or Audit

While in your Plan, you can add a course that is not on your roadmap or degree audit. Select the Add Course button and enter the department alpha (example: MATH or ENGL) then enter the course number and course options will populate in a dropdown. Select the appropriate course and click Add. This allows you to add a specific course that may not be on your degree audit or roadmap to your plan (common examples are English 1101 or Math 1099).

Plan Builder

Audit: ARCH.AAS

Program: Architecture
Effective: Autumn 2019
Expand All / Collapse All

* THIS AUDIT HAS BEEN PREPARED USING "WHAT IF" LOGIC. *

* THIS REQUEST FOR A ONE-TIME EXPLORATORY REPORT REFLECTS *

* A PROGRAM, CATALOG YEAR AND/OR TERM DIFFERENT FROM THE *

* PROGRAM PRESENTLY STORED ON YOUR DEGREE PROGRAM FILE *

THIS PROGRAM AUDIT HAS BEEN PREPARED TO ASSIST YOU DURING YOUR COLUMBUS STATE EXPERIENCE. WHILE EVERY EFFORT IS MADE TO MAINTAIN REPORTING ACCURACY, IT IS ESSENTIAL YOU WORK CLOSELY WITH YOUR ADVISOR TO ASSURE YOU MEET ALL PROGRAM REQUIREMENTS. EXCEPTIONS TO THE CURRICULUM MUST BE APPROVED IN WRITING BY THE APPROPRIATE DEAN OR DEPT CHAIRPERSON. SELF SELECTION OF COURSES OTHER THAN THOSE LISTED BELOW OR UNAPPROVED CHANGES TO THE PROGRAM COULD ADVERSELY AFFECT GRADUATION; TRANSFER TO A FOUR YEAR INSTITUTION; FINANCIAL AID AND/OR OTHER TUITION AND BENEFIT PROGRAMS.

---- AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED ----

Plan: arch plan 67 Hours

Expand All / Collapse All

>	Autumn 2020	3 Hours	🗑️
>	Spring 2020	16 Hours	🗑️
>	Autumn 2020	5 Hours	🗑️
>	Spring 2021	13 Hours	🗑️
>	Summer 2021	16 Hours	🗑️
>	Autumn 2021	14 Hours	🗑️
>	Spring 2022	0 Hours	🗑️
>	Summer 2022	0 Hours	🗑️

Add Course

Department: ENGL

Course Number: 11

1100 (Composition I)

1101 (Composition 1W: Comp. Work)

Editing Planned Courses

Using the edit button on each semester you can edit or delete courses from your Plan for future semesters.

The screenshot shows a course planning interface with the following elements:

- Semester expand/collapse buttons: Spring 2020 (14 Hours), Summer 2020 (7 Hours), Autumn 2020 (9 Hours), Spring 2021 (6 Hours), Summer 2021 (3 Hours).
- A "Delete" button with an "All" link.
- A list of course options with checkboxes:
 - ARCH1274 (Revit I) - 3 Hours
 - ARCH2237 (Structures) - 3 Hours
 - ARCH1200 (Architectural Drawing) - 3 Hours
- "Submit" and "Cancel" buttons.
- Edit and delete icons for each semester.

Additional Catalog Detail and Additional Icons

There is additional information available related to courses by clicking on the course name – or by clicking on icons (shown above) that appear when you have dragged a course on to your plan.

Course Catalog Detail appears if you click on a course name. The course description, details related to course Pre-Requisites or Co-Requisites, and course availability can be found here.

The screenshot shows a "Course Catalog Details" window for STAT 1400 (3 Hours). The title is "Stat Concepts for Business".

Description: This course is designed to introduce students to statistical concepts focusing primarily on business applications. The course contains techniques in descriptive and inferential statistics and includes sampling techniques; data types; experiments; measures of central tendency; measures of dispersion; graphical displays of data; basic probability concepts; binomial and normal probability distributions; sampling distributions and Central Limit Theorem; estimating population parameters and hypothesis tests of population parameters for one and two samples; linear regression and forecasting with exponential smoothing. STAT 1400 is intended primarily for students pursuing an AAS degree in the business programs.

