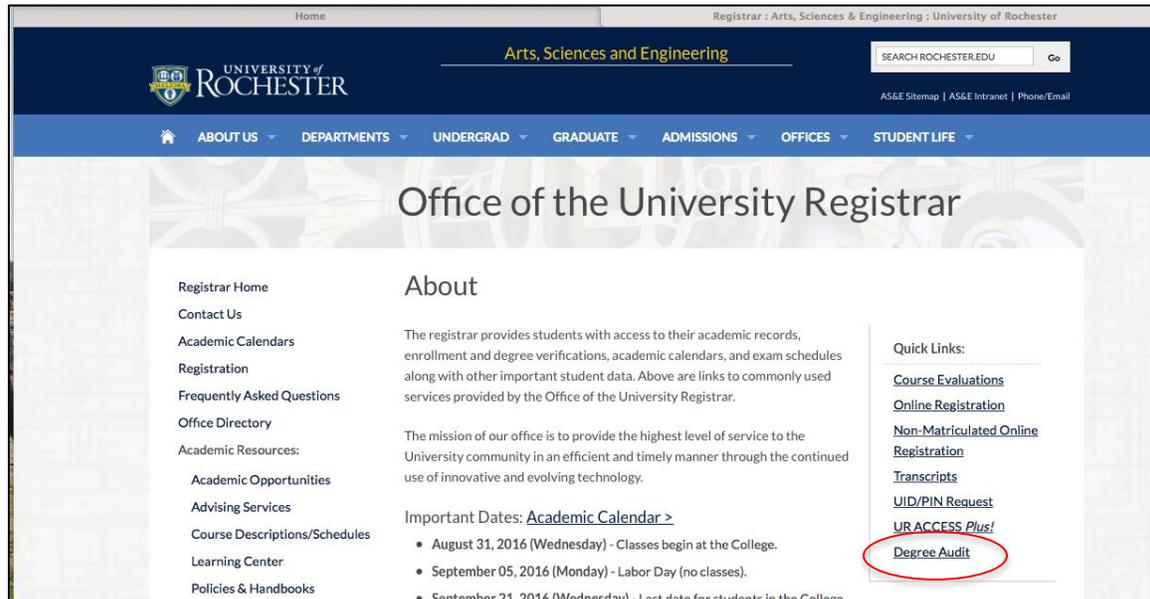
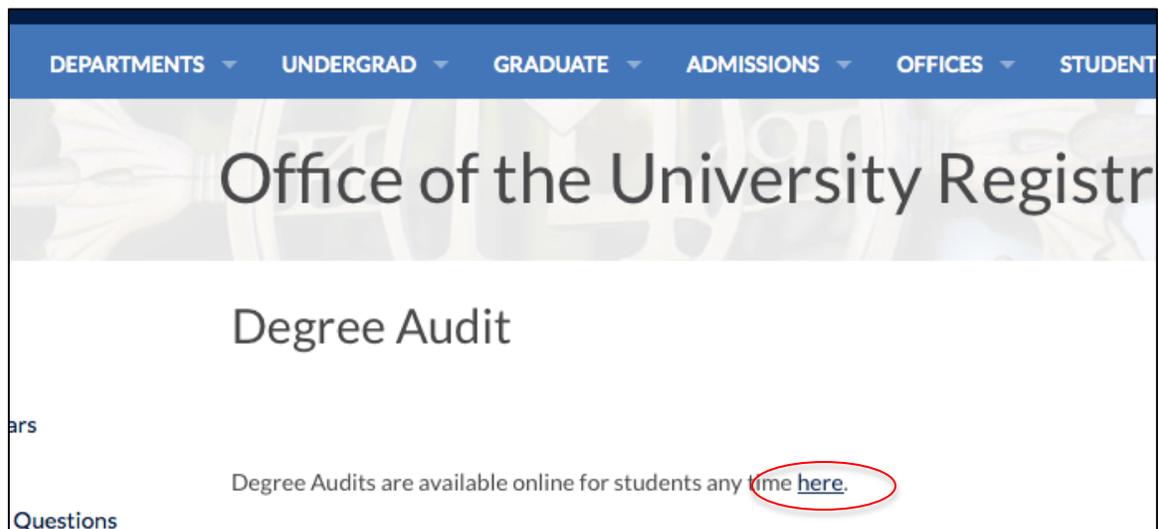


