Editing an Approved Plan

1 To change your approved study plan, log into VandalWeb and access your Student Profile. From the Student Profile, click on Degree Audit in the left hand menu.

2 From the Degree Audit click "PLANS"

3 Click on your active and approved study plan. The active plan will be indicated in the Active column.

4 From your approved plan click "Save as copy" to make changes to an existing plan.

AUDITS   EXCEPTIONS   PLANS   ADMIN

Degree M.S.
Level Graduate
Active Yes | **Status** APPROVED

Last updated: ████████████ on 03/19/2015
Audit   What-If   Delete plan   Save as copy   Create block

< >

Summary 2014 🗒   ⋮   **Summary 2015** 🗒   ⋮   **Fall**
Credits: 3.0   Credits: 3.0   Credit

⚠ Saving a copy of your study plan will not re-name it. Always edit the plan name so that you can more easily distinguish between the two plans.

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5 Click on the edit icon to change the title of your plan.

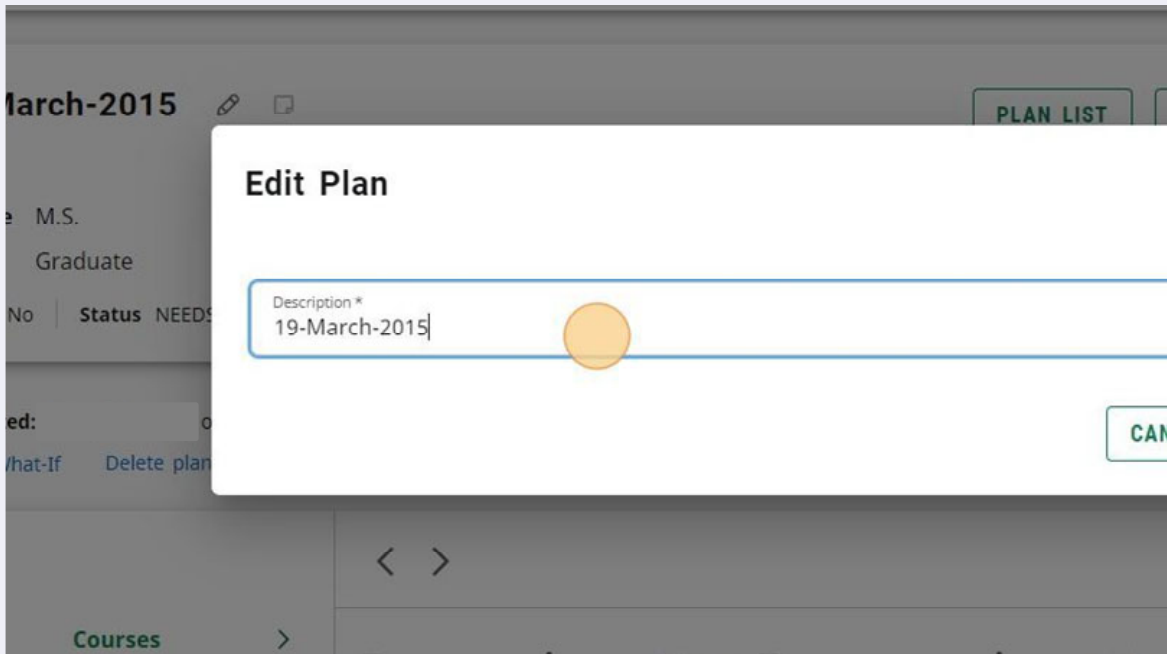Student ID   🔍   Name ██████████

Level Graduate   **Class Standing** Graduate   **Major** Adult/Org Learng & Leadership
College Education, Health & Human Sci   **Advisor(s)** Sydney Freeman, Jean Henscheid

19-March-2015 ✏ 🗒
Edit plan

Degree M.S.
Level Graduate
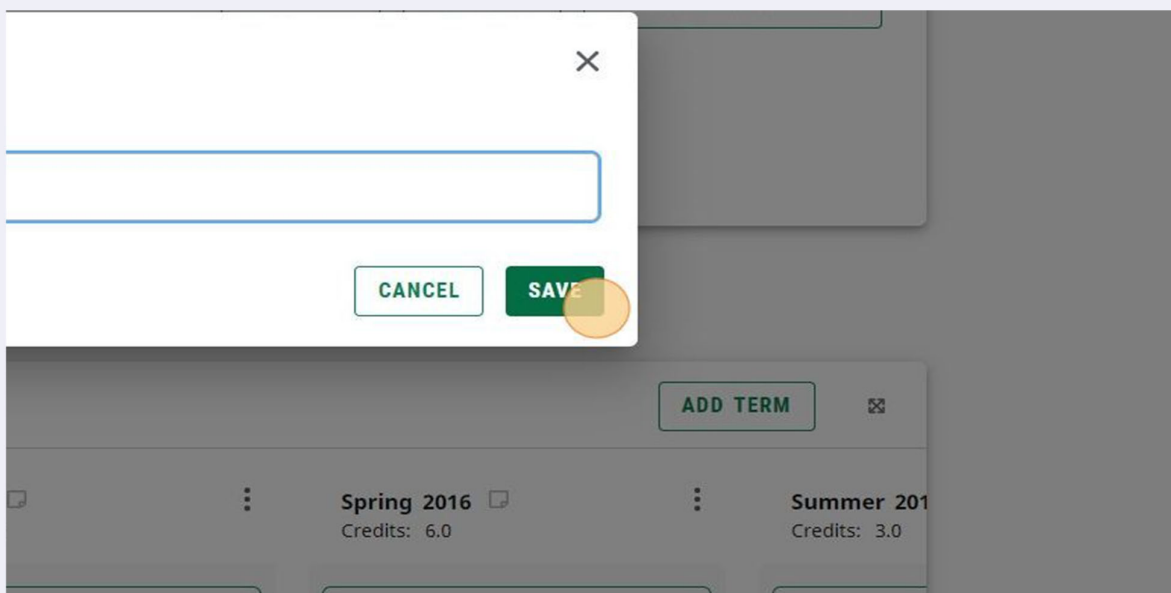**Active** No | **Status** NEEDS APPROVAL

Last updated: Frost. Rebecca I on 07/13/2022

6 Click the "Description " field.

7 Type in the new description for your plan. It is best practice to rename the description of the study plan that you are editing to include the date so that the old and new plan can easily be distinguished from one another.

8 Click "SAVE"

Navigating Your Plan Terms

1 Terms appear from left to right. To navigate between your terms click on the arrow icons.
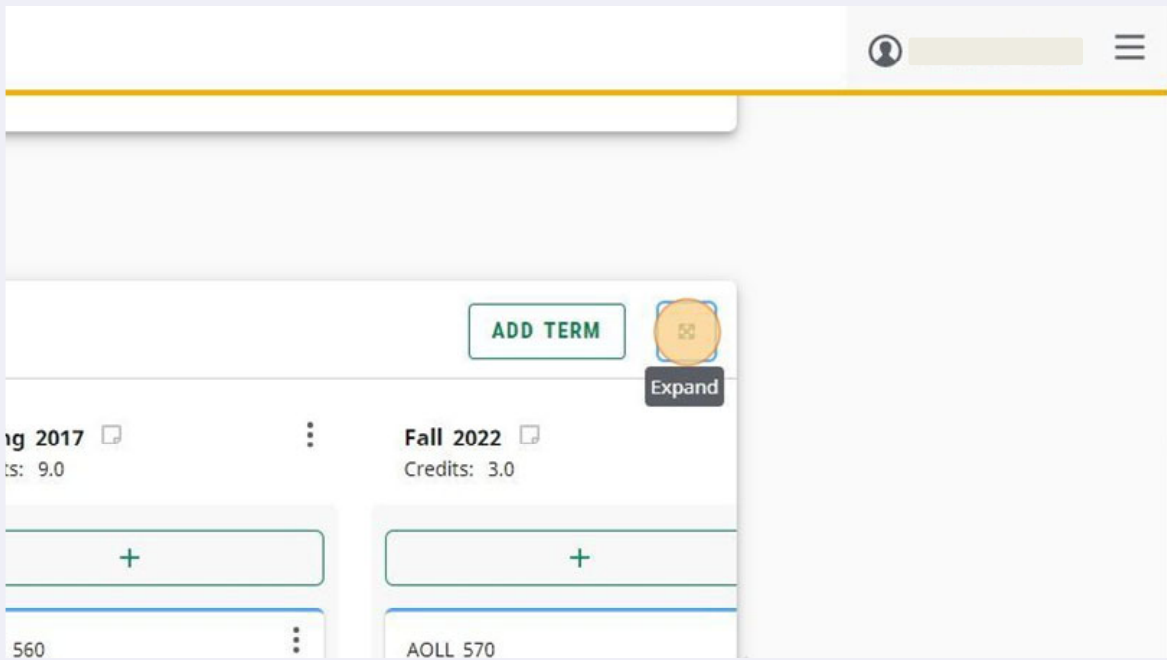

