

# GRADUATION PLANNER

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# Articles

## Grad Planner Frequently Asked Questions

- Is I-Plan's Graduation Planner integrated with the old Grad Planner?

No. Once your major begins to use I-Plan you will no longer have access to the old Grad Planner. In order to make your planning easier, click [here](#) for instructions on how to print off your old Grad.

- What is an Alternate Grad Plan?

The Alternate Grad Plan gives the student the ability to explore a different Grad Plan. This is where a student can change their Major/Emphasis/Cluster. Click [here](#) for help in creating your own Alternate Grad Plan.

- What do I do if I have errors on my Grad Plan?

Note the error messages in red listed above the semester planning. Can you fix the errors?

If you are unable to fix the errors, click on Submit for Adviser help located below the Validate button at the bottom of the grad plan (This will only appear after clicking Validate and having an invalid plan). Leave a note and wait for the advising center to make adjustments on your Grad Plan.

- How do I declare a major in I-Plan?

Using the Educational Strategy module, students can take an interest assessment to find a major and possible career that interests them. Students can then select and declare their own major using the major tab. Click [here](#) for instructions on how to take the interest assessment and find a major and career that interests you.

- How do I change my Emphasis/Cluster?

See the details above under "What is an Alternate Grad Plan?"

- What are Excess Credits?

The excess credits section tells students which credits they are taking that are not required for their major.

- What is the estimated opportunity cost section?

This represents the amount of money that a student is 'giving up' to take a semester of school (i.e, foregone wages, etc.).

# BYU-Idaho Online Knowledgebase

- How long will it take for the Advisor to finish their recommendations on my Grad Plan?

This will vary depending on how many other students the advisors are helping and in which order your plan was received.

- What do the different sections on the circle graph mean?

These sections represent the different types of credits that have to be completed in order to fulfill the requirements for graduation for your selected major. The section will be gray if unplanned, light blue if planned, dark blue if completed, and a green check will show when the entire section is completed.

- How do I move my courses to the appropriate semester?

Click [here](#) to learn the different options you have in the new Grad Planner to move and plan your courses in the appropriate semester.

- How do I choose the courses I want?

Click [here](#) to learn about the options you have to plan the courses you need with the new Grad Planner.

- If I have already started planning, is there an easy way for me to start everything over like how it was first applied in my plan?

Yes. At any time you can click on the Reset Recommended Plan button. This will reapply the recommended plan and reset all changes that have been done to your plan from when it was first applied.

- How do I use the Compare Grad Plans option?

You first must have completed an Alternate Grad Plan. Once you have at least one Alternate Grad Plan you can use the Compare Grad Plans option. Click [here](#) to learn how to use this option.

- If I click on the Plan For Off-Track option, will this automatically enroll me year around?

No. This option applies the Recommended Plan in each Fall, Winter, and Spring semester. You will still need to request an override, or apply for Fast Grad in order to be approved to take classes during your off track.

- What happens if I don't sign up for all of the classes in a semester that are planned in my Grad Plan?

The classes in your Grad Plan that you do not sign up for will be pushed back to the next available semester. If you had an Approved Plan, you will now need to go through the validation and planning process again in order to have an Approved Plan.

- Faculty - How do I access the course availability?

# BYU-Idaho Online Knowledgebase

1. Login to [iplan.byui.edu](https://iplan.byui.edu) using your BYU-Idaho username and password
2. Click on the Grad Planner tab at the top of the page
3. Click on the fly-out tab in the top left corner
4. Click on Course Availability
5. Use the search box or filters to find the desired course

# What is Graduation Planner?



## CLASS PLANNING

Plan all of the courses you need from your first semester through graduation

The Graduation Planner (Grad Plan) consists of a list of classes to take for your degree.

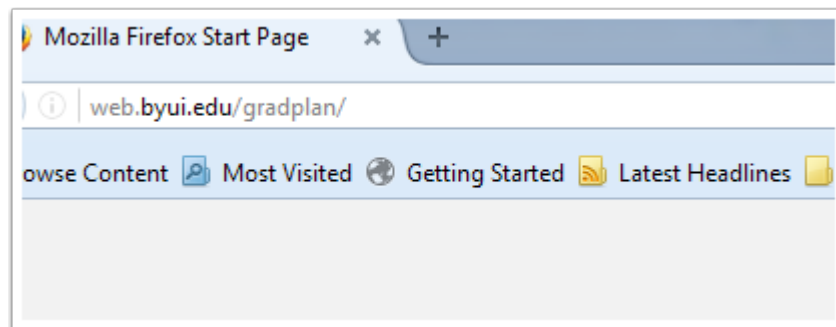
The new Grad Plan is a smart, department-recommended plan, which adjusts for transfer credits and earned courses.

It allows you to change the range of credits you would like to take or plan for an off-track semester.



