



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**.



View My Academic Progress

View My Academic Plan

Create Saved Schedule from Plan

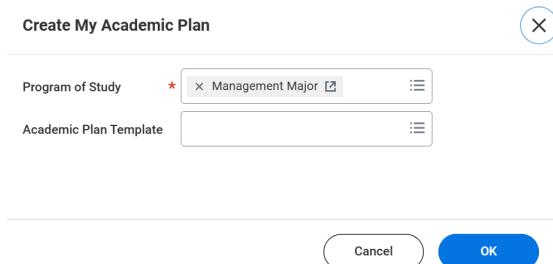
More (3)

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**.



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.

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 | Units | Status |
|----------|----------------------|---|-------|--------|
| - | Search | Anthropology Major Anthropology Major: ANTH 1 | 0 | |



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 Attributed |
| | 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 |