## How to create an 8-semester plan using the yoUR degree audit planning tool

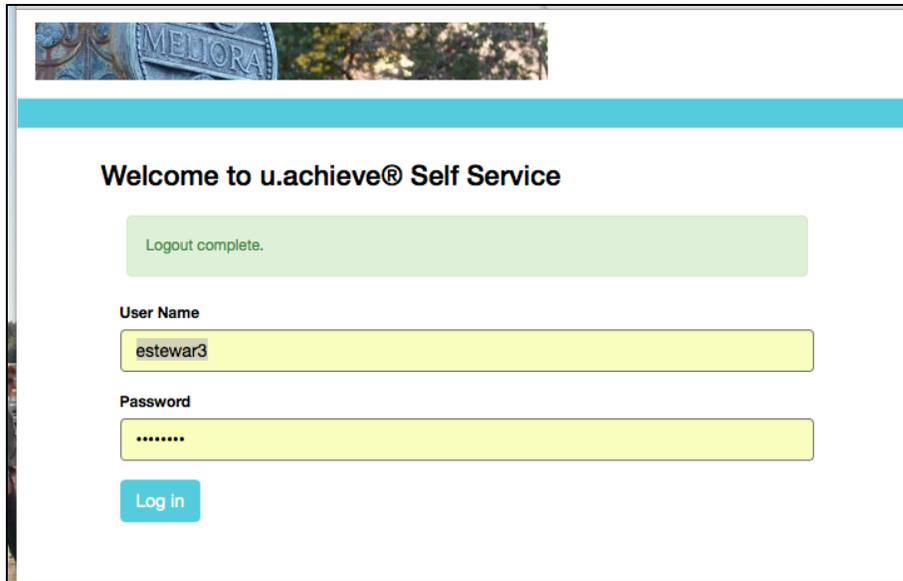
1. Go to the Registrar's main webpage (<http://www.rochester.edu/registrar/>) and click on the *Degree Audit* link on the right hand side of the screen.



2. Click on the “*here*” hyperlink at the end of the first sentence on the Degree Audit webpage.



3. Sign into the U.Achieve Self Service portal with your NetID and password.



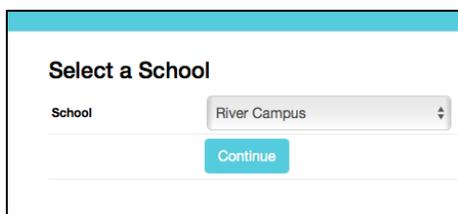
Logout complete.

**User Name**  
estewar3

**Password**  
\*\*\*\*\*

Log in

- Once you have logged into the system, scroll down the *School* tab to find the *River Campus* option, and click *Continue*.

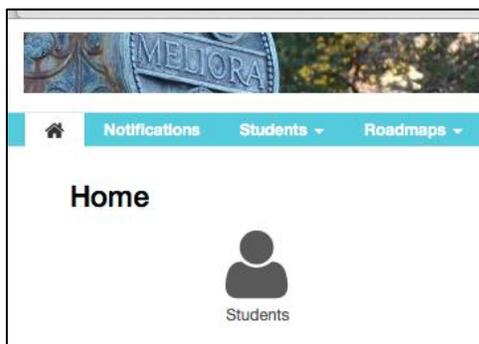


Select a School

School River Campus

Continue

- Click on the *Students* icon in order to search for a student.



Home

Students

- You can search for students by their names or ID numbers. After typing in a name or ID number, click *Submit*.

- Once in a student's record, select the *Plans* tab from the Menu options at the top of the screen in order to enter the U.Direct Roadmap webpage.

- You will then be prompted to sign in AGAIN with your NetID and password. Because you are using another part of the software to access *Plans*, it is necessary to validate your login information by signing in again.

- Any plans that students have created will show on their *My Plans* tab. The first plan that they create will default as their preferred plan. If you wish to look at a plan, you can click on the link in the *Edit Plan* column.

Student: / 123123123

Notifications Students Roadmaps Reports Security

Audits Plans Courses Comments Transfer Evaluations Exceptions

### Manage My Plans

Program: No Declared Program  
Catalog: Fall 2016

My Plans Create a New Plan

Preferred	Action	Updated	User	PDF
★	eco plan	Aug 22, 2016	estewar3	PDF

\* Indicates a plan without associated roadmap

You must have the free Adobe Reader program installed on your computer to view the documents mark  
Copyright © 2015 CollegeSource, Inc. All Rights Reserved

10. You will then see the same page that the student sees when creating a plan. The left side represents the requirements for the program they have chosen, while the right side represents the courses they have chosen and the semesters in which they are planning to take them.

Student: / 123123123

Notifications Students Roadmaps Reports Security

Audits Plans Courses Comments Transfer Evaluations Exceptions Profile

### Plan Builder

Show Help

**Roadmap: Biology** 19 Hours

PDF

Program: BI-MINOR You can plan from the degree audit for the program!  
Effective: Fall 2017 BI-MINOR

Expand All / Collapse All

- Year 1 8 Hours
  - Year 1-Term 1 4 Hours
    - Choose an Intro to Biology course 4 Hours
    - Choose a Biology course 0 Hours
  - Year 1-Term 2 4 Hours
    - Choose a Genetics course 4 Hours
- Year 2 11 Hours
  - Year 2-Term 1 8 Hours

