

# DegreeWorks Plans Tab

The **Student Educational Planner (SEP)** is a Planning tool that students and advisors can use to create academic Plans based on a student's future academic goals.

As a student or an advisor, you can use the **Plans** tab to create academic Plans.

## Access Plans

To access the Plans for a student, first search for and select the student in the DegreeWorks interface and then select the **Plans Tab**.

The screenshot shows the 'Audit' page in DegreeWorks. The 'PLANS' tab is highlighted in the top navigation bar. The page displays student information for 'Student, Test J' in the 'BS - Biology' program. The student is a 'UG 3rd Year' with a 'Cumulative GPA' of 3.97 and an 'Overall GPA' of 3.97. The page also shows 'Academic Standing' as 'Good Standing' and 'Registration Holds' as 'Academic Advisement'.

If Plans already exist for the student, they will display under the **Plan List** card.

| Plan List                                          |        |            |     |         |       |             | NEW PLAN |
|----------------------------------------------------|--------|------------|-----|---------|-------|-------------|----------|
| Description                                        | Active | Modified ↓ | Who | Program | Level | Lock Status |          |
| BS_Biology (Fall 2024)                             | Yes    | 04/22/2025 |     | BS_BIOL | UG    | Locked      |          |
| Spring 2024 academic advising plan BCMB pre-dental | Yes    | 09/13/2023 |     | BS      | UG    | Locked      |          |
| Fall 23 Proposed Schedule                          | Yes    | 06/02/2023 |     | BS      | UG    | Locked      |          |
| Total results: 3                                   |        |            |     |         |       |             |          |
| Page 1 of 1                                        |        |            |     |         |       |             |          |

Users can either edit an existing Plan or create a new Plan. Best practice is to only edit Plans you have created, but all advisors can edit any Plan and students can edit any Plan on their record that is not **locked**.

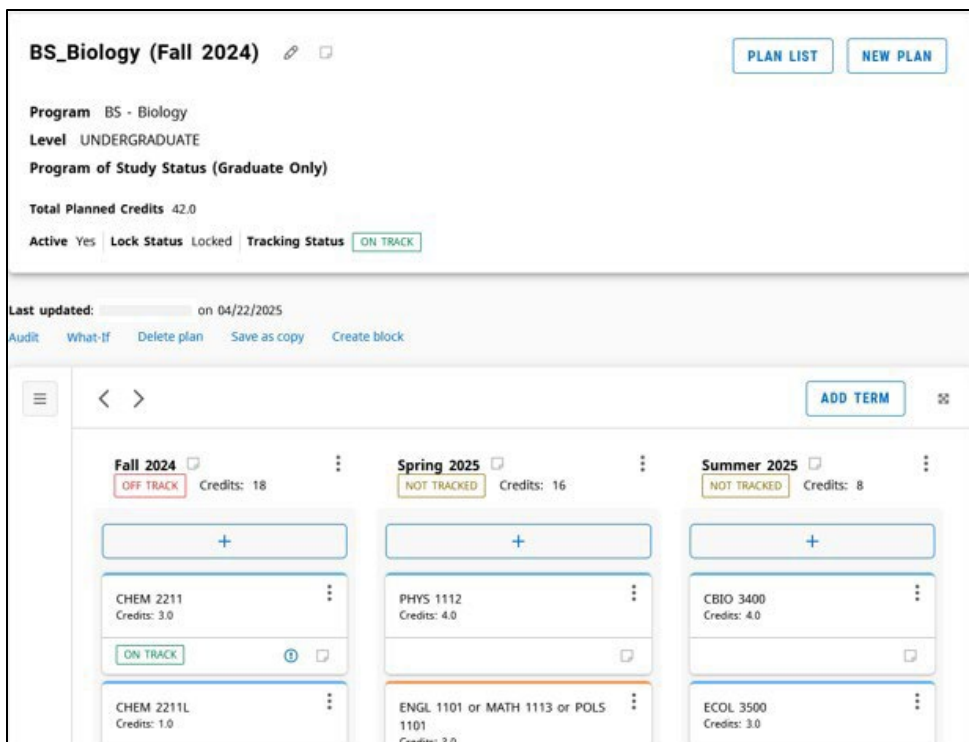
**Note:** Plans auto-save after any change is made. There is no way to undo changes that have been saved.

**Note:** If this error message displays when selecting a Plan, it cannot be edited. The saved Plan program does not match the student's record.

 This plan degree and school combination does not match the student's curriculum. Please ensure the correct plan has been chosen before updating.

## Editing a Plan

Click on a Plan to begin editing.



**BS\_Biology (Fall 2024)**   PLAN LIST NEW PLAN

**Program** BS - Biology  
**Level** UNDERGRADUATE  
**Program of Study Status (Graduate Only)**

**Total Planned Credits** 42.0

**Active** Yes **Lock Status** Locked **Tracking Status** ON TRACK

**Last updated:** on 04/22/2025  
[Audit](#) [What-If](#) [Delete plan](#) [Save as copy](#) [Create block](#)

ADD TERM

| Fall 2024                             | Spring 2025                                         | Summer 2025               |
|---------------------------------------|-----------------------------------------------------|---------------------------|
| OFF TRACK Credits: 18                 | NOT TRACKED Credits: 16                             | NOT TRACKED Credits: 8    |
| +                                     | +                                                   | +                         |
| CHEM 2211<br>Credits: 3.0<br>ON TRACK | PHYS 1112<br>Credits: 4.0                           | CBIO 3400<br>Credits: 4.0 |
| CHEM 2211L<br>Credits: 1.0            | ENGL 1101 or MATH 1113 or POLS 1101<br>Credits: 3.0 | ECOL 3500<br>Credits: 3.0 |

The Plan **Description** is the description entered by the person who created the Plan.

**BS\_Biology (Fall 2024)**  

The **Program** and **Level** for which this Plan is meant are displayed next.

**Program** BS - Biology  
**Level** UNDERGRADUATE

**Note:** **Program of Study Status (Graduate Only)** is only used by Graduate and Professional programs.

**Program of Study Status (Graduate Only)**

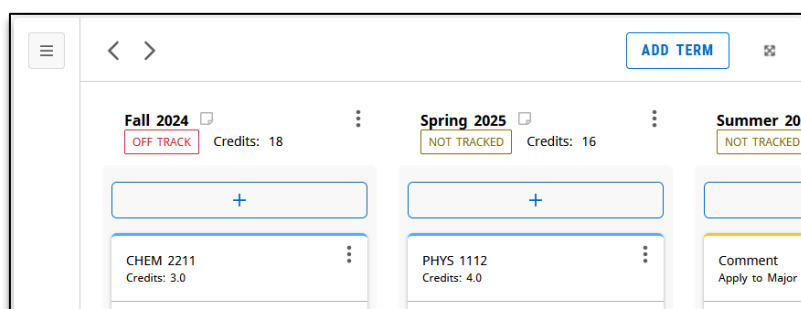
**Active** indicates whether the Plan is currently being used for an active major. **Locked** indicates whether the Plan can be modified by the student or if it has been locked by an advisor.



To edit information in the top card, users can click on the pencil icon next to the description.



The requirements for each term are displayed along with the total credits specified for all the requirements on the term.



The terms card can be expanded by clicking on the icon in the right upper corner of the Plan term card.



The screenshot displays an academic planning tool with three columns representing different terms: Fall 2024, Spring 2025, and Summer 2025. Each column has a header with the term name, a status label (OFF TRACK, NOT TRACKED), and a total credit count. Below the headers, each column contains a list of courses with their names and credit values. Some courses have a status label (ON TRACK, OFF TRACK) and a small icon (info or document). A right sidebar contains a 'Comment' field with the text 'Apply to Major' and a '+' button. At the top right, there is an 'ADD TERM' button and a close icon.

| Fall 2024                               | Spring 2025                                      | Summer 2025            |
|-----------------------------------------|--------------------------------------------------|------------------------|
| OFF TRACK Credits: 18                   | NOT TRACKED Credits: 16                          | NOT TRACKED Credits:   |
| CHEM 2211 Credits: 3.0                  | PHYS 1112 Credits: 4.0                           |                        |
| CHEM 2211L Credits: 1.0                 | @ @ with GE2A Credits: 3.0                       | Comment Apply to Major |
| CHEM 3710 Credits: 3.0                  | ENGL 1101 or MATH 1113 or POLS 1101 Credits: 3.0 |                        |
| BCMB 3100 Credits: 4.0                  | ENGL 1101 or ENGL 1102:1103 Credits: 3.0         |                        |
| Selected: ENGL 1101E Credits: 3.0       | ENGL @ Credits: 3.0                              |                        |
| (BIOL 1103 and BIOL 1103L) Credits: 4.0 |                                                  |                        |

See **Term Requirements** section for information about populating and editing requirements.

