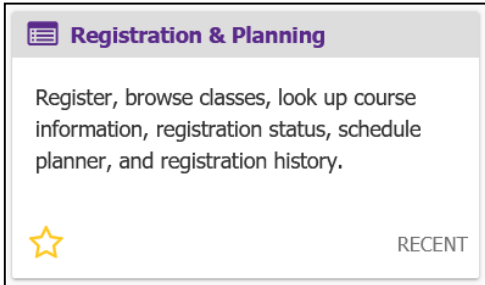
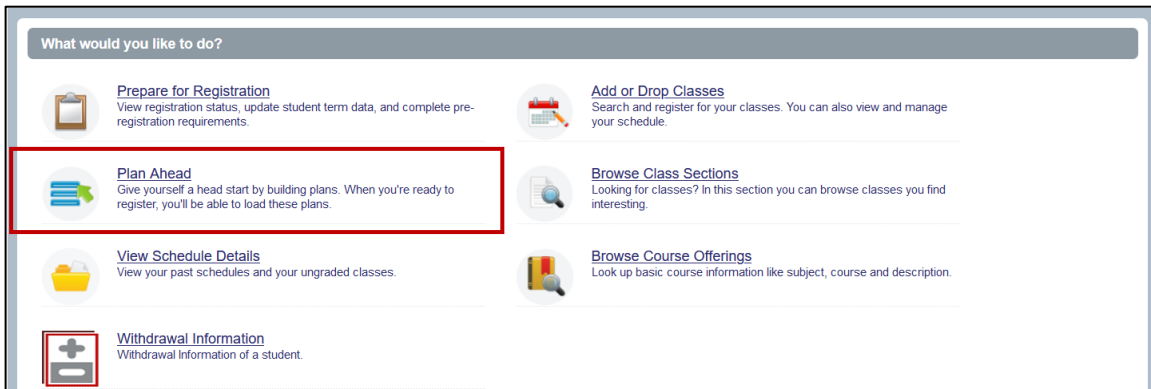


How to Modify a Plan Created by Others

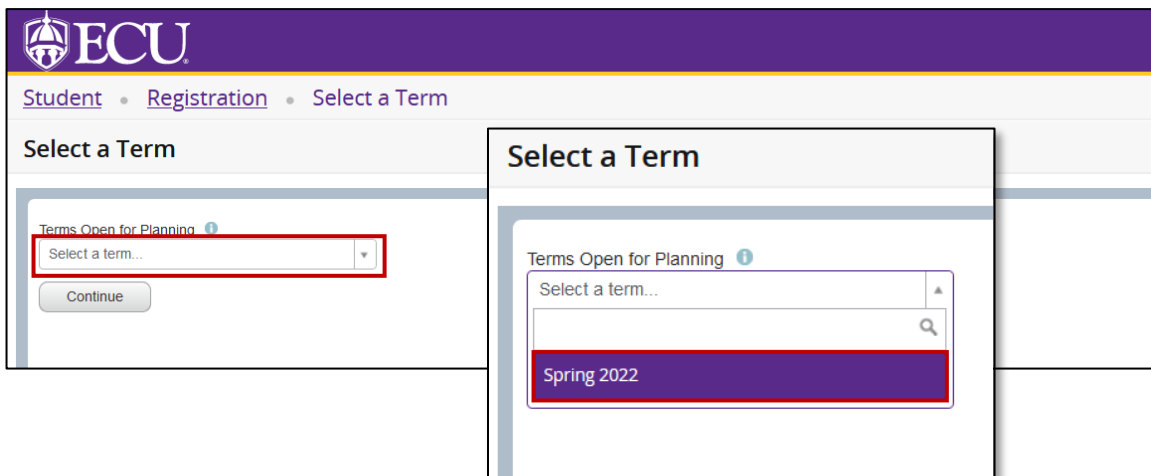
1. Log into Pirate Port.
2. Click on the Registration & Planning Card.