2 If you have multiple terms you may not be able to view all terms using the arrow navigation icons. In this case, click on the green hamburger menu on the left side above the sidebar to collapse this information.
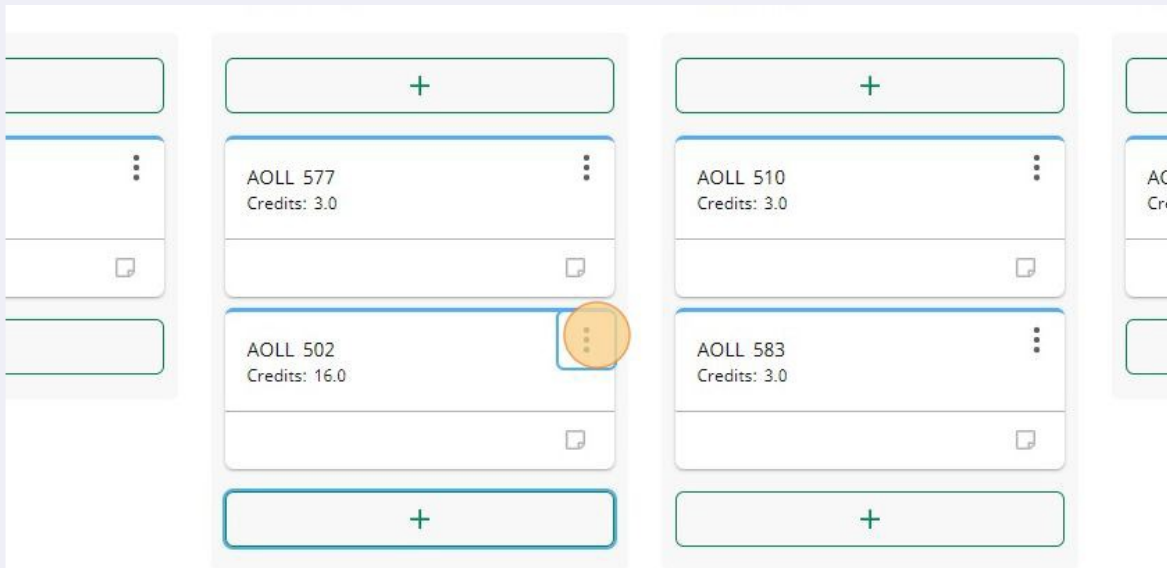
3   If your plan is long enough that it is still not showing all terms, Click on the "Expand" icon at the right corner of the terms to open it in a larger window.

ADD TERM

Expand

g 2017

s: 9.0

Fall 2022

Credits: 3.0

+

+

560

AOLL 570

Editing Courses
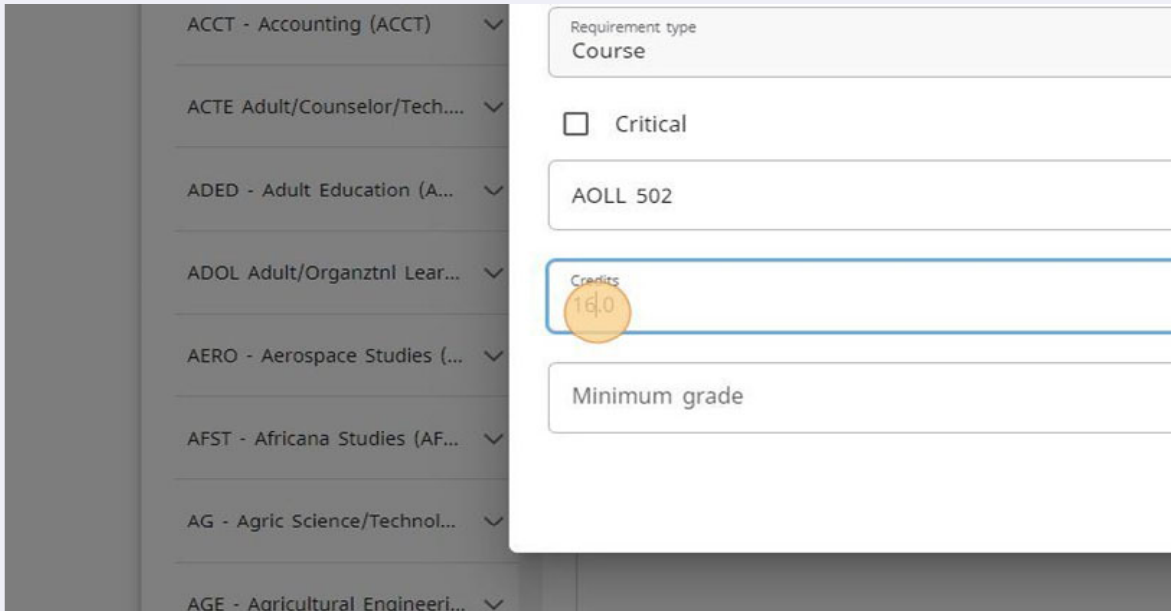
1 To edit a course click on the 3-dot menu next to the course.

| | AOLL 577 Credits: 3.0 | AOLL 510 Credits: 3.0 | AO Cre |

AOLL 502
Credits: 16.0

AOLL 583
Credits: 3.0

2 Click "Edit this requirement"

AOLL 577
Credits: 3.0

AOLL 510
Credits: 3.0

AOLL 502
Credits:

AOLL 583
Credits: 3.0

More information

Edit this requirement

Delete this requirement

Reassign this requirement
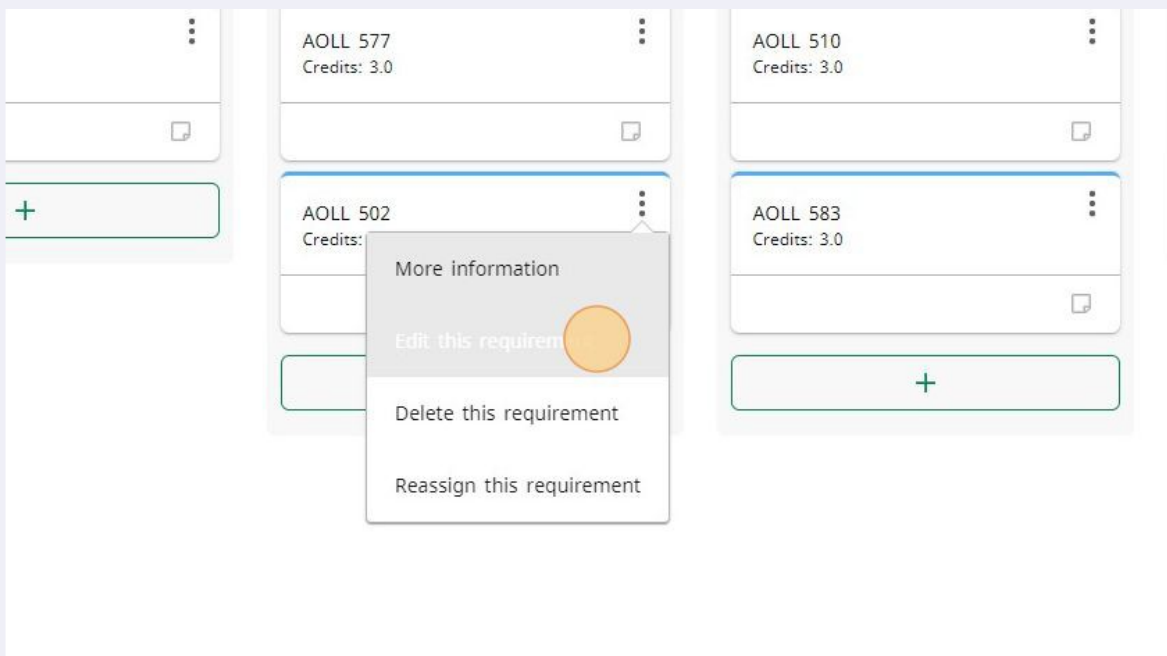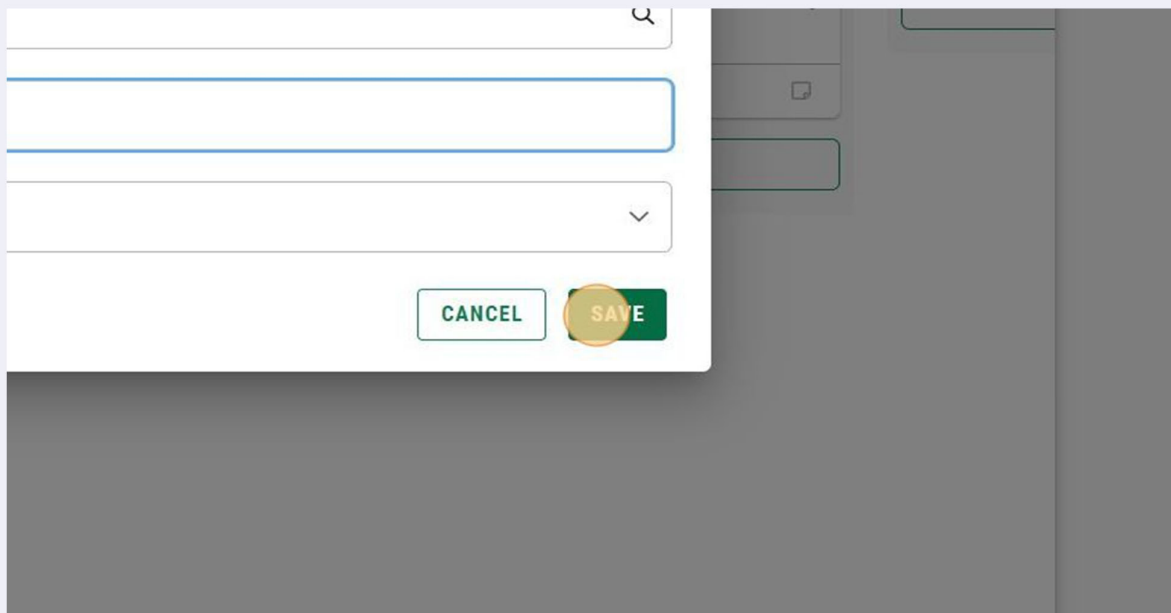
3 Click on the "Credits" field to adjust the credits.

4 Type the correct credit amount.

5 Click "SAVE"

Deleting a Course

1 Click the 3-dot menu next to the course you wish to delete.
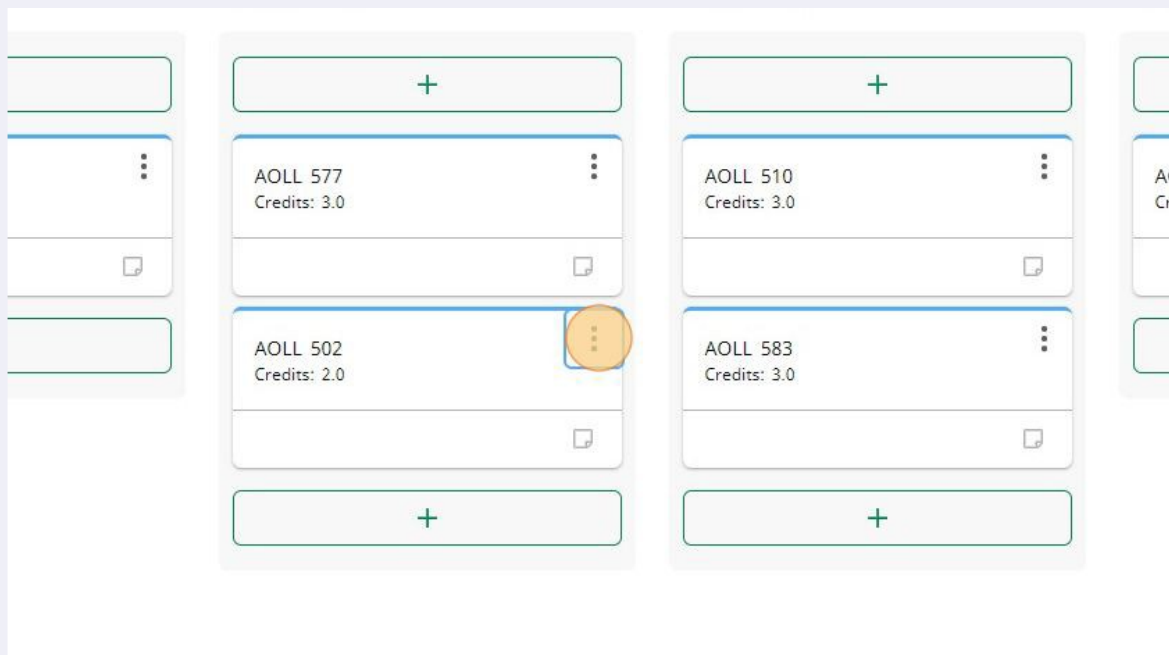
2 Click "Delete this requirement"
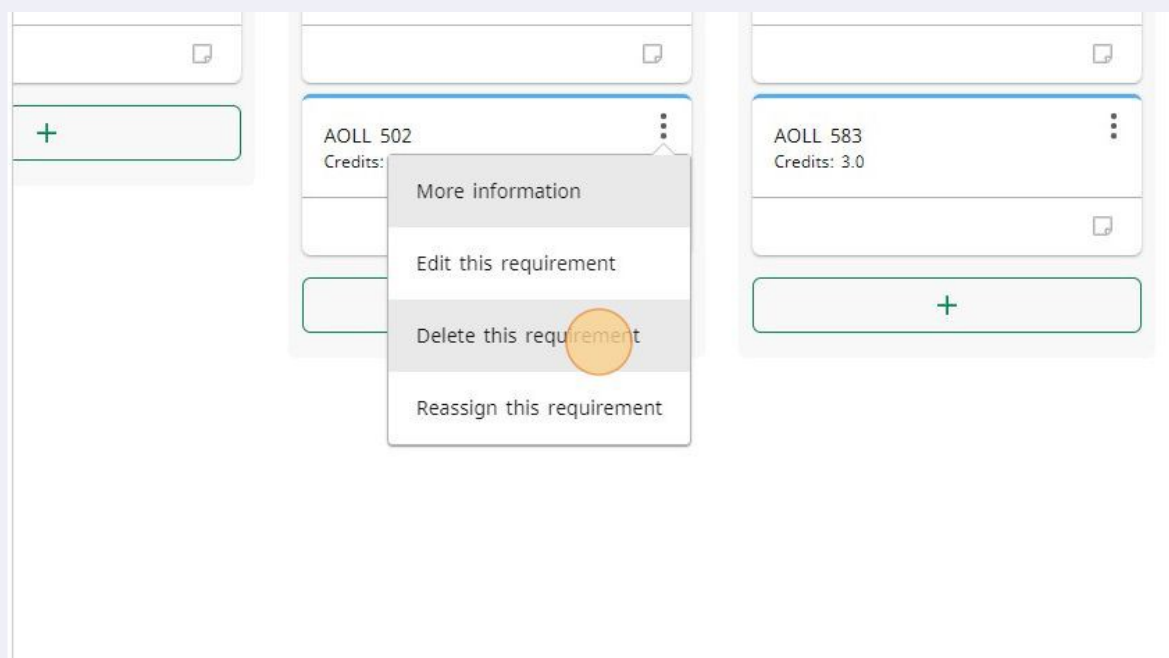
3   Confirm the deletion by clicking "DELETE REQUIREMENT"
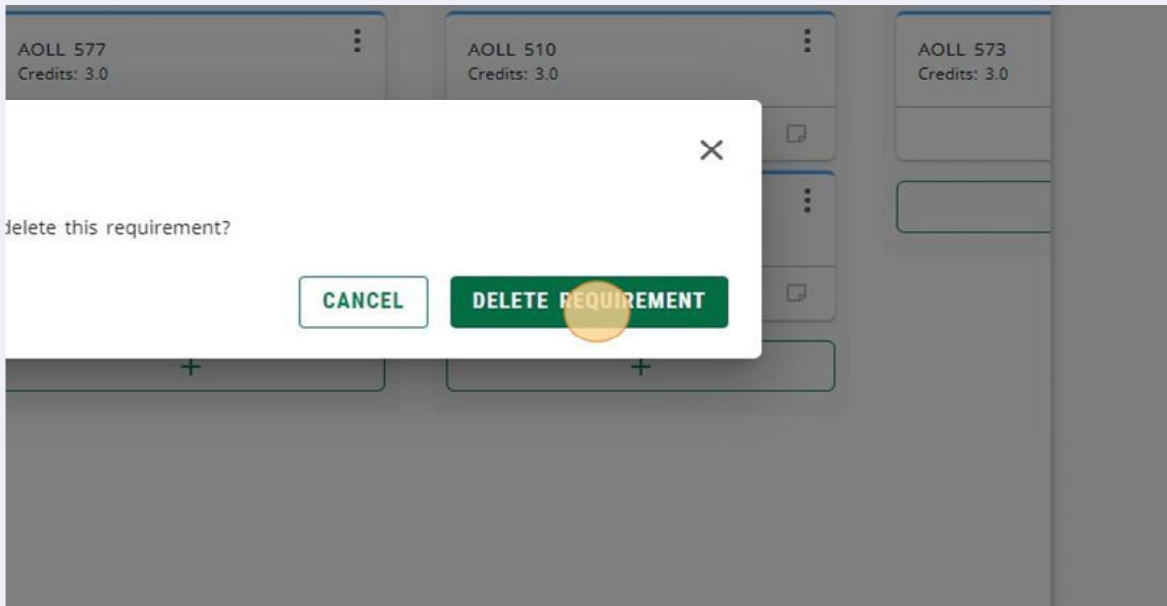
Adding a Course

