

Accessing the Degree Planning Application

- From the Audit Request page, clicking on the Plans tab will take you to the manage and create plans screen for yourself if you are a student, or for the selected student if an advisor.



New Mexico State University
STAR Degree Audit

Students ▾

Student: Pistol Pete / 800000000 Audits ▾ **Plans**

Request an Audit

Select A Program

Run Selected Program:
Please select a college, degree program, and catalog year from the drop downs below

Degree _____ College: - ▾

Program: - ▾

Catalog Year _____ ▾

Options

Include In Progress Courses

What If Courses "' - Default ▾

Run Type Degree Audit(Course § ▾

Format Regular (HTML) ▾

Run Audit | Cancel

How to create a new plan

- Click on the “Create a new Plan” button to bring up the menu.
- Navigate through the menu to your desired program of study.
- Click on your desired program to create your individualized plan.



Manage Pistol Pete's Plans

Create a new Plan

Note

Enter your notes for your plan. Select others or the "Private" field to create a

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

Choose a Degree Program Below

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

- ⊖ NMSU
 - ⊖ Degree Plans
 - ⊖ College/Campus
 - ⊕ Agricult
 - ⊕ Alamogordo
 - ⊕ Arts-Sci
 - ⊖ Business
 - Associate of Pre-Business
 - Bachelor of Accountancy w/ Banner dprog
 - BART - Economics
 - BBA - Economics
 - ⊖ BBA - Finance
 - [BBA - Finance, effective: Summer 2014, for 4 Years](#)
 - BBA - Finance Banking Option
 - BBA - General Business - Entrepreneurship Option
 - BBA - General Business - General Business Option
 - BBA - General Business - Tribal Management Option
 - BBA - Information Systems
 - BBA - International Business
 - BBA - Marketing - Marketing Option
 - ⊕ BBA - Marketing - PGA Option
 - BBA - MGT - Human Resource Option
 - BBA - MGT - Leadership Option

- After clicking on the link to your program you will see the screen below.
- Give your plan a name, select the semester you anticipate starting your program of study, the 4 digit year, and select how many years you anticipate it will take you to graduate in that program.



Manage Pistol Pete's Plans

Note

Enter your note
others or the "f
[Expand All / Cc](#)

[Create a new Plan](#)

Enter Plan Information Here:

Chosen roadmap: **BBA - Finance**
effective: Summer 2014, for 4 Years

Plan Name:

Semester: ▾

Year:

Years To Graduation: ▾ [Add Plan](#)

Preferred	Name	Action	Updated	User	PDF
<input checked="" type="radio"/>	my auto plan	Select an Action... ▾	Jan 14, 2015	pete	

* Indicates a plan without associated roadmap

- Click the “Add Plan” button when you are ready to create your plan.
- The following screen will appear, under the “Action” menu drop downs you can view and edit your plan, as well as give your plan a different name, create a copy, and delete your plan.
- The “Preferred” radio button is just for your information as a way to mark your preferred plan of study that you are following in case you have multiple plans that have been created.

Manage Pistol Pete's Plans

Create a new Plan

Note

Enter your notes or the "I" others or the "I" [Expand All / Collapse All](#)

Preferred	Name	Action	Updated	User	PDF
<input checked="" type="radio"/>	my_auto_plan	Select an Action... ▾	Jan 14, 2015	pete	
<input type="radio"/>	My Finance Plan	Select an Action... ▾	Jan 29, 2015	pete	

* Indicates a plan without associated

- Select an Action... ▾
- Select an Action...
- Edit Your Plan**
- Rename
- Copy
- Delete

Adobe Reader program installed on your computer to view the documents marked

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u.direct Build UDIR-REL-JOB1-7 03/14/2014 09:03 AM

- As an option, personal notes can be added on this page, and linked with an individual plan if desired. The note can be marked private, or shared with advisors.

New Mexico State University
STAR Degree Audit

[Turn off Styles & Java](#)

Audits - Plans Courses -

Manage Pistol Pete's Plans

[Create a new Plan](#)

Preferred	Name	Action	Updated	User	PDF
<input checked="" type="radio"/>	my auto plan	Select an Action...	Jan 14, 2015	pete	
<input type="radio"/>	My Finance Plan	Select an Action...	Jan 29, 2015	pete	

* Indicates a plan without associated roadmap

Note

Enter your notes for your plan. Select the "Share with" field to share the note with others or the "Private" field to create a private note.

[Expand All / Collapse All](#) [Add New Note](#)

From: Pistol Pete (pete)

Private To: Advisors

notes, thoughts, fyi's can go here

Link with Plan:

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Viewing and editing a current plan

- If you wish to view and edit a current plan, select the “Edit Your Plan” option from the drop down menu on the following screen which will appear if you click on the Plans tab if you already have created at least one plan.
- If you need to create a plan, please see the section on creating a plan.



