HOW TO CREATE A STUDY PLAN
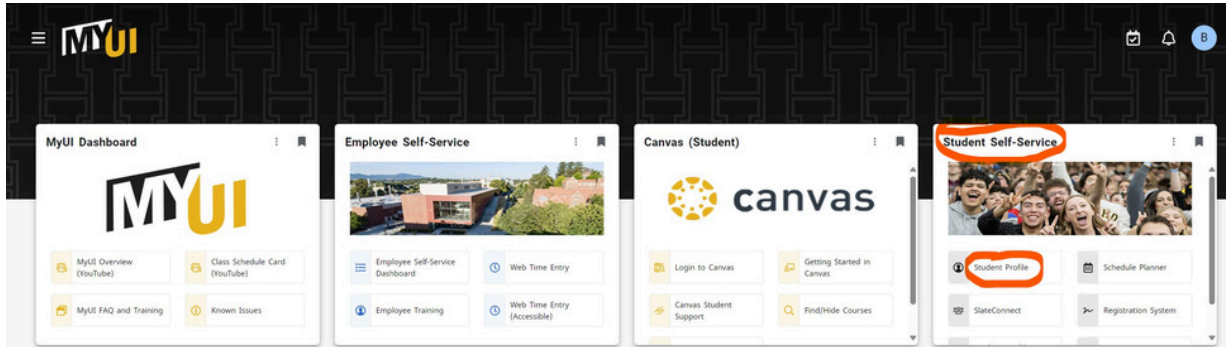
University *of* Idaho

College of Graduate Studies
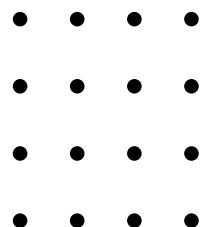
Step 1
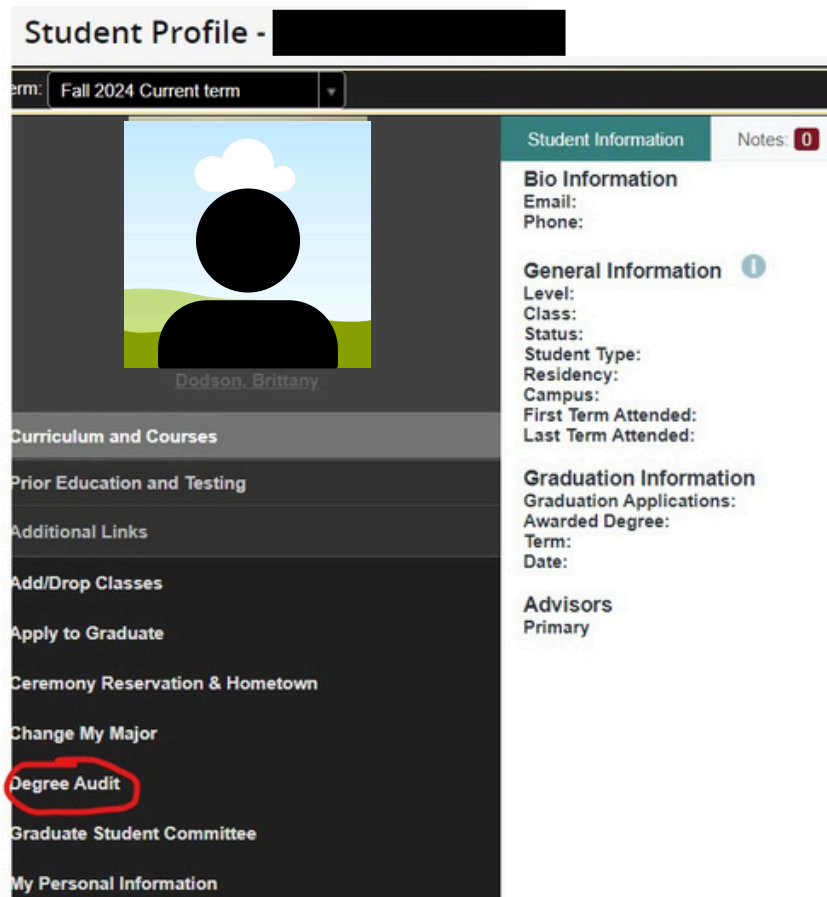
Go to www.my.uidaho.edu and log in to your student account. The home screen should look something like this:

