

The Academic Planner

How to utilize the Academic Planner to create, view, and develop your Plan.

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Overview

The Academic Planner is a tool to help you construct a Plan or explore different degree options to see what works best with your career at the University of North Texas. Your Plan is an instrument to help you successfully fulfill your degree requirements by giving you a timeline as well as the course options available to you in order to complete your degree.

Some of the Academic Planner's current capabilities include:

- 1. Create a new Plan.**
- 2. View the requirements for several different degree plans offered at UNT.**
- 3. See how your credits satisfy requirements.**
- 4. Drag and drop courses into your semester Plan.**
- 5. Ensure the courses you choose will fulfill your degree requirements.**
- 6. View course descriptions.**
- 7. Print your Plan.**

The Academic Planner shows you the **Roadmap**, or the complete list of courses needed to complete the program. The Academic Planner integrates the course credits you have already earned into the Roadmap forming the basis for your personal **Plan**. Using the Academic Planner, you will be able to build your Plan, semester by semester, to guide you through what

requirements you have fulfilled, what there is left to complete, and help you stay on track to completing your degree in a timely manner.

Your **official degree audit** can only be adjusted by your advisor. You will need to have an official degree audit to graduate.

The Plan you create is separate from the Roadmap and the degree audit. You can create or delete as many Plans as you would like but, you must have at least one Plan selected in the Academic Planner. This will automatically be your **preferred** Plan.

The Plan you create is **not** an official degree audit. Creating a Plan with a different major than what is listed on your account does not officially change your major. The Plans you create in the Academic Planner can be printed and evaluated by your advisor who can ultimately process your major change should you choose to declare.

The Academic Planner is an optional tool to help you visualize how your credit hours are applied to your major and organize the courses not yet fulfilled in an adjustable timeline by semester. You can then bring a printed version of the Plan when you meet with your advisor.

Login to the Academic Planner

1. Go to mydegreeaudit.unt.edu
2. Navigate to the Academic Planner Portal
 - a. Select the **Online Degree Audit** link after “View your audit here”
 - b. Login to **UNT System**.

Note: If you are using Internet Explorer when connecting to the Academic Planner, please use Internet Explorer 10 or above.

Introduction to the Academic Planner

When you first log into the Academic Planner, select **Plans**.

On the Plans page, a **program**, or **major**, is already listed at the top. This program is your current, official major. If you are pursuing multiple degrees, only one will be listed here.

Manage [REDACTED] 's Plans ?

Program: ASBA RTVF
Catalog: Fall 2010

My Plans Create a New Plan

No plans available

Create a New Plan

1. Find your degree program:

- a. **Select the college or school your program is under.** You can also browse through each separately or [Expand All](#).
- b. **Select the program to view the degree options under it.**
- c. **Select the major and catalog year.**

Choose a Degree Program Below

[Expand All](#) / [Collapse All](#)

- ▼ University of North Texas
 - > ARTS/SCI
 - > COLL-PACS
 - > COLL/BUSI
 - > COLL/CS
 - > COLL/EDUC
 - > COLL/ENGR
 - > COLL/INFO
 - > COLL/MERCH
 - > COLL/MUSIC
 - > COLL/MISAR
 - ▼ MAYB-JOURN
 - > JOUR-ADVT
 - > JOUR-BCDJ
 - > JOUR-CERT
 - ▼ JOUR-DPJO
 - ▼ BA
 - ▼ BA Journalism - Digital & Print Journalism
 - Journalism (Digital and Print Conc.): 2015-2016 Catalog, for 4 Years
 - > JOUR-NEWS
 - > JOUR-PHJO

2. Enter your Plan information:

- a. **Verify the chosen major and catalog year are correct.**

- b. **Enter in a name for your personal Plan.** If you want to create multiple Plans, giving them each a name will help differentiate them.
- c. **Select the term for which you are starting your career at UNT.** Typically, this will be the fall term, or semester.
- d. **Enter the year for which you are starting your career at UNT.**
- e. **Select the number of years until your graduation.** Please set this to be four years as a starting point – the number of terms can be changed at a later time, based on feedback from your advisor.
- f. **Select** .

Enter Plan Information Here:

Chosen roadmap:

effective: Fall 2015, for 4 Years

Plan Name:	<input type="text" value="My Plan"/>
Term:	<input type="text" value="Fall (08)"/>
Year:	<input type="text" value="2015"/>
Years To Graduation:	<input type="text" value="4"/>

Navigate the Academic Planner

The Roadmap:

Roadmap: Journalism (Digital and Print Conc.): 2015-2016 Catalog **84 Hours**

PDF ⌂ ▶▶ ▶

Program: BA Journalism - Digital & Print Journalism
 Effective: Fall 2015
[Expand All](#) / [Collapse All](#)

