

This quick reference guide (QRG) provides instructions on how to create or update (edit) an academic plan in Workday. Your academic plan is a semester-by-semester guide showing which courses you should take and when. It is recommended that you review your Academic Plan with your Advisor. Both students and Advisors can create Academic Plans.

To work on your Academic Plan, complete the following steps.

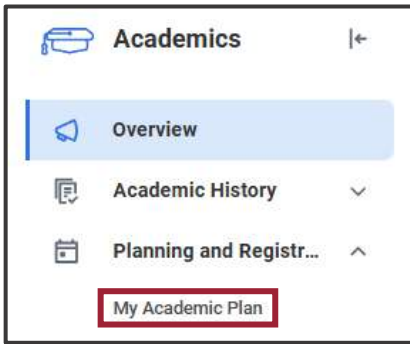
CREATE ACADEMIC PLAN

From the Workday Home page:

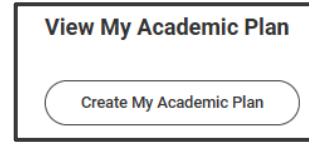
1. Select **Academic Hub** from the global navigation menu.



2. Click **Planning and Registration**.
3. Select **My Academic Plan** from the dropdown list.



4. Click the **Create My Academic Plan** button.



5. Optional – Select an **Academic Plan Template**. It is recommended to use an Academic Plan Template if one is available for your Program of Study. Not all Programs of Study will have this option.
6. Click **OK**.
7. Confirm you are planning for the correct **Academic Year**.



Note: You might have to click the **Add Year (+)** button to add the correct Academic Year.

8. On the lefthand side of the page under **Remaining Academic Requirements** click and hold on a requirement, then drag it to the Academic Period you wish to take the requirement during.
9. After dropping the academic requirement, click the **Course** dropdown menu and select your desired course to fulfil the Academic Requirement.



- Confirm you are eligible to enroll for the selected course. If you are not eligible select a different course or contact your advisor for support.

Course	Units	Status
<div style="border: 1px solid #ccc; padding: 2px;"> x HIST 21103 - US History To 1877 ⋮ </div>	3	Eligible to Enroll

- Repeat as needed to add additional courses to your plan.



Note: To qualify for specific scholarships and grants, students must enroll in a certain number of units during each academic period. Please review your academic plan with an advisor to ensure you take the correct number of units and courses to qualify.

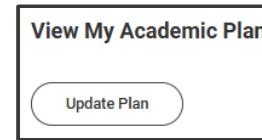
- Click **OK** to create your plan.

UPDATE ACADEMIC PLAN

If you or your advisor has created an Academic Plan for you, it is possible to update or edit the plan by completing the following steps.

- Select **Academics Hub** from the global navigation menu. Click **Planning and Registration**.
- Select **My Academic Plan** from the dropdown list.

- Click the **Update Plan** button.



- Add, remove, or rearrange your academic plan as needed. You may find that your advisor has selected Academic Requirements for you for each semester, but you can select the course you want to take.



Note: It is possible to drag Academic Requirements from one academic period to another by clicking and holding on to them and then dropping them in the new academic period.

- Click **OK** to update your plan.

REGISTER FROM PLAN

Once you are able to register for a semester, you can register from your created Academic Plan.

- Select **Academics Hub** from the global navigation menu. Click **Planning and Registration**.
- Select **My Academic Plan** from the dropdown list.
- The plan you have created will display. Click **Register from Plan**.
- The courses in your plan will display. For each course, check the **Select** box to select your desired course section. Repeat for each course then click **Register**.