# How do I access the old Grad Plan website to see my original plan?

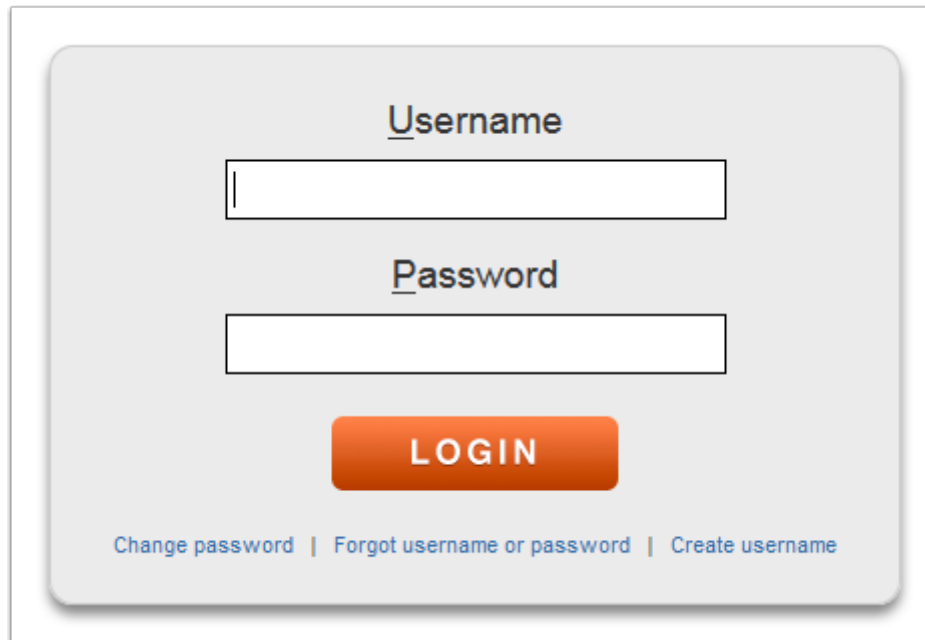
## Access the old Grad Planner



Type <https://web.byui.edu/gradplan> into your address bar.

❗ The old Grad Planner only works in Firefox with the Silverlight application installed on your computer.

## Login

A login form with a light gray background and rounded corners. It features two input fields: one for 'Username' and one for 'Password'. Below the password field is an orange 'LOGIN' button. At the bottom, there are three links: 'Change password', 'Forgot username or password', and 'Create username', separated by vertical bars.

Username

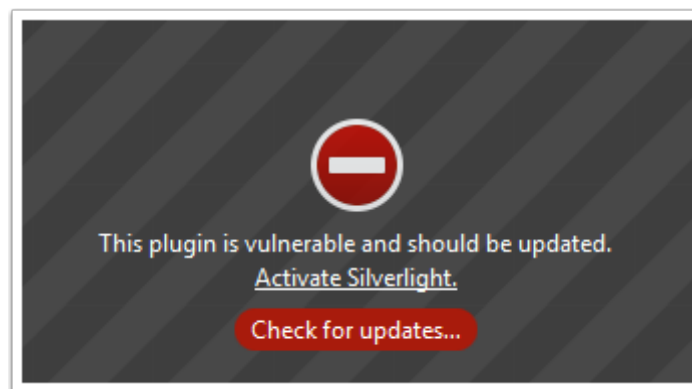
Password

**LOGIN**

[Change password](#) | [Forgot username or password](#) | [Create username](#)

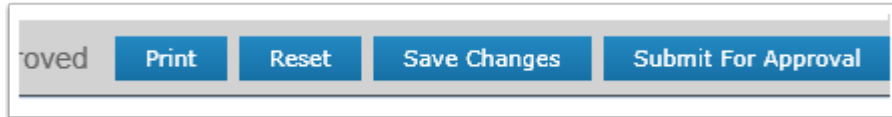
Login using your BYU-Idaho username and password.

## Activate Silverlight



Click on Activate Silverlight

## Print Grad Plan



Make sure your computer is connected to a printer.

Click on "Print" at the bottom right of the page.

