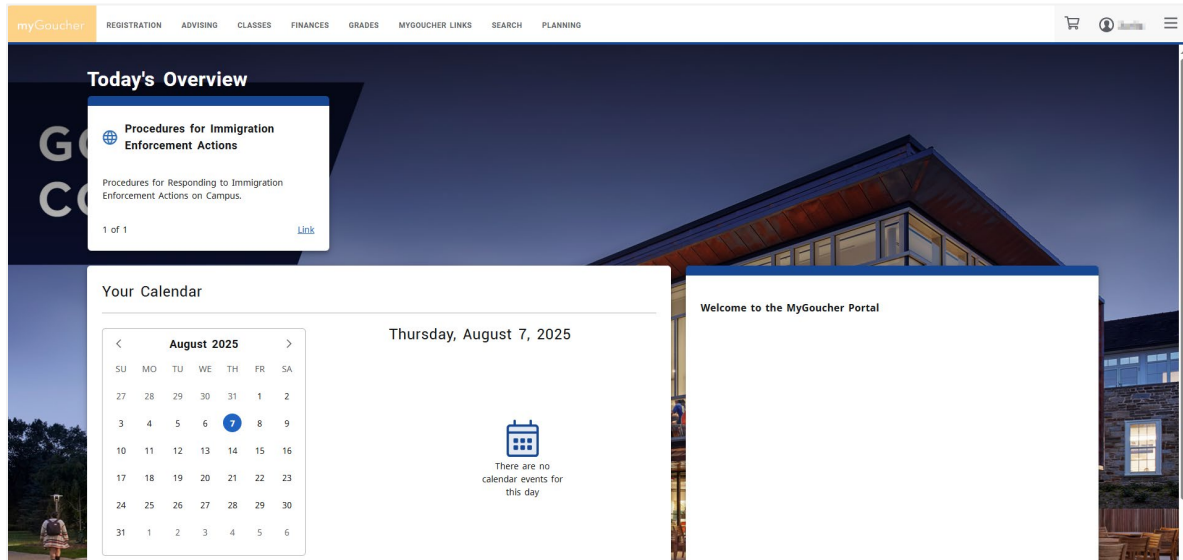


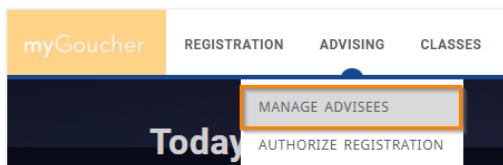
# The Academic Plan Faculty Quick Start Guide

## Accessing A Student's Academic Plan

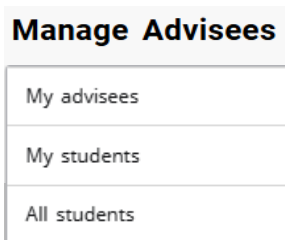
1. Log in to your [myGoucher Self-Service](#) account.



2. Click the **Advising** tab at the top, then select **Manage Advisees**.



3. Select one of the options from the drop-down options:



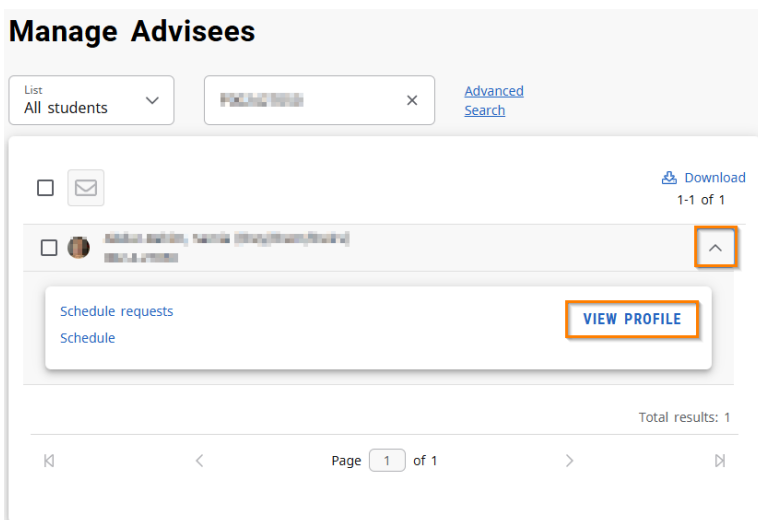
- a. Choose **My Advisees** to view only those advisees assigned to you.
- b. Choose **My Students** to view students registered for one or more of the courses that you are currently teaching.
- c. Choose **All Students** to view any student currently enrolled in Goucher.