3. Click on the Plan Ahead link.



4. Select Registration Term from the Terms Open for Planning pull-down menu.



5. Search for your student by entering the banner ID or Name

Terms Open for Planning ?
Fall 2022

Search

All Students by ID Name

Select a student...

Continue

6. Click the Continue button.

7. Click the Create a New Plan button.

Plans you have created for this term: 0
Term: Fall 2022
You are allowed a maximum of 5 plans for this term.

[+ Create a New Plan](#)

Plan: Test **Created by:** (Student) **Preferred** [Approve This Plan](#)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Instructional Methods
College Algebra	MATH 1065,...	3	80002	Lecture		Standard Le...		Face to Face
Managerial Accounting	ACCT 2521,...	3	80003	Lecture		Standard Le...		Face to Face
Writing about the Disci...	ENGL 2201,...	3	80020	Lecture		Standard Le...		Internet or World Wide Web

Total Planned Hours: 9

Number of Degree Works Plans: 1
Plan: I. Seven - Psychology w/Sports Studies Minor **Created by:** Goodhart, Mike

7. Click the Created by Others tab.

Student • Registration • Select a Term • Select A Plan • Plan Ahead

Plan Ahead

Find Classes **Created by Others** Degree Works Plans

8. Modify the plan created by the student or another advisor.

I. Click the Add button to add classes that are acceptable to the new plan.

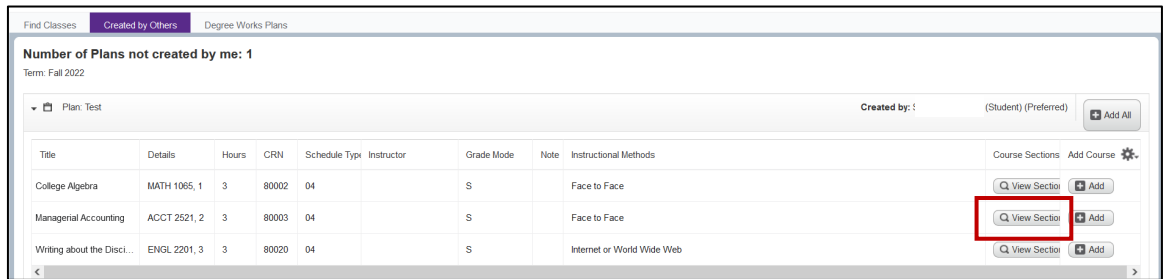
Find Classes **Created by Others** Degree Works Plans

Number of Plans not created by me: 1
Term: Fall 2022

Plan: Test **Created by:** (Student) (Preferred) [+ Add All](#)

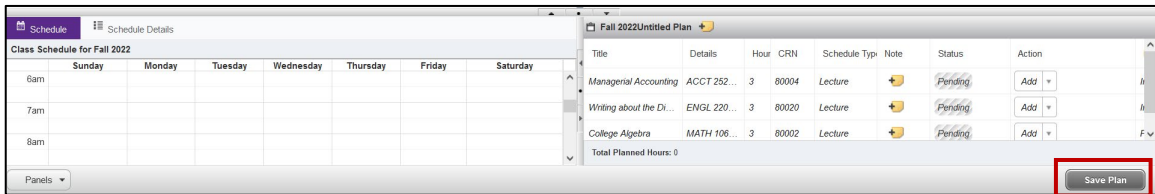
Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Instructional Methods	Course Sections	Add Course
College Algebra	MATH 1065, 1	3	80002	04		S		Face to Face	View Section	Add
Managerial Accounting	ACCT 2521, 2	3	80003	04		S		Face to Face	View Section	Add
Writing about the Disci...	ENGL 2201, 3	3	80020	04		S		Internet or World Wide Web	View Section	Add

- II. Click the View Sections button to change a section on the plan if the section is not acceptable.

