

Description: This quick guide describes how to create and update an Academic Plan from a template.

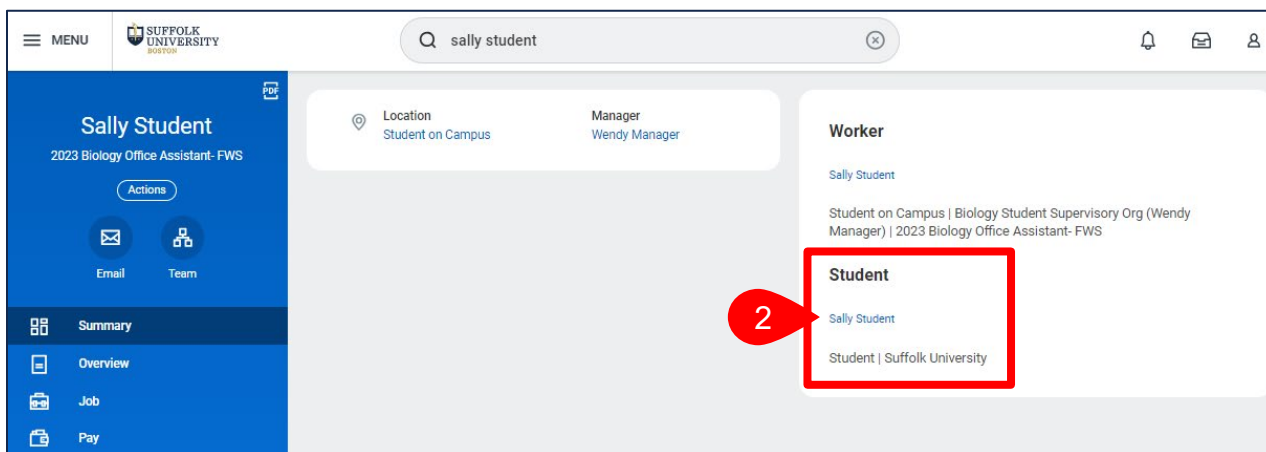
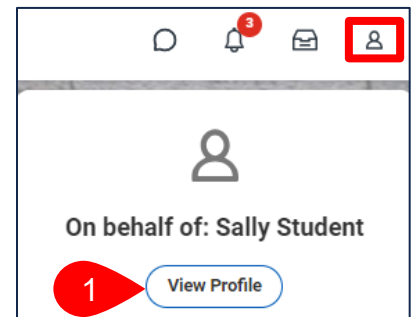
Applies to: Students

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 period. You can use an academic plan to create a schedule for registration.

For programs of study with no template available, go to [Create Academic Plan - No Template](#) for instructions.

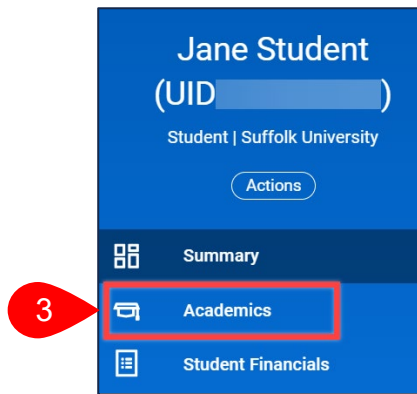
CREATE AN ACADEMIC PLAN FROM TEMPLATE

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 the default see [Set Default to Student Profile](#) quick guide. Click the name with “student” underneath.