4. Enter the student's ID number in the Search field.

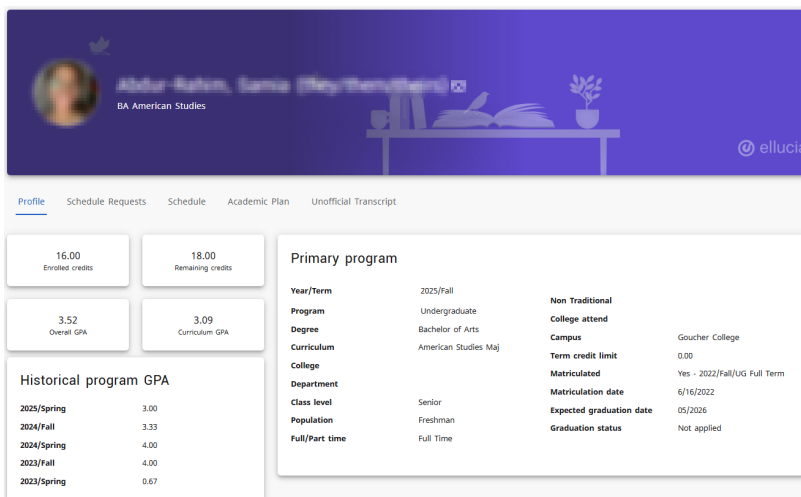


**NOTE:** Although student name is a lookup option, using the ID number ensures accurate results.

5. Click the **Show More** arrow beside the student's name, then click **View Profile**.



6. The student Profile page displays the student's banner with picture, name, and program. Below the banner you can view enrolled credits, remaining credits, GPA information, and detailed primary program information.



Historical program GPA	
2025/Spring	3.00
2024/Fall	3.33
2024/Spring	4.00
2023/Fall	4.00
2023/Spring	0.67

Primary program	
Year/Term	2025/Fall
Program	Undergraduate
Degree	Bachelor of Arts
Curriculum	American Studies Maj
College	
Department	
Class level	Senior
Population	Freshman
Full/Part time	Full Time
Non Traditional	
College attend	
Campus	Goucher College
Term credit limit	0.00
Matriculated	Yes - 2022/Fall/UG Full Term
Matriculation date	6/16/2022
Expected graduation date	05/2026
Graduation status	Not applied

- From tab options below the student's banner, click the **Academic Plan** tab. Here you can view the student's status, major, catalog and year of matriculation, GPA information, a graphic indicator of program completion and the percentage of program completion.

BA American Studies

Profile Schedule Requests Schedule **Academic Plan** Unofficial Transcript

Undergraduate Bachelor of Arts American Studies Maj  
2022/Fall

Here is a summary of your progress towards your degree.

Questions? Contact: [Email Icon] [Phone Icon] [Text Icon]

3.09 3.52  
GPA Overall

Required credits completed 50.00%

[More Information Icon]

EXPAND ALL

- Click the **More Information icon** [More Information Icon] to view additional credit details such as the minimum and maximum credits for program completion and completed and remaining credits.

Undergraduate Bachelor of Arts American Studies Maj  
2022/Fall

Here is a summary of your progress towards your degree.

