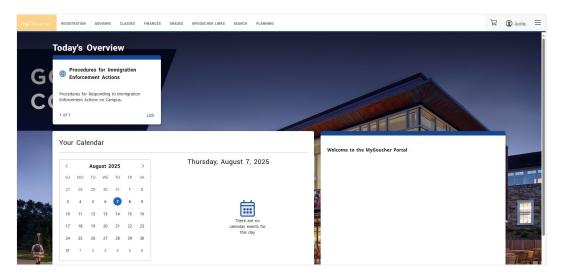
The Academic Plan Undergraduate Quick Start Guide

Accessing Your Academic Plan

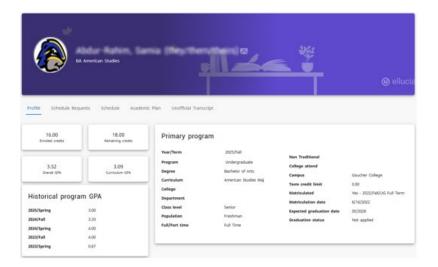
1. Log in to your myGoucher Self-Service account.



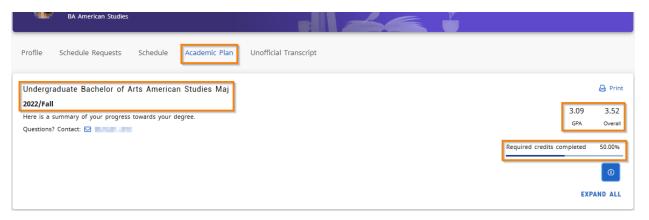
2. Click the **Registration tab** at the top, then select **Academic Plan**.



3. Information on your Profile page includes currently enrolled credits, remaining credits, GPA information and information about your primary program.



4. Below the banner with your image and name, click the **Academic Plan** tab from the menu options. You can view general information about your academic plan such as your academic status, program major, catalog and year of matriculation, GPA information, and a graphic indicator of program completion and percentage of program completion.

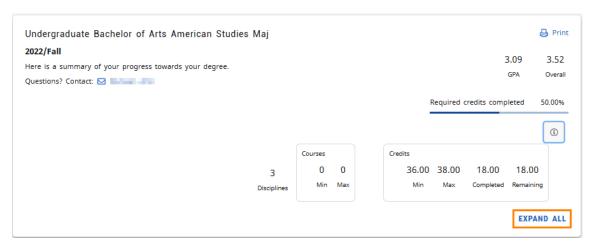


5. Click the **More Information icon** to view additional credit details such as the minimum and maximum credits for program completion and completed and remaining credits. Click the **More Information icon** again to collapse these details.

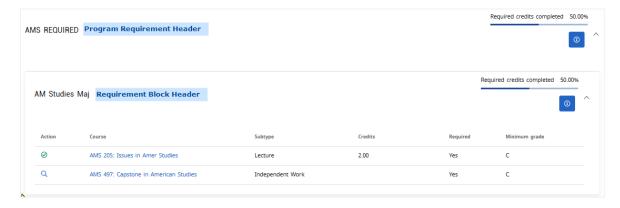


Navigating Your Academic Plan

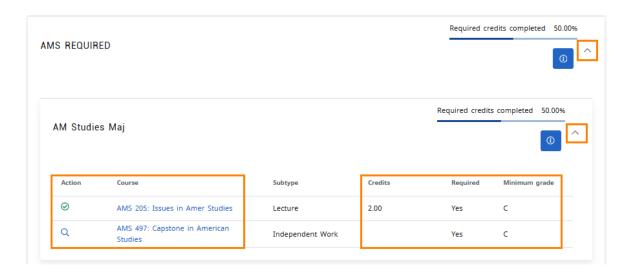
1. Click **Expand All** to view details within Program Requirements and Requirement Blocks. Then click **Collapse All** to collapse all program requirements and course requirement blocks.



- 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.



2. Click the **Show More arrow** to expand and view details in the Program Requirements and Requirement Blocks. View information about completed and available courses, whether a course is a required course, the number of credits and minimum grade for completion. Click the **Show More arrow** again to collapse these details.



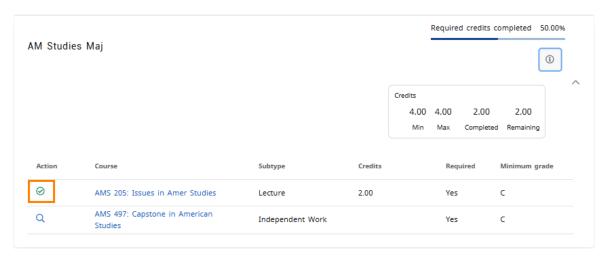
TIP: Clicking the Show More arrow the Program Requirement section collapses the Requirement Block.

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

Understanding Your Academic Plan

Symbols within Requirements Blocks indicate completed courses, courses in progress and courses available for registration.