**Plan: eco plan** 16 Hours

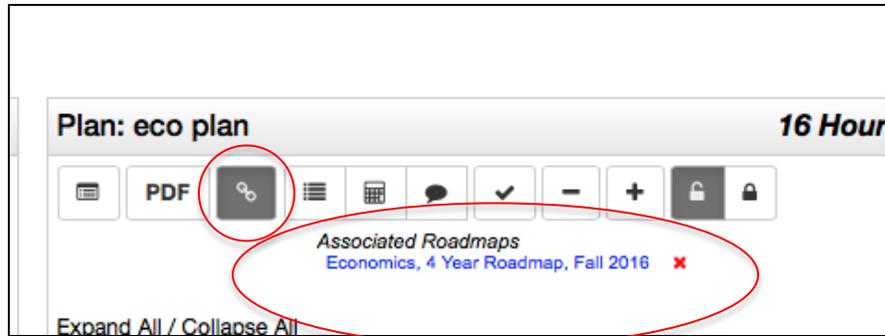
PDF

Graduation Goal GPA: 0.000  
Projected Cumulative GPA: 0.000

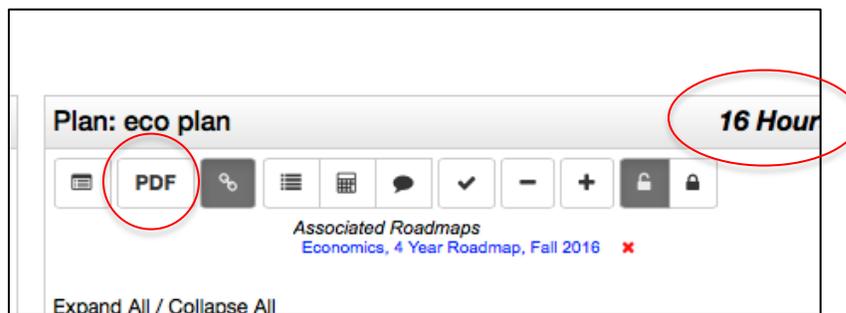
Expand All / Collapse All

- Spring 2017 12 Hours
  - Add Course
  - MTH161 (4 Hours) C Planned GPA: 0.000  
CALCULUS IA
  - WRT105 (4 Hours) C  
REASONING AND WRITING IN THE COLLEGE
  - BIO111 (4 Hours) C  
PRINCIPLES OF BIOLOGY II
- Spring 2018 4 Hours
  - Add Course

11. You can see which plans/programs students have made by clicking on the *Chain Link* icon on the top right of the screen, under *Plan: \_\_\_\_* (in this instruction guide, the *Plan: eco plan*).



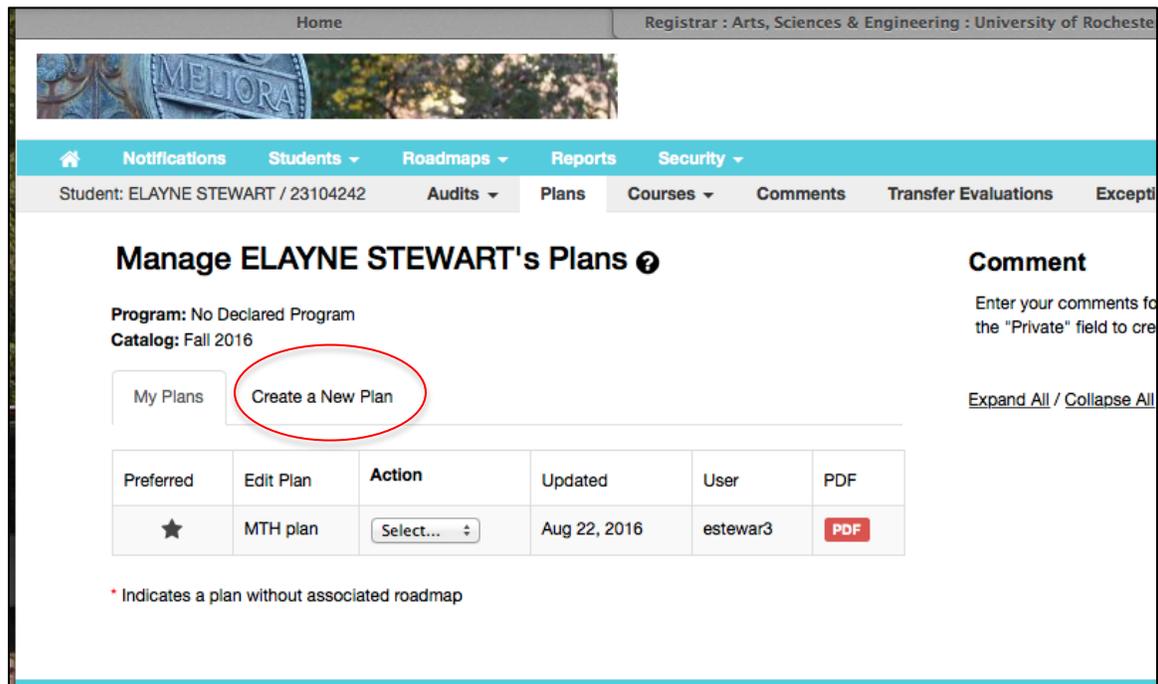
12. You can also see the total number of planned hours in the upper right hand corner of the *Plan* title. If you wish to see the coursework as a full list, click on the *PDF* button.