Find the 'Student Self Service' card, and select 'Student Profile'
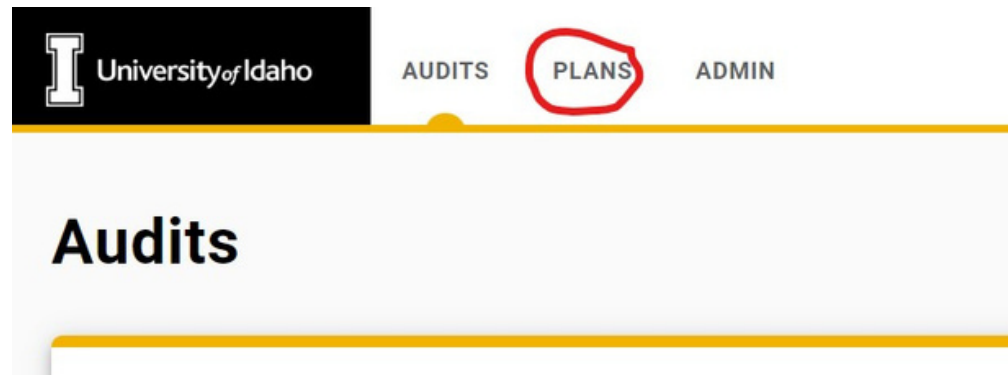
Step 2

Once in your student profile select the 'Degree Audit' option from the left-hand menu
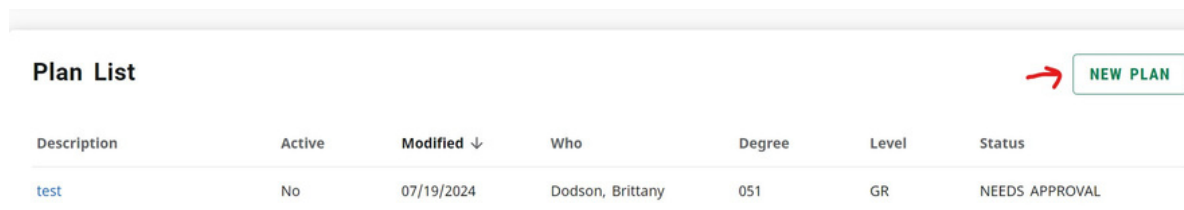
Step 3

In the Degree Audit screen, select 'Plans' from the top menu.

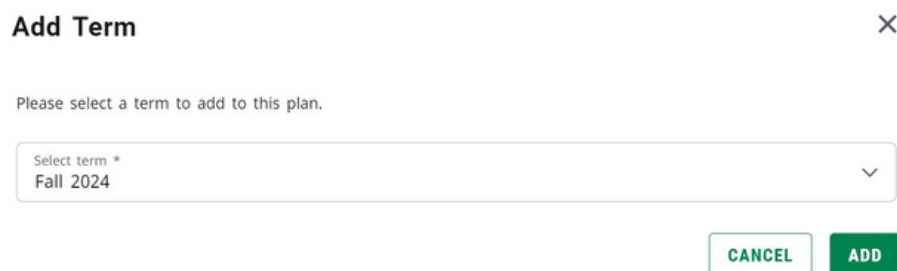Once in the plans section select 'New Plan'

Next, add a term to your plan. This is typically the term you started your education with the University of Idaho

Step 4

After you select a term, you may begin adding courses. Plans are typically completed halfway through your degree program, so there will most likely be terms where you list courses you estimate what you will take in the future. You can update your plan as often as needed to accurately reflect courses you take.

There are two ways you can add courses. One is using the menu on the left hand side of the screen, and the other is using the + button at the bottom of the term.
In both options you can search by course title or department.

Once you add a course to the plan, if you need to edit it, click on the three dots in the upper right hand corner of the course card.

ANTH 599

Credits:

Edit this requirement

Reassign this requirement

Delete this requirement

- - -
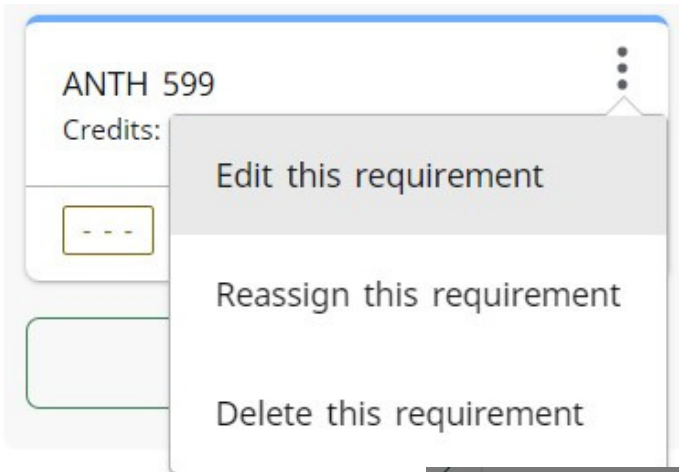
*500, 599, 600 and 504 classes automatically add to the plan at maximum credit. You will need to adjust the credit amount to the number of credits you actually plan on taking

Edit Requirement ✕

Requirement type
Course

☐ Critical

Course requirement *
ANTH 599 ✕

Credits
3.0

Minimum grade ⌄

Delivery ⌄

CANCEL   **SAVE**

*You do not need to fill in the Minimum Grade or Delivery sections. They are not required.