Questions? Contact: [Email Icon] [Phone Icon] [Text Icon]

3.09 3.52  
GPA Overall

Required credits completed 50.00%

Disciplines	Courses	Credits				
	Min	Max	Min	Max	Completed	Remaining
3	0	0	36.00	38.00	18.00	18.00

EXPAND ALL

- Click the **More Information icon** again to collapse these details.

## Navigating A Student's Academic Plan

- Click **Expand All** to view details within the Program Requirements and Requirement Blocks.

Undergraduate Bachelor of Arts American Studies Maj  
2022/Fall

Here is a summary of your progress towards your degree.

Questions? Contact: [Email Icon] [Phone Icon] [Text Icon]





3.09 3.52  
GPA Overall

Required credits completed 50.00%







Disciplines	Courses	Credits				
	Min	Max	Min	Max	Completed	Remaining
3	0	0	36.00	38.00	18.00	18.00

EXPAND ALL

- **Program Requirements** are the categorized disciplines such as American Studies, Math, Economics, and Science. You can view minimum, maximum, completed and remaining credit for the program.
- **Requirement Blocks** display specific courses within each program requirement such as American Studies: History, Math: Calculus, Economics: International Trade Policies, and Science: Biology. You can view minimum, maximum, completed and remaining credits for courses within the requirement block, the completed course(s) as well as available courses which satisfy the requirement.


AMS REQUIRED <b>Program Requirement Header</b>						Required credits completed 50.00%
						 ^
AM Studies Maj <b>Requirement Block Header</b>						Required credits completed 50.00%
						 ^
Action	Course	Subtype	Credits	Required	Minimum grade	
	AMS 205: Issues in Amer Studies	Lecture	2.00	Yes	C	
	AMS 497: Capstone in American Studies	Independent Work		Yes	C	

2. Click **Collapse All** to collapse all program requirements and course requirement blocks.
3. Click the **Show More arrow** to expand the Program Requirements and Requirement Blocks. You can view information for completed and available courses, whether a course is a required course, the number of credits and minimum grade for completion.

AMS REQUIRED						Required credits completed 50.00%
						 
AM Studies Maj						Required credits completed 50.00%
						 
Action	Course	Subtype	Credits	Required	Minimum grade	
	AMS 205: Issues in Amer Studies	Lecture	2.00	Yes	C	
	AMS 497: Capstone in American Studies	Independent Work		Yes	C	




4. Click the **Show More arrow** again to collapse these details.

**TIP:** Clicking the **Show More arrow** in the Program Requirement section collapses the Requirement Blocks.




**TIP:** Use the **More Information icon**  to expand the Program Requirements and Requirements Block for additional course and credit information.

## Understanding A Student's Academic Plan





1. Completed courses are shown with a **Green Check Mark**. In this example, the student has finished one of the two required courses.

AM Studies Maj					
Required credits completed 50.00%					
<div>  </div>					
<div> <div>Credits</div> <div> <div>4.00</div> <div>4.00</div> <div>2.00</div> <div>2.00</div> </div> <div> <div>Min</div> <div>Max</div> <div>Completed</div> <div>Remaining</div> </div> </div>					
Action	Course	Subtype	Credits	Required	Minimum grade
	AMS 205: Issues in Amer Studies	Lecture	2.00	Yes	C
	AMS 497: Capstone in American Studies	Independent Work		Yes	C

2. Courses marked with the **Hourglass icon** represent classes that are pre-registered, currently in progress, or awaiting a final grade.

Status	Course	Credits
	AMS 230: Religions of B'more	Credits 4.00
	AMS 299: Indp Wrk - AMS	Credits 2.00
	AMS 450: Senior Thesis	Credits 4.00
	ART 210: Printmaking I	Credits 4.00

3. Courses with the **Magnifying Glass icon** indicate courses that meet program requirements and are available for registration.