Printed: 08/24/2016 12:02  
 Student: null null  
 StudentID: 123123123  
 Plan Name: eco plan  
 Program: B-MINOR

- Completed Courses:
  - BIO111 (4.0 Hours) PRINCIPLES OF BIOLOGY II
- Spring 2017 (12.0 Hours)
  - M11181 (4.0 Hours) CALCULUS IA
  - W11105 (4.0 Hours) REASONING AND WRITING IN THE COLLEGE
  - BIO111 (4.0 Hours) PRINCIPLES OF BIOLOGY II
- Spring 2018 (4.0 Hours)
  - ECO108 (4.0 Hours) PRINCIPLES OF ECONOMICS
- Fall 2018 (0.0 Hours)
- Spring 2019 (0.0 Hours)
- Fall 2019 (0.0 Hours)
- Spring 2020 (0.0 Hours)
- Fall 2020 (0.0 Hours)
- Spring 2021 (0.0 Hours)

13. You can also create a plan for a student. To do this, click on the *Create a New Plan* tab.



Home Registrar : Arts, Sciences & Engineering : University of Rochester

Notifications Students Roadmaps Reports Security

Student: ELAYNE STEWART / 23104242 Audits Plans Courses Comments Transfer Evaluations Excepti

### Manage ELAYNE STEWART's Plans

Program: No Declared Program  
Catalog: Fall 2016

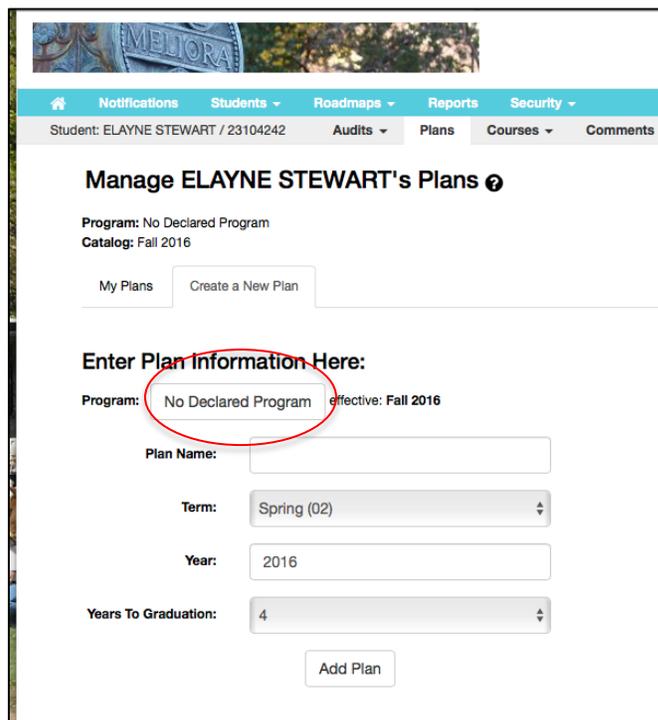
My Plans **Create a New Plan**

Preferred	Edit Plan	Action	Updated	User	PDF
★	MTH plan	Select... ▾	Aug 22, 2016	estewar3	PDF

\* Indicates a plan without associated roadmap

Comment  
Enter your comments for the "Private" field to create a comment.  
Expand All / Collapse All

14. You will now need to choose an intended major program from the list under *No Declared Program*.



Notifications Students Roadmaps Reports Security

Student: ELAYNE STEWART / 23104242 Audits Plans Courses Comments

### Manage ELAYNE STEWART's Plans

Program: No Declared Program  
Catalog: Fall 2016

My Plans Create a New Plan

**Enter Plan Information Here:**

Program: **No Declared Program** effective: Fall 2016

Plan Name:

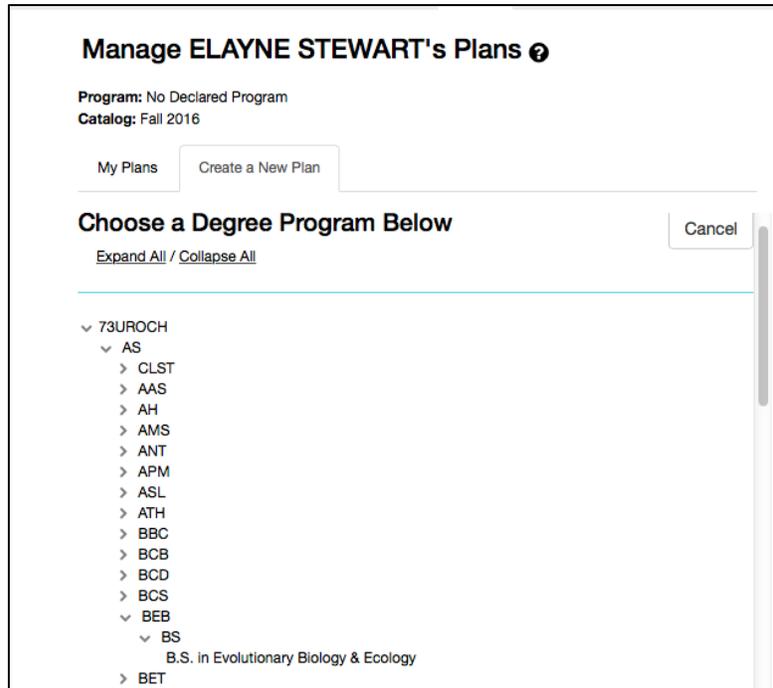
Term: Spring (02) ▾

Year: 2016

Years To Graduation: 4 ▾

Add Plan

15. Click into the *No Declared Program* box in order to see all available options within the School of Arts and Sciences (AS), as well as within the Hajim School of Engineering (HSEAS).



