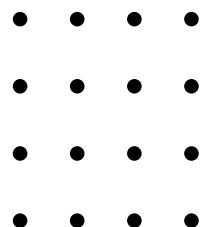


# HOW TO CREATE A STUDY PLAN

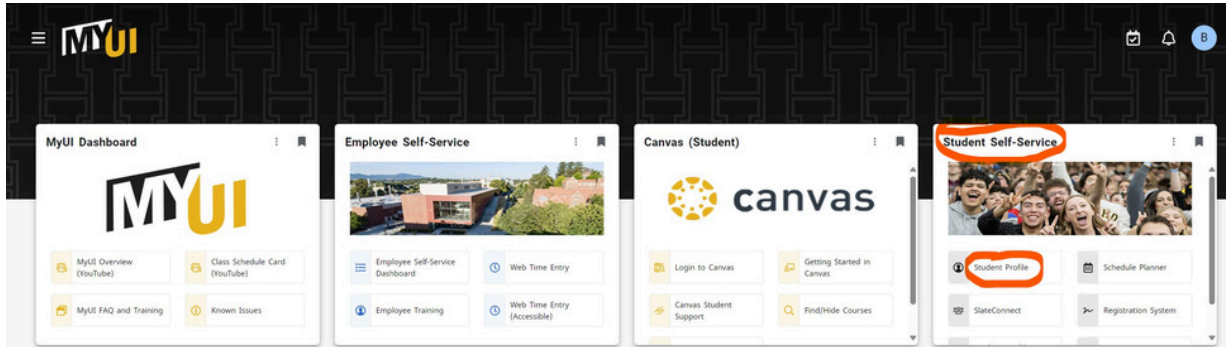


**University of Idaho**  
College of Graduate Studies



## Step 1

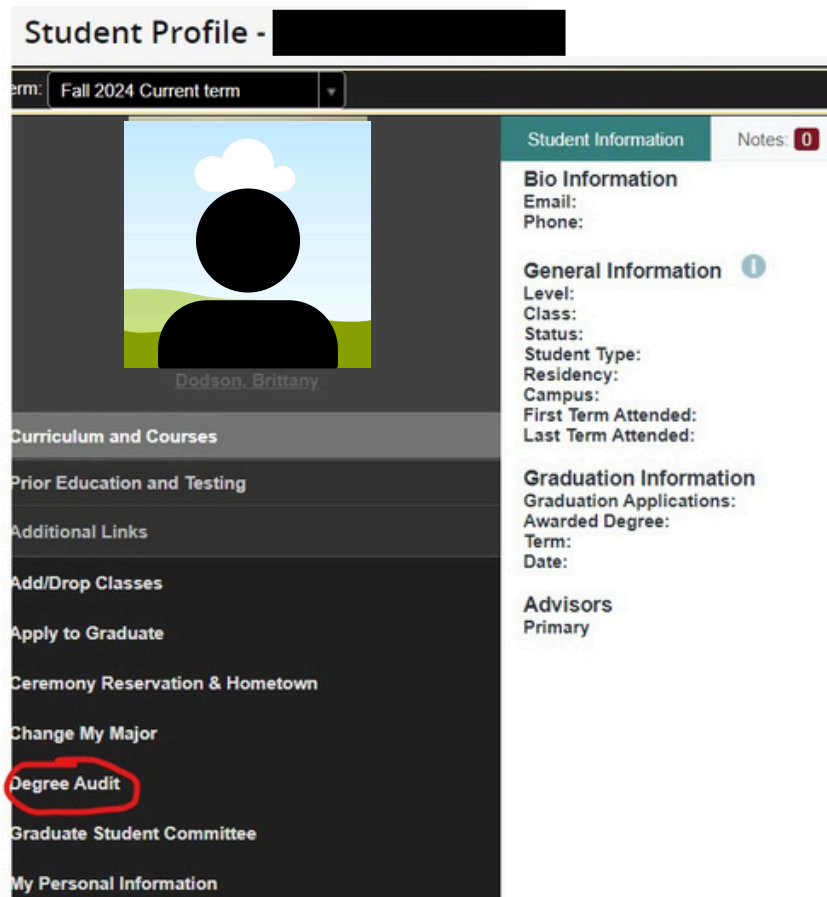
Go to [www.my.uidaho.edu](http://www.my.uidaho.edu) and log in to your student account. The home screen should look something like this:



