CREATE AN ACADEMIC PLAN – NO TEMPLATE

workday. student | SUFFOLK UNIVERSITY BOSTON

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Description: This quick guide describes how to create an Academic Plan if no Academic plan template exists.

Applies to: Students

The **Academic Plan** is a recommended tool to assist you in planning out your path toward completion of your program(s) of study. Academic plans allow you to model different paths to graduation and assess course eligibility and availability across future academic periods. You can use an academic plan to create a schedule for registration.
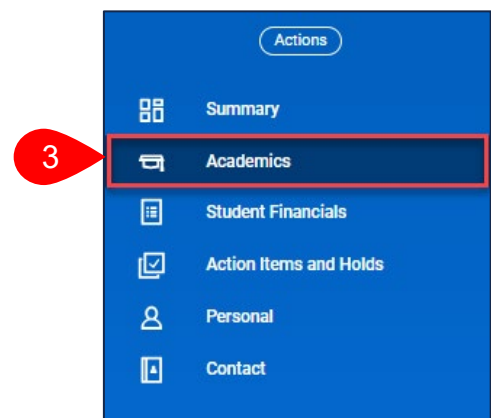
CREATE AN ACADEMIC PLAN

1. Navigate to your Student Profile. Click the profile icon in the top right corner of your Workday home page and click **View Profile**.

2. Click your name under "Student" to get to your **Student Profile** if you are a student worker.
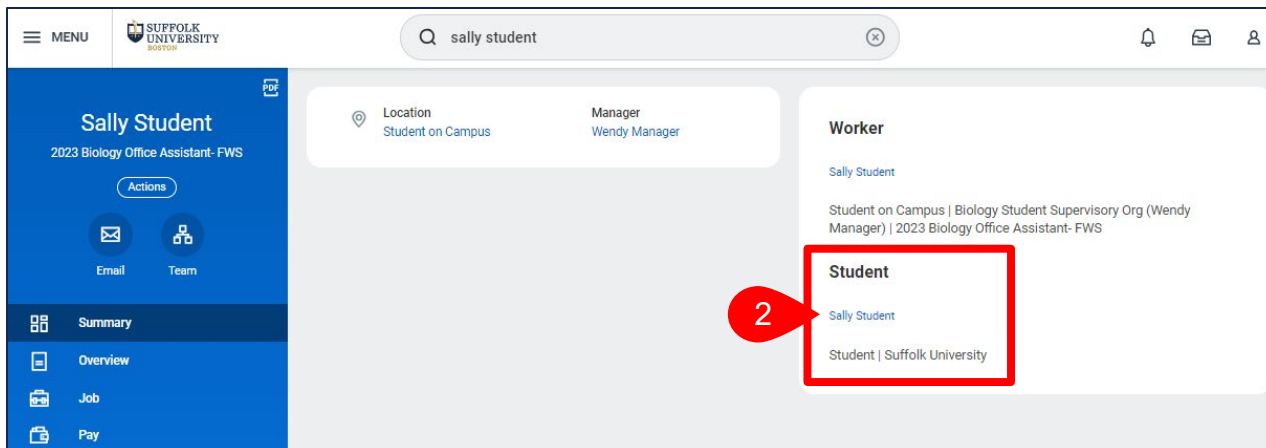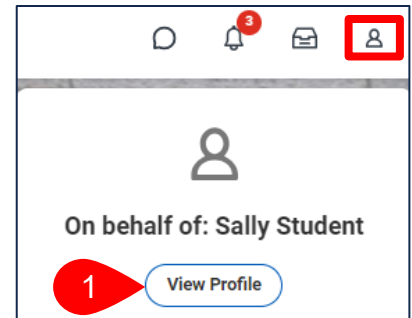

Important: If you are a student worker, Workday defaults to your worker profile. To change that default see Set Default to Student Profile quick guide. Click the name with "student" underneath.

