Building Your Plan
On your CIS Page, click on ‘My Degree Dashboard’.
In My Degree Dashboard select the ‘Plans’ tab.
Now you will see all the plans you have previously added. To build or edit your plan simply **click on your plan name**.

<table>
<thead>
<tr>
<th>Preferred</th>
<th>Edit Plan</th>
<th>Action</th>
<th>Updated</th>
<th>User</th>
<th>PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>⭐</td>
<td>ESS</td>
<td>Select</td>
<td>Jun 9, 2016</td>
<td></td>
<td>PDF</td>
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<tr>
<td>⭐</td>
<td>ESS &amp; SPANMIN</td>
<td>Select</td>
<td>Jan 9, 2017</td>
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<td>PDF</td>
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<tr>
<td>⭐</td>
<td><strong>My Plan</strong></td>
<td>Select</td>
<td>Jan 23, 2017</td>
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<td></td>
<td>Recreational Therapy</td>
<td>Select</td>
<td>Jan 23, 2017</td>
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<td>RT &amp; SPANMIN</td>
<td>Select</td>
<td>Jan 9, 2017</td>
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</table>
Once you have selected your plan name, it will look like this. Now you can start building!
In order to understand how to build your plan, you must understand how to read your audit. If you need help reading your audit, you can visit the audits page and go to the “Read My Audit” tab. If you already know how to read an audit keep scrolling and learn how to build your plan.
If you want to know more about the courses on the audit, simply click on the course you are interested in, you will be able to see the course name, a course description, and if the course has any prerequisites.
Once you find a course on the audit that you want to take, you can click and drag it to the semester you want to take it in.
Tools for building a plan

- Deletes ALL courses in plan
+ Add a new semester
- Delete a semester
Add Message

- Checks/refreshes the audit
- Runs a full audit with all planned courses
- Deletes specific courses from plan
Add Course

Add a pre-programed message to a semester
Adds courses to plan that are not on the audit
This button allows you to wipe your plan clean and start from scratch. If you began creating your plan and need to completely start over, this button will help you with that. It deletes everything in your plan without deleting the plan itself.
This button allows you to add a semester to your plan. Select the semester you want, and the year you want it in. Then select OK to add that semester to your plan!
This button allows you to delete an entire semester form your plan. When you click it, you will see a pop-up asking if you are sure you want to delete the semester, select yes.
This button allows you to add a message to your plan. Select a message from the list to add to your plan, and click add message to put it in your plan.
As you delete classes from, or add classes to your plan, the audit will NOT automatically keep up with you. You must click on this check mark to refresh it. Then your audit will accurately show you what you have planned for and what you still need.
This button will show you a full audit with all the classes you built into your plan. The classes you have planned for will show up with a purple box next to them in the audit.
This button allows you to delete classes from a specific semester. You will select the course(s) you no longer want and click delete. Then you will see a pop-up asking if you want to delete the selected course, click yes and submit to delete the course(s).
This button allows you to add courses to your plan that are not on the audit. Type in the department abbreviation and course number of the course you want to add and click OK to add the course.
CONGRATULATIONS!!!

Now that you know how to build a plan, it’s time to build YOUR plan!

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