**Manage ELAYNE STEWART's Plans**

Program: No Declared Program  
Catalog: Fall 2016

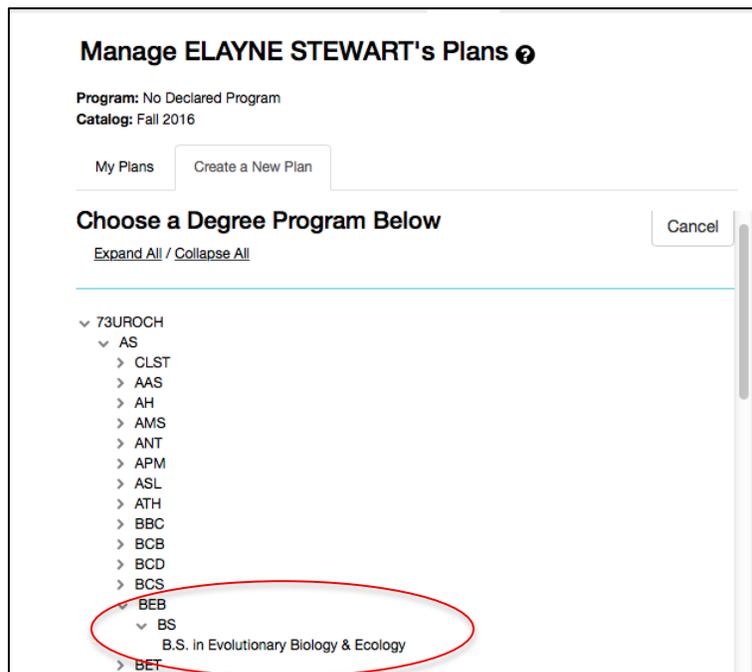
My Plans | Create a New Plan

**Choose a Degree Program Below** Cancel

[Expand All](#) / [Collapse All](#)

- 73UROCH
  - AS
    - CLST
    - AAS
    - AH
    - AMS
    - ANT
    - APM
    - ASL
    - ATH
    - BBC
    - BCB
    - BCD
    - BCS
    - BEB
      - BS
        - B.S. in Evolutionary Biology & Ecology
    - BET

16. Clicking on an intended major from the dropdown list will move the program into the *Plan* section.



**Manage ELAYNE STEWART's Plans**

Program: No Declared Program  
Catalog: Fall 2016

My Plans | Create a New Plan

**Choose a Degree Program Below** Cancel

[Expand All](#) / [Collapse All](#)

- 73UROCH
  - AS
    - CLST
    - AAS
    - AH
    - AMS
    - ANT
    - APM
    - ASL
    - ATH
    - BBC
    - BCB
    - BCD
    - BCS
    - BEB
      - BS
        - B.S. in Evolutionary Biology & Ecology
    - BET

17. You will need to give the program a title (under *Plan Name*). Please be specific in titling the plan for accuracy and easy identification. You will also need to choose a start term and year. DUE TO CURRENT COMPLICATIONS WITH THE SYSTEM, YOU WILL NEED TO CHOOSE *SPRING 2017* AS YOUR FIRST TERM, UNTIL OTHERWISE INSTRUCTED. Click on *Add Plan* in order to start constructing an academic plan.

**Manage ELAYNE STEWART's Plans**

Program: No Declared Program  
Catalog: Fall 2016

My Plans    Create a New Plan

**Enter Plan Information Here:**

Program: B.S. in Evolutionary Biology & Ecology effective: Fall 2016

Plan Name: BEB with cluster plan

Term: Spring (02)

Year: 2017

Years To Graduation: 4

Add Plan

18. After clicking on the *Add Plan* button, the first step will be to add the two missing terms. Choose the “+” sign from the *Plan* column on the right hand side. Add *Fall 2016* and *Fall 2017* to your plan.

**Plan Builder**

**Step 1:** Click or tap a course to view more details about that course.

**Step 2:** Drag course into appropriate Term on your Plan.

**Step 3:** Use the "check" Plan button to check your Plan against the audit to ensure requirements are fulfilled as needed.

Hide Help

**Audit: BEBBS**

Program: B.S. in Evolutionary Biology & Ecology  
Effective: Fall 2016  
Expand All / Collapse All

There are Term by Term Roadmaps available for this program.  
Ecology and Evolutionary Biology - 2015,2016, 4 Year Roadmap, Fall 2017

**\* NOT ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET \***

- > Evolutionary Biology & Ecology (BEB)
  - Natural Sciences
  - Class of 2017 and beyond
  - >  Biological Science Major GPA
  - >  Upper-level Writing Requirement
  - >  Introductory Courses
  - >  Laboratory Experience
  - >  Advanced Courses
  - >  Elective/Diversification
  - >  Allied Field

..... END OF ANALYSIS .....