1   You can add courses to an existing plan using the same methods as used in creating a plan.

2   Add a course by clicking on the green + within a term, or using the Requirements menu in the sidebar.
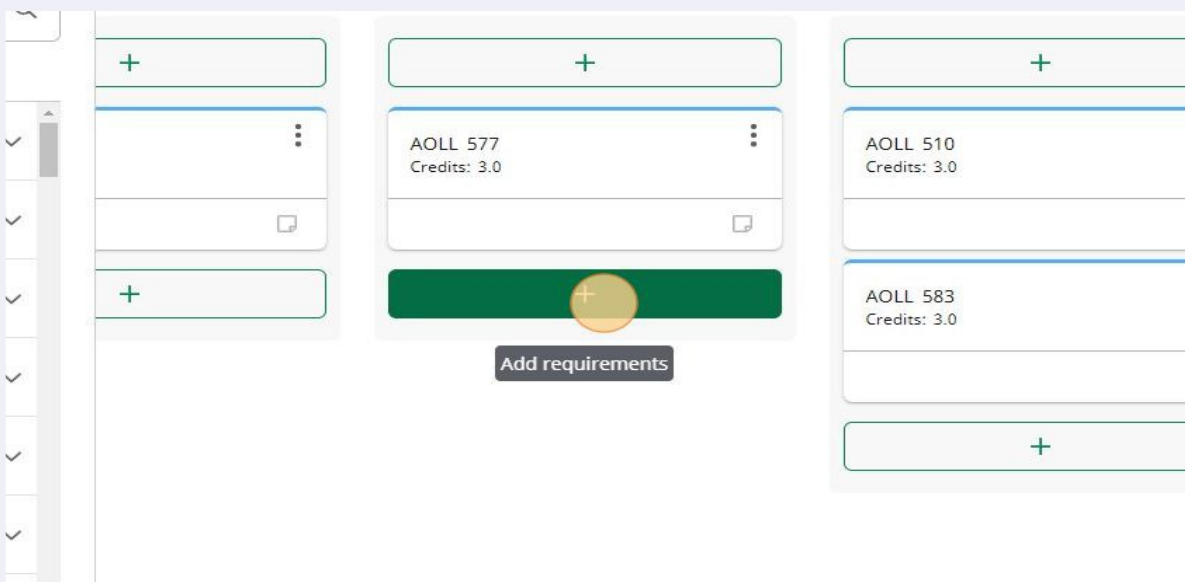
Moving a Course to a different Term

1 To move a course within your study plan simply drag and drop the course into a new term.

2015 ⠇	Spring 2016 ⠇	Summer 2016 ⠇
its: 3.0	Credits: 6.0	Credits: 3.0

| + | + | + |

| L 577 ⠇ | AOLL 583 ⠇ | AOLL 573 |
| ts: 3.0 | Credits: 3.0 | Credits: 3.0 |

| + | AOLL 510 ⠇ | + |
| | Credits: 3.0 | |

| | + | |
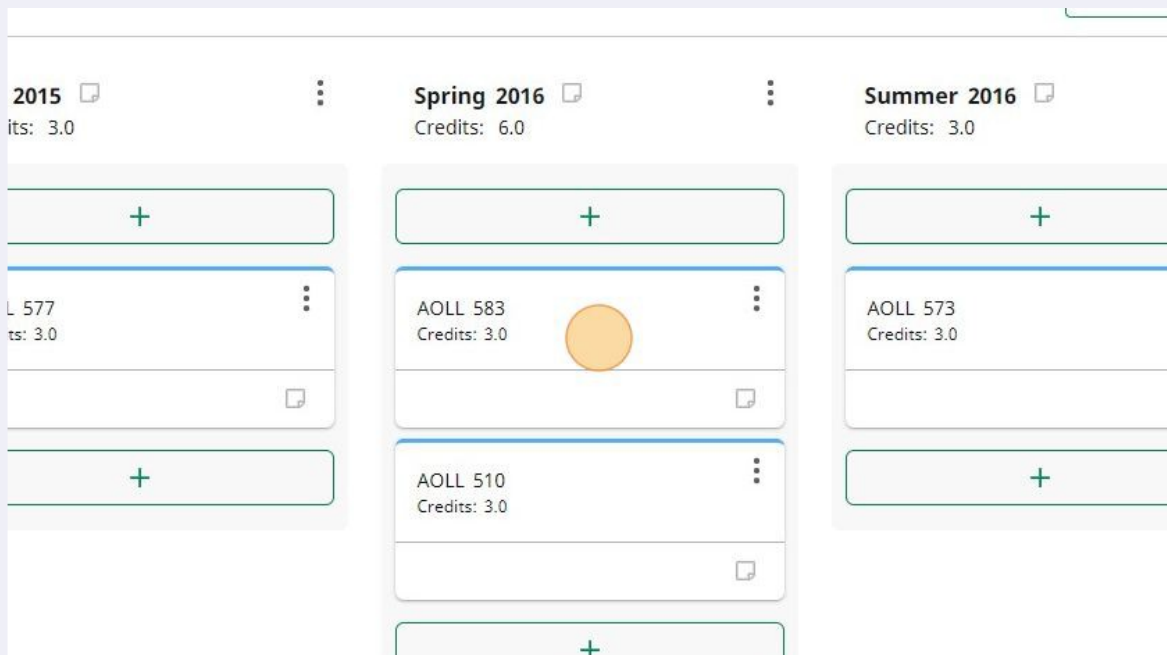
2 A single course can also be moved to a new term by clicking on the 3-dot menu next to the course. This method is more helpful if you have a study plan with multiple terms that aren't all within view.