## Notes

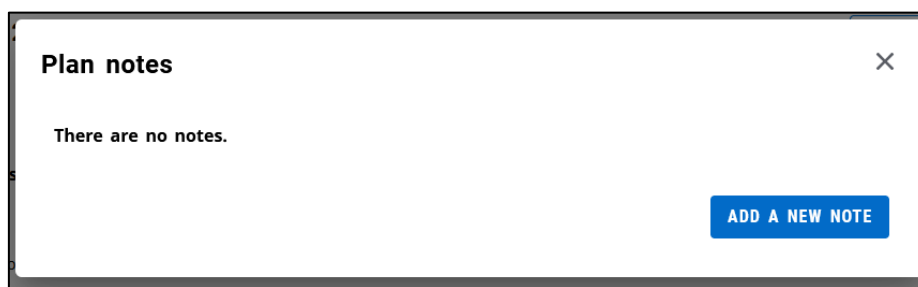
Notes are used to provide additional information or tips to users when modifying or creating a Plan. Notes can be added to the Plan, to terms on the Plan, and to requirements in a term. Advisors can also mark notes “Internal Use Only” so that they will only be visible to other advisors.

### Add a Note

Complete the following steps to add a note:

1. Click the Notes icon on the Plan, term, or requirement for which you want to add the note. The *Notes* page pop-up will display.

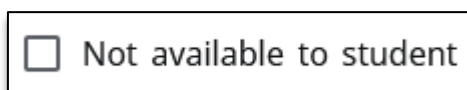




2. Click **Add a New Note**. A text editor will display.



3. Type or copy and paste the content for the note in the editor.
4. Advisors have the option to mark notes as internal use only by selecting the **Not available to student** checkbox. These notes will still be available to other advisors.



5. Click **Save Note**.

Multiple notes can be saved to a requirement.

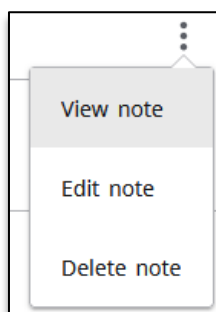
### *Edit a Note*

Complete the following steps to edit a note:

1. Click the Note icon. If a requirement already has a note, it will be highlighted in blue.



- Click the ellipsis beside the note and choose **Edit note** from the dropdown.



- Edit and format the note as required.
- Advisors have the option to mark the edited note as internal use only by selecting the **Not available to student** checkbox. These notes will still be available to other advisors.

- Click **Save Note**.

### *Delete a Note*

Complete the following steps to delete a note:

- Click the note icon. If a requirement already has a note, it will be highlighted in blue.



- Click on the ellipsis beside the note and choose **Delete Note** from the dropdown.



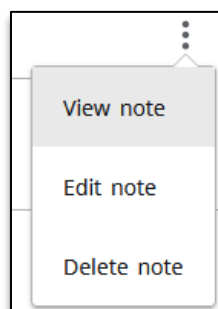
**Requirement Notes** [Close]

Created on 04/22/2025 [Menu]

By [Redacted]

Area II Life or Physical Science w/o a Lab

**ADD A NEW NOTE**

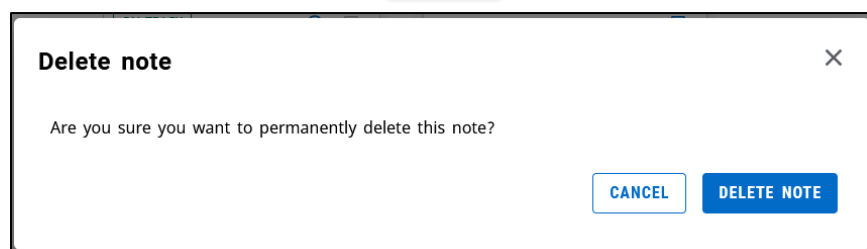


View note

Edit note

Delete note

- Click **Delete** at the upper right corner of the page. A message is displayed, prompting you to confirm the action.

**Delete note** [Close]

Are you sure you want to permanently delete this note?

**CANCEL** **DELETE NOTE**

- Click **Delete Note**.

## Create a Plan

You can create a Plan based on a template or you can create one using a blank Plan.

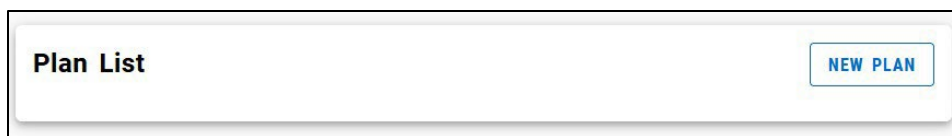
- For a blank Plan, you will need to select and add the terms individually.
- A Plan based on a template will have the terms and requirements pre-defined. Templates are now created in PARC. If you are interested in a Template for your majors or department, you can make changes to existing Plans during the annual Bulletin update cycle through the PARC system. Once the Bulletin goes live, no additional changes will be permitted to the programs. For additional information, please contact Curriculum Systems

([bulletin@uga.edu](mailto:bulletin@uga.edu)). A program of study will help in the development of the Template. Templates will be added as available to the template menu.

### *Create a Plan using a Blank Plan*

Complete the following steps to create a Plan:

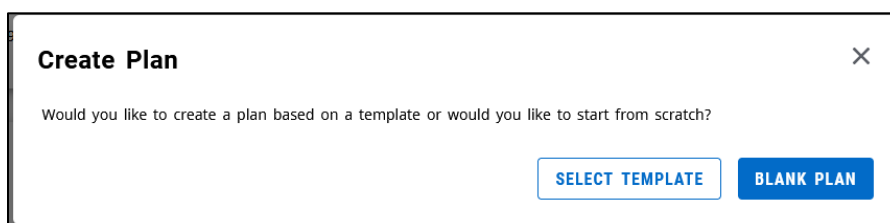
1. Click **New Plan** on the Plans List card. The **Create Plan** box is displayed.



The image shows a 'Plan List' card. On the left, the text 'Plan List' is displayed. On the right, there is a blue button labeled 'NEW PLAN'.



The image shows a single blue button with the text 'NEW PLAN' in white.



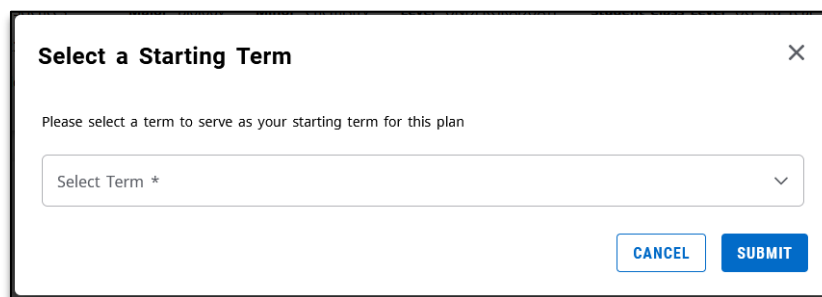
The image shows a 'Create Plan' dialog box. At the top left is the title 'Create Plan' and at the top right is a close button (X). Below the title is the question: 'Would you like to create a plan based on a template or would you like to start from scratch?'. At the bottom right are two buttons: 'SELECT TEMPLATE' (light blue) and 'BLANK PLAN' (dark blue).

2. Click **Blank Plan**. The new blank Plan will display.

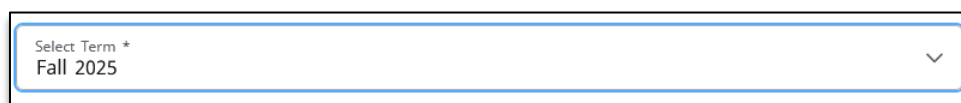


The image shows a single dark blue button with the text 'BLANK PLAN' in white.

3. Select a **Starting Term** from the dropdown. Click Submit.



The image shows a 'Select a Starting Term' dialog box. At the top left is the title 'Select a Starting Term' and at the top right is a close button (X). Below the title is the instruction: 'Please select a term to serve as your starting term for this plan'. Below this is a dropdown menu with the placeholder text 'Select Term \*'. At the bottom right are two buttons: 'CANCEL' (light blue) and 'SUBMIT' (dark blue).