**Plan: BEB with cluster plan** **0 Hours**

PDF

Graduation Goal GPA: 0.000  
Projected Cumulative GPA: 0.000

Expand All / Collapse All

> Spring 2017	0 Hours	
> Spring 2018	0 Hours	
> Fall 2018	0 Hours	
> Spring 2019	0 Hours	
> Fall 2019	0 Hours	
> Spring 2020	0 Hours	
> Fall 2020	0 Hours	
> Fall 2021	0 Hours	

**Add Term** ✕

Term:

Year:

**Add Term** ✕

Term:

Year:

19. Scroll down to the bottom of the plan, and delete the *Fall 2020* and *Fall 2021* terms by clicking on the *Garbage Can* icon on the right hand side of the screen.

> Fall 2020	0 Hours	
> Fall 2021	0 Hours	

20. Now that your plan is set for 4 years, you can now mapping out the course schedule! You can plan in two ways: using the *Degree Audit* view to see which courses are needed to complete a particular degree, or using the *Roadmap* view (courses the department has recommended that students take in certain semesters). The Roadmap version is generally easier to use.

[Hide Help](#)

**Audit: BEBBS**

Program: B.S. in Evolutionary Biology & Ecology *available for this program.*  
 Effective: Fall 2016  
[Expand All](#) / [Collapse All](#)

[Ecology and Evolutionary Biology - 2015,2016, 4 Year Roadmap, Fall 2017](#)  
[Ecology and Evolutionary Biology - 2017 and beyond, 4 Year Roadmap, Fall 2017](#)

21. After deciding on a view, you can see the courses needed to complete your chosen major. You can also expand the text to see more information about any course. Drag a course to the right hand side of the screen in order to incorporate it into your plan.

[Hide Help](#)

**Roadmap: Ecology and Evolutionary Biology - 2017 and beyond** **129 Hours**

Program: B.S. in Evolutionary Biology & Ecology *You can plan from the degree audit for the program!*  
 Effective: Fall 2017  
[Expand All](#) / [Collapse All](#)

**Year 1** **35 Hours**

**Year 1-Term 1** **17 Hours**

Choose an Intro. Biology Course **4 Hours**

**BIO110** (4 Hours)  
PRINCIPLES OF BIOLOGY I

**BIO112** (4 Hours)  
PERSPECTIVES IN BIOLOGY I

Chemistry 1 **5 Hours**

**CHM131** (5 Hours)  
CHM CONCEPTS, SYSTEMS, PRACTICE I

Choose a Calculus Series **4 Hours**

**MTH141** (4 Hours)  
CALCULUS I

**MTH161** (4 Hours)  
CALCULUS IA

**Plan: BEB with cluster plan** **0 Hours**

Graduation Goal GPA: 0.000  
 Projected Cumulative GPA: 0.000

[Expand All](#) / [Collapse All](#)

**Fall 2016** **0 Hours**

Add Course

**Spring 2017** **0 Hours**

**Fall 2017** **0 Hours**

Add Course

**Spring 2018** **0 Hours**

**Fall 2018** **0 Hours**

**Spring 2019** **0 Hours**

**Fall 2019** **0 Hours**

**Spring 2020** **0 Hours**

22. As you add courses to your plan, a green check mark will appear on the left hand side of the screen.

[Hide Help](#)

**Roadmap: Ecology and Evolutionary Biology - 2017 and beyond** **116 Hours**

Program: B.S. in Evolutionary Biology & Ecology *You can plan from the degree audit for the program!*  
 Effective: Fall 2017  
[Expand All](#) / [Collapse All](#)

**Year 1** **22 Hours**

**Year 1-Term 1** **4 Hours**

Choose an Intro. Biology Course **0 Hours**

Chemistry 1 **0 Hours**

Choose a Calculus Series **0 Hours**

Primary Writing **4 Hours**

**Plan: BME plan 2** **13 Hours**

Graduation Goal GPA: 0.000  
 Projected Cumulative GPA: 0.000

[Expand All](#) / [Collapse All](#)

**Fall 2016** **13 Hours**

Add Course

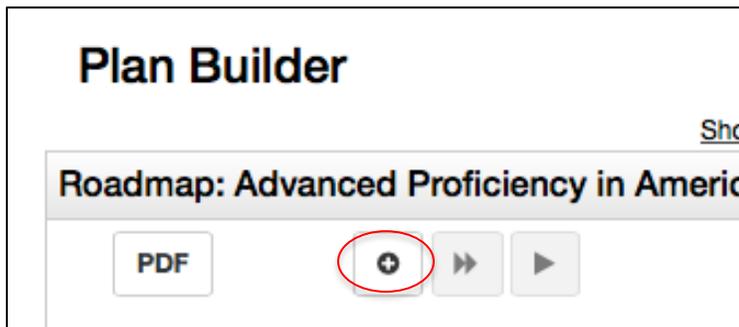
**BIO110** (4 Hours) **C**  
PRINCIPLES OF BIOLOGY I