ADD TERM ✕

Close

⠇	Spring 2017 ⠇	Fall 2022 ⠇	⠇
	Credits: 9.0	Credits: 3.0	

| + | + | + |

| ⠇ | AOLL 560 ⠇ | AOLL 570 ⠇ |
| | Credits: 3.0 | Credits: 3.0 |

| + | AOLL 574 ⠇ | + |
| | Credits: 3.0 | |
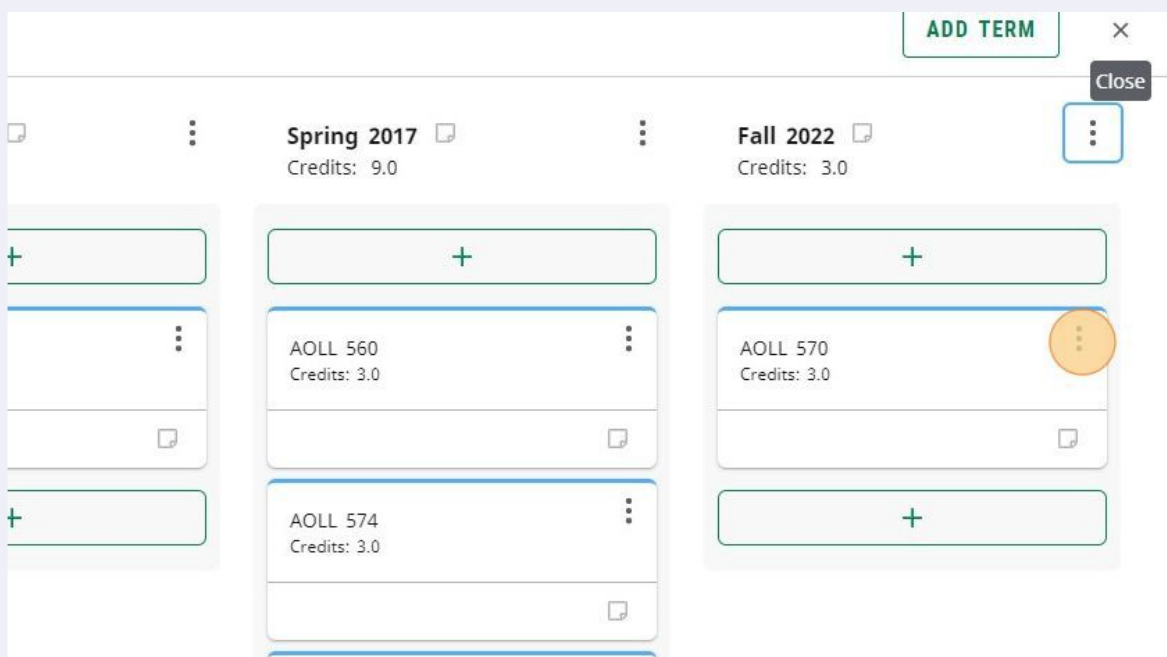
3 Click "Reassign this requirement"
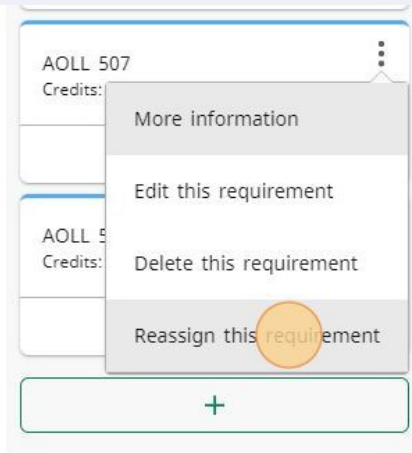
4 Click the drop-down arrow in the Reassign Requirement pop-up.
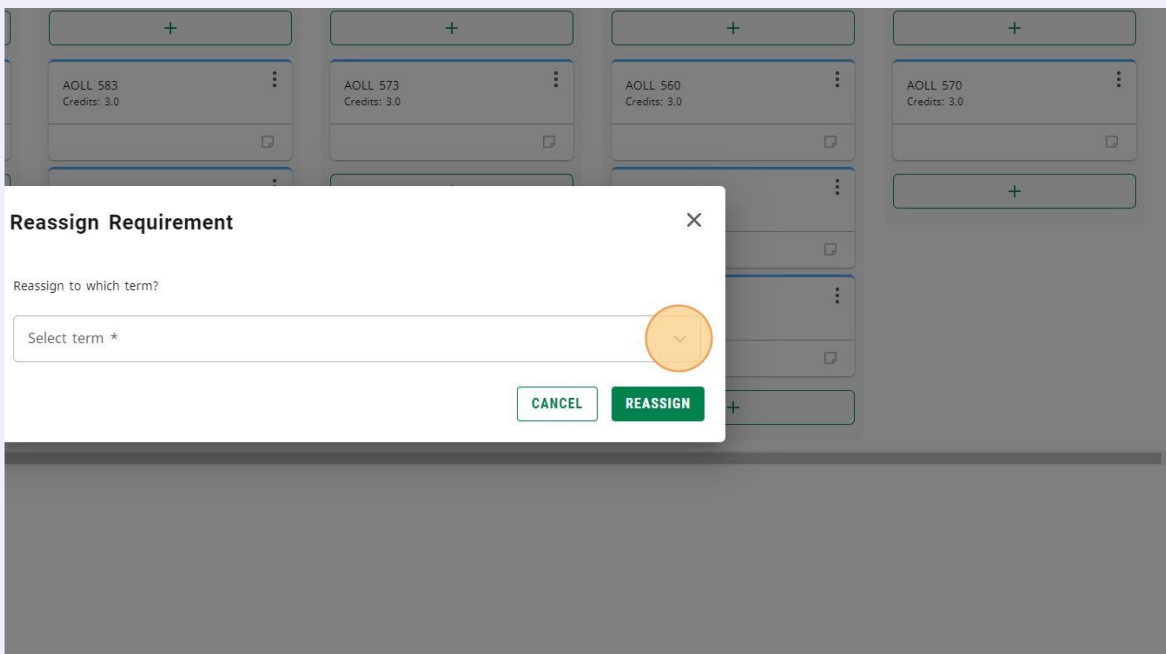
5 Click on the term you want to move the course to. Only the terms that exist in your study plan will be listed.

Reassign to which term?