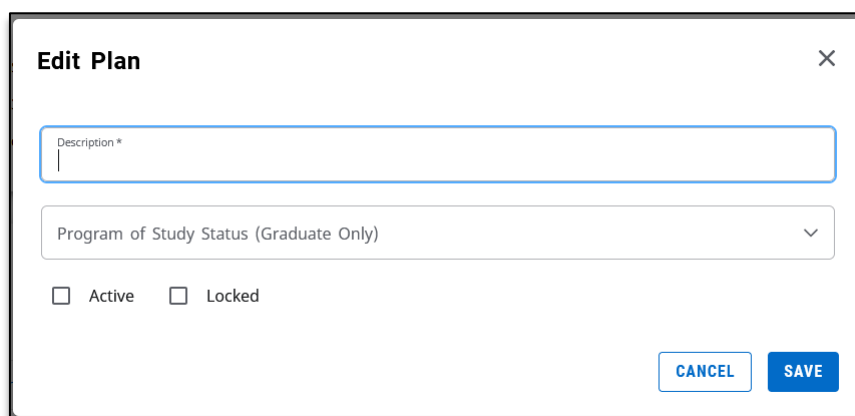


The image shows a dropdown menu. The text 'Select Term \*' is at the top, and 'Fall 2025' is selected and displayed below it. A downward arrow is on the right side of the dropdown.

4. Enter a **Description** for the Plan.

**Note:** Program of Study Status (Graduate Only) dropdown is only used by Graduate and Professional programs.





**Edit Plan** [X]

Description \*

Program of Study Status (Graduate Only) [v]

☐ Active ☐ Locked

[CANCEL] [SAVE]



Description \*

BS\_Biology (Fall 2025)

5. If this is an active major, select the **Active** check box.



**Edit Plan** [X]

Description \*

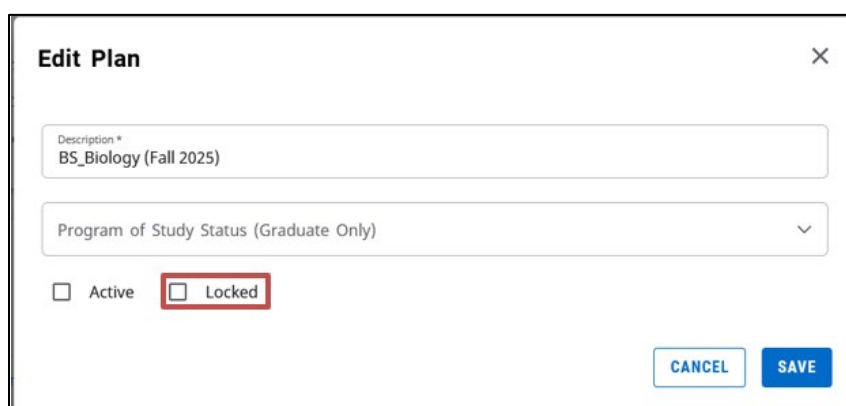
BS\_Biology (Fall 2025)

Program of Study Status (Graduate Only) [v]

☒ Active ☐ Locked

[CANCEL] [SAVE]

6. The **Locked** check box can be used to prevent students from making modification to the Plan. After being locked, advisors can still modify the Plan.



**Edit Plan** [X]

Description \*

BS\_Biology (Fall 2025)

Program of Study Status (Graduate Only) [v]

☐ Active ☒ Locked

[CANCEL] [SAVE]

7. Click **Save**. This will take you to the card where you can begin adding courses and editing the Plan.



8. To add terms to the Plan, click the Add Term button. Select an additional term from the dropdown and click Add.

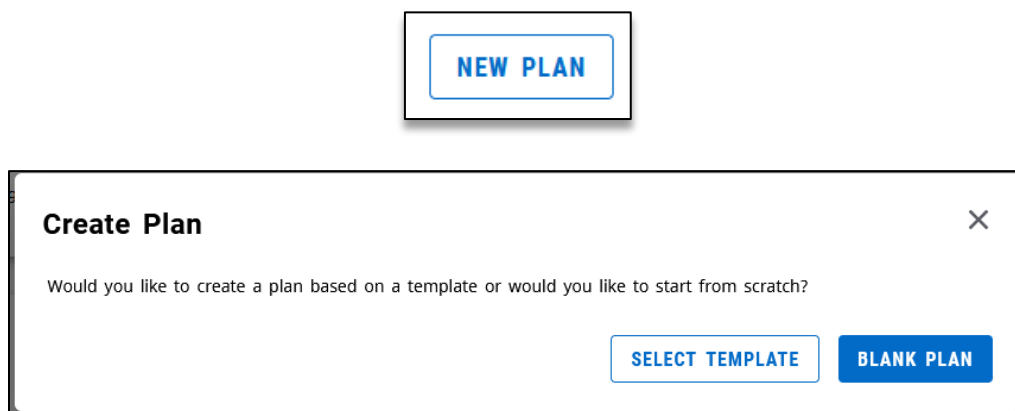


There are several ways to add requirements. See **Term Requirements** section for information about populating requirements.

### *Create a Plan Based on a Template*

Complete the following steps to create a Plan:

1. Click **New Plan** on the Plans List card. The Create Plan box will display.



2. Click **Select Template**. A pop-up will display.



**Create Plan from Template**

Select Starting Term \* ▼ Search Templates 🔍

| Description ↑                                     | Level | College | Program | Term scheme                 | Who | Modified   |
|---------------------------------------------------|-------|---------|---------|-----------------------------|-----|------------|
| AB_Chinese Language and Literature                | UG    | AS      | AB      | FALLSTART_4YRS_NOSUMMERTERM |     | 9/29/2024  |
| AB_Chinese Language and Literature - copy of      | UG    | AS      | AB      | FALLSTART_4YRS_NOSUMMERTERM |     | 11/29/2023 |
| AB_Economics (Fall 2016)                          | UG    | BU      | AB      | FALLSTART_4YRS_YEAR3SUMMERT |     | 11/27/2023 |
| AB_Economics (Years One and Two) (Fall 2016)      | UG    | BU      | AB      | FALLSTART_2YRS_FOURSEMESTER |     | 11/27/2023 |
| AB_Economics (Years Three and Four) (Fall 2016)   | UG    | BU      | AB      | FALLSTART_2YRS_YEAR1SUMMERT |     | 11/28/2023 |
| BBA_Accounting (Fall 2016)                        | UG    | BU      | BBA     | FALLSTART_4YRS_NOSUMMERTERM |     | 11/27/2023 |
| BBA_Accounting (Years One and Two) (Fall 2016)    | UG    | BU      | BBA     | FALLSTART_2YRS_FOURSEMESTER |     | 11/27/2023 |
| BBA_Accounting (Years Three and Four) (Fall 2016) | UG    | BU      | BBA     | FALLSTART_2YRS_YEAR1SUMMERT |     | 11/28/2023 |
| BBA_Economics (Fall 2016)                         | UG    | BU      | BBA     | FALLSTART_4YRS_YEAR3SUMMERT |     | 11/27/2023 |
| BBA_Economics (Years One and Two) (Fall 2016)     | UG    | BU      | BBA     | FALLSTART_2YRS_FOURSEMESTER |     | 11/27/2023 |

Total results: 503 ⏪ < Page 1 of 51 > ⏩

**CANCEL**

3. **Select Starting Term** from the dropdown.

Select Starting Term \* ▼

4. Choose a template. Users have the option of searching using the Search Templates field or by clicking through the results pages. Plans are also sortable by all columns.  
**Note:** Some of the program names in the Description column have abbreviated titles due to character restrictions. When using the search field, typing the full title may yield fewer results.

Search Templates 🔍

Search Templates  
supply ✕

| Description ↑                                                                                        | Level | College | Degree       |
|------------------------------------------------------------------------------------------------------|-------|---------|--------------|
| <a href="#">BBA_Management (Operations &amp; Supply Chain Mgmt) (2025)</a>                           | UG    | BU      | BBA_MGMT     |
| <a href="#">BBA_Management and International Business (Operations &amp; Supply Chain Mgt) (2025)</a> | UG    | BU      | BBA_INTB_MAN |

After selecting a template, users can edit the Plan. This may include changing the description, marking the Plan as Active and/or Locked, and deleting or reassigning courses.

See the **Term Requirements** section for information about populating requirements.

## Term Requirements

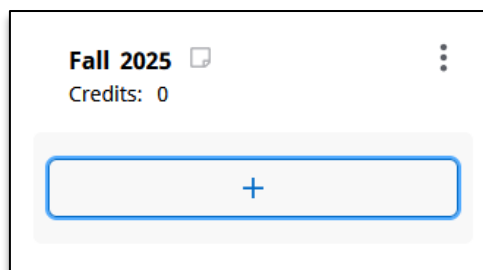
The following requirement types can be added to a term:

- Course
- Choice
- Placeholder

### *Add a Course Requirement to a Term*

Complete one of the following methods to add a Course requirement to a term:

**Method 1:** Use the plus sign under the term.



1. This will pull up **Still Needed** courses. Click the **checkboxes** beside courses to select them. Multiple courses can be chosen before selecting **Add to Plan**.