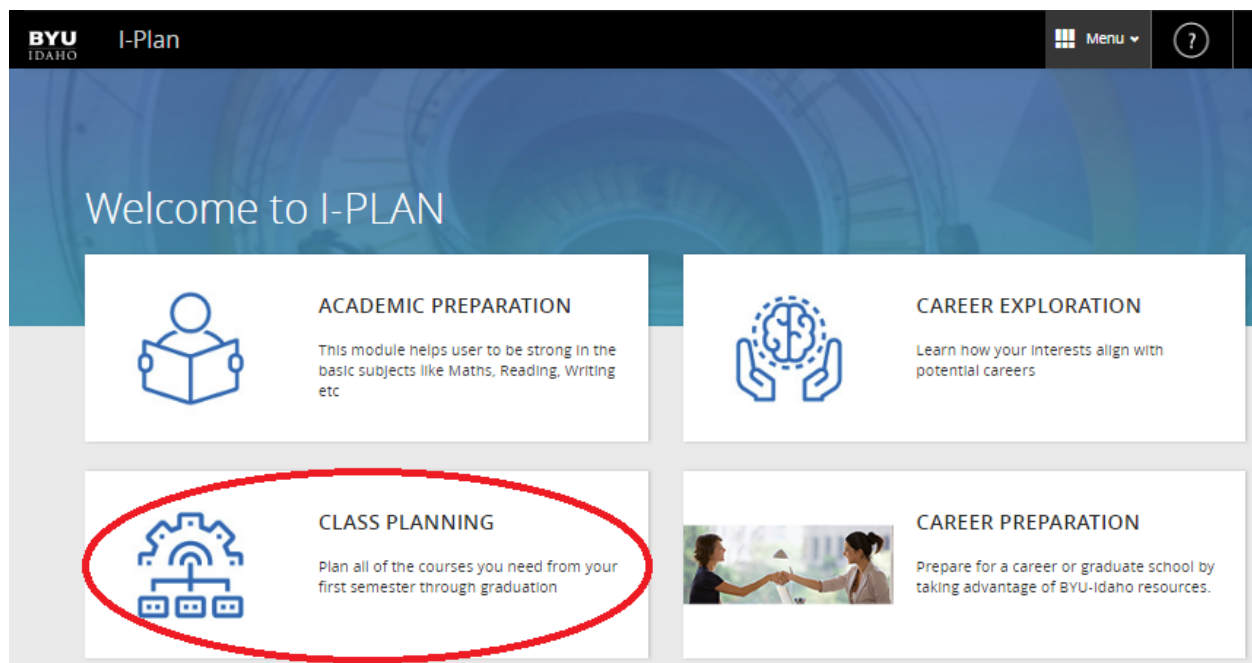
It would be recommended to save your plan for later reference.

# How do I create an Alternate Grad Plan?

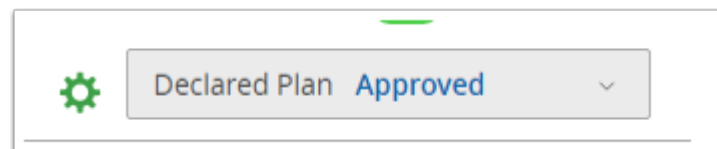
Login to I-Plan (if you don't know how to do it, click [here](#)).

## Go to Grad Plan

Click on Class Planning to access your Grad Plan.



## Click on Declared Plan



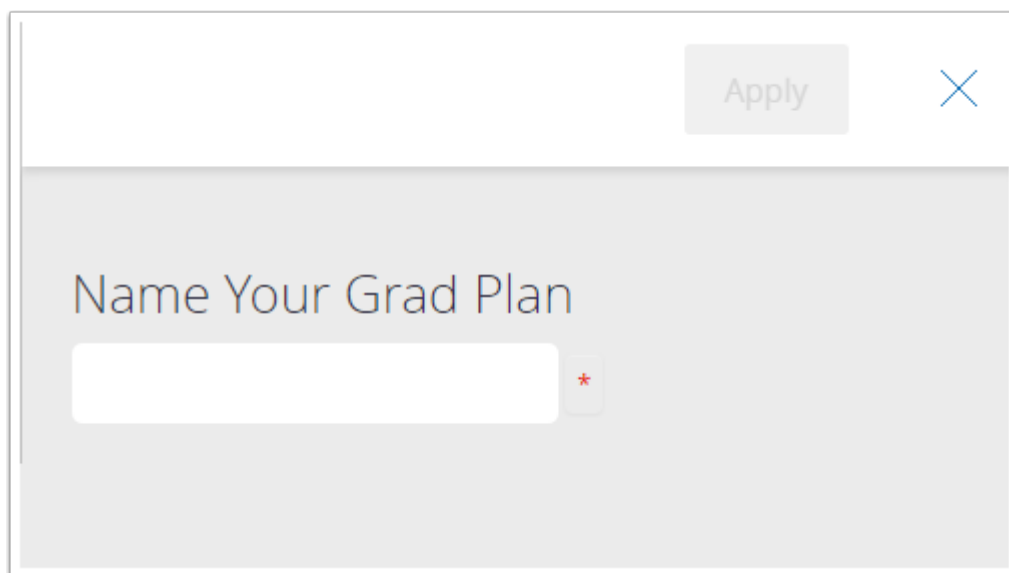
Click on the dropdown on Declared Plan at the top right of the page.

## Create Alternate Plan

+ Create Alternate Plan

In the drop down options, click on Create Alternate Plan

## Name your Grad Plan

A modal window with a light gray background. At the top right, there is a gray button labeled "Apply" and a blue "X" icon. The main area of the modal has the title "Name Your Grad Plan" in a large, dark font. Below the title is a white text input field. To the right of the input field is a small red asterisk icon, indicating a required field.