3. Click the **Academics** tab on the menu.

4. Click the **Plan** sub-tab located across the top of the screen.

5. Click **Create My Academic Plan** and press **OK**.

| Overview | Current Cla | 4 → Plan | Academic History |

5 → Create Academic Plan
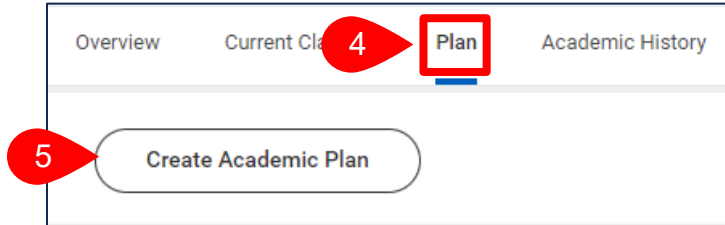
6. The Program of Study will populate. Click **OK**.

> 📋 **Note:** If a template exists for the program of study, it will populate in the **Academic Plan Template** field. Please see the Create Academic Plan Template Quick Guide.

Create My Academic Plan

Program of Study * ✕ Computer Science Major BS 🔗

Academic Plan Template

6 → **OK**   Cancel
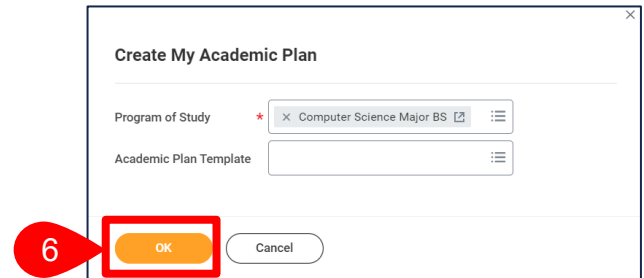
7. Build out the plan with Academic Requirements and/or Courses you intend to take for current and/or future Academic Years.

    a. To add Academic Years, click the **Add Year** button. If an Academic Year needs to be removed from the plan, click **Remove Year.** All prior Academic Years can be removed as plans do not need to be made for the past.

    b. To add additional Academic Periods, click the **Add Period** button.

    c. To remove academic periods from the plan, click **Remove Period**.

    d. Use the **Add Row** and **Remove Row** icons to add or remove rows from the plan.

    e. Select the **Academic Requirement** you intend to work toward during the Academic Period by using the drop-down list or by dragging and dropping from the list on the left-hand side of the page.

    f. Select the **Course** you intend to take associated with the Academic Requirement. All courses that could fulfill the Academic Requirement will appear in the drop-down list.

    g. The **Units** column indicates the number of credits assigned to the course.

    h. The **Status** column indicates if you are eligible to enroll in the course, is currently enrolled in the course, has already taken and passed the course, or are not eligible to enroll.

        • Once the Academic Plan is saved, the most up to date eligibility will populate the **Status** column.

Note: Once a prior year has been removed it cannot be added back into the plan.

Note: You may choose to only select an Academic Requirement without selecting a course OR select a course without tying it to an Academic Requirement.

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8. Once the academic plan is complete, click **OK**.

   While selecting courses for the plan, the below **Alert** may appear. For future academic periods you will need to verify if there are course offerings available for the course selected.

   > **Alert**
   >
   > 1. **Course (Row 4 Column 5)**
   >   You have planned to take a Course during an Academic Period in which it is not typically offered. Select another Course for this Academic Period.

9. Upon saving, the header of the Academic Plan will update. Click the hyperlinked numbers to view the **Accounted for Academic Requirements** and **Unaccounted for Academic Requirements**.

Primary Plan Name	Abbey Student	Sociology and Criminal Justice/Undergraduate (BS) - 08/29/2022 - Active Plan
Accounted for Academic Requirements	11	Unaccounted for Academic Requirements 9
Student	Abbey	Sociology and Criminal Justice/Undergraduate (BS) - 08/29/2022 - Active
Programs of Study	Sociology Major BS	

[View Saved Schedules] [Create Saved Schedule] [Create Alternate Plan]

Note: While the Academic Plan is not required, it allows you to create saved schedules easily. You can click **Create Saved Schedule** to create a saved schedule automatically populated with the courses listed on the Academic Plan.