**Add requirements to Fall 2025**

**Subjects**

Courses Still needed

University Requirements

Physical Education Requirement - 1 Credit in

PEDB @

Area F/VI: Biology

Physics - Choose from 1 of the following

Major: Biology

Biochemistry & Molecular Biology - 1 Class in

| Course                                               | Title                          | Credits |
|------------------------------------------------------|--------------------------------|---------|
| <input checked="" type="checkbox"/> Course BCMB 3100 | Intro Biochem and Molec Biol   | 4.0     |
| <input type="checkbox"/> Course BCMB 3100H           | Intro Biochem and Molec Biol H | 4.0     |
| <input type="checkbox"/> Course BCMB 4020            | Biochem and Molecular Biol II  | 3.0     |

Cell & Developmental Biology - 1 Class in

CANCEL ADD TO PLAN

- Alternatively, users can click on the **Courses** tab. Search for a course using the dropdown, search bar, or by searching the results pages at the bottom. Click the **checkboxes** beside courses to select them. Multiple courses can be chosen before selecting **Add to Plan**.

**Add requirements to Fall 2025**

Courses Still needed

Subjects Search by title

**AGR & APPLIED ECONOMICS (AAEC)**

| Course                                               | Title                         | Credits |
|------------------------------------------------------|-------------------------------|---------|
| <input type="checkbox"/> Course AAEC 4150            | Energy Economics              | 3.0     |
| <input checked="" type="checkbox"/> Course AAEC 4200 | Advanced Agricultural Selling | 3.0     |
| <input type="checkbox"/> Course AAEC 4210            | Production Econ               | 3.0     |
| <input type="checkbox"/> Course AAEC 4250H           | Env Pub Hlth Law              | 3.0     |
| <input type="checkbox"/> Course AAEC 4510            | Land Economics                | 3.0     |
| <input type="checkbox"/> Course AAEC 4610            | Applied Econometrics          | 4.0     |
| <input type="checkbox"/> Course AAEC 4610L           | Applied Econometrics Lab      | 0.0     |
| <input type="checkbox"/> Course AAEC 4710            | Rural Econ Develop and Growth | 3.0     |
| <input type="checkbox"/> Course AAEC 4720            | Applied Intl Develop Econ     | 3.0     |
| <input type="checkbox"/> Course AAEC 4730            | World Food Economy            | 3.0     |

Total results: 25487

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CANCEL ADD TO PLAN

## Method 2: Drop and drag from the side bar.

- Expand the sidebar. This will pull up **Still Needed** courses.

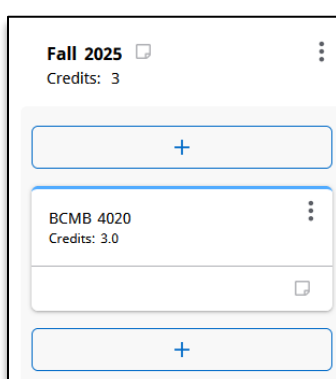
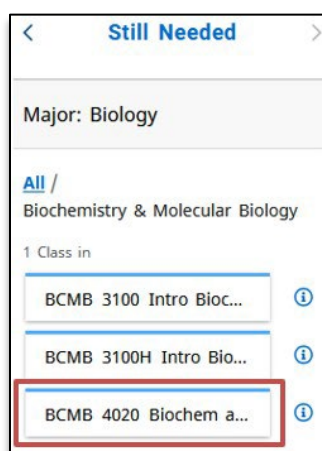
The screenshot shows a course planning interface. At the top, there are two terms: "Fall 2025" and "Spring 2026", both with "Credits: 0". Below each term is a box with a "+" sign. In the top left corner, there is a menu icon (three horizontal lines) highlighted with a red box. To the right of the menu icon are navigation arrows and an "ADD TERM" button.

The screenshot shows a "Still Needed" requirements list. The list includes the following items: "University Requirements", "Physical Education Require...", "Area F/VI: Biology", "Physics", "Major: Biology", and "Biochemistry & Molecular ...". Each item has a right-pointing arrow next to it. The list is scrollable, as indicated by a vertical scrollbar on the right.

- Click on one of the requirement options.

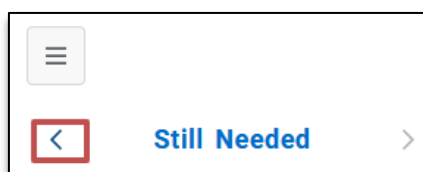
This screenshot is similar to the previous one, showing the "Still Needed" requirements list. In this view, the "Biochemistry & Molecular ..." requirement is highlighted with a red box, indicating it has been selected.

- Drag and drop** one of the course options into one of the terms.

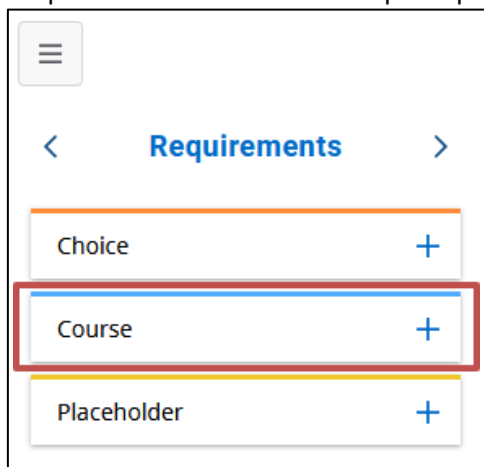


**Method 3:** Drag and drop Course option from the Requirements sidebar.

1. Click the left arrow in the Still Needed sidebar.



2. Drag and drop the Course option into a Term. This will open a pop-up.





**New Requirement** [X]

Requirement type  
Course

Term \*  
Spring 2026

☐ Critical ☐ Honors

Course requirement \*

Credits

Minimum grade

CANCEL SAVE

3. Type a course number and prefix into the search bar. This will display options matching what was typed. **A course must be chosen from the suggested options before saving.** An error message will pop up if Save is selected before one of the suggested options is chosen.

**New Requirement** [X]

Requirement type  
Course

Term \*  
Spring 2026

☐ Critical ☐ Honors

Course requirement \*  
PHYS 1112 Intro Physics Electricity

PHYS 1112 Intro Physics Electricity  
PHYS 1112L Intro Physics Electricity Lab

Minimum grade

CANCEL SAVE

Course requirement \*  
PHYS 1112 Intro Physics Electricity

PHYS 1112 Intro Physics Electricity  
PHYS 1112L Intro Physics Electricity Lab

Minimum grade

CANCEL SAVE

4. Once a course is chosen, the credit hours will auto-populate and will appear grayed out. If a course has variable credit, it will default to the highest possible credit value. Instead of being gray like a standard course, the Credits field will be white and editable. If the variable credit requirement needs to be lowered, the user can manually change the number.

Course requirement \*  
PHYS 1112

Credits  
4.0

Course requirement \*  
MUSI 4000

Credits  
6.0

5. If applicable, select a grade from the **Minimum Grade** drop-down list. **This is optional.**

Course requirement \*  
PHYS 1112

Credits  
4.0

Minimum grade

6. If this is a critical requirement for the term, select the **Critical** check box.  
**Note:** Critical should not be overused. This is primarily for “show stopping” prerequisite courses. In the current term, critical marks will be green for on-track or red for off-track. The Plan is considered off-track if two or more terms are off-track. The student must have an active and locked Plan for tracking to apply.

**Edit Requirement**

Requirement type  
Course

☒ Critical ☐ Honors

Course requirement \*  
CHEM 2211

Credits  
3.0

**Fall 2024** **OFF TRACK** Credits: 11

**CHEM 2211**  
Credits: 3.0  
**ON TRACK**

**CHEM 2211L**  
Credits: 1.0  
**ON TRACK**

**CHEM 3710**  
Credits: 3.0

**BCMB 3100**  
Credits: 4.0  
**OFF TRACK**

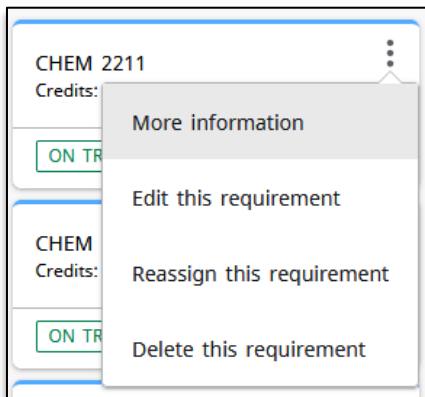
Nightly jobs will update tracking for the current term only.

- To add a note to the requirement, click the **Notes** icon.

**Fall 2025** **NOT TRACKED** Credits: 3

**BCMB 4020**  
Credits: 3.0

- To see additional information for the course, click the ellipsis beside the individual course or for the term.