Action	Course	Subtype	Credits	Required	Minimum grade
	AMS 3%	Lecture			C
	HIS 3%	Lecture			C
	HIS 370: Word is Bond: Oral Hist as Preserv Cult	Lecture	4.00		C
	LIT 3%	Lecture			C

**NOTE:** Courses with the **Wildcard ( % ) symbol** are open-ended courses. You may find additional course sections as courses are added for future semesters.

## Viewing A Student's Other Academic Plans

1. To view a student's other academic plans, click the **Other Plans** button.

Undergraduate Bachelor of Arts Data Science Major Print

**2023/Fall**

Here is a summary of your progress towards your degree.

Questions? Contact: [Arsham, Aryana](#)

**OTHER PLANS**

4.00 3.91  
GPA Overall

Required credits completed 40.00%

COLLAPSE ALL

2. Then select the student's other academic plan you wish to view.

Select academic plan you want to view

2023/Fall  
Undergraduate

☐ BA/French Trans Stu Min

☒ BA/Data Science Major

**SELECT**

**NOTE:** As the Academic Plan feature improves, undeclared and general education requirements will be listed here as well.

## Searching for Course Sections

1. Click the **Magnifying Glass** beside the course name to view sections.
2. Choose the appropriate term to view course information.

AM Studies Maj

Required credits completed 50.00%

Action	Course
	AMS 205: Issues in Amer Studies
	AMS 497: Capstone in American Studies

Sections found for AMS 497

2025/Spring/GPEP Term  
2025/Spring/UG Full Term  
2025/Spring/Grad Term 2  
2025/Spring/UG Second Session  
2025/Fall/UG Full Term

AMS 497: Capstone in American Studies  
Subtype: Independent Work | Section: 001  
Type: Course | Credit type: Undergraduate Credit  
Duration: 8/28/2025 - 12/19/2025  
7:00 AM - 7:00 AM  
TBA  
Goucher College, To Be Determined, Room TBD  
Duncan, Ann  
2.00 Credits  
1 Seats Left  
ADD

- Click the **course name** to view course description and prerequisite details. Click the **X** in the upper right corner to close the course description window.

AMS 497: Capstone in American Studies X

This course is organized around the idea that moving forward begins with looking backward. It asks you to engage deeply and complexly with your undergraduate careers as American Studies Majors in preparation for life and work after graduation. The first half of the semester will focus on developing your awareness of your own path through American Studies as a distinctive path and being able to situate this path in the context of the field. We will use eportfolios to collect, study, and share these reflections. This part of the course will culminate in an intellectual autobiography. Through conversations with alumni, presentations by employers, and informational interviews, the second half of the course will invite you to think about and see your futures more clearly. This half of the course will culminate in a cover letter you can use for job or graduate school applications and a modified version of the elevator pitch: a 3-minute video where you demonstrate your skill at answering the inevitable question - "What can you do with an American Studies Major?" -- with a crisp, clear, summary of the specific skills you've acquired and the paths you see open to you.  
Prerequisites: AMS 205 and senior standing. Spring. Marchand.

Independent Work

Description: N/A  
Prerequisites: AMS 205 / Lecture min credit = 1.00 And CLSLVL / Class Credits min score = 87.00  
Corequisites: N/A  
Fees: N/A  
Credits: 2.00  
Credit Types: Undergraduate Credit

**NOTE:** Courses marked with “And/Or” indicate that they may include both required courses and optional complementary courses. An “And” means the course **must** be taken in addition to another specified course, as shown by the offset parentheses grouping. An “Or” means that one of the listed courses can be taken to fulfill the requirement.

Data Sci Major Entr						Required credits completed 100.00%
						①
						<div>Credits</div> <div>12.00 12.00 12.00 0.00</div> <div>Min Max Completed Remaining</div>
Action	Course	Subtype	Credits	Required	Minimum grade	
✓	CS 116: Intro to Computer Science	Lecture	4.00	And	C	
✓	( DMC 172: Applied Calculus	Lecture	4.00	Or	C	
🔍	DMC 160: Mathematical Foundations of Data Science	Lecture		) And	C	
✓	( DMC 106: Introduction to Statistical Methods	Lecture	4.00	Or	C	
🔍	EC 206: Economic & Business Statistics	Lecture		)	C	

**TIP:** Click any highlighted course name to view course description and prerequisite details. Click the **X** in the upper right corner to close the course description window.