Pre Requisites: MATH-1025 or MATH-1050, minimum grade C, or completion of MATH-1099 (MATH 1050 module), or by placement equivalent

Co Requisites:

Course Availability Table:

Spring 2020	Summer 2020	Autumn 2020	Spring 2021	Summer 2021	Autumn 2021
✓	✓	✓	✓	✓	✓

Below is an example of a course that is not offered in Summer Term (the description has been removed in this instance.)

The screenshot shows a "Course Availability" table for a course not offered in Summer 2020.

Course Availability Table:

Spring 2020	Summer 2020	Autumn 2020	Spring 2021	Summer 2021	Autumn 2021	Spring 2022	Summer 2022
✓	✗	✓	✓	✗	✓	✓	✗

Icon Information

Indicators are available to provide information that will be helpful as you create your plan.



Indicates that course has a Pre-Requisite or Co-Requisite



Indicates that course is not offered in this term

NOTE: You can click the icons for more detail (see popups below) but they are **informational only**. The planning tool does not check or enforce prerequisites/corequisites having been completed – so you will need to make sure you are planning courses in the proper sequence. You will not be able to complete registration for courses on your plan if you have not satisfied pre/corequisites – or if you have other registration holds such as past due fees or restrictions.

The screenshot displays a course planning tool interface. On the left, a sidebar shows a list of courses grouped by term: Autumn 2020 (5 Hours), Spring 2021 (13 Hours), Summer 2021 (16 Hours), Autumn 2021 (14 Hours), and Spring 2022 (0 Hours). A popup for the Summer 2021 term shows a list of courses with status icons: ARCH1274 (3 Hours) with an information icon, ARCH2230 (2 Hours) with a red prohibition icon, ARCH2237 (3 Hours) with a red prohibition icon, DDG 1100 (3 Hours) with a green checkmark, ESSH2282 (2 Hours) with a red prohibition icon, and ARCH2221 (3 Hours) with a red prohibition icon. A popup for ARCH1274 shows its pre-requisite: ARCH-1120. On the right, a main panel titled 'Plan: arch plan' shows a total of 67 Hours and a list of courses for Autumn 2020, Spring 2021, and Summer 2021. A popup for ARCH1274 in this panel also shows its pre-requisite: ARCH-1120. At the bottom left, a popup for the Summer 2021 term shows the status 'Course not offered in this Term'. At the bottom right, a legend defines the icons used in the interface.

Legend

- = Course List
- = Course with Pre or Co Requisites
- = Completed Course
- = In Progress Course
- = Incomplete Planned Course
- = Completed Course, No Credit
- = Alerting possible issue with course
- = Complete
- = Planned
- = In Progress
- = Unfulfilled

Checking Your Plan

Once you have completed your plan, you will need to check it against the degree audit to make sure that all the requirements have been fulfilled. You should use this feature frequently to help determine if requirements are complete as you plan out your terms.

Plan: arch plan **67 Hours**

Expand All / Collapse All

▼ **Spring 2020** **3 Hours**

Add Course

IP HIST1151 (3 Hours) **RG**
Amer History to 1877

▼ **Summer 2020** **16 Hours**

Add Course

- CIVL1120** (3 Hours)
Construction Material Sci
- CMGT1121** (3 Hours)
Construction Drawings
- MATH1101** (3 Hours)
Math Const Science/App Tech
- MATH1024** (2 Hours)
Math of Measurement
- MATH1050** (5 Hours)
Elementary Algebra

▶ **Autumn 2020** **5 Hours**

Generating a Degree Audit

Generate a Degree Audit that includes all of the courses that you have added to your plan (Your Planned Courses).

You should complete this step for all plans.

