



# Create an Academic Plan

## Overview

This quick reference guide offers an overview for students on how to create an academic plan. Keep in mind that this is a foundational plan, and it's essential to refer to your Academic Progress Report to ensure you meet all degree requirements. You can update your plan at any time.

**Note:** An academic plan can only be created if you have not applied for program completion.

### Process: Create an Academic Plan

1. From the **Homepage**, click on the **Academics** App.



Academics

2. Under the **Academic Advising** Section, click **View My Academic Plan**.



Academic Advising

View My Academic Progress

View My Academic Plan

Create Saved Schedule from Plan

More (3)

3. Click on the button **Create My Academic Plan**

View My Academic Plan

Create My Academic Plan

4. A prompt will appear with your major populated in the **Program of Study** field. Leave the **Academic Plan Template** field blank. Click **OK**.

Create My Academic Plan



Program of Study

× Management Major

Academic Plan Template

Cancel

OK

5. You can start creating your plan for the upcoming Academic Year.



# Create an Academic Plan

## Process: Building an Academic Plan

6. The left side lists the following information:

- Student information
- A name for your academic plan (Note: You can have more than one academic plan)
- Programs of Study
- A list of your remaining academic requirements

**Student**  
Bucky Bronco - Philosophy Department/Undergraduate (BA) - 03/08/2023 - Active

**Primary Plan Name\***

Physics-Philosophy Major

**Programs of Study**  
Physics Minor  
Political Science Minor  
Paradigm Shifts Pathway  
Philosophy Major  
Pre Law and Justice Focus

Remaining Academic Requirements
Pre Law and Justice Focus   Philosophy Major: Phil Pre-Law Emphasis (4 Courses from Approved List)
Political Science Minor   Political Science Minor : Minor GPA
Political Science Minor   Political Science Minor : Three Lower-division Political Science courses
Political Science Minor   Political Science Minor : Three Upper-division Political Science courses
Political Science Minor   Political Science Minor : Must complete one additional course. The seventh course may be either upper or lower-division.
Santa Clara University / Undergraduate   University Requirement: Must

7. Across the top lists the different Academic Years. Click on the year you would like to work on.

2024-2025 Academic Year - Quarter	2025-2026 Academic Year - Quarter	2026-2027 Academic Year - Quarter	+
-----------------------------------	-----------------------------------	-----------------------------------	---

8. Click on the + symbol under the term you are working on. These will add rows for your course plan.

Fall 2024 Quarter 1 Items (0 units)

+	Academic Requirement	Course	Units	Status
-	Search		0	

9. You can drag a requirement from the left to a row under a term. Then click into the **Course** field to select the course.

**Remaining Academic Requirements**

- Santa Clara University / Undergraduate | University Requirement: Must complete a minimum 60 Upper Division Units
- Santa Clara University / Undergraduate | University Requirement: Must complete 175 units. Limit of 20 units 198/199
- Anthropology Major | Anthropology Major: ANTH 1
- Anthropology Major | Anthropology Major: ANTH 2
- Anthropology Major | Anthropology Major: ANTH 3
- Anthropology Major | Anthropology Major: ANTH 4, 5, 6, 7 or 8
- Anthropology Major | Anthropology Major: ANTH 50, ENVS 50 or POLI

Fall 2024 Quarter 5 Items (0 units)

+	Academic Requirement	Course
-	Search	Anthropology Major   Anthropology Major: ANTH 1



# Create an Academic Plan

10. Alternatively, you can leave the **Academic Requirement** field blank and enter just a **Course**.

Fall 2024 Quarter 3 Items (0 units)

	Academic Requirement	Course	Units	Status
+				
-	× Anthropology Major: ANTH 1	× ANTH 1 - Introduction to Biological Anthropology	0	
-		× ITAL 1 - Introduction to Italian Language and Culture I	0	

11. When done, click **OK** at the bottom to save changes.

## Process: Viewing Your Academic Plan

12. Once you have completed a term the Units and Status will update on your Academic Plan.

Academic Period	Requirement	Course	Units	Status
Fall 2022 Quarter	Core: CAS: Arts	MUSC 54 - Wind Ensemble	2	Passed, Multiple Att
	Core: CAS: CTW 1	PHIL 1H - Critical Think and Write I: Honors	4	Passed
	Physics Major: MATH 12	MATH 12H - Calc and Analytic Geom II: Honors	4	Passed
		ENGR 1 - Introduction to Engineering	1	Passed
		MECH 10 - Graphical Comm in Design	0	Did Not Enroll
	Physics Major: CHEM 11 or 14	CHEM 11 - General Chemistry I L and L	5	Passed