Summer 2014
Summer 2015
Fall 2015
Spring 2016
Summer 2016
Spring 2017
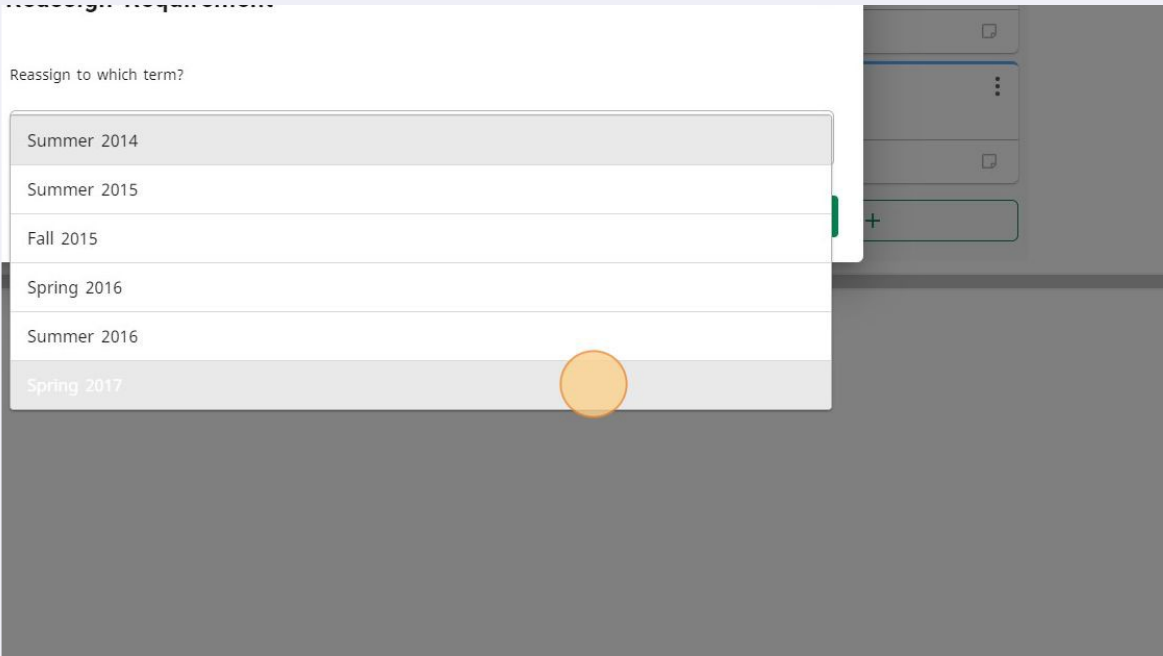
6 Click "REASSIGN"

CANCEL   REASSIGN
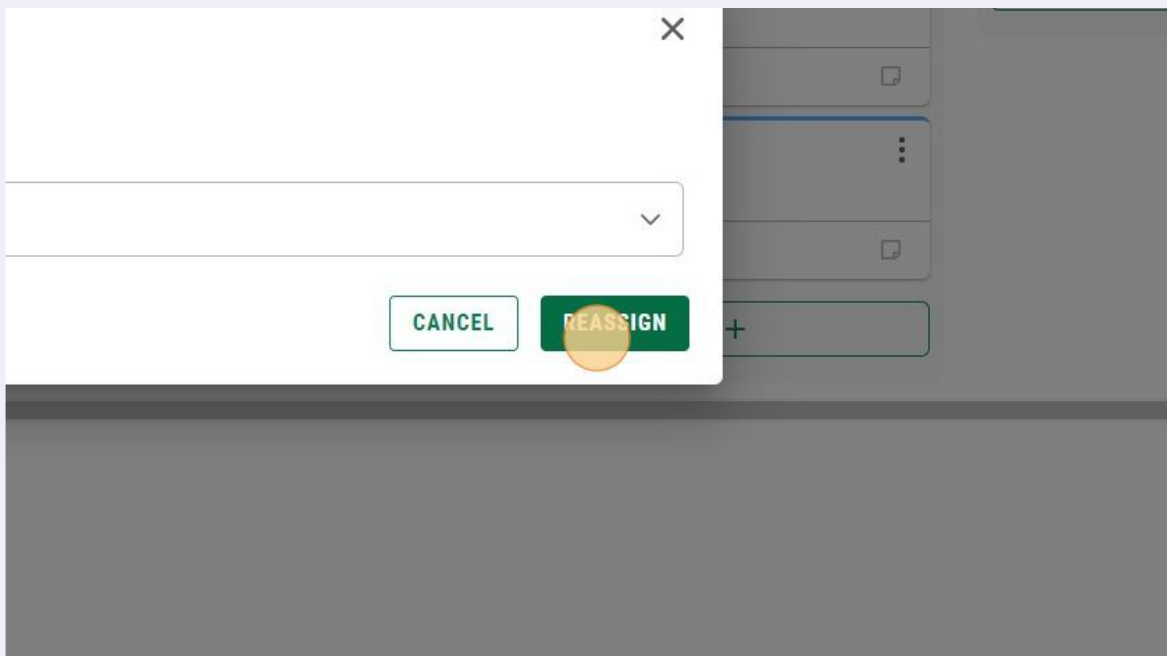
Editing Terms

1 To move an entire term click on the 3-dot menu next to the term you wish to move.
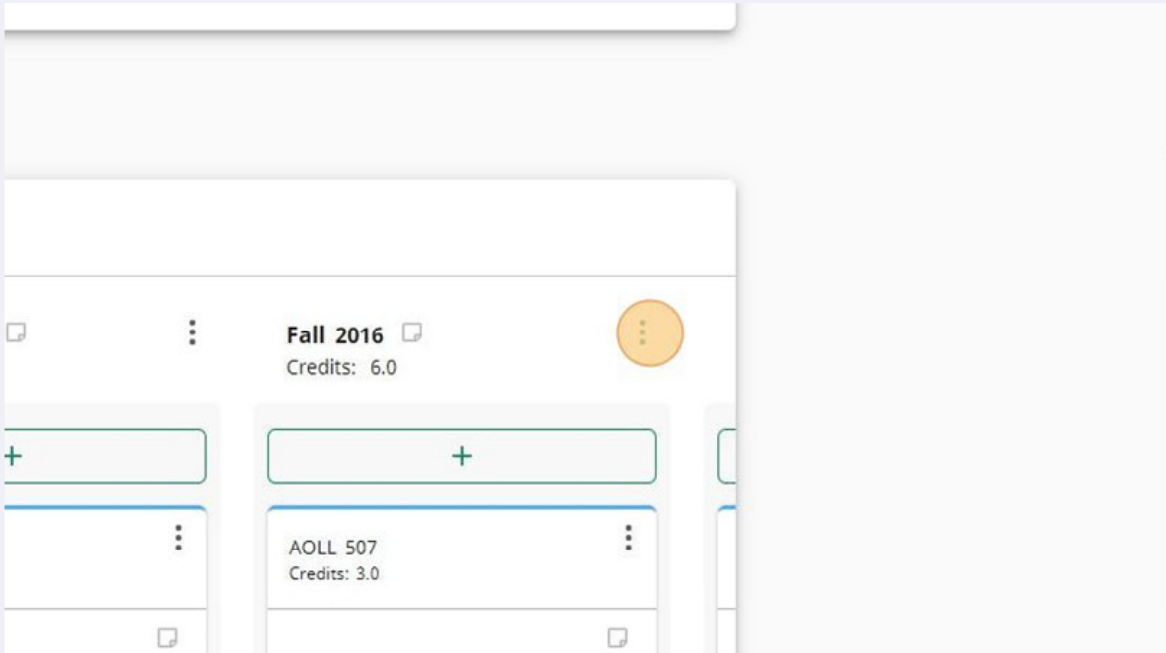
2 Click "Reassign this term"
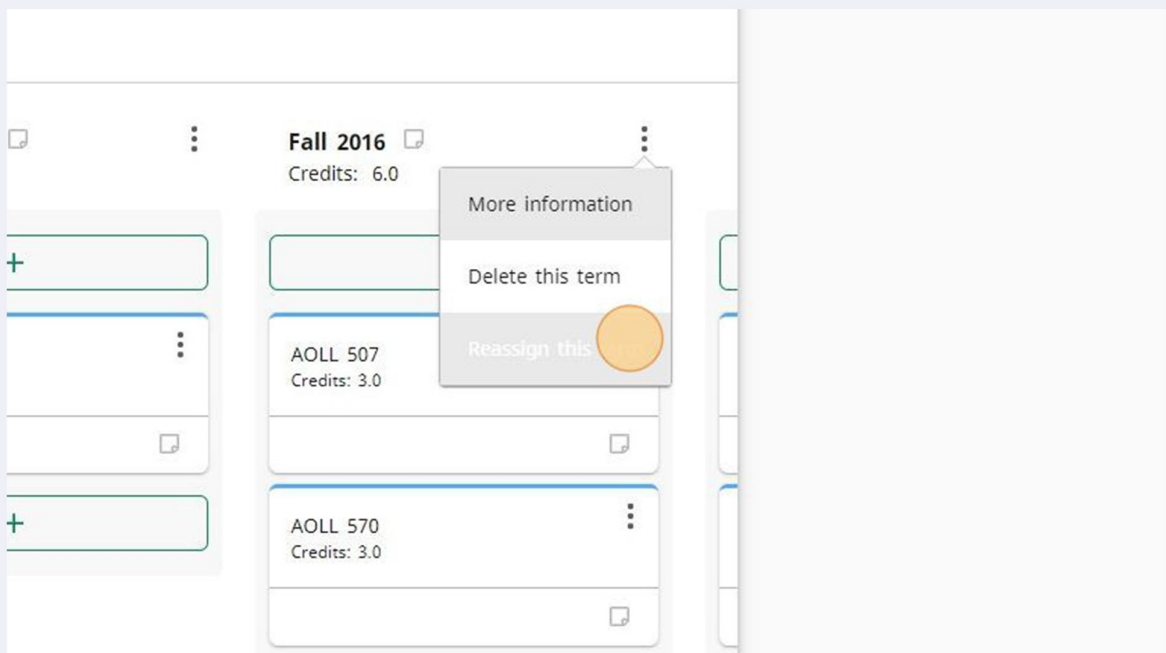
3 Click on the drop-down arrow in the pop-up menu.