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



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



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



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

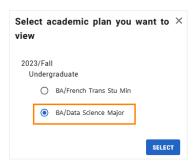
Viewing Your Other Plans

If you are enrolled in multiple programs or have separate degree requirements, you will have more than one academic plan. Your primary plan will always display first.

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

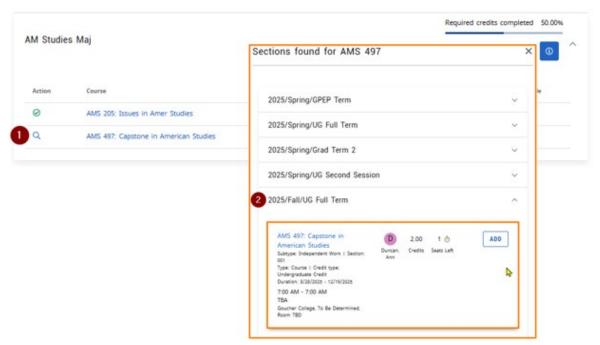


2. Select the other academic plan you wish to view.

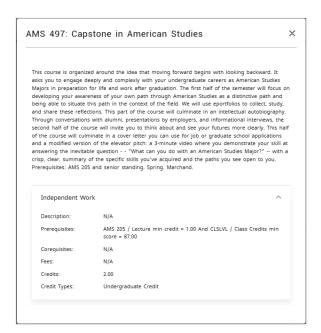


Searching for Course Sections

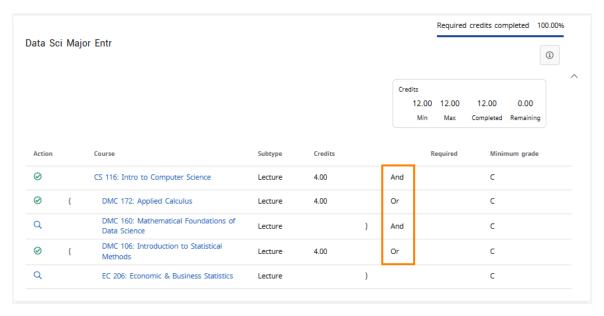
- 1. Click the Magnifying Glass beside the course name.
- 2. Select a term to view course information.



3. You can 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.



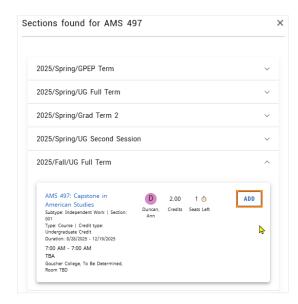
NOTE: Courses marked with "And/Or" indicate that they may include both required courses and optional complementary courses. An "And" means the course **must** be taken in addition to another specified course, as shown by the offset parentheses grouping. An "Or" means that one of the listed courses can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



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.

Registering for Courses

1. After locating a course, click the **ADD button** in the right corner of the course information box to place the course in your registration shopping cart.



NOTE: You will receive an error message if 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.

2. You will receive a notice of confirmation when the course is successfully added to your registration shopping cart.

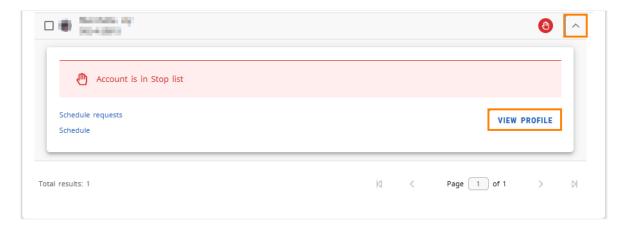


Understanding the Stop List <



A Stop List is a hold on a student's account due to an outstanding administrative requirement such as a billing issue, required documentation, etc. A student will be prevented from certain actions such as registering for courses, depending on the reason for the Stop List.

1. To view details about the Stop List, click the **Show More arrow** beside the stop list alert icon then click the View Profile button.

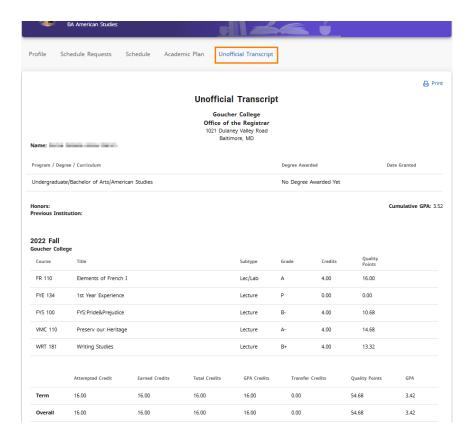


- 2. Click the **Show More arrow** to view the following stop list details:
 - a. The date the account was placed on the Stop List
 - b. The department that issued the Stop List and the action prevented, and
 - c. The reason the account was placed on the Stop List



Viewing Your Unofficial Transcript

To view your unofficial transcript, click the **Unofficial Transcript** tab from the menu options below your banner.



Getting Help

- Contact your advisor for questions related to your academic plan.
- Contact the Office of the Registrar for course registration questions.
- Contact the Help Desk at helpdesk@goucher.edu, or call 410-337-6322 for technical concerns.