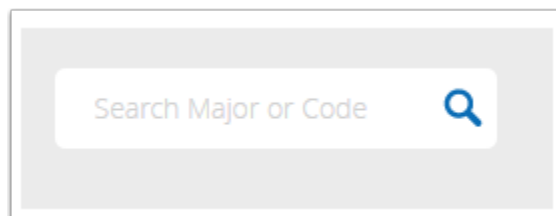
Enter a name for your Alternate Grad Plan

## Apply

Apply

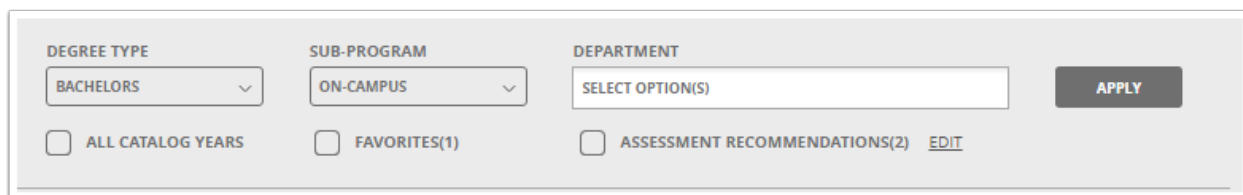
Click Apply to continue with the Alternate Grad Plan

## Search for a Major

A search bar with the placeholder text "Search Major or Code" and a magnifying glass icon.

Type the name of your desired major into the search bar

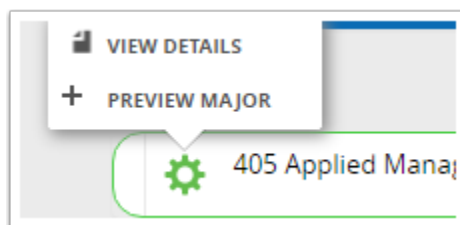
## Use Filters to find a major

A filter panel with three columns: "DEGREE TYPE" with a dropdown menu showing "BACHELORS", "SUB-PROGRAM" with a dropdown menu showing "ON-CAMPUS", and "DEPARTMENT" with a text input field showing "SELECT OPTION(S)". Below these are three checkboxes: "ALL CATALOG YEARS", "FAVORITES(1)", and "ASSESSMENT RECOMMENDATIONS(2)" with an "EDIT" link. An "APPLY" button is on the right.

The filters can be used to find a group of majors that you may interested in.

Using the dropdown arrows and check boxes select all of the filters that you would like, then click the Apply button

## View Details or Preview Major

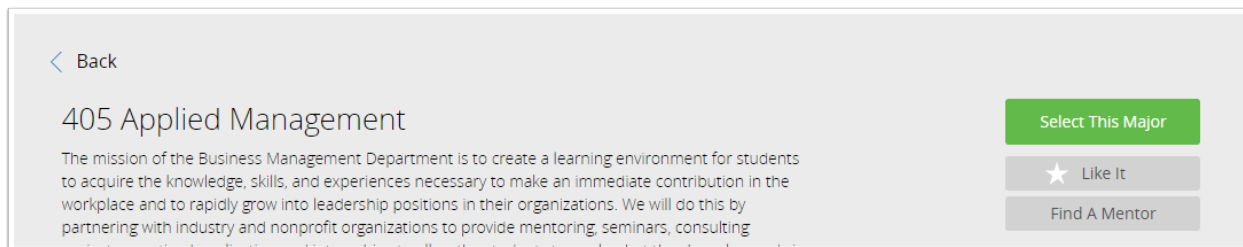


Click on the green gear next to the major that you are interested in

Click on either View Details or Preview major for more information regarding the major

## View Details

Below are the steps and what will be shown if you selected View Details



Information regarding the major you selected will be shown

If this is the major you would like click on Select This Major

## Preview Major

Below are the steps and what will be shown if you selected Preview Major



The number of required electives will be shown, or if the major you selected has a required minor or emphasis, that will also be shown.

If this is the major you would like click on Select this Major

## Add Components

The screenshot displays a user interface for adding components to a degree plan. It features four main colored boxes: a grey box for 'FOUNDATIONS REQUIRED' (40 credits), a green box for 'MAJOR REQUIRED' (+16 credits), a blue box for 'ELECTIVES OPTIONAL' (+64 credits), and a total of '=120 DEGREE CREDITS'. A central menu is open, showing options: '+ Concentration', '+ Minor', '+ Cluster', and '+ COMPONENT'. Below these boxes, a text line states: '2 Concentrations or 1 Concentration and 1 Minor or 1 Concentration and 2 Clusters Required'.