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

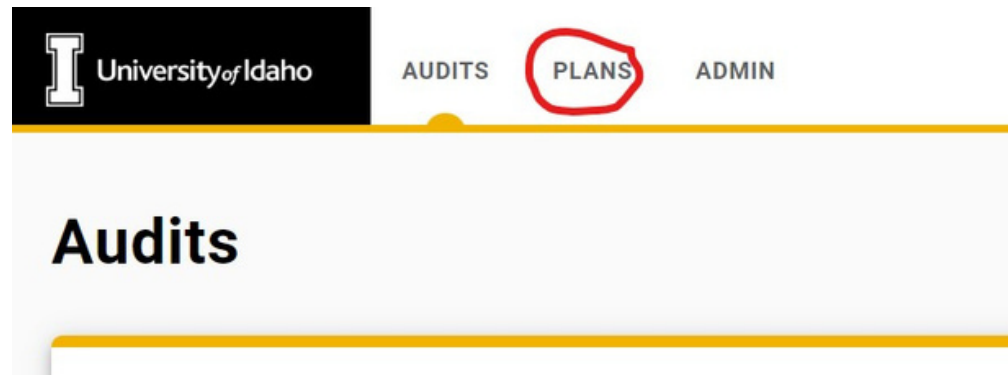
## Step 2

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

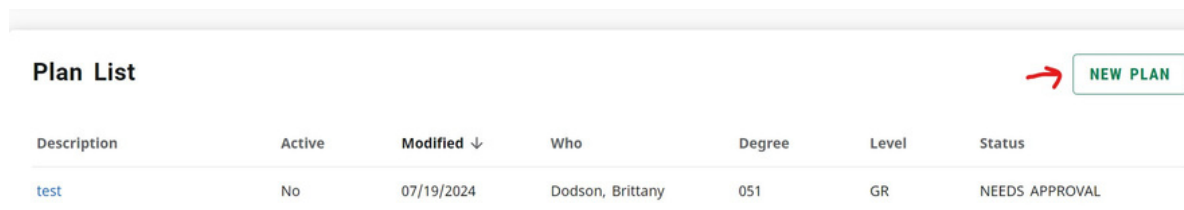


## Step 3

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



Once in the plans section select 'New Plan'

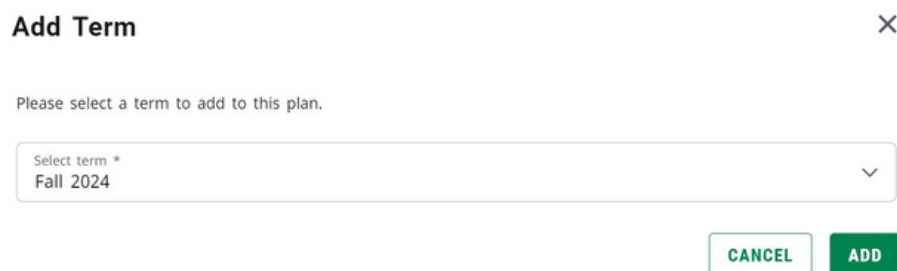


Plan List

Description	Active	Modified ↓	Who	Degree	Level	Status
test	No	07/19/2024	Dodson, Brittany	051	GR	NEEDS APPROVAL

→ NEW PLAN

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



Add Term

Please select a term to add to this plan.

Select term \*  
Fall 2024

CANCEL ADD

## 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.

The screenshot illustrates two methods for adding courses to a plan for the Fall 2024 term. On the left, a 'Courses' sidebar is circled in red, showing a search bar and a list of accounting courses (ACCT). On the right, the main interface shows the 'Fall 2024' term with 'Credits: 0'. A red circle highlights a '+' button at the bottom of the term, with an arrow pointing to a modal window titled 'Add requirements to Fall 2024'. This modal shows a search for 'Subjects ANTH - Anthropology' and a list of anthropology courses (ANTH) with checkboxes, titles, and credit values. At the bottom of the modal are 'CANCEL' and 'ADD TO PLAN' buttons.

**Method 1: Courses Sidebar**

Course #	Title
ACCT - Accounting (ACCT)	
ACCT 000	Elective, 16 Credit...
ACCT 001	CEU, 16 Credits
ACCT 005	Elective, 99 Credit...
ACCT 200	Seminar, 16 Credi...
ACCT 2000	Seminar, 16 Cre...