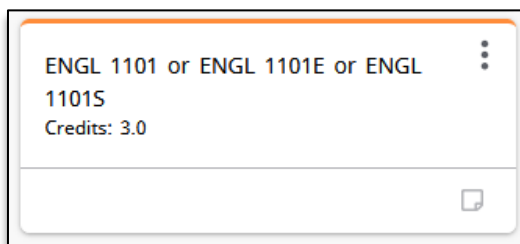
| Course Information                                                                                                                                                                                                                                                                                                                                                                              |       |         |                 |                                                                                                                                             |        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------|
| CHEM 2211 - 3 Credits - Modern Organic Chemistry I                                                                                                                                                                                                                                                                                                                                              |       |         |                 |                                                                                                                                             |        |
| This course, the first of a two-semester sequence, is an introduction to the chemistry of carbon compounds and discusses common functional groups from the perspective of molecular structure. Areas of emphasis include structure, characterization, preparation, organic synthesis, stereochemical concepts, and the relationship of physical and chemical properties to molecular structure. |       |         |                 |                                                                                                                                             |        |
| Sections:                                                                                                                                                                                                                                                                                                                                                                                       |       |         |                 |                                                                                                                                             |        |
| Term                                                                                                                                                                                                                                                                                                                                                                                            | CRN   | Section | Seats open      | Meeting times                                                                                                                               | Campus |
| Fall 2024                                                                                                                                                                                                                                                                                                                                                                                       | 13095 | 0       | 2 (out of 120)  | M W F 10:20am - 11:10am<br>Tu 03:55pm - 04:45pm<br>W 05:30pm - 07:00pm<br>W 05:30pm - 07:00pm<br>W 05:30pm - 07:00pm<br>W 05:30pm - 07:00pm | Athens |
| Fall 2024                                                                                                                                                                                                                                                                                                                                                                                       | 49794 | 0       | 2 (out of 170)  | M W F 11:30am - 12:20pm<br>Tu 05:30pm - 06:20pm<br>W 05:30pm - 07:00pm<br>W 05:30pm - 07:00pm<br>W 05:30pm - 07:00pm<br>W 05:30pm - 07:00pm | Athens |
| Fall 2024                                                                                                                                                                                                                                                                                                                                                                                       | 57193 | 0       | -1 (out of 222) | M W F 09:10am - 10:00am<br>M 12:40pm - 01:30pm<br>W 05:30pm - 07:00pm<br>W 05:30pm - 07:00pm<br>W 05:30pm - 07:00pm<br>W 05:30pm - 07:00pm  | Athens |
|                                                                                                                                                                                                                                                                                                                                                                                                 |       |         |                 | Tu Th 09:35am - 10:50am<br>Tu 12:45pm - 01:35pm                                                                                             |        |

The **Choice** requirement type can be used to add several courses or a range of courses as a single group requirement.

A Choice can be equivalent course options, a course wildcard (ENGL @), course wildcard with attribute (@@ with GE2A), lecture and lab combinations, or a range of courses (ENGL 1101:1103). Users can also add multiple rows of options. If the Plan contains multiple options, you can select one of the options as the requirement.

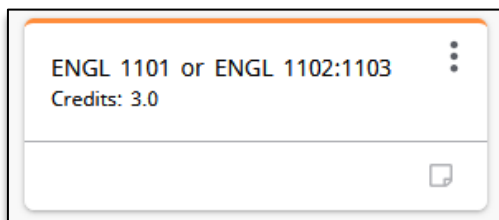
Examples of commonly used options:

- *Equivalent courses:* ENGL 1101, 1101E, 1101S.



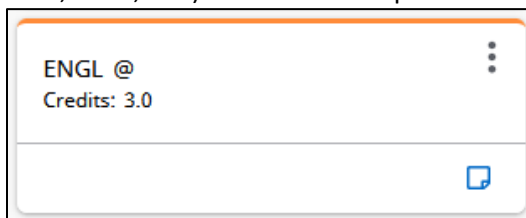
ENGL 1101 or ENGL 1101E or ENGL 1101S  
Credits: 3.0

- *Single course and a range of courses:* ENGL 1101 and ENGL 1102:1103. This implies that ENGL 1101 and ENGL 1102, ENGL 1102E, and ENGL 1103 are a part of the requirement option.



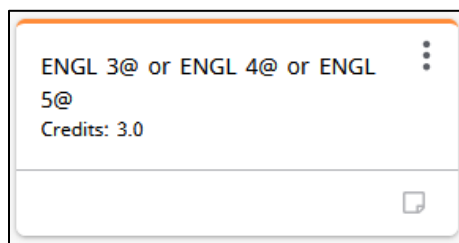
ENGL 1101 or ENGL 1102:1103  
Credits: 3.0

- *All courses of a particular type using a wildcard:* ENGL @. This implies that any of the courses containing "ENGL" (ENGL 1101, 1102, etc.) are included as part of the requirement option.



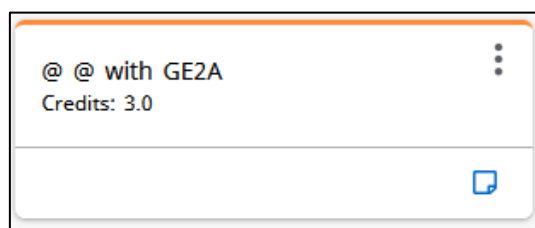
ENGL @  
Credits: 3.0

- *All courses of a particular type using a wildcard:* ENGL 3@ or ENGL 4@ or ENGL 5@. This second example implies that any upper division ENGL course is included as part of the requirement option.

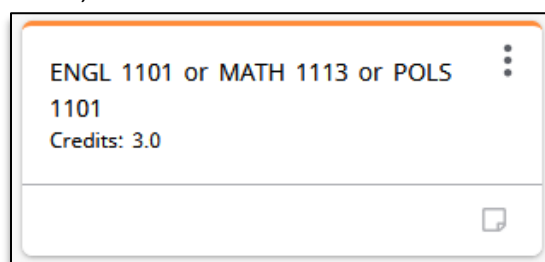


ENGL 3@ or ENGL 4@ or ENGL 5@  
Credits: 3.0

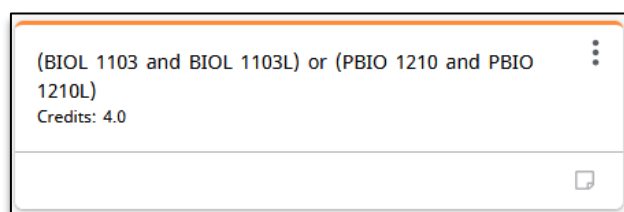
- *Wildcard requirement with attribute:* @@ with GE2A. This implies that any course containing a Core Area II Lecture attribute is a requirement option.



- *A variety of courses:* ENGL 1101, MATH 1113 or POLS 1101.

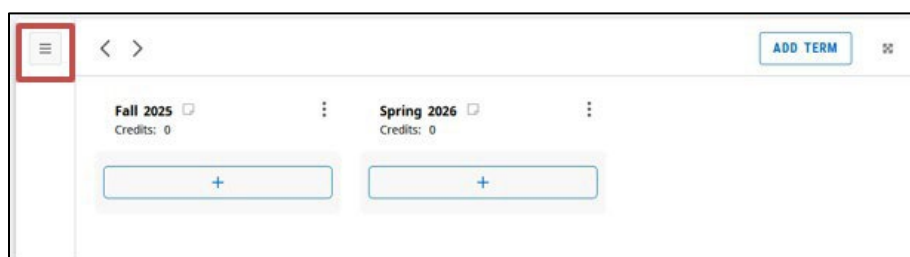


- *Lecture and Lab combinations:* BIOL 1103 and 1103L OR PBIO 1210 and 1210L.



Complete the following steps to add a Choice requirement to a term:

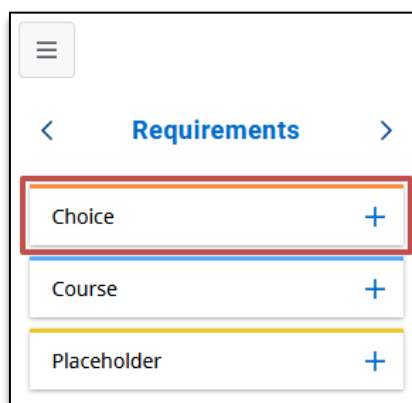
1. Expand the sidebar. This will pull up **Still Needed** courses.