**CHM131** (5 Hours) **C**  
CHM CONCEPTS, SYSTEMS, PRACTICE I

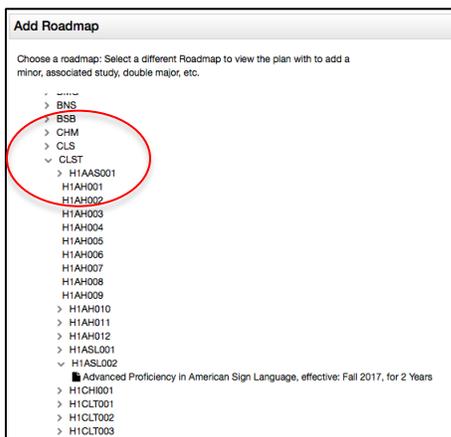
**MTH161** (4 Hours) **C**  
CALCULUS IA

Planned GPA: 0.000

23. Keep in mind that the recommended semesters for major course work are only recommendations. If you would like to move particular courses into a non-recommended semester, that is fine. Coursework that is needed to complete pre-requisite requirements should be taken as early as possible in a student’s academic career. If a student has AP, IB, or other transfer credit, it might already be checked off as completed in his or her plan.
24. Once you have completed major requirements, you may then add any other areas of interest to the plan. You can do so by clicking on the “+” sign, located at the top of the *Program* side of the plan.



25. Clusters are located within the CLST dropdown list, while Minors are located within the MINORS dropdown list.



26. Once you have added an additional item to your plan, you can then drag the appropriate courses needed into your plan.

SHOW HIDE

**Roadmap: Advanced Proficiency in American Sign Language** **12 Hours**

PDF

Program: H1ASL002 You can plan from the degree audit for the program!  
 Effective: Fall 2017 H1ASL002  
[Expand All / Collapse All](#)

- ▼ **Year 1-Term 1** **4 Hours**
- ▼ **Required:** **4 Hours**
- ASL105 (4 Hours)  
INTERMEDIATE AMERICAN SIGN LANGUAGE I
- ▼ **Year 1-Term 2** **8 Hours**
- ▼ **Choose two of the following:** **8 Hours**
- ASL205 (4 Hours)  
ART OF TRANSLATION ASL & ENGLISH
- ASL203 (4 Hours)  
ADVANCED ASL
- ASL201 (4 Hours)  
INTRODUCTION TO ASL LITERATURE
- ASL200 (4 Hours)  
SIGNED LANGUAGE STRUCTURE
- ASL106 (4 Hours)  
INTERMEDIATE AMERICAN SIGN LANGUAGE II

**Plan: BEB with cluster plan** **43 Hours**

PDF

Graduation Goal GPA: 0.000  
 Projected Cumulative GPA: 0.000 ⚠

[Expand All / Collapse All](#)

- CHM102 (4 Hours) C  
CHEMISTRY FOR ENGINEERS
- CHM101 (4 Hours) C  
CHEMISTRY CONCEPTS, SYSTEMS, PRACTICE II
- MTH102 (4 Hours) C  
CALCULUS IIA
- ASL105 (4 Hours) C  
INTERMEDIATE AMERICAN SIGN LANGUAGE I