## Adding a Course to A Student's Registration Shopping Cart?

1. From the list of courses on the student's academic plan, click the magnifying glass beside the course name to view sections, then choose the appropriate term to view course details.
2. From the Sections Found results, click the **ADD** button beside the course to add the course to the student's registration shopping cart.

Sections found for AMS 225 ×

2025/Spring/UG Full Term ^

AMS 225: Jews Across the Americas

G

Greenberg, Maxwell

4.00

10

ADD

Subtype: Lecture | Section: 002

Type: Course | Credit type: Undergraduate Credit

Duration: 1/27/2025 - 5/16/2025

11:30 AM - 1:20 PM

TuesThur

Goucher College, Julia Rogers, Room 251

2025/Spring/GPEP Term v

2024/Spring/UG Full Term v

**NOTE:** An error message will appear when there is an issue preventing registration such as a conflict with scheduling, a prerequisite that has not been met, or the course is not within the registration period.

3. A green notification confirms the course has been added to the student's registration shopping cart.



Sections found for AMS 225

✓ You have added this course to student's cart

**NOTE:** The student must submit course in the registration shopping cart to complete the registration process for course enrollment.

## Courses Not Assigned to A Student's Plan

Courses that the student has taken which do not fulfill program requirements are listed in the “**Courses not assigned to this plan,**” section of the academic plan.

Courses that may satisfy general education, GCR or other specific requirements must be reviewed in that specific academic plan.

A course cannot be used more than once. Advisors may review the unofficial transcript to provide more in-depth advising consultation.

Courses not assigned to this plan		
Status	Course	Credits
✓	AMS 230: Religions of B'more	Credits 4.00
✓	AMS 299: Indp Wrk - AMS	Credits 2.00
⌚	AMS 450: Senior Thesis	Credits 4.00
✓	ART 210: Printmaking I	Credits 4.00

## Viewing A Student's Unofficial Transcript

To view a student's unofficial transcript, click the **Unofficial Transcript** tab below the student's banner on the profile page.

BA American Studies

[Profile](#)
[Schedule Requests](#)
[Schedule](#)
[Academic Plan](#)
[Unofficial Transcript](#)

Print

Unofficial Transcript

Goucher College  
Office of the Registrar  
1021 Dulaney Valley Road  
Baltimore, MD

Name:

Program / Degree / Curriculum	Degree Awarded	Date Granted
Undergraduate/Bachelor of Arts/American Studies	No Degree Awarded Yet	

Honors:  
Previous Institution:

Cumulative GPA: 3.52

2022 Fall  
Goucher College

Course	Title	Subtype	Grade	Credits	Quality Points
FR 110	Elements of French I	Lec/Lab	A	4.00	16.00
FYE 134	1st Year Experience	Lecture	P	0.00	0.00
FYS 100	FYS:Pride&Prejudice	Lecture	B-	4.00	10.68
VMC 110	Preserv our Heritage	Lecture	A-	4.00	14.68
WRT 181	Writing Studies	Lecture	B+	4.00	13.32

	Attempted Credit	Earned Credits	Total Credits	GPA Credits	Transfer Credits	Quality Points	GPA
Term	16.00	16.00	16.00	16.00	0.00	54.68	3.42
Overall	16.00	16.00	16.00	16.00	0.00	54.68	3.42

## Getting Help

- Contact the [Office of the Registrar](#) for Academic Plan questions.
- Contact the Help Desk at [helpdesk@goucher.edu](mailto:helpdesk@goucher.edu), or call 410-337-6322 for technical concerns.