Adding a New Plan
On your CIS Page, click on ‘My Degree Dashboard’.
In My Degree Dashboard select the ‘Plans’ tab.
To create a new plan, select ‘Create a New Plan’.
Once your selections are clear you will select the **college** and **major** for the program you want to run the audit. For **degree**, select Bachelor’s. Then select the most recent **catalog year**.
Then you will see ‘Add Required’. The first requirement you need to add is the **degree type**. Click on the drop down menu to select the degree type.
If the program you have chosen requires an emphasis you will still see ‘Add Required’ click on Required Emphasis, then select the one you want.
Once you have finished selecting what is required, you have the option to add more to your audit. You can add emphasis, minors, and certificates.
Now you will **name your plan**, select the **term or semester** and **year** you want the plan to begin with, and how many **years to graduation**. Then click **next** to create the plan.
Once you have added your plan, you will automatically be taken into the plan you just created. Now you can start building!

### General Education and Bachelor's Degree Requirements

- **Minimum U of U GPA Requirement**
- **Total Hour Requirement**
  - Minimum of 122 credit hours required

---

### Plan: My Plan

- **Fall 2019**: 0 Hours
- **Spring 2020**: 0 Hours
- **Fall 2020**: 0 Hours
- **Spring 2021**: 0 Hours
- **Fall 2021**: 0 Hours
- **Spring 2022**: 0 Hours
- **Fall 2022**: 0 Hours
- **Spring 2023**: 0 Hours

---

***In progress hours are not included in total “EARNED”***

***"NEEDS" is based on successful completion of all in progress hours***

***Totals may not accurately reflect removal of duplicate credit if the courses are currently in progress or the duplication involves a course completed at another***
If you wish to exit and come back to your plan, you must go to the manage plans page. To build or edit your plan, simply click on your plan name.
CONGRATULATIONS!!!

Now you know how to add a new plan. To learn how to build your plan, select the ‘Build Your Plan’ tab!

After you finish your plan, make sure you are on the right track for graduation by scheduling an appointment with your academic advisor at

advising.utah.edu