New Mexico State University
STAR Degree Audit

Audits ▾

Plans

Courses ▾

Manage Pistol Pete's Plans

Create a new Plan

Preferred	Name	Action	Updated	User	PDF
<input checked="" type="radio"/>	my_auto_plan	Select an Action... ▾	Jan 14, 2015	pete	
<input type="radio"/>	My Finance Plan	Select an Action... ▾	Jan 29, 2015	pete	

* Indicates a plan without associated

- Select an Action...
- Select an Action...
- Edit Your Plan**
- Rename
- Copy
- Delete

Note

Enter your notes or the "I" others or the "I" [Expand All / Collapse All](#)

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- The ideal roadmap for the degree program is on the left, the individual student plan is on the right. Requirements marked with a green checkmark are already complete with coursework.
- All terms on both the roadmap and plan can be collapsed and expanded. Clicking on a course will bring up the course description.
- Students can create individualized plans by dragging and dropping courses on the roadmap into the semester on their plan that they anticipate taking the course, also in order to drop a course on a term, the course needs to be dragged over onto the term, the term will be highlighted blue when the course can be added.

Plan Builder

Step 1: Click or tap a course to view more details about that course.

Step 2: Drag course into appropriate Semester on your Plan.

Step 3: Use the "check" Plan button to check your Plan against the audit to ensure requirements are fulfilled as needed.

[Hide Help](#)

Roadmap: BBA - Finance 80 Hours	Plan: My Finance Plan 0 Hours																																										
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> PDF + >> > </div> <p>Program: BBA - Finance Effective: Summer 2014 Expand All / Collapse All</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2;">Freshman Year</td> <td style="text-align: right;">6 Hours</td> </tr> <tr> <td style="background-color: #f2f2f2;"> ▾ Fall Semester </td> <td style="text-align: right;">3 Hours</td> </tr> <tr> <td> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> ✓ Take MATH 120 0 Hours </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> ✓ Take BCIS 110 or CS 110 0 Hours </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> ✓ Area I: Communications 0 Hours </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> ✓ Take 3 credits of Area V: Humanities and Fine Arts 0 Hours </div> <div style="display: flex; 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- Courses can also be removed from the student's plan by clicking on the edit button for the desired term, select the desired course or courses to be deleted, then click on the delete button.
- In addition, the entire term can be deleted from the plan by clicking the trashcan button.

Plan: My Finance Plan **6 Hours**

PDF [List Icon] [Checkmark] [Minus] [Plus]

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

▼ **Fall 2015** **6 Hours** [Edit] [Trash]

+ [Add Course]

BUSA111 (3 Hours)
BUS IN GLOBAL SOCIETY

ECON251G (3 Hours)
PRNCPLS OF MACROECONS



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

▼ **Fall 2015** **6 Hours**

⚠ Are you sure you want to delete the selected courses within this term?

BUSA111 3 Hours

ECON251G 3 Hours

Explanation of Roadmap and Plan Icons

Descriptions on the functionality of the icons can be viewed by hovering over the icons.

For the Roadmap:

- Click on the PDF icon to view the Roadmap in a PDF format.
- Click on the “+” icon to attach another roadmap, for example if the student is pursuing a double major, getting a minor, additional roadmaps can be added to the plan.

Roadmap: BBA - Finance		74 Hours
 		
Program: BBA - Finance Effective: Summer 2014 Expand All / Collapse All		
▼	Freshman Year	3 Hours
▼	Fall Semester	3 Hours
	✓ Take MATH 120	0 Hours
	✓ Take BCIS 110 or CS 110	0 Hours
	✓ Area I: Communications	0 Hours
	✓ Take 3 credits of Area V: Humanities and Fine Arts	0 Hours
	Take 3 credits of general electives	3 Hours
✓	Spring Semester	0 Hours
▼	Sophomore Year	15 Hours

For the Plan:

- Clicking on the pie graph icon will bring up a degree audit, including both real coursework and courses added on the plan.
- Clicking on the PDF icon will display a pdf version of the student's plan, in addition to the student's academic history.
- Clicking on the chain link icon will allow the user to navigate back and forth between multiple roadmaps if additional roadmaps were linked to the plan by clicking on the "+" icon on the roadmap side.
- Clicking on the list icon will list the plan as well as the student's academic history, clicking the list icon again will return the user to plan and roadmap view.
- Clicking on the conversation bubble will list the plan and any notes associated with the plan, clicking the icon again will return the user to the previous screen
- Clicking on the checkmark will run a degree audit behind the scenes to check that courses planned are fulfilling degree requirements.
- Clicking on the "-" icon will remove all planned courses from the plan.
- Clicking on the "+" icon will allow the user to add additional terms to the plan.

Plan: My Finance Plan		6 Hours
       		
Expand All / Collapse All		
▶ Fall 2015	6 Hours	 
▶ Spring 2016	0 Hours	
▶ Summer 2016	0 Hours	
▶ Fall 2016	0 Hours	
▶ Spring 2017	0 Hours	