JAGTRAX: ADVISOR/FACULTY INSTRUCTIONS FOR PLANS
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INTRODUCTION

Plans allows creation of a long-term plan for degree completion and verifies that courses used will fulfill degree requirements. If a student changes their major and/or concentration, their plan will be deleted and a new plan will need to be created.

TIPS & NEED TO KNOW INFORMATION

- Student cannot make changes to their plan, only review plans built by their advisor.
- Make sure the Active and Locked boxes are checked before saving a student’s plan.
  - Active Plan: Activates plan for student to review.
  - Lock Plan: Edits can only be done by the advisor.
- Terms should be added to the plan as the student matriculates. Do not create multiple plans unless the student changes degree or major.
- You can add unlimited terms and unlimited requirements.
- A minimum grade can be entered for each requirement.
- Requirements can be marked as Critical to be tracked for the student.

INSTRUCTIONS

1. Select Plans for the top header menu.
2. The Plan List will display a list of all plans available for the student.
3. If a student does not have any plans listed, create a new plan. If a student has a plan listed for their current major or degree, you will need to edit the plan.

CREATE A NEW PLAN

1. Click New Plan in the Plan List to create a new plan.

2. Select the term to start the plan. Click the drop-down arrow to select the term and click submit.

3. If a student has more than one degree, a drop-down menu will allow you to select the appropriate degree for the plan.

4. Add a description for the plan, then select Submit. A new plan will be created and is ready for editing.
5. Click the “+” button under the term to begin adding courses.

6. Outstanding requirements can be added by utilizing Still Needed tab (opens by default) or the Course tab.
   a. Still Needed: Provides a clickable list of all outstanding requirements.
   b. Courses: Provides a clickable list of all courses offered at AU alphabetically by subject code.
7. In addition to the Still Needed and Course listing, you can search to add the course(s) and check the box to select.

8. Once the course(s) are selected click Add to Plan. The course(s) will be updated on the term listing in the Plans view.

9. Once the plan is complete, it will need to be activated for the student to view. To activate the plan, click the pencil icon at the top right of the plan and click the “Active” checkbox and click Save.
10. The plan is now available for student review.

EDIT PLAN
1. Click the description of the plan you would like to edit.

2. If a new term is needed, select Add Term. Click the drop-down arrow to select the term and click Add.
3. Click the “+” button under the term to begin adding courses.

4. Outstanding requirements can be added by utilizing Still Needed tab (opens by default) or the Course tab.
   a. Still Needed: Provides a clickable list of all outstanding requirements.
Add requirements to Fall 2022

Subjects

Courses | Still needed
---|---

Core Curriculum A - E

**AREA A: ESSENTIAL SKILLS**

College Algebra or Intro to Math Modeling - 1 Class in

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
<td>3</td>
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<td>MATH 1111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1113</td>
<td>Precalculus Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

5. In addition to the Still Needed and Course listing, you can search to add the course(s) and check the box to select.

6. Once the course(s) are selected click Add to Plan. The course(s) will be updated on the term listing in the Plans view.

7. Once the plan is complete, it will need to be activated for the student to view. To activate the plan, click the pencil icon at the top right of the plan and click the “Active” checkbox and click Save.
8. The plan is now available for student review.

**EDITING COURSES WITHIN A PLAN**

1. Courses already listed within a plan can be edited by selecting the ellipse on the course that requires updating.
More Information
Clicking More Information, provides a look at the course information.

Course Information

MATH 1113 - 3 Credits - Precalculus Mathematics

A rigorous study of polynomial, exponential, logarithmic, and trigonometric functions, primarily intended to prepare science and mathematics majors for calculus. STEM GPA Eligible Course

Prerequisites:
(mat 107 with a minimum grade of C or math 1111 with a minimum grade of C)

Edit Requirement
Clicking Edit this Requirement, allows you to update the required course and minimum grade.

Edit Requirement

Requirement type
Course

Critical

MATH 1101

Credits
3.0

Minimum grade

CANCEL SAVE
Delete Requirement
Clicking Delete this Requirement allows you to remove the requirement from the planned semester.

Delete Requirement  

Are you sure you want to permanently delete this requirement?

CANCEL  DELETE REQUIREMENT

Reassign Requirement
Clicking Reassign the Requirement allows you to move the course from one planned semester to another active semester.

Reassign Requirement  

Reassign to which term?

Select term *

CANCEL  REASSIGN

AUDIT
Selecting Audit from the Plans menu will open a new window that allows you to view the planned courses within the degree audit window.

1. Select Audit from the Plans menu.
2. The Planner Audit will display the degree requirements for the current curriculum, including completed courses, in-progress course, and planned courses as assigned in the plan list.

**WHAT-IF**
Selecting What-If from the Plans menu will open a new window that allows you to view the planned courses within the degree audit window and complete a What-If scenario.

1. Select What-If from the Plans menu.
2. The Planner What-If will display the degree requirements for the selected curriculum, including completed courses, in-progress course, and planned courses as assigned in the plan list.

### Planner What-If Analysis

#### Program
- Catalog year *
  - Academic Year 201...
- Degree *
  - Bachelor of Arts

#### Areas of study
- Major *
- Concentration
- Minor

#### Additional areas of study

### Planner What-If Analysis

**Student name**: Student, Test

**Plan description**: Test

**Degree progress**
- Overall GPA: 2.40

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>College Composition I</td>
<td></td>
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<td>ENGL 1102</td>
<td>College Composition II</td>
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<td>Spring 2019</td>
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<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
<td>PLAN</td>
<td>(3)</td>
<td>Fall 2022</td>
</tr>
</tbody>
</table>

**CONTACT**

If you have any additional questions, please contact our office at jagtrax.augusta.edu.