▼ **Fall 2017** **4 Hours**

Add Course

Planned GPA: 0.000

- ASL106 (4 Hours) C  
INTERMEDIATE AMERICAN SIGN LANGUAGE II

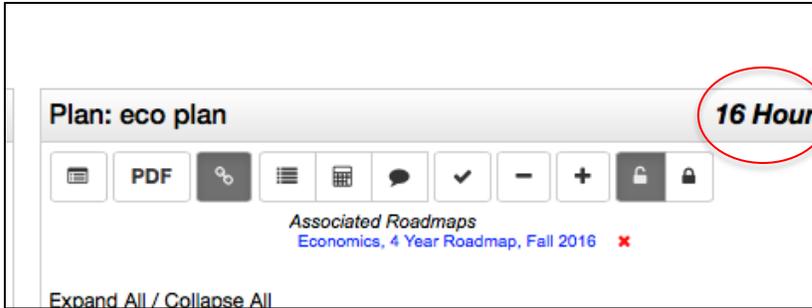
▼ **Spring 2018** **4 Hours**

Add Course

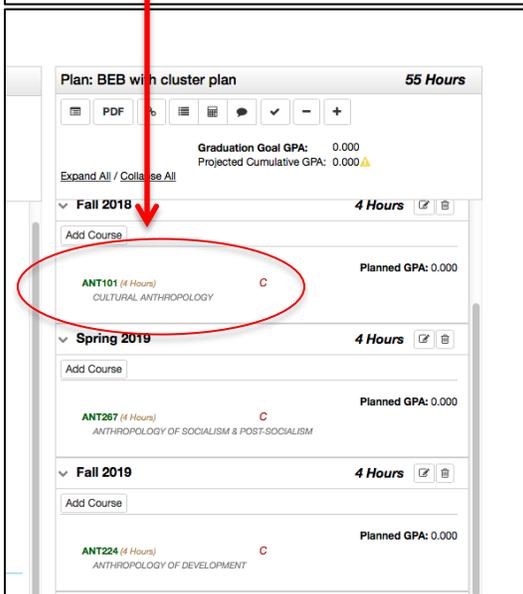
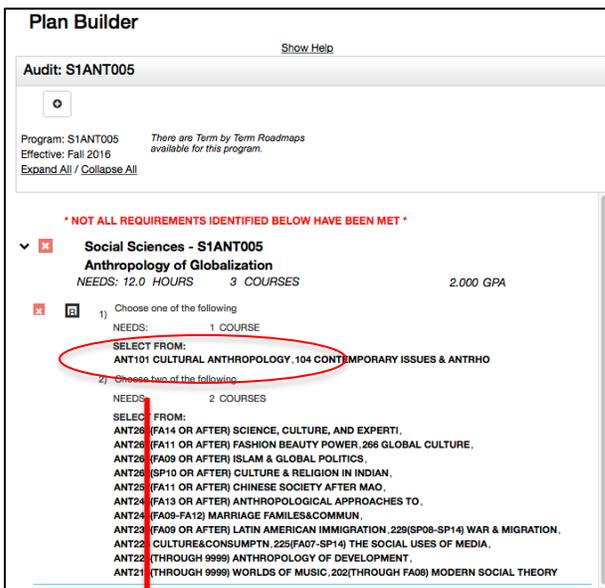
Planned GPA: 0.000

- ASL201 (4 Hours) C  
INTRODUCTION TO ASL LITERATURE

27. There is no limit to how many times you can add curriculum requirements. The number of credits listed in your plan will be displayed in the top right hand corner of the plan, and will continuously update as you add or delete items.



28. There are 2 ways to view the information for any major, minor, or cluster. There is the *Semester* view (which is the default screen) or the *Degree Audit* view.



29. When you have finished moving courses into your plan, you can view it in the format of a PDF file by clicking on the *PDF* button from the *Plan* tab on the right.

The screenshot shows a web application interface. At the top, there is a navigation bar with several icons. The 'PDF' icon is circled in red. Below the navigation bar, the following information is displayed:

**Graduation Goal GPA:** 0.000  
**Projected Cumulative GPA:** 0.000 ⚠️

[Expand All / Collapse All](#)

The main content area shows a list of courses organized by semester:

**Printed:** 08/22/2016 01:14  
**Student:** ELAYNE STEWART  
**StudentID:** 23104242  
**Plan Name:** BME plan 2  
**Program:** S1ECO002

- Completed Courses:
  - ECO108 (4.0 Hours) PRINCIPLES OF ECONOMICS
  - ECO207 (4.0 Hours) INTERMEDIATE MICROECONOMICS
  - ECO288 (4.0 Hours) GAME THEORY
- Fall 2016 (17.0 Hours)
  - BIO110 (4.0 Hours) PRINCIPLES OF BIOLOGY I
  - CHM131 (5.0 Hours) CHM CONCEPTS, SYSTEMS, PRACTICE I
  - MTH161 (4.0 Hours) CALCULUS IA
  - ASL105 (4.0 Hours) INTERMEDIATE AMERICAN SIGN LANGUAGE I
- Spring 2017 (18.0 Hours)
  - BIO115 (4.0 Hours) INTRO TO ORGANISMAL EVOLUTIONARY BIOLOGY
  - BIO117P (1.0 Hour) INTRODUCTORY BIOLOGY LAB
  - CHM132 (5.0 Hours) CHM CONCEPTS, SYSTEMS, PRACTICE II
  - MTH162 (4.0 Hours) CALCULUS IIA
  - ASL106 (4.0 Hours) INTERMEDIATE AMERICAN SIGN LANGUAGE II
- Fall 2017 (18.0 Hours)
  - BIO198 (4.0 Hours) PRINCIPLES OF GENETICS
  - BIO198P (1.0 Hour) PRINCIPLES OF GENETICS LAB
  - CHM203 (4.0 Hours) ORGANIC CHEMISTRY
  - CHM207 (1.0 Hour) ORGANIC CHEMISTRY I: LAB
  - MTH164 (4.0 Hours) MULTIDIMENSIONAL CALCULUS
  - ASL201 (4.0 Hours) INTRODUCTION TO ASL LITERATURE
- Spring 2018 (12.0 Hours)
  - BIO214 (4.0 Hours) BIostatISTICS
  - BIO225 (4.0 Hours) ECOLOGY & EVOLUTIONARY BIOLOGY LAB
  - ECO108 (4.0 Hours) PRINCIPLES OF ECONOMICS
- Fall 2018 (12.0 Hours)
  - BIO205 (4.0 Hours) EVOLUTION
  - BIO243 (4.0 Hours) EUKARYOTIC GENE REGULATION

30. You can edit your plans at any point in time by logging back into the *Degree Audit* system. You can also build multiple plans to handle multiple educational objectives.

**If you have any trouble, please email [elayne.m.stewart@rochester.edu](mailto:elayne.m.stewart@rochester.edu).**