To Edit a Plan

Plans can be edited, renamed and copied before entering a plan by clicking the down arrow. Plans can also be edited while being created using the instructions that follow.

Program: *BA COMMUNICTN*
Catalog: *2016* Create a new Plan

Preferred	Name	Action	Updated	User	PDF
●	Communication Plan	Select an Action... ▼	Oct 4, 2016	rrodriguez	PDF
○	Testing 10.18.16	Select an Action... ▼	Oct 19, 2016	rrodriguez	PDF

Please note a "preferred" plan cannot be deleted and the student must have at least one plan.

To delete one course at a time, click on the edit button. Click in the box next to the course to be deleted, then click delete button. A pop-up message will appear. Select "Yes" to delete the selected course(s) or cancel to go back.

Selecting "All" will delete all courses within this term.

Please note: The "Submit" button is currently not working. Do not use the "Submit" button when editing a plan.

To delete the term and all planned courses in it, click on the trash can button. A pop-up message will appear. Select "Yes" to delete all planned courses or cancel to go back.

1.

Spring 2017   6 Units

+

FM 10 (3 Units)
No description
FM 21 (3 Units)
Fashion Merchandising Fundamentals

Summer 2017   0 Units

+

Fall 2017   3 Units

+

ACCT 3 (3 Units)
Essentials of Accounting

Are you sure you want to delete the Term and all courses within it?

2.   Yes   Cancel

To add a comment to the plan, click on the comment button. The comment box will open to the left of your plan. This comment area is for general comments and is not intended to replace comments in GradesFirst.

For example, if the student is planning on taking the upper division writing exam, you can type this information in the comments box. Click save to save the comment. Then click on the comments button again to go back to the plan and the DPR.

1.
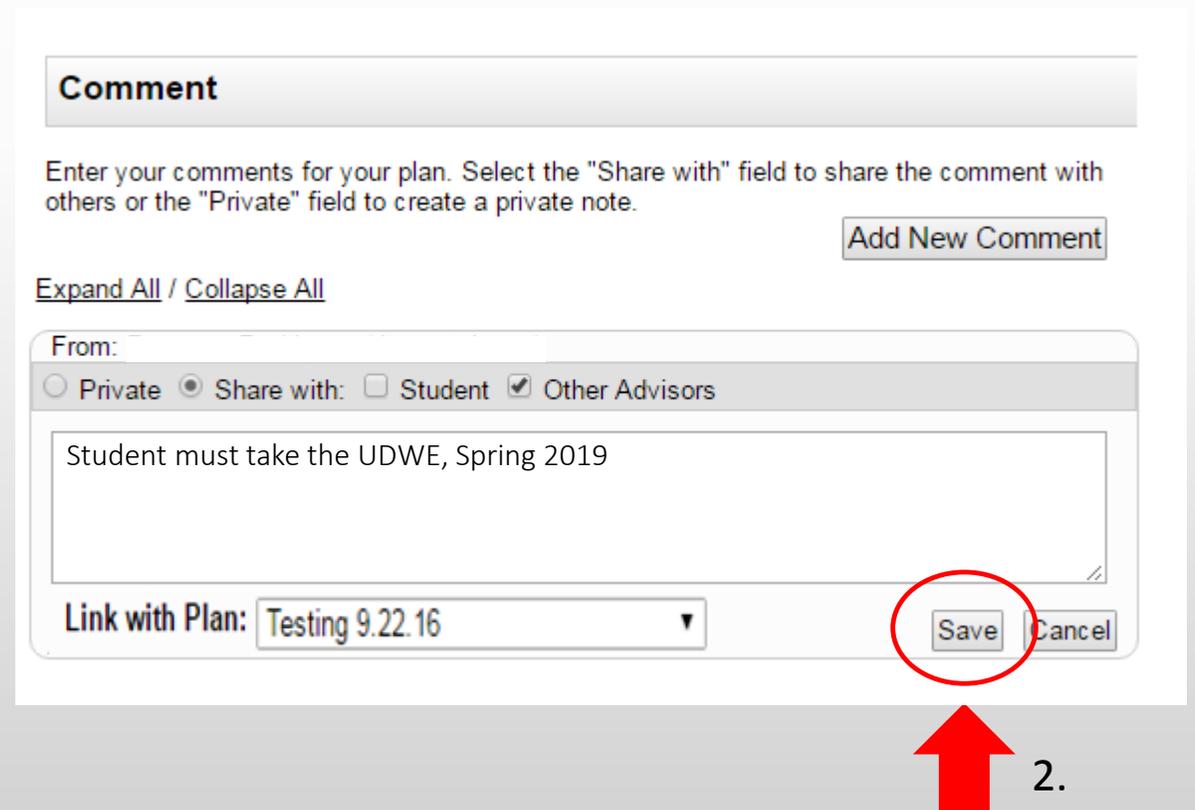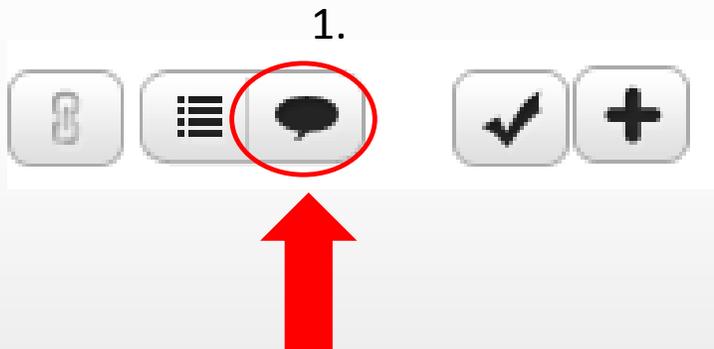
Comment

Enter your comments for your plan. Select the "Share with" field to share the comment with others or the "Private" field to create a private note.

Add New Comment

Expand All / Collapse All

From:
○ Private ◉ Share with: ☐ Student ☑ Other Advisors

Student must take the UDWE, Spring 2019

Link with Plan: Testing 9.22.16 ▼   Save Cancel

2.

That concludes the on-line training for editing a plan in My Degree Plan.

Please note: Creating a plan does not guarantee course availability and this tool does not check if co- or prerequisites have been met. Students are encouraged to see their advisor with any questions.