UPDATE AN ACADEMIC PLAN

The Academic Plan is a recommended tool to assist you in planning out your path toward completion of your selected program(s) of study. The Academic Plan can be edited by you or by your advisor at any time.

1. From your Workday home page, open the Academics Hub from the Global Navigation Menu at the top left of your screen or select from Your Top Apps.

2. Under Planning and Registration, select My Academic Plan.

3. In the View My Academic Plan section, select Update Plan.
4. On the Edit Academic Plan page, you may make the following updates as needed:
   a. Enter a new Primary Plan Name if you want a new version of the plan.
   b. Use the Add Row and Remove Row icons to add or remove rows from the plan.
   c. Update the Academic Requirements you intend to work toward during the Academic Period. All remaining Academic Requirements within the Program(s) of Study will appear on the lefthand side of the screen. Drag and Drop requirements to the grid.
   d. Update 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.
   e. The Units column indicates the number of credits assigned to the course.
   f. 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.
      i. Once the Academic Plan is saved, the most up to date eligibility will populate the Status column.

5. To add additional Academic Years, click the Add Year button. If Academic Years need to be removed from the plan, click Remove Year.

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

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

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.

Note: Once a prior year has been removed it cannot be added back into the plan.
8. Once the academic plan is updated, click **OK**.