07/13/2022
Save as copy   Create block

< >

Reassign Term   ✕

Reassign to which term?

Select term *   ⌄

                                    CANCEL   **REASSIGN**

AULL 510   AULL 570
Credits: 3.0   Credits: 3.0

+   +
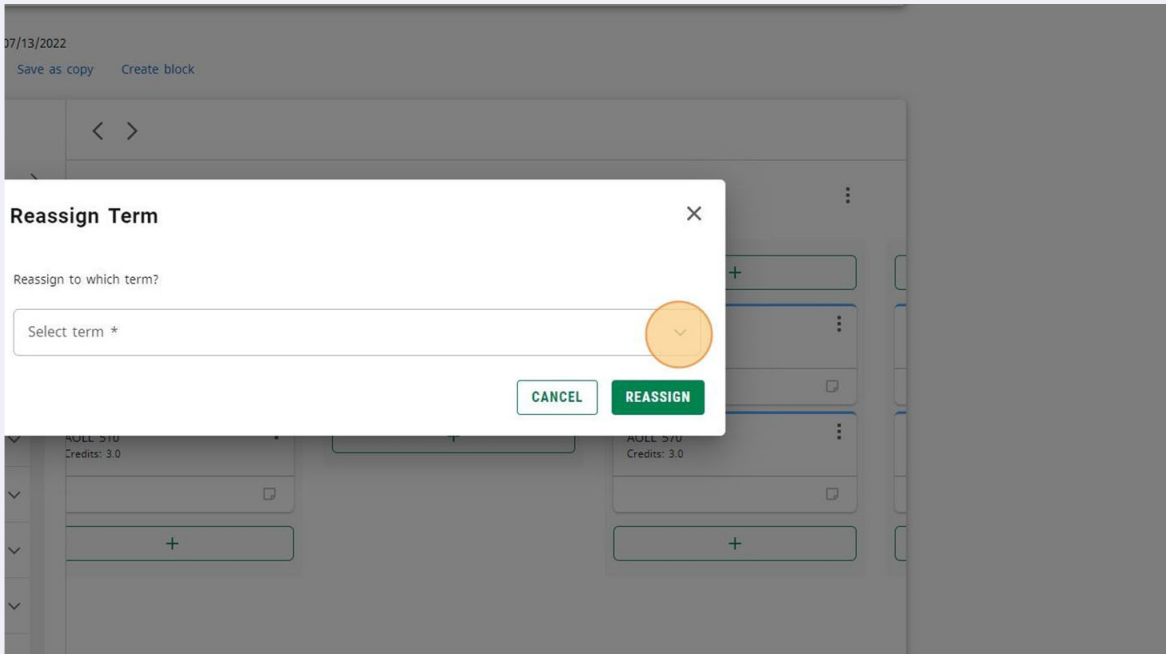
4 Click on the term you want to select.

Spring 2019
Summer 2019
Fall 2019
Spring 2020
Summer 2020
Fall 2020
Spring 2021
Summer 2021
Fall 2021
Spring 2022
Summer 2022
Fall 2022
Spring 2023
Summer 2023
Fall 2023

5 Click "REASSIGN"

✕

⌄

CANCEL   REASSIGN

AOLL 570
Credits: 3.0

+
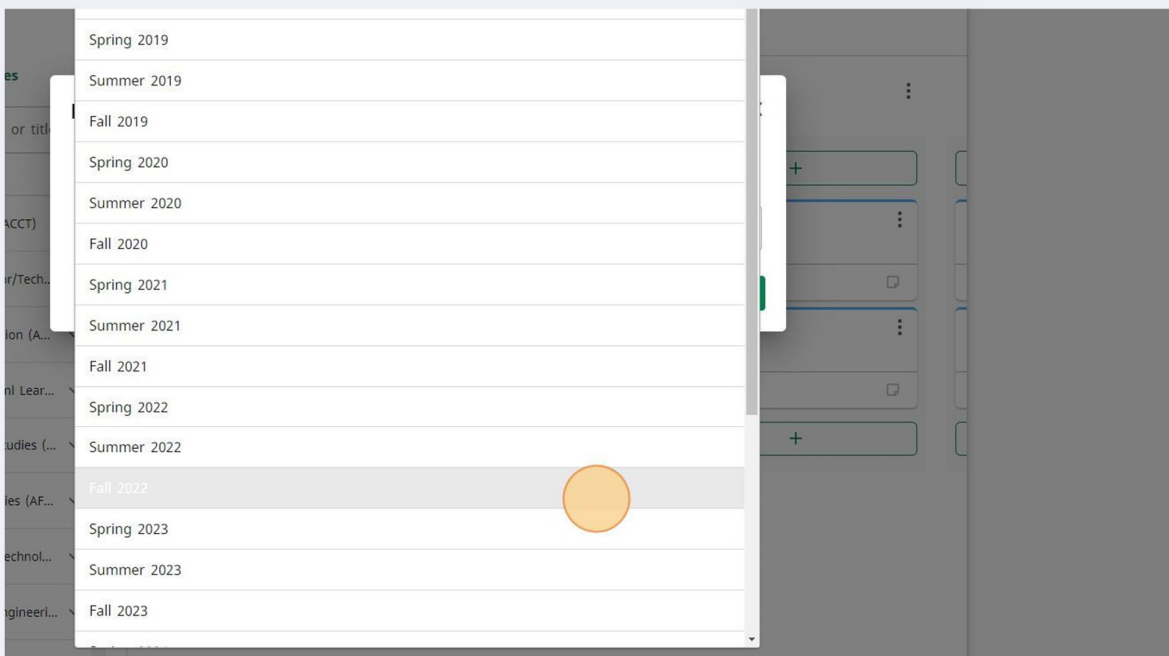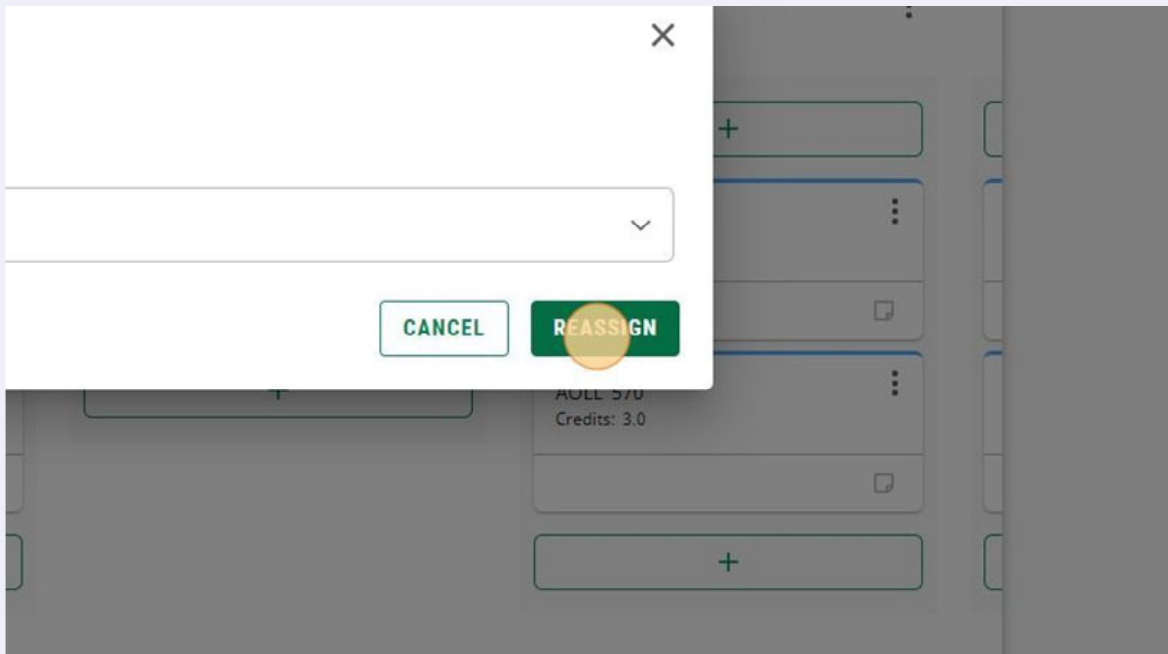
6 The term will now appear in your study plan with the new term and will be re-ordered automatically. All courses within the term will move with it.