**Method 2: Add Requirements Modal**

**Add requirements to Fall 2024**

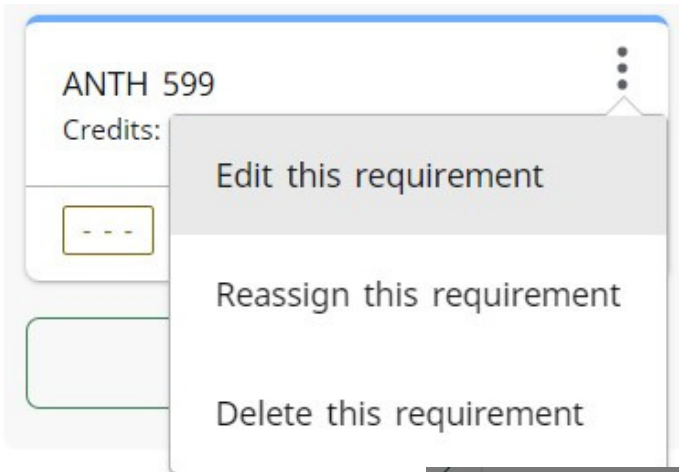
Subjects: ANTH - Anthropology

Course	Title	Credits
<input type="checkbox"/> ANTH 000	Elective	16.0
<input type="checkbox"/> ANTH 001	CEU	16.0
<input type="checkbox"/> ANTH 005	Elective	99.0
<input type="checkbox"/> ANTH 100	Introduction to Anthropology	3.0
<input type="checkbox"/> ANTH 1000	Introduction to Anthropology	3.0

CANCEL ADD TO PLAN

## Step 5

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.

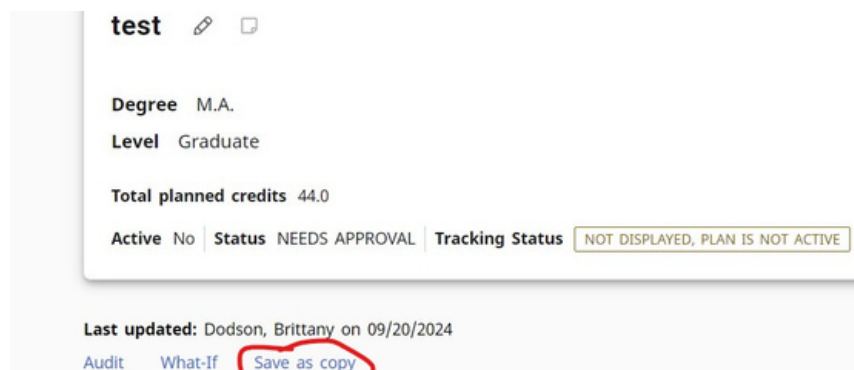


\*500, 599, 600 and 504 classes automatically add to the plan at maximum credit. You will need to adjust the credit amount to the number of credits you actually plan on taking

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

A screenshot of the 'Edit Requirement' dialog box. It has a title bar with 'Edit Requirement' and a close button. The form contains several fields: 'Requirement type' (set to 'Course'), a 'Critical' checkbox (unchecked), 'Course requirement \*' (set to 'ANTH 599'), 'Credits' (set to '3.0'), 'Minimum grade' (a dropdown menu), and 'Delivery' (a dropdown menu). At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

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.



## Step 6

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)**

<input type="checkbox"/>	Course GRAD 000	Title Transfer Work
<input checked="" type="checkbox"/>	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

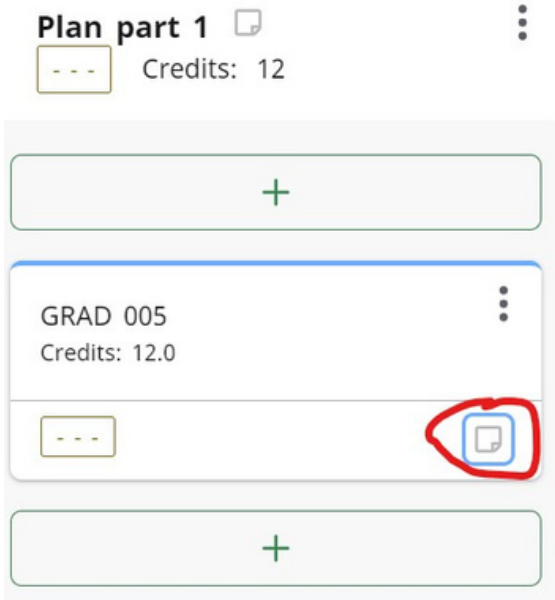
**GRAD 005** 

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.



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.