▼ Freshman Year	9 Hours
▼ Fall	3 Hours
✓ Communication - Course 1 (University Core)	0 Hours
Discovery (University Core): This course is required for all JOUR Majors.	0 Hours
✓ American History - Course 1 (University Core)	0 Hours
Mayborn School of Journalism Requirements: Take Beginning Level 1 from any Foreign Language. (You may test out of this requirement)	0 Hours
> Social and Behavioral Science (University Core)	3 Hours
▼ Spring	6 Hours
✓ Communication - Course 2 (University Core)	0 Hours
> Journalism Foundation Requirement	3 Hours
✓ American History - Course 2 (University Core)	0 Hours

The column on the left is the **Roadmap** where the Academic Planner has automatically integrated your current earned course credit. A ✓ next to a requirement designates that requirement has already been fulfilled. For those requirements not yet fulfilled, you can select the > to list the course options to satisfy that requirement. When you click on a course, you can view the course description, prerequisites, and other details.

Course Catalog Details ✕

PSYC 1630 (3 Hours)

GEN PSY I

1630 (2301). General Psychology I. 3 hours. Nature of psychology with emphases on the study of personality development, decision making, reactions to frustration, mental health, and how the individual interacts with and is influenced by others. Satisfies the Social and Behavioral Sciences requirement of the University Core Curriculum.










Remaining credit hours to complete a specific requirement will be displayed to the right of the requirement with a total amount at the top right of the term or year.

▼ **Sophomore Year** 15 Hours




The Academic Planner lists the requirements by year and term based on the direction of each college and school, to ensure the most advantageous order of course completion within a four-year period. You are strongly encouraged to follow the recommended order from the Roadmap and discuss any variations with your academic advisor.


➤ Some courses may display these icons:

Legend

-  = Course List
-  = Course with Pre or Co Requisites
-  = Completed Course
- IP** = In Progress Course
-  = Incomplete Planned Course
-  = Completed Course, No Credit
-  = Alerting possible issue with course
-  = required
-  = preferred
-  = critical







➤ Tool guide:

	View a PDF version of the Roadmap.
	Add another Roadmap to the Plan you are currently building.
	Moves all courses from the Roadmap to the Plan for the matching term. Note: This is not a recommended tool as it will move too many courses to your Plan at one time.



	Moves courses with a marked status (i.e. preferred) to your Plan.
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The Plan:

Plan: My Plan
15 Hours




PDF






[Expand All](#) / [Collapse All](#)

▼ **Fall 2015**
3 Hours



+



CJUS2100 (3 Hours)
U.S. CRIME/JUSTICE

▼ **Spring 2016**
6 Hours



+

JOUR3321 (3 Hours)
NEWS REPORT / WRIT / EDIT


JOUR3300 (3 Hours)
INTRO TO VISCOMM

▼ **Fall 2016**
6 Hours




+

JOUR2310 (3 Hours)
INTRO TO MEDIA WRITING

ANTH3101 (3 Hours)
AM CULTURE & SOC

▶ **Spring 2017**
0 Hours


+







▼ **Fall 2017**
0 Hours


+

The column on the right is your personal **Plan**. This is where you will be able to drag courses you have chosen in the Roadmap and drop them into whichever term you intend on taking it.

To the right of each term, you can easily see how many total hours you have added to that term as you drop courses into the Plan.

➤ Tool guide:

	View the interactive audit.
	View a PDF version of your Plan.
	View completed courses (similar to a transcript).
	Check your Plan against a degree audit to ensure all requirements were satisfied.
	Remove all courses from your Plan.
	Add more terms to your Plan.


Plan Your Semester

1. Click on the ➤ next to a requirement in the left column Roadmap.

Mathematics (University Core): Also satisfies the required 3 Hours
 ▼ math for the Mayborn School of Journalism Requirements.

2 Courses - Choose One	
MATH1680 (3 Hours)	ELEM PROB & STAT
MATH1681 (4 Hours)	ELEM PROB STAT W / ALG


2. Choose a course in the list of options. At this time, you can view more details for the course to determine if it will be beneficial to you. **Note: you cannot move courses that have been used to complete a requirement. Contact your advising office for more information.**

3. Hover your mouse over the course until your pointer is a crosshatch.
4. Click on the course and hold down as you drag it to your Plan on the right column.
5. Drop the course into a semester.
6. Select the  to test the Plan you have created against an audit to ensure you will satisfy all requirements.

Although the Academic Planner is a useful tool to guide your academic career at UNT, it is not official. To ensure your Plan will accurately lead you to complete your degree, contact your advising office.

Experiment by Adding Other Plans

If, after creating your first Plan, you want to see how your credit hours will be applied to a different major, or Roadmap, go through the **Create a New Plan** steps.

Once you have created a second (or third) Plan, you can go to the **Manage Your Plan** page and mark whichever Plan is your preferred by clicking the  on the far left. This way, when you return to the Academic Planner, you will be able to easily find the appropriate degree.

Note: marking a Plan as preferred does not mean you are declaring it as your official major. You will need to make your degree official in order to graduate. To do this, contact your advising office.