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ACADEMIC PLAN GUIDE

Understanding and Using Your Academic Plan

Student Planning is an online resource that provides students and advisors with the tools they need to plan and track progress toward degree completion.

The [My Progress](#) screen in Student Planning allows you to see which courses you have completed and which requirements remain for degree completion. The [My Progress](#) screen lists courses by requirement:

- General Education courses
- Major Requirement courses
- Major and Free Electives

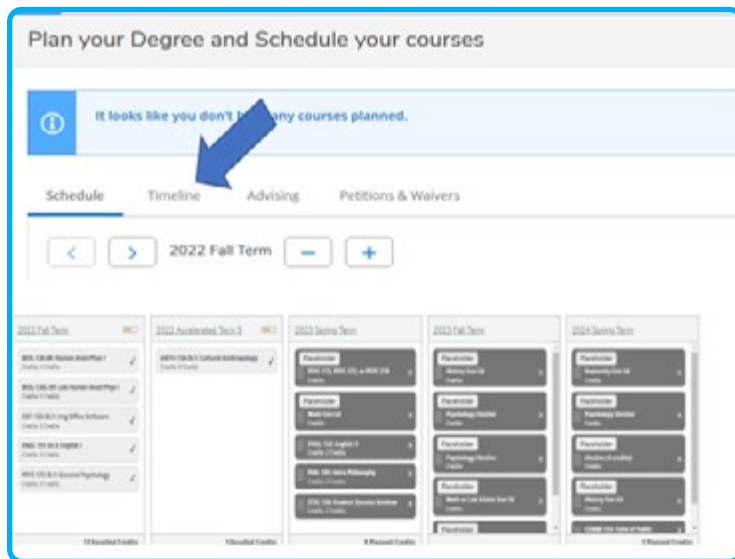
Your Academic Plan shows you:

- The courses you need to complete your degree
- A suggested order to complete these courses
- Course sequences, including planning for courses with prerequisites and corequisites

Your Academic Plan keeps you on track, helps you plan ahead for degree completion, and shows you how long it will take to complete your degree based on how many courses you take per semester.

Where do I locate my Academic Plan?

In Student Planning, navigate to [Plan & Schedule](#), then click on [Timeline](#) to review your Academic Plan.



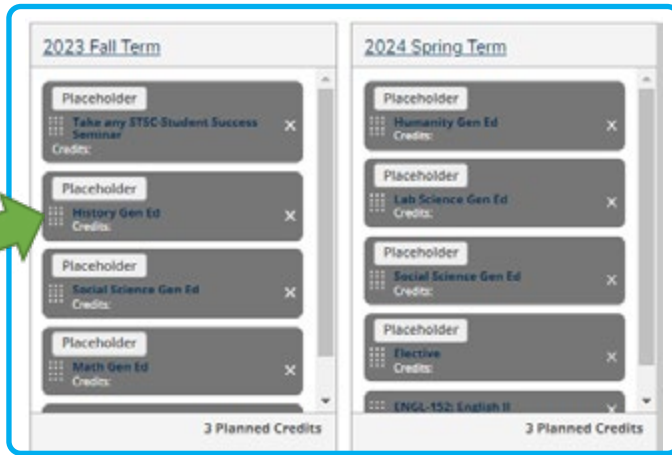
What if I don't have a complete Academic Plan?

An advisor can create an Academic Plan for you, and they will help you adjust it based on the courses you have already completed. You can connect with an advisor by:

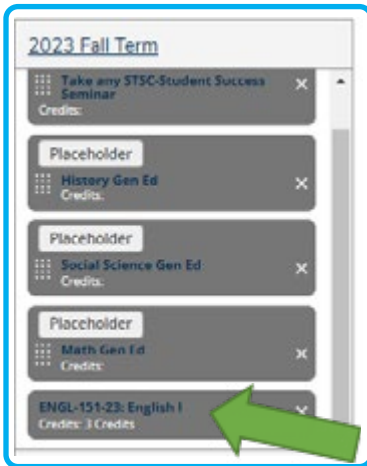
- Completing a [Fix My Plan request](#). An advisor will review your coursework and create or modify an academic plan for you.
- Calling the Hub at 732-255-0482 to schedule an in-person or Webex advising appointment
- Emailing the Advising Office at advisingoffice@ocean.edu
- Stopping by the Advising Office (Building #9) during walk-in hours

While you can you load an academic plan by yourself, we strongly recommend you to see an advisor to create or modify an academic plan.

How do I adjust my Academic Plan?