If you need to edit an approved study plan, go into the plan and select 'Save as copy'. Once you have done that, it will allow you to edit.

test ✎ ▢

Degree   M.A.

Level   Graduate

Total planned credits 44.0

Active No | **Status** NEEDS APPROVAL | **Tracking Status** NOT DISPLAYED, PLAN IS NOT ACTIVE

Last updated: Dodson, Brittany on 09/20/2024
Audit   What-If   Save as copy
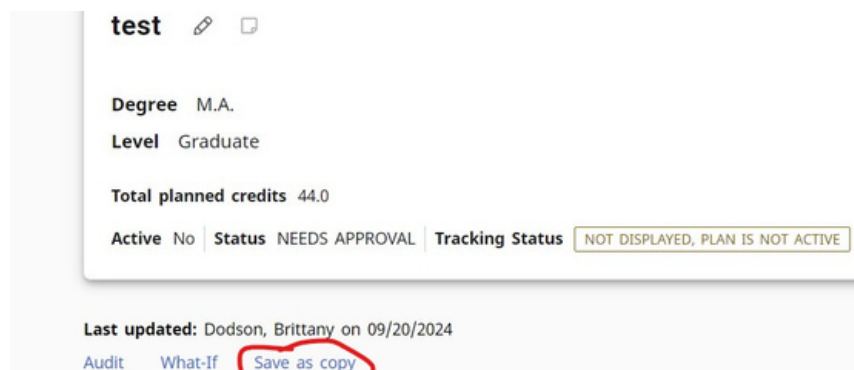
To add transfer work from a previous institution, add the course titled GRAD 005

Add requirements to Plan part 1

Subjects

Courses	Still needed

Subjects GRAD - Grad Level Transfer Wrk ⌄	Search by title 🔍

GRAD - Grad Level Transfer Wrk (GRAD)

☐	Course GRAD 000	Title Transfer Work
☑	Course GRAD 005	Title Elective

*You can put the transfer work within the main sections of your plan, or add one of the sections called 'Plan Part 1, 2,3', etc.

Plan part 1 ⬜   ⋮
┌─────────┐
│ - - - │   Credits: 99
└─────────┘

┌──────────────────────────────────────┐
│   +   │
└──────────────────────────────────────┘

GRAD 005   ⋮

Credits:

┌──────────────────────────┐
│ Edit this requirement   │
│   │
┌─────────┐   │
│ - - - │   │
└─────────┘   │
│ Reassign this requirement│
│   │
│ Delete this requirement │
└──────────────────────────┘

Edit the requirement to adjust the number of credits you would like to transfer in. List the total number of credits from the courses you would like to transfer in.

*Master's students can transfer in up to 12 credits (if the degree is one that requires 60 credits, the transfer limit is extended to 20) and doctoral students can transfer in 30 credits, 39 if the credits will be less than 8 years old by the time they complete their PhD program.

Plan part 1 📝
--- Credits: 12

+

GRAD 005
Credits: 12.0

--- 📝

+
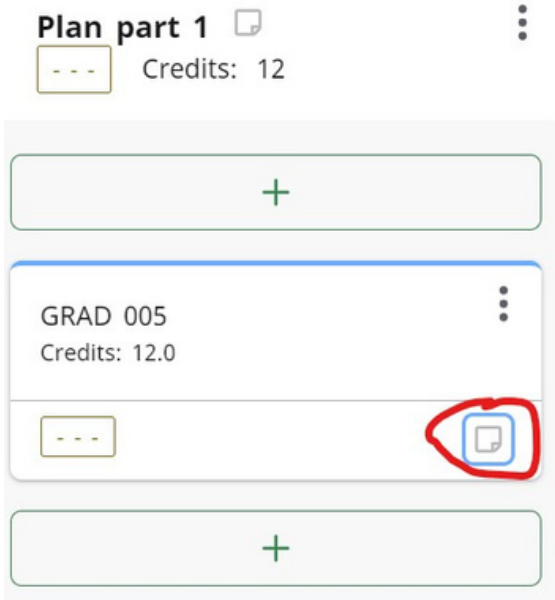
After entering the correct amount of credits, add a note listing the name, term taken, credit amount, and institution name for each course you wish to transfer in

Add a new note ✕

Add description
Term- Course Title- # of Credits- Institution

Spring 2013, ACCT 501 Seminar, 3cr, University of Washington
Spring 2013, ACCT 570 Common Accounting Software, 3cr, University of Washington
Fall 2014, ACCT 598 Internship, 6cr, University of Washington

CANCEL SAVE NOTE

Step 7

Submit for Approval

Once you have added all the classes required for your degree program, submit the plan for approval.

When the study plan is submitted for approval, it will first go to your major professor (If you don't have one assigned, it will not submit), then to the head of your department, then to COGS, and finally to the registrar's office. Once it has been approved by all parties, it will show as active in your degree audit.