3. From the left-hand navigation pane, select the **Academics** tab.

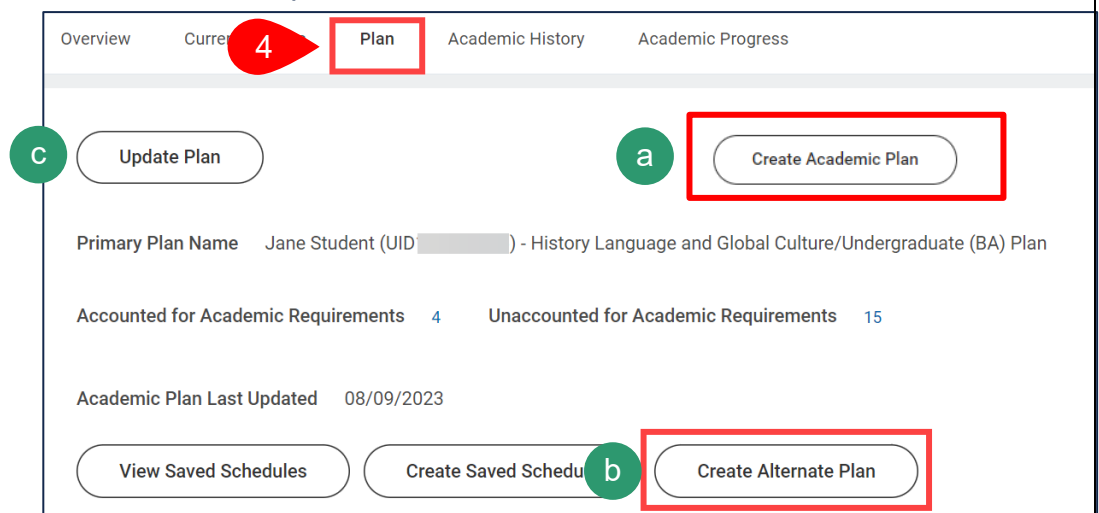


4. Click the **Plan** sub-tab located across the top of the screen.

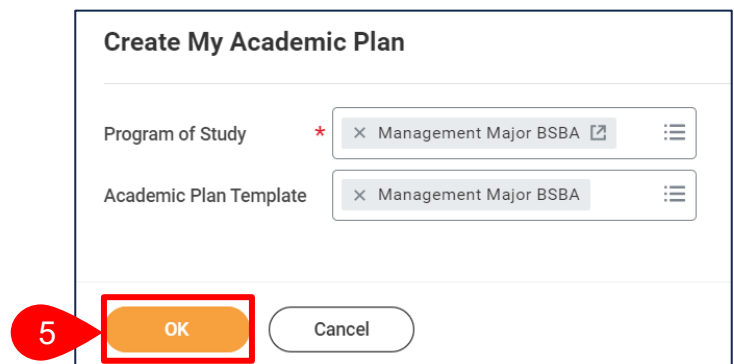
- a. Select **Create Academic Plan** if no plan exists.

- b. If you already have a primary plan, select **Create Alternate Plan** to continue.

- c. Select **Update Plan** to update an existing academic plan.



5. The academic plan template associated with your primary **Program of Study** will default. Click **OK**.



6. The **Academic Plan** will populate based on the template to include recommended requirements and courses for the specific Program of Study beginning with your first Academic Year at Suffolk University.
- a. The **Primary Plan Name** defaults to your name, UID, and primary program of study. Update, if desired.
 - b. 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. NOTE: Once a prior year has been removed it cannot be added back into the plan.
 - c. To add additional Academic Periods, click the **Add Period** button.
 - d. To remove academic periods from the plan, click **Remove Period**.
 - e. Use the **Add Row** and **Remove Row** icons to add or remove rows from the plan.
 - f. Remove existing **Academic Requirements** and/or **Courses** by clicking the **X**.
 - g. Add **Academic Requirements** 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.
 - h. 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.
 - i. The **Units** column indicates the number of credits assigned to the course.
 - j. The **Status** column indicates if you are eligible to enroll in the course, are currently enrolled in the course, have 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.

Student: Abbey, Sociology and Criminal Justice/Undergraduate (BS) - 08/29/2022 - Active

2022-2023 Academic Year | **2023-2024 Academic Year** | 2024-2025 Academic Year | 2025-2026 Academic Year

Primary Plan Name*: Abbey Student - Sociology and Crim

Programs of Study: Sociology Major BS

Remaining Academic Requirements

- Sociology Major BS | Sociology Major Core Courses
- Sociology Major BS | Sociology Major Elective Courses
- Sociology Major BS | Sociology Major First Advanced Elective Course
- Sociology Major BS | Sociology Major Second Advanced Elective Courses
- Sociology Major BS | Sociology Major Residency Rule

Academic Requirement Table:

Academic Requirement	Course	Units	Status
+ Sociology Major Elective Courses	x SOC 301 - Sociology of Law	4	Eligible to Enroll
- Sociology Major First Advanced Elective Course			

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.

7. Once the Academic Plan is complete, click **OK**.

Note: While selecting courses for the plan, the below **Alert** may appear. For future semesters you or the student 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.

8. 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**.

8 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 students to create saved schedules easily. The saved schedule automatically populated with the courses listed on the Academic Plan.