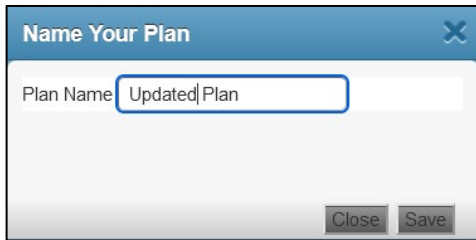


- III. To exclude a class, simply do not add to the new plan

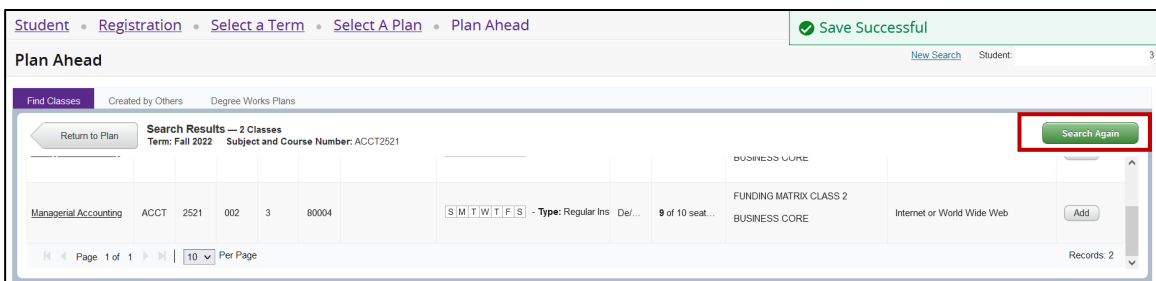
9. Click Save Plan button.



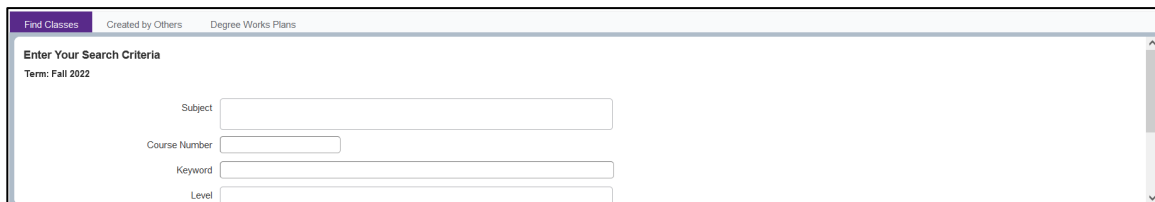
10. Give the plan a name and click Save.



11. To add additional course not already on the plan created by the student or another advisor, click the Search Again button.



12. Use the Find Classes search to add additional classes to the plan.



13. Save the plan.

Find Classes Created by Others Degree Works Plans

Search Results — 1 Classes
Term: Fall 2022 Subject and Course Number: OMG3123 Operations Management

Title	Subject	Course	Section	Hours	CRN	Instructor	Meeting Times	Campus	Status	Attribute	Delivery	Add
Operations and Suppl...	OM...	3123	001	3	80005		S M T W T F S		Regular Ins. Mai...	FUNDING MATRIX CLASS 3 BUSINESS CORE	Face to Face	Add

Page 1 of 1 | 10 Per Page | Records: 1

Schedule Schedule Details

Class Schedule for Fall 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Updated Plan

Title	Details	Hour	CRN	Schedule Type	Note	Status	Action
Operations and Suppl...	OMGT 312...	3	80005	Lecture		Pending	Add
College Algebra	MATH 1065...	3	80002	Lecture		Planned	None

Total Planned Hours: 9

Save Plan

14. Return to the Select a Plan page by clicking the Select A Plan link.

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#)

Plan Ahead

15. Click Approve This Plan.

Plan: Updated Plan Created by: You [Approve This Plan](#) Delete Edit

Title	Details	Hours	CRN	Schedule Typ	Instructor	Grade Mode	Note	Instructional Methods
College Algebra	MATH 1065...	3	800...	Lecture		Standard L...		Face to Face

Plan: Updated Plan | Created by: You (Approved - Kros, Novine Michelle - Advisor) | [Remove Approval](#)