Click on component to add the required component for the major you selected

As shown in the image above, the number of required components and the combinations available will be listed for your chosen major

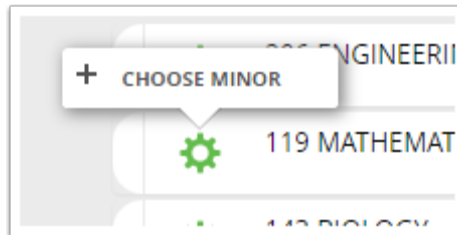
## Choose Required Component

This screenshot shows a closer view of the component selection process. The green 'MAJOR REQUIRED' box (16 credits) and the blue 'ELECTIVES OPTIONAL' box (+64 credits) are visible. The central menu is open, with the '+ Minor' option highlighted in green, indicating it has been selected.

Click on Concentration, Minor, or Cluster to choose the required component for the major



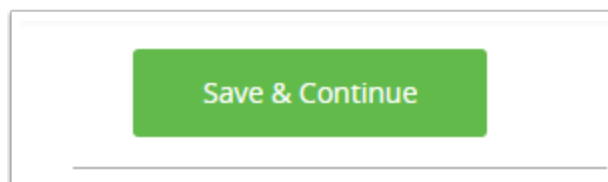
## Choose Desired Concentration, Minor, or Cluster



Click on the green gear next to the desired concentration, minor, or cluster

Click on Choose Concentration, Choose Minor, or Choose Cluster to declare that component

## Save and Continue

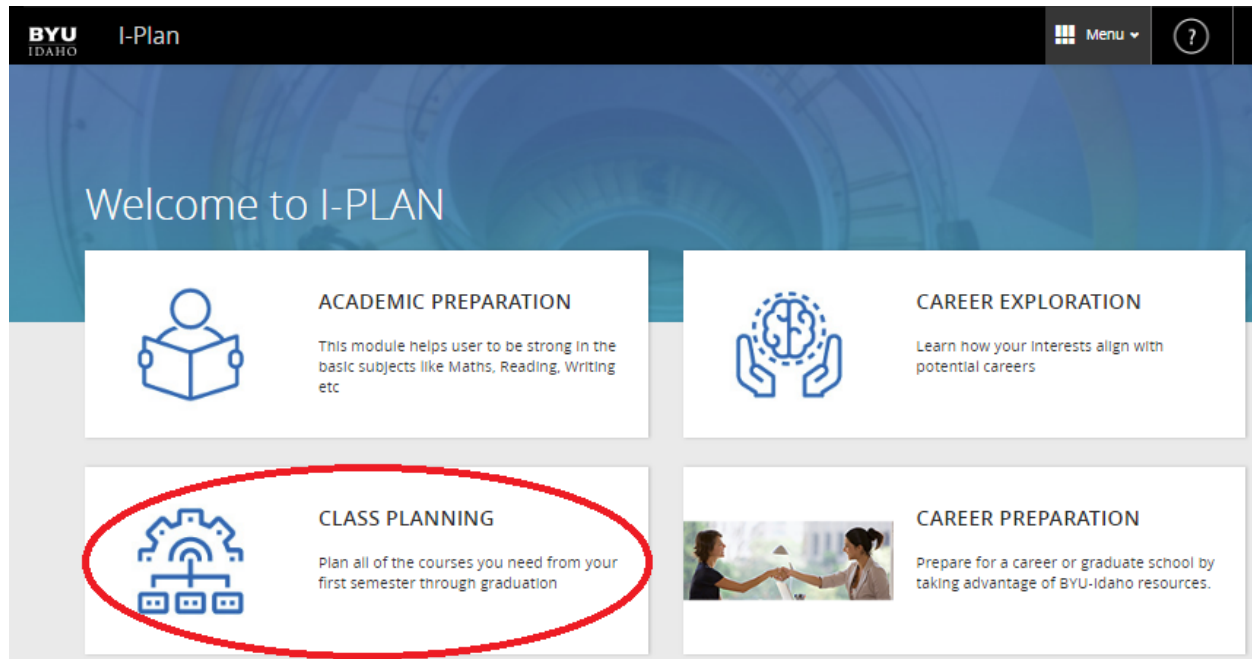


Once all of the required components have been selected, click on Save & Continue to save your Alternate Plan