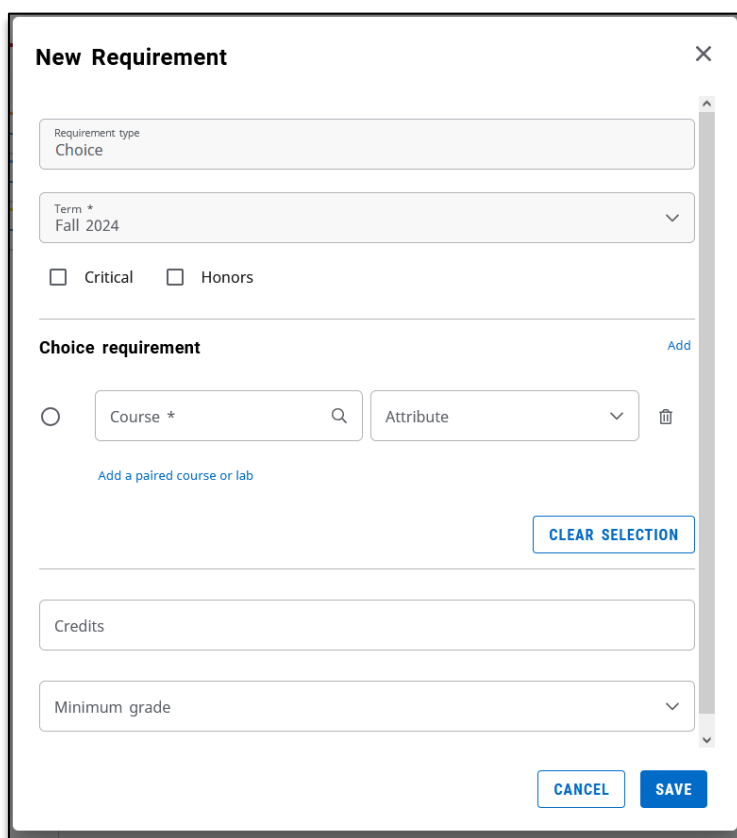
2. Click the left arrow in the sidebar.



3. Drag and drop the Choice option into a Term. This will open a pop-up.



A mobile app interface showing a menu titled "Requirements". The menu has three options: "Choice", "Course", and "Placeholder". Each option has a blue plus sign to its right. The "Choice" option is highlighted with a red border.



A mobile app interface for creating a new requirement. The form is titled "New Requirement" and has a close button (X) in the top right corner. The form contains the following fields and options:

- Requirement type:** A dropdown menu with "Choice" selected.
- Term \*:** A dropdown menu with "Fall 2024" selected.
- Critical:** A checkbox.
- Honors:** A checkbox.
- Choice requirement:** A section with a radio button and a search field. The search field contains "Course \*" and has a magnifying glass icon. To the right of the search field is a dropdown menu with "Attribute" selected and a trash icon.
- Add a paired course or lab:** A link below the search field.
- CLEAR SELECTION:** A button to the right of the search field.
- Credits:** A text input field.
- Minimum grade:** A dropdown menu.
- CANCEL:** A button at the bottom right.
- SAVE:** A button at the bottom right.

4. Type a Choice option into the search field. A dropdown will appear and display options matching what was typed. **Choose one of the suggested options before saving.** An error message will pop up if Save is selected before one of the suggested options is chosen.

**Choice requirement** Add

☐ Course \* ENGL 1102 English Compo ... x Attribute v

ENGL 1102 English Composition II

ENGL 1102E English Composition II

ENGL 1102S English Composition II SL

[CLEAR SELECTION](#)

Credits

After selecting a Choice option, users can add other options using the **Add** button. This will add an additional search field and an “OR” to the requirement after the Choices have been saved.

**Choice requirement** Add

☐ Course \* ENGL 1101 x Attribute v

[Add a paired course or lab](#)

**Choice requirement** Add

☐ Course \* ENGL 1101 x Attribute v

[Add a paired course or lab](#)

☐ Course \* ENGL 1101E x Attribute v

[Add a paired course or lab](#)

Users can also add paired options using the **Add a paired course or lab** button. This will add an additional search field and an “AND” to the requirement after the Choices have been saved.

**Choice requirement** Add

☐ Course \* BIOL 1103 x Attribute v

[Add a paired course or lab](#)



**Choice requirement** [Add](#)

☐ Course \* BIOL 1103 × Attribute ▾ 

and

Course \*  Attribute ▾

**Choice requirement** [Add](#)

☐ Course \* BIOL 1103 × Attribute ▾ 

and

Course \* BIOL 1103L × Attribute ▾

(BIOL 1103 and BIOL 1103L) 

Credits: 4.0



Users can use a combination of the **Add** button and **Add a paired course or lab** to create a requirement for multiple paired courses.

**Choice requirement** [Add](#)

☐ Course \* BIOL 1103 × Attribute ▾ 

and

Course \* BIOL 1103L × Attribute ▾

☐ Course \* PBIO 1210 × Attribute ▾ 

and

Course \* PBIO 1210L × Attribute ▾

(BIOL 1103 and BIOL 1103L) or (PBIO 1210 and PBIO 1210L) 

Credits: 4.0



5. If applicable, users can also use **attributes** as a part of the Choice requirement. A course attribute is a designation that helps categorize a course for a specific purpose. For example, a course attribute may indicate whether a course fulfills particular program or graduation requirements or highlights specific course characteristics such as format or the inclusion of special components (e.g., lab, writing-intensive). Course attributes also assist both students and advisors with identifying courses that meet certain academic requirements.

**Core Area Requirements**

- GE1E – Core Area I English
- GE1M – Core Area I Math
- GE2A – Core Area II Lecture
- GE2B – Core Area II Lab
- GE2C – Core Area II Lecture & Lab
- GE4H – Core Area IV Humanities
- GE4W – Core Area IV World Language
- GEN1 – Core Area I
- GEN2 – Core Area II
- GEN3 – Core Area III
- GEN4 – Core Area IV
- GEN5 – Core Area V

After typing the prefix and course number, choose an attribute from the dropdown.

**Choice requirement** Add

○

Course \*  
 @ @

×

Attribute ▼

🗑️

Add a paired course or lab

**Choice requirement** Add

○

Course \*  
 @ @

×

Attribute  
 Core Area II Lecture ▼

🗑️

Add a paired course or lab

After saving the requirement, the code will appear in the Plan. Best practice is to add a note.

@ @ with GE2A
⋮

Credits: 3.0



Add description

Area II Life or Physical Science w/o a Lab

The benefit of using attributes is that they pull all courses meeting this criterion into the More Information course link.

@ @ with GE2A  
Credits: 3.0

More information

Edit this requirement

Reassign this requirement

Delete this requirement

ENGL 1101  
Credits: 3.0

### Course Information

#### ANTH 2045 - 3 Credits - Intro Biological Anthropology

Biological anthropology is the study of human biological evolution and biocultural variation. In this course, students will learn about the interdependent relationships between the environment, human adaptation, health, and culture, including human-induced effects on the environment, as well as the evolution, biology, and behavior of human ancestors and non-human primates.

**Sections:**

| Term        | CRN   | Section | Seats open       | Meeting times   | Campus |
|-------------|-------|---------|------------------|-----------------|--------|
| Spring 2026 | 66894 | 0       | 48 (out of 48)   | To be announced | Athens |
| Spring 2026 | 70074 | 0       | 300 (out of 300) | To be announced | Athens |
| Spring 2026 | 70093 | 0       | 24 (out of 24)   | To be announced | Athens |

#### ANTH 2045E - 3 Credits - Intro Biological Anthropology

Biological anthropology is the study of human biological evolution and biocultural variation. In this course, students will learn about the interdependent relationships between the environment, human adaptation, health, and culture, including human-induced effects on the environment, as well as the evolution, biology, and behavior of human ancestors and non-human primates. Non-traditional format: This course will be taught 95% or more online.

#### ANTH 2045W - 3 Credits - Intro Biological Anthropology

Biological anthropology is the study of human biological evolution and biocultural variation. In this course, students will learn about the interdependent relationships between the environment, human adaptation, health, and culture, including human-induced effects on the environment, as well as the evolution, biology, and behavior of human ancestors and non-human primates. Non-traditional format: The W suffix is used for courses taught as writing intensive, which means that the course includes substantial and ongoing writing assignments that a) facilitate learning; b) teach the communication values of a discipline; for example, its practices of argument, evidence, credibility, and format; c) support writing as a process; and d) prepare students for further writing in their academic work, in graduate school, and in professional life. Writing instruction and assignments are integral to the class's learning objectives, and the instructor (and/or the teaching assistant assigned to the course) will be closely involved in supporting students as writers.

#### ASTR 1010 - 3 Credits - Astronomy of the Solar System

Astronomy from early ideas of the cosmos to modern observational techniques. The solar system planets, satellites, and minor bodies. The origin and evolution of the solar system.

**Sections:**

| Term        | CRN   | Section | Seats open       | Meeting times   | Campus |
|-------------|-------|---------|------------------|-----------------|--------|
| Spring 2026 | 56575 | 0       | 115 (out of 115) | To be announced | Athens |

#### ASTR 1020 - 3 Credits - Stellar and Galactic Astronomy

The study of our Sun and other stars, their physical properties and evolution, interstellar matter, star clusters, our galaxy and other galaxies, and the origin and evolution of the Universe.