Plan: arch plan **57 Hours**

Expand All / Collapse All

▶ **Spring 2020** **14 Hours**

▶ **Summer 2020** **7 Hours**

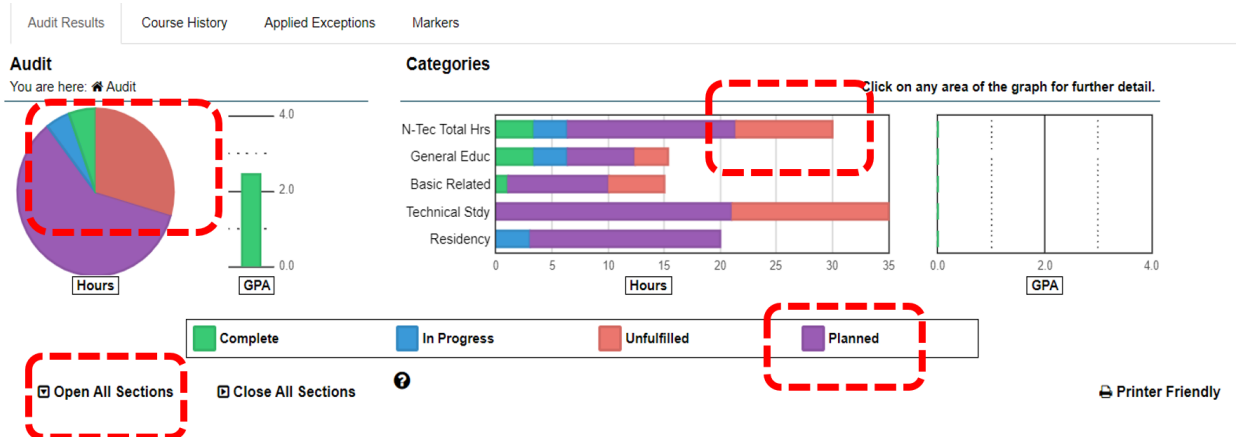
▶ **Autumn 2020** **19 Hours**

▶ **Spring 2021** **14 Hours**

▶ **Summer 2021** **3 Hours**

▶ **Autumn 2021** **0 Hours**

The audit will open in a new window. The charts and graphs will provide an idea of your progress towards completion. Planned courses will show in purple and unfulfilled/unplanned requirements will be shown in red. As always, the body of the degree audit (click 'Open all Sections') will provide detail on planned courses as well as anything that may be missing.



Viewing/Printing PDF of Your Plan

The screenshot shows a plan view for "arch plan" with a total of 39 Hours. The interface includes:

- Plan Header:** "Plan: arch plan" and "39 Hours".
- Navigation Bar:** A row of buttons including a PDF icon, a "PDF" button (highlighted with a red dashed box), a link icon, a list icon, a chat icon, a checkmark icon, a minus icon, and a plus icon.
- Tooltip:** A tooltip box below the PDF button that reads: "View an Audit that includes all courses from the plan."
- Expand/Collapse:** "Expand All / Collapse All" links.
- Semester View:** A section for "Spring 2020" with "14 Hours" and edit/delete icons.

A PDF can be printed with sections divided by completed courses and planned courses by semester.

Removing all Courses

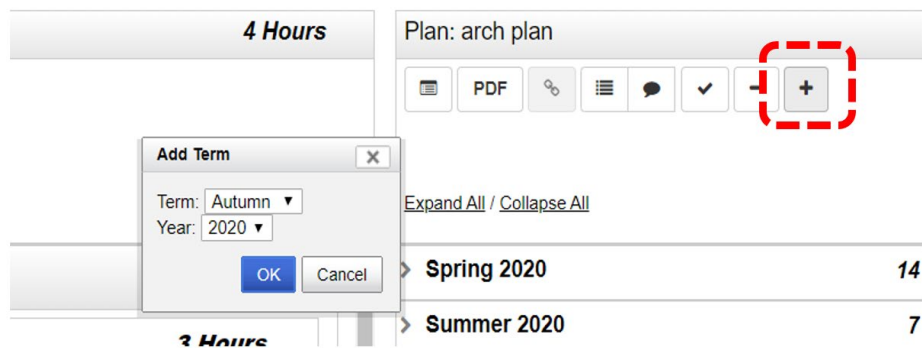
You can remove all courses from a plan if you need to start over. You will be asked if you are sure – before your courses are deleted from the plan.

The screenshot shows the same interface as above, but with a confirmation dialog box open:

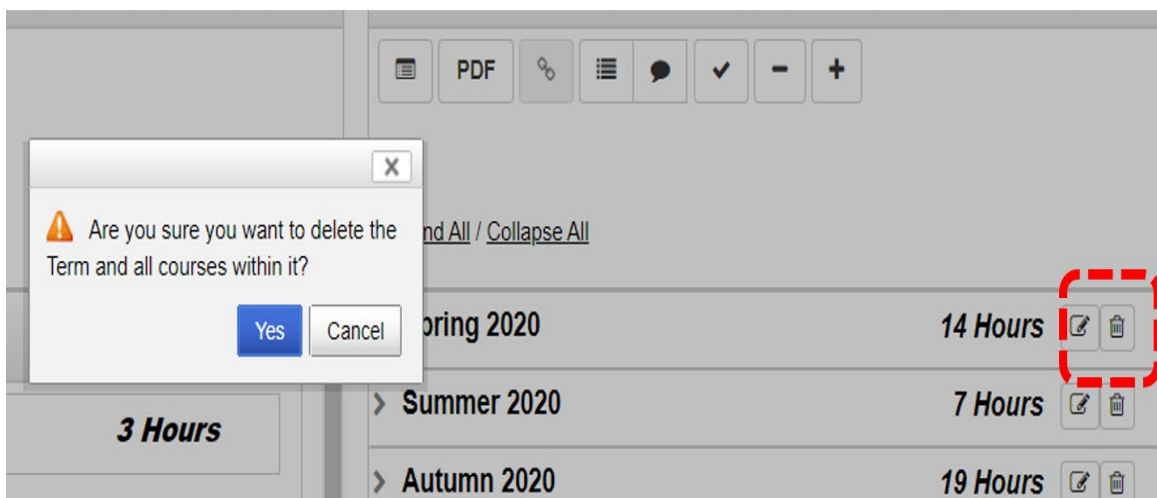
- Confirmation Dialog:** A small window with a warning icon and the text: "Are you sure you want to delete all courses?". It has "Yes" and "Cancel" buttons.
- Navigation Bar:** The minus and plus icons in the navigation bar are highlighted with a red dashed box.

Adding a Term to Your Plan

If you need to add an additional term to your plan you can do so by using the + button and selecting the Term/Year you would like to add.



If you need to delete a term, you will need to select the specific term in the plan and select the 'Delete' Button as shown below. You will be asked to verify that you would like to delete the term and associated courses.



Setting Your Preferred Plan & Commenting on a Plan

When you go back to your My Plans tab, you can see a list of your plans. Mark the plan you are following with a star – that will be your Preferred Plan. You can create multiple plans, as needed, but only one plan will be marked as Preferred.

There are actions that can be taken for each plan. You can use the drop-down menu under Action to edit, rename, copy, or delete the plan. In most cases, it will make sense to copy an existing plan in order to make changes vs. renaming the plan. You also have the option to open a PDF version of that plan from this screen.

REMINDER: Only one plan will be chosen as your Preferred Plan and that is the plan you should follow – and that you would want to review with your advisor. This Preferred Plan will also be used to generate data to inform course demand to the College.

My Plans Create a New Plan

Preferred	Edit Plan	Action	Updated	User	PDF
★	arch plan	Select... Select... Edit Plan Rename Copy	Apr 2, 2020	sstudent	PDF
☆	BMGT_Roadmap Test	Select... Edit Plan Rename Copy	Apr 2, 2020	sstudent	PDF
☆	newest test	Select...	Feb 5, 2020	sstudent	PDF

You can add a comment to yourself or a comment to share with your advisor as you are completing plans. These comments serve as information to you about your plan – or for information that you would like to share during an advising session. Your advisor may also share comments about the plan that has been created. Note: your comments will not be passed on directly to your advisor for plan approval – you would need to contact your advisor if you want them to review your plan.

Manage Student Student's Plans

Program: BMGT.BMGT.AAS
Catalog: Autumn 2019

My Plans Create a New Plan

Preferred	Edit Plan	Action	Updated	User	PDF
★	arch plan	Select...	Apr 2, 2020	sstudent	PDF
☆	BMGT_Roadmap Test	Select...	Apr 2, 2020	sstudent	PDF
☆	newest test	Select...	Feb 5, 2020	sstudent	PDF

Comment

Enter your comments for your plan. Select the "Share with" field to share the comment with others or the "Private" field to create a private comment.

Add New Comment

Expand All / Collapse All

From: Student Student (sstudent)

Private
 To:Advisors

These are notes that I want to have associated with my plan. I can either keep them for myself or share with [advisors](#).

Advisors can also keep comments here for students.

Link with Plan: Save Cancel

Keeping Plans up to Date and Additional Information

You will want to revisit your plans consistently in order to keep it up to date – or to make adjustments based on any changes to your MAP. There are several resources available to help you in this journey.

The following resources will help you in developing your MAP and keeping it up to date.

www.csc.edu/advising – Advising pages/resources

Catalog.csc.edu – Columbus State academic program and exploration.