# How do I add classes to my Grad Plan?

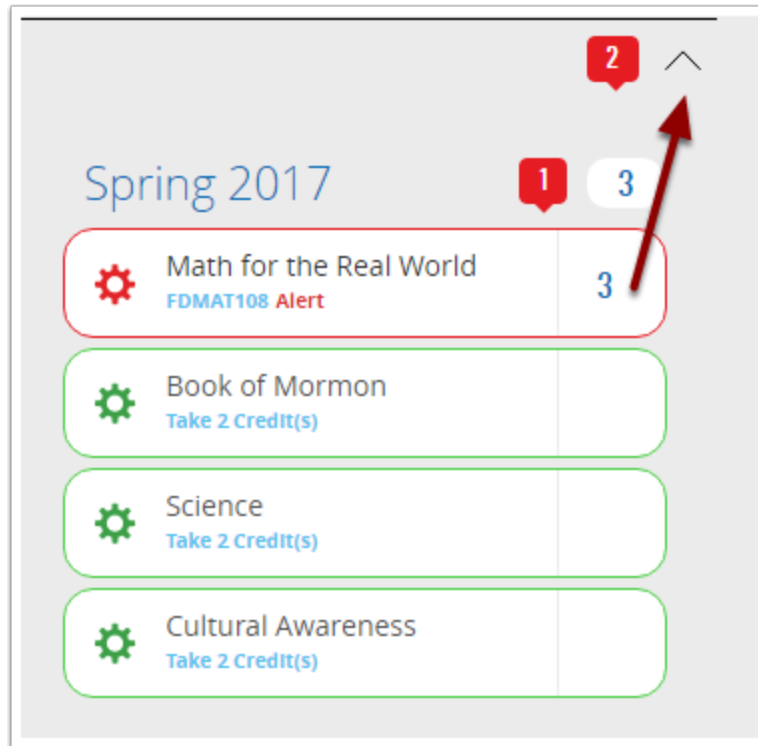
Login to Grad Plan (if you don't know how to do it, click [here](#)).

## Navigate to Grad Plan



Click on Class Planning to access the Grad Planner

## Open an upcoming academic year



Click the arrow on the right-hand side of any upcoming academic year to expand the year and see courses that need to be planed

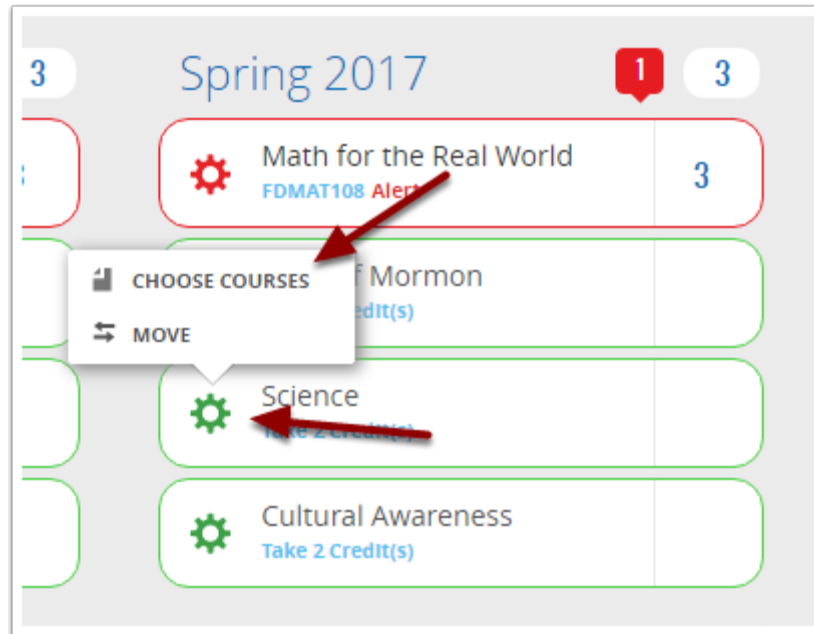
## Identify the placeholders that require courses



Placeholders can be identified in one of three ways

- They don't have any credits in the right column
- There is a generic description, instead of a specific course name
- There is an indicator of how many credits to plan

Click the gear



- Click the gear icon to reveal the contextual menu
- In the contextual menu, click Choose Courses

## Choose Course window-Top Section

The screenshot shows a 'Choose Course' window with a 'PLAN' button and a '0 CREDITS' counter. Below this, there are two sections for course planning. The first section is for 'Spring 2015' and contains a course entry for 'Human Anatomy & Phy...' (BIO 264) with 3 credits. The second section is for 'Spring 2018' and contains a placeholder for 'Science' with 3 credits.

Semester	Course Name	Credits
Spring 2015	Human Anatomy & Phy... BIO 264	3
Spring 2018	Science Take 3 Credit(s)	3

The Choose Course window shows you courses you've taken, when you took them, and semesters that currently have placeholders that need to be planned

## Choose Course window-Bottom Section

**SCIENCE**  
Complete 1 from the following :

☐ Science

☐ Ag and life sciences

Option B - This option is primarily for student  
14 credits: Take FDSCI 101 and 8 credits from

Take this course:

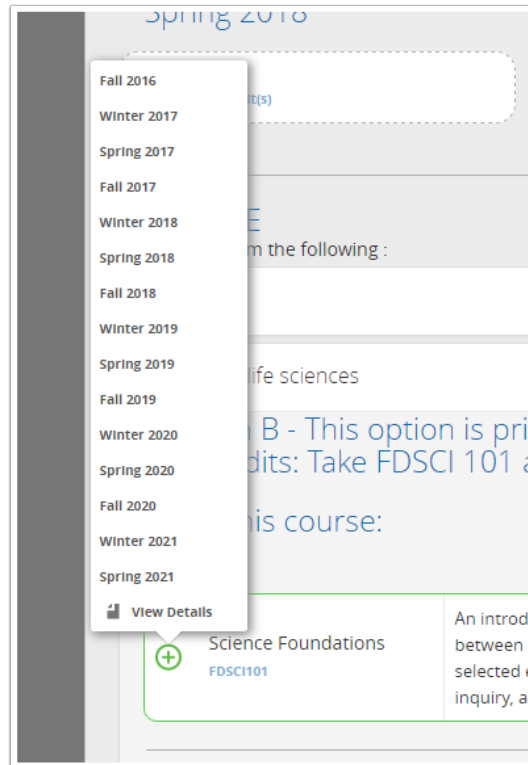
☐ Science Foundations  
FDSCI101

An introduction to the nature, practice  
between science and religion, and science  
selected episodes of scientific discovery  
inquiry, and the self-correcting nature

Below the placeholders, you will see one of two things

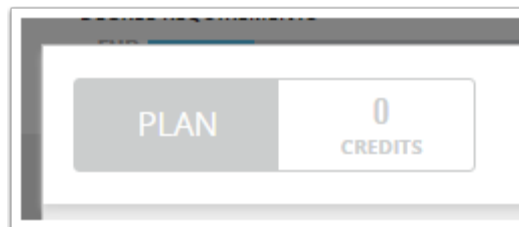
1. Sequences from which you can choose courses (these would need to be expanded in order to see courses to choose from, just like you expanded the academic years to see the individual semesters)
2. A list of courses you may plan

## Choose your course



Once you are able to see the courses, click the green + button to see which semesters are available for planning that course--click the desired semester

## Save your selection(s)



Once you have chosen the course(s) click the Plan button in the top-left corner of the page



! Do not click the X in the upper right-hand corner of the page, as your selections *will not* be saved

## Confirm that the courses were planned

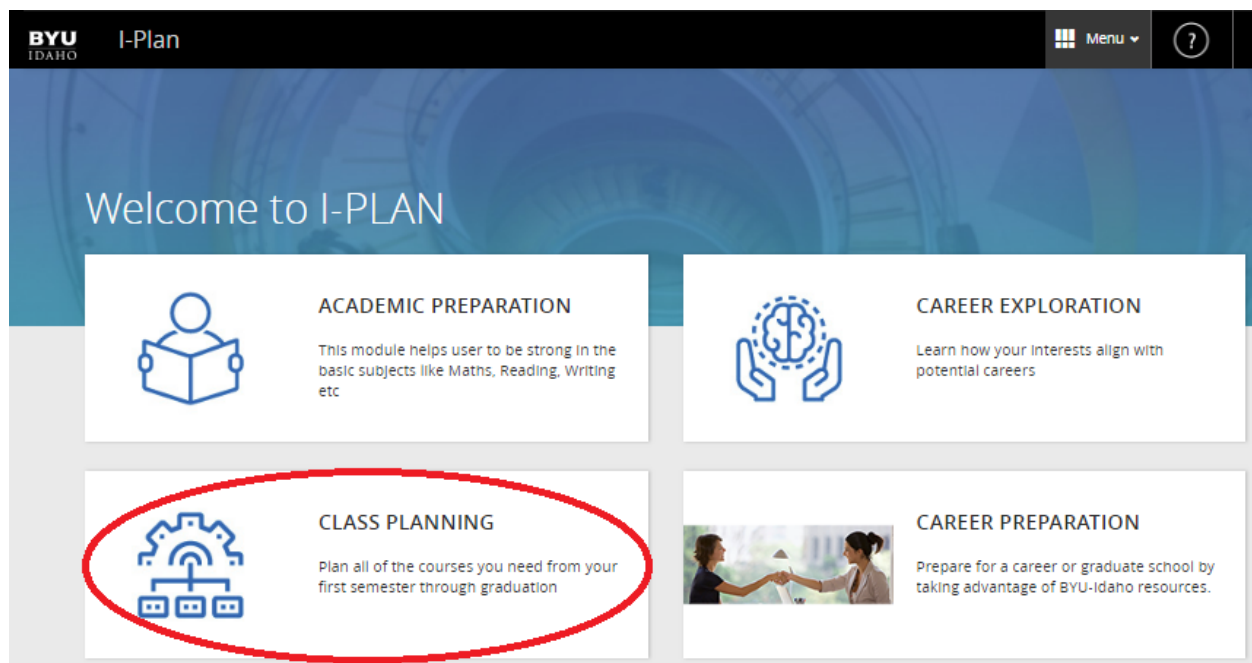
Spring 2017		1	5
	Math for the Real World FDMAT108 Alert	3	
	Science Foundations FDSCI101	2	
	Book of Mormon Take 2 Credit(s)		
	Cultural Awareness Take 2 Credit(s)		