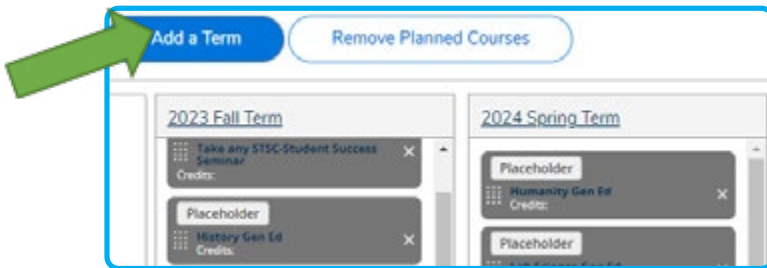


Courses on the **Timeline** can easily be moved from one semester to the next by dragging and dropping the courses. Click on the dots to the left of the course name and move the course to the desired semester.



*Note: If a course section is already planned, the section must be removed in order for the course to be moved to a different term on the Timeline. This can be done by deleting the section on the **Plan & Schedule** screen.

What if I am taking classes in an Accelerated or Summer Term?



You can easily add a term to the Timeline. Click **Add a Term**, select the desired term, and click **Add Term**.

Once the term is added, a course can be moved to that term on the Timeline.

If you are primarily taking courses in Accelerated Terms, or if you are taking a combination of 15-week and 7.5 week courses, an advisor can help you create a plan that includes these terms.

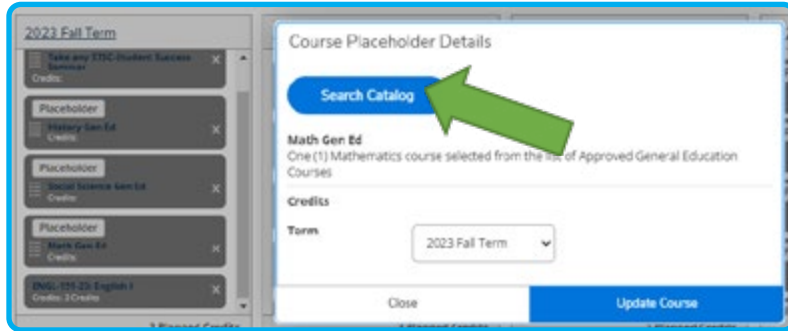
Note: If you plan a course in a term that is not already on your Timeline, Student Planning will automatically add that term to your Timeline.

What are Placeholders?



Placeholders are used to add a requirement to your plan when the requirement offers two or more choices for the course that will complete the requirement. The Placeholder adds the requirement to your plan without selecting a course. The Placeholder gives you the ability to plan ahead for the course without having to make a course choice in advance.

How do I use a Placeholder?



To select a course, click on the **Requirement** – it is a hyperlink!

You can use the **Search Catalog** button to see the courses that can be used to meet that requirement. Choose the course you want to take, and add it to the term in which you plan to take the course.

What do I do with the Placeholder after I add a course to my Academic Plan?



Once you have added a course to the plan, you can remove the Placeholder by clicking the X. Please note! Placeholders are not counted in your total credits for a term until a course is added for the Placeholder.

Please note! Placeholders do not display on the **My Progress** screen.

Can I use my Academic Plan to track degree completion?

The Academic Plan (Timeline) cannot be used to track completion toward your degree. This is because the Timeline view might not reflect a complete degree plan if it is modified. In order to understand which courses you have completed, and which courses remain for graduation, you must use the **My Progress** screen in Student Planning. Your **My Progress** screen will always reflect which courses you have remaining to complete your degree.

Does my Academic Plan take into account my transfer goals?

Your Academic Plan will help you stay on track for degree completion. However, it might not reflect specific courses needed to transfer into a specific major at a specific institution.

A transfer advisor can help you customize your Academic Plan to include specific coursework for your transfer goals.

You can [request an appointment with a Transfer Advisor](#) to discuss your transfer and academic plans.

For more information on planning for transfer, visit go.ocean.edu/transfer

Can I customize my Academic Plan?

Yes! Your Academic Plan is your starting point, but you can adjust it to reflect situations such as:

- Taking more or less credits in a term (i.e., credit overload or part-time status)
- Taking courses in Accelerated or Summer Terms
- Taking courses in a different order

What if I make changes to my schedule?

A course that is planned or registered but not completed can impact your Academic Plan:

- Dropping or withdrawing from a course
- Not completing a course (F or W grade, or minimum grade requirement not met)
- Planning a course and removing the placeholder, and then removing that course from the plan

When a course is planned or registered but not completed, it is important that you adjust your plan by replacing that course, or another course that meets the requirement.

Advisors can assist you with adjusting your Academic Plan. You can connect with an advisor by:

- Completing a [Fix My Plan request](#). An advisor will review your coursework and create or modify an academic plan for you.
- Calling the Hub at 732-255-0482 to schedule an in-person or Webex advising appointment
- Emailing the Advising Office at advisingoffice@ocean.edu
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What if I change my major?

If you change your major, you need a new plan! An advisor can assist you with changing your major and updating your plan.

You can connect with an advisor by:

- Completing a [Fix My Plan request](#). An advisor will review your coursework and create or modify an academic plan for you.
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