**Sections:**

| Term        | CRN   | Section | Seats open     | Meeting times   | Campus |
|-------------|-------|---------|----------------|-----------------|--------|
| Spring 2026 | 27375 | 0       | 41 (out of 43) | To be announced | Athens |

#### ASTR 1110 - 3 Credits - Intro Astronomy for Majors I

When students register for classes in Athena, they will see the corresponding attribute listed on applicable courses.

**Class Details for Concepts in Biology BIOL - Biology 1103 0**

Term: 202508 | CRN: 10098

|                                 |                                                 |
|---------------------------------|-------------------------------------------------|
| <b>Class Details</b>            | <b>Title:</b> Concepts in Biology               |
| <b>Catalog</b>                  | <b>College:</b> College of Arts and Sciences AS |
| <b>Course Description</b>       | <b>Department:</b> Biological Sciences BIOL     |
| <b>Instructor/Meeting Times</b> | <b>Hours:</b>                                   |
| <b>Enrollment/Waitlist</b>      | Credit Hours: 3                                 |
| <b>Restrictions</b>             | Lecture: 3                                      |
| <b>Cross Listed Courses</b>     | <b>Levels:</b>                                  |
| <b>Linked Sections</b>          | Undergraduate UG                                |
| <b>Fees</b>                     | <b>Grading Modes:</b>                           |
| <b>Prereqs/Coreqs/Syllabus</b>  | Standard S                                      |
| <b>Bookstore Links</b>          | Satisfactory/Unsatisfactory U                   |
|                                 | <b>Schedule Types:</b>                          |
|                                 | Lecture LEC                                     |
|                                 | <b>Attributes:</b>                              |
|                                 | College Biol Sci - A&S BAS                      |
|                                 | Env Lit - Prior to Fall 2012 ENV1               |
|                                 | Env Aware - Fall 2012-Sum 2020 ENV2             |
|                                 | Env Aware - Fall 2020 or later ENV3             |
|                                 | Campus Fee Package F2F                          |
|                                 | <b>Core Area II Lecture GE2A</b>                |
|                                 | Core Area II GEN2                               |

Close

6. Specify the minimum **Credits** for the requirement. This field does not auto-populate for Choice.

|         |
|---------|
| Credits |
| 3.0     |

7. If applicable, select the grade requirement from the **Minimum Grade** drop-down list. **This is optional.**

|               |   |
|---------------|---|
| Minimum grade | ▼ |
|---------------|---|

8. If this is a critical requirement for the term, select the **Critical** check box.  
**Note:** Critical markings should not be overused. This is primarily for “show stopping” prerequisite courses. In the current term, critical marks will be green for on-track or red for off-track. The Plan is considered off-track if two or more terms are off-track. The student must have an active and locked Plan for tracking to apply.

**Edit Requirement**

Requirement type  
Choice

☒ Critical ☐ Honors

**Choice requirement** [Add](#)

☐ Course \*  
ENGL 1101 × Attribute ▾

[Add a paired course or lab](#)

☐ Course \*  
ENGL 1101E × Attribute ▾

[Add a paired course or lab](#)

ENGL 1101 or ENGL 1101E  
Credits: 3.0

ON TRACK

(BIOL 1103 and BIOL 1103L) or (PBIO 1210 and PBIO 1210L)  
Credits: 4.0

OFF TRACK

9. To add a note to the requirement, click the **Notes** icon.

ENGL 1101 or ENGL 1101E  
Credits: 3.0

ON TRACK

10. Once a specific course is selected for the individual student, select the radio button next to the course and Save.

**Choice requirement** Add

☐ Course \* ENGL 1101 × Attribute ▾

Add a paired course or lab

☒ Course \* ENGL 1101E × Attribute ▾

Add a paired course or lab

CLEAR SELECTION

Credits  
3.0

Minimum grade ▾

CANCEL SAVE

Selected: ENGL 1101E

Credits: 3.0

ON TRACK ⓘ 🖨

### *Add a Placeholder to a Term*

The Placeholder requirement type can be used to add requirements that cannot be categorized under the other available requirement types.

Complete the following steps to add a Placeholder requirement to a term:

1. Expand the sidebar. This will pull up the **Still Needed** courses.

☰ < > ADD TERM ⌵

**Fall 2025** ☐ Credits: 0

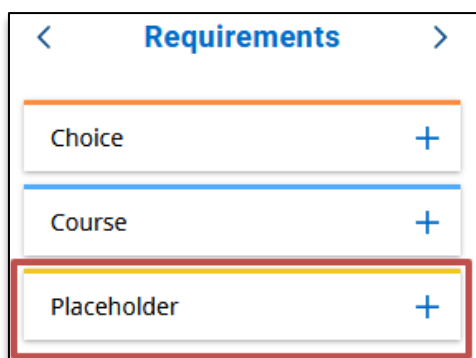
**Spring 2026** ☐ Credits: 0

+ +

2. Click the left arrow in the sidebar.



3. Drag and drop the Placeholder option into a Term. This will open a pop-up.



 A "New Requirement" pop-up form. It has a title bar with a close button (X). The form contains four fields: "Requirement type" (set to "Placeholder"), "Term \*" (set to "Summer 2026"), "Placeholder \*" (empty), and "Value \*" (empty). At the bottom right are "CANCEL" and "SAVE" buttons.

4. Select "Comment" from the type of requirement from the **Placeholder Requirement** drop-down list.

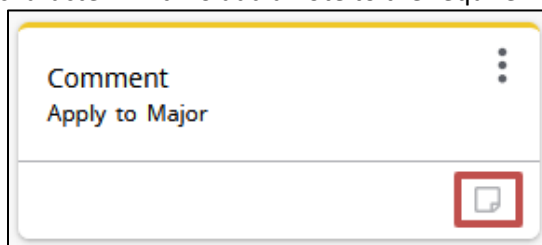
 A close-up of the "New Requirement" pop-up form. The "Placeholder \*" dropdown menu is open, showing "Comment" selected. The "Value \*" field is empty. At the bottom right are "CANCEL" and "SAVE" buttons.

- Click inside the box under **Value** and enter the corresponding text for the requirement. This is best used for requirements such as applying to graduate, applying to enter the major, reminders of Legislative requirements, etc.



A rectangular input field with a light gray border. Inside the field, the text "Value \*" is at the top left, and "Apply to Major" is below it.

- The value field has a character limit. To add a note to the requirement, click the **Notes** icon.



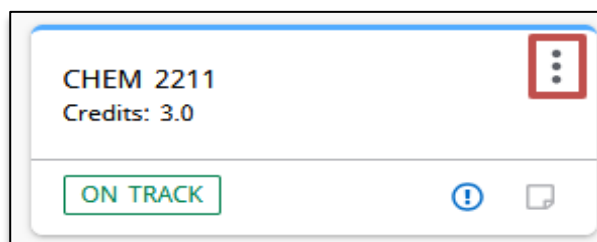
A rectangular comment box with a yellow header bar. The text "Comment" is at the top, followed by "Apply to Major". In the bottom right corner, there is a red square icon with a white document symbol, which is highlighted by a red rectangle.

### *Reassign Requirements Between Terms*

Drag and drop requirements to reassign them between existing terms on a Plan. Click on the requirement you want to reassign. Drag and drop it into a different term. This method is helpful when moving courses to an adjacent term.

Requirements can also be reassigned using the **Reassign this requirement** option. This method is helpful when moving courses across several terms.

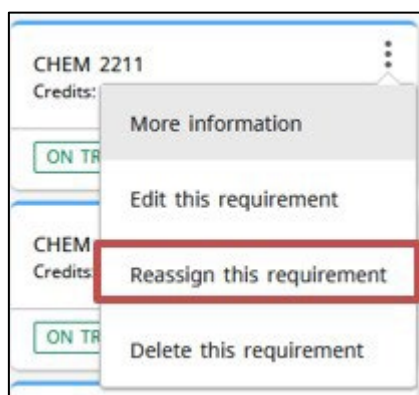
- Click the ellipsis beside the individual course.



A card for the course "CHEM 2211" with "Credits: 3.0". At the bottom, there is a green "ON TRACK" button, a blue exclamation mark icon, and a document icon. A red rectangle highlights the three-dot ellipsis menu icon in the top right corner.

- Choose **Reassign this requirement** from the dropdown.





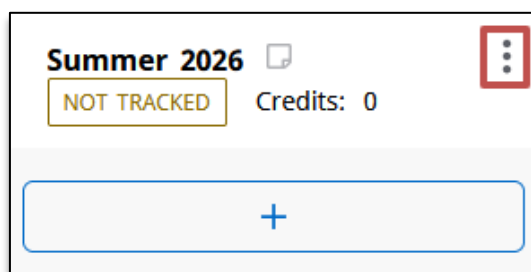
3. Select a term and click Reassign.