When you have saved your work, you will be taken back to the semester view and instead of the placeholder you should now see the course you planned

# How do I move classes from one semester to another?

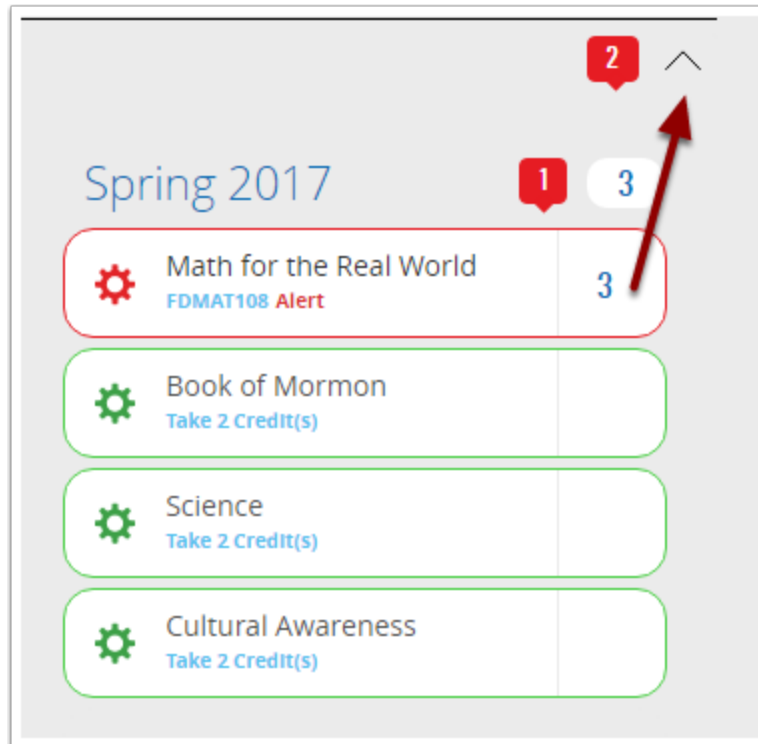
Login to Grad Plan (if you don't know how to do it, click [here](#)).

## Navigate to Grad Plan



Click on Class Planning to access the Grad Planner

## Open an upcoming academic year



Click the arrow on the right-hand side of any upcoming academic year to expand the year and see courses that need to be planed

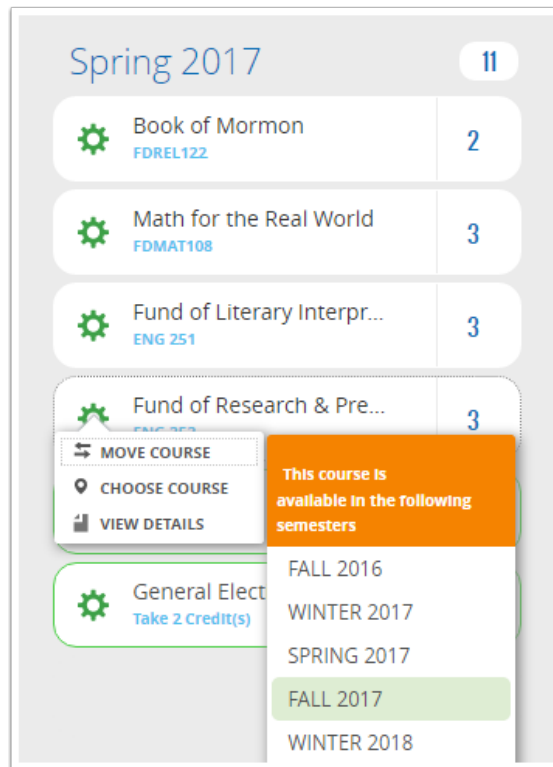
## Move course method 1 - Drag and drop

Winter 2017	8	Spring 2017	11
Book of Mormon FDREL121	2	Book of Mormon FDREL122	2
Writing & Reasoning Fo... FDENG101	3	Math for the Real World FDMAT108	3
American Foundations FDAMF101	3	Fund of Literary Interpr... ENG 251	3
General Elective Take 3 Credit(s)		Fund of Research & Pre... ENG 252	3
Cultural Awareness Take 3 Credit(s)		Science Take 2 Credit(s)	
Course Offered This Semester - Drag Here Fund of Research & Pre... ENG 252	3	General Elective Take 2 Credit(s)	

- Click the course you want to move and drag it to the desired semester
- The system will check to see if the course is offered during that semester
- When you see the dashed box and the message that the course is offered in that semester, release the course and it will be planned in that semester

If you drop the course before the system has checked for course availability, the course will revert to the original semester

## Move course method 2 - Use the gear



You can also move a course to a different semester by clicking the gear next to the course you wish to move

