

# my.pratt.edu

## academic tools

### Course Planning Quick Tips

#### DEGREE AUDIT

- 1) Click on Degree Audit from the Course Planning category.
- 2) Next, choose an Active Program from the list presented or select a new program in the Evaluate New Program drop down menu.
- 3) Select which work you would like to include from the pull down menu, under Evaluate New Program and click Submit.

#### CHECK MY HOLD STATUS

- 1) Click on Check My Hold Status from the Course Planning category.
- 2) Next, click Submit to display the information on a new page.
- 3) When you are finished, click OK to return to the Students menu.

#### COURSE PLANNING WIZARD

- 1) Click on Course Planning Wizard from the Course Planning category.
- 2) Next, verify your academic program and click Submit.
- 3) To begin planning, select a requirement based on your program from the generated list and click Submit.
- 4) To continue, choose a semester to plan courses for and click Submit.
- 5) Next, select a component from the generated list and click Submit.
- 6) To conclude planning, choose courses to add to your worksheet and click Submit.
- 7) The Course Planning Worksheet will then list the courses you have selected.

#### CREATE \ ADD TO WORKSHEET

- 1) Click on Create \ Add to Worksheet from the Course Planning category.
- 2) Next, verify your program and click Submit.
- 3) To continue, select the courses to search according to the criteria displayed and click Submit to view the results.
- 4) To conclude, choose the desired courses from the Select Course(s) column. For each course you choose, select an option from the Planning Term column and then click Submit.
- 5) The Course Planning Worksheet will then list the new courses you have selected.

#### VIEW WORKSHEET

- 1) Click on View Worksheet from the Course Planning category.
- 2) Next, verify your academic program and click Submit.
- 3) The screen will then display your Course Planning Worksheet. Click OK to return to the Students menu.

#### MODIFY WORKSHEET

- 1) Click on Modify Worksheet from the Course Planning category.
- 2) Next, verify your academic program and click Submit.
- 3) The new screen will offer options to modify your worksheet. When you are finished Submit to view the changes you have made.