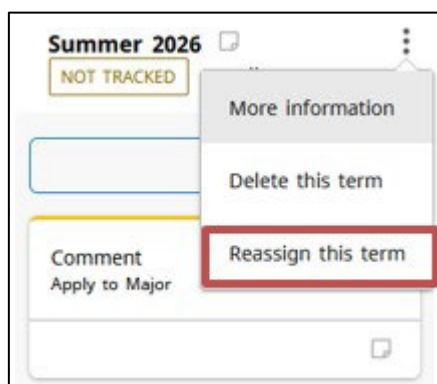
 A screenshot of a 'Reassign Requirement' dialog box. It has a title bar with a close button (X). The main text asks 'Reassign to which term?'. Below this is a dropdown menu labeled 'Select term \*'. At the bottom right are two buttons: 'CANCEL' and 'REASSIGN'.

### *Reassign All Term Requirements*

You can reassign all the requirements from one term to another new term. Complete the following steps to reassign requirements:

1. Click the ellipsis beside the term and choose **Reassign this term** from the dropdown. This will open a pop-up window.





2. Select the term to which you want the requirements reassigned from the drop-down and click [Reassign](#).

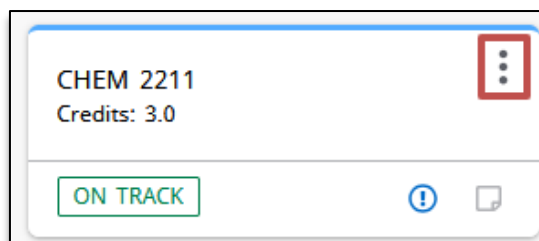
The new term is created and requirements are moved to the new term. The old term is removed.

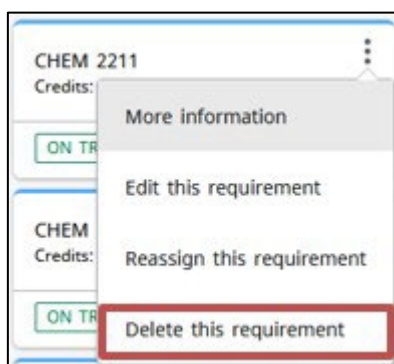
**Note:** You cannot reassign all requirements from a term to an already existing term.

### *Delete a Requirement from a Term*

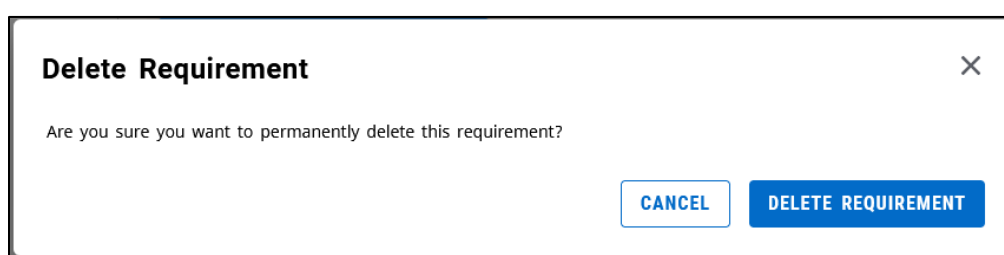
Complete the following steps to delete a requirement from a term:

1. Click the ellipsis beside the individual courses or for the term. Choose **Delete this requirement** from the dropdown.



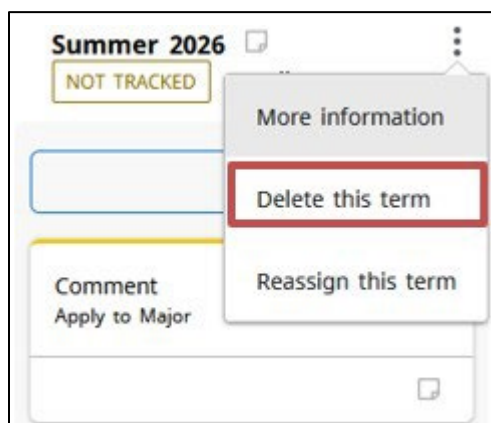
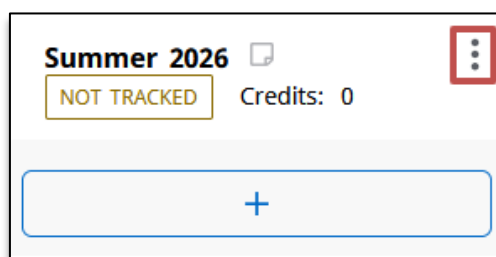


2. **Delete this requirement** removes the course from the term.



### Delete a term

1. Click the ellipsis beside the term and choose **Delete this term** from the dropdown. This will open a pop-up window.



2. Click **Delete Term**. This will remove the term from the Plan.

Delete Term

Are you sure you want to permanently delete term Summer 2026?

CANCEL
DELETE TERM

## Additional Features

### Planner Audit

The **Audit** option displays a copy of the student's audit.

Audit
What-If
Delete plan
Save as copy

Future Planned courses as well as completed, in-progress, and transfer classes will display in this Planner audit. The courses that have not been taken yet but are required for completing the specified degree are listed as **Still Needed**.

Planner Audit

Student Name Student, Test J
Plan Description BS\_Biology (Fall 2025)

Degree Progress
Cumulative GPA
3.97

Program BS - Biology
Level UNDERGRADUATE
Classification UG 3rd Year
Major Biology
Minor Chemistry
Degree BS - Bachelor of Science
College College of Arts and Sciences

Audit Date: 04/22/2025 12:28 PM
Collapse all

Degree: Bachelor of Science
INCOMPLETE

Credits Required: 121
Credits Applied: 94
Bulletin Term: Spring 2024 - Bulletin

General Elective Credits Required = 14. See General Electives section below for the number of elective credits that have already been satisfied. Credits taken in excess of this number may fall into the Excess Credit section. You have 94 overall credits, which include courses applied to audit requirements, In-Progress/Pre-Registered Courses, General Electives, and Excess Credits. To view cross-listed and equivalent courses: Online Learning (E), Service-Learning (S), Honors (H), Integrated Language (I), Writing Intensive (W), please consult the Bulletin. A link to the the Bulletin can be found under the Links menu at the top of this page.

121 Minimum Credits Required
Still needed: A minimum of 121 credits are required for this degree.

39 Upper Division Course
Still needed: 39 credits in Upper Division Courses are required. You

Future Planned courses will display **PLAN** in the Grade column.

Major: Biology

INCOMPLETE

Credits Required: 34

Credits Applied: 24

Bulletin Term: Spring 2024 - Bulletin

GPA: 3.96

Unmet conditions for this set of requirements:

10 Credits needed

Students in Franklin College must earn a grade of 'C' (2.0) or better in major required courses.

|                                    | Course     | Title                        | Grade | Credits | Term      |
|------------------------------------|------------|------------------------------|-------|---------|-----------|
| ④ Biochemistry & Molecular Biology | BCMB 3100  | Intro Biochem and Molec Biol | PLAN  | (4)     | Fall 2024 |
| ✓ BIOL Courses                     |            |                              |       |         |           |
| ✓ Principles of Biology II         | BIOL 1108  | Principles of Biology II     | A     | 3       | Fall 2023 |
|                                    | BIOL 1108L | Principles of Biology II Lab | A-    | 1       | Fall 2023 |

You cannot make any modifications to the Plan in this view.

[Audit](#)   [What-If](#)   [Delete plan](#)   [Save as copy](#)

### *What-If*

This option allows users to see how Planned courses would fall in the audit if the student chose a different program.

### Planner What-If Analysis

#### Planner What-If Analysis

**Program**

Catalog year \*  
Fall 2025 -...

Degree \*  
BS - Bache...

Level \*  
UNDERGR...

College \*  
College of ...

Program \*  
BS - Biology

**Areas of study**

Major \*  
Biology

Concentration

Minor

**Additional areas of study**

RESET PROCESS

### Delete Plan

This option permanently deletes the Plan.

#### Delete Plan

Are you sure you want to permanently delete this plan?

CANCEL DELETE PLAN

### Save as copy

This option saves a new copy of the same Plan. This is useful if users want to preserve the original copy and edit a new copy. After clicking Save as Copy, a duplicate Plan will appear in the Plan List. The new copy will be inactive and unlocked. Best practice is to change the description before updating.

| Description            | Active | Modified ↓ | Who | Program | Level | Lock Status |    |
|------------------------|--------|------------|-----|---------|-------|-------------|----|
| BS_Biology (Fall 2024) | No     | 04/22/2025 |     | BS_BIOL | UG    | Not Locked  | 🗑️ |
| BS_Biology (Fall 2024) | Yes    | 04/22/2025 |     | BS_BIOL | UG    | Locked      | 🗑️ |