ADD TERM   ✕

Close

⋮   **Spring 2017** 🗅   ⋮   **Fall 2022** 🗅   ⋮
           Credits: 9.0   Credits: 3.0

+   +   +

⋮   AOLL 560   ⋮   AOLL 570   ⋮
           Credits: 3.0   Credits: 3.0

🗅   🗅   🗅

+   AOLL 574   ⋮   +
           Credits: 3.0

🗅
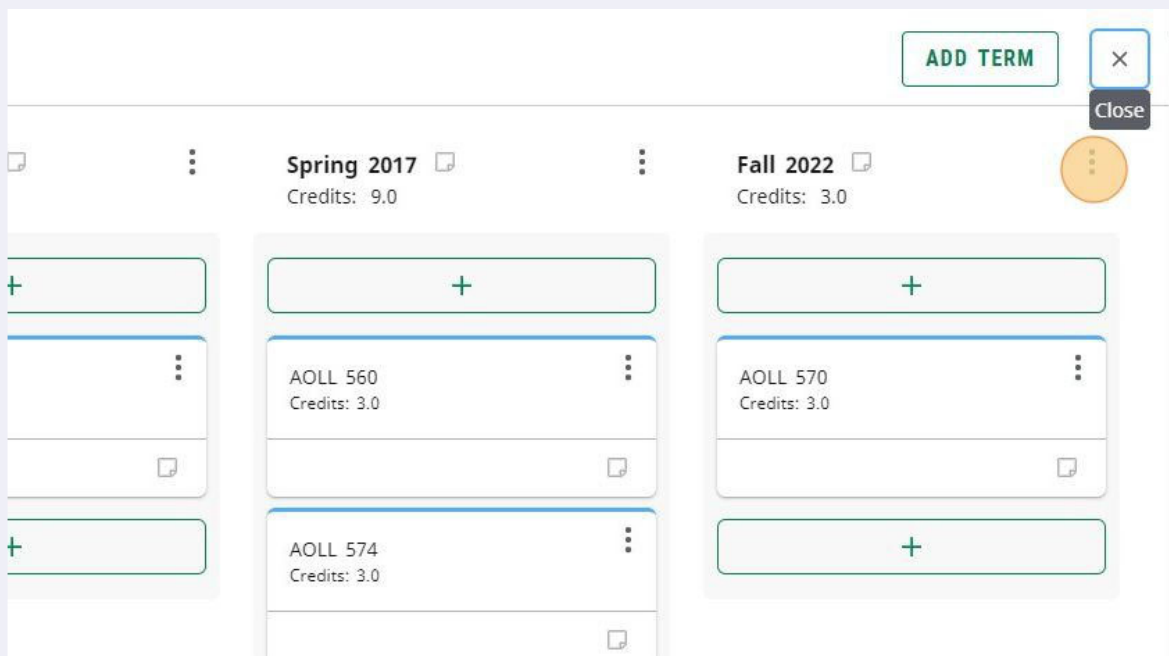
7 To delete an entire term, click the 3-dot menu and select "Delete this term" and confirm the deletion.

ADD TERM ✕

Close

⋮   Spring 2017 🗋   ⋮   Fall 2022 🗋   ⋮
            Credits: 9.0   Credits: 3.0
                                                          More information

+   +   Delete this term

⋮   AOLL 560   ⋮   AOLL 570   Reassign this term
                 Credits: 3.0   Credits: 3.0
         🗋   🗋   🗋

+   AOLL 574   ⋮   +
                 Credits: 3.0
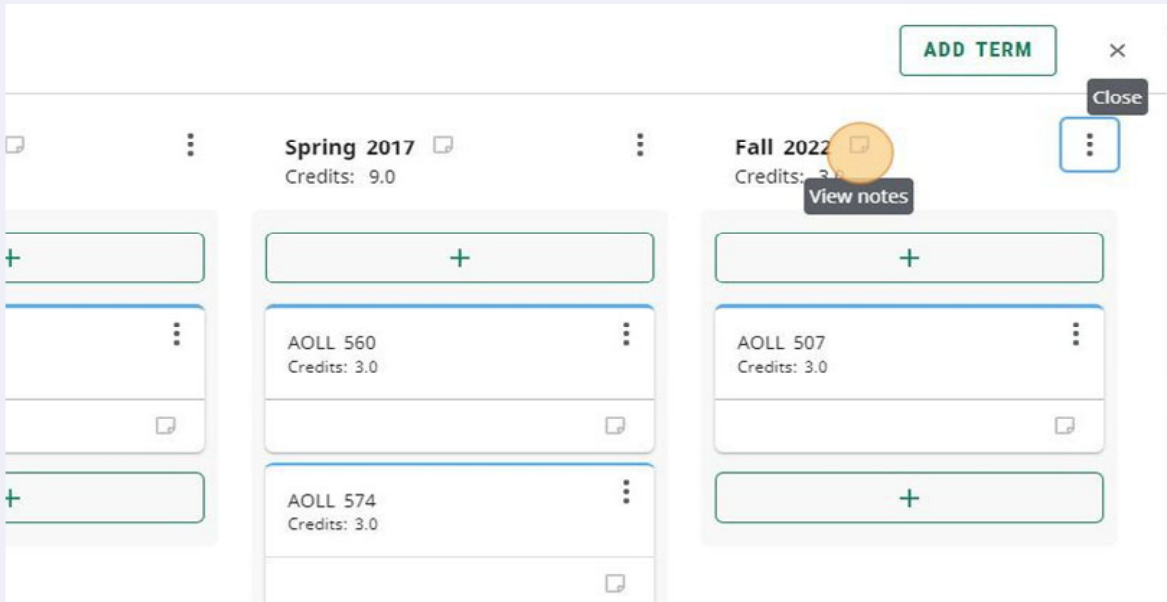   🗋

Adding Notes

> ⓘ Notes can be added to the plan, to a specific term, or to a specific course. Look for the note icon.

1 Click the note icon to open up the notes pop-up. You can add multiple notes to items.

2 Click on the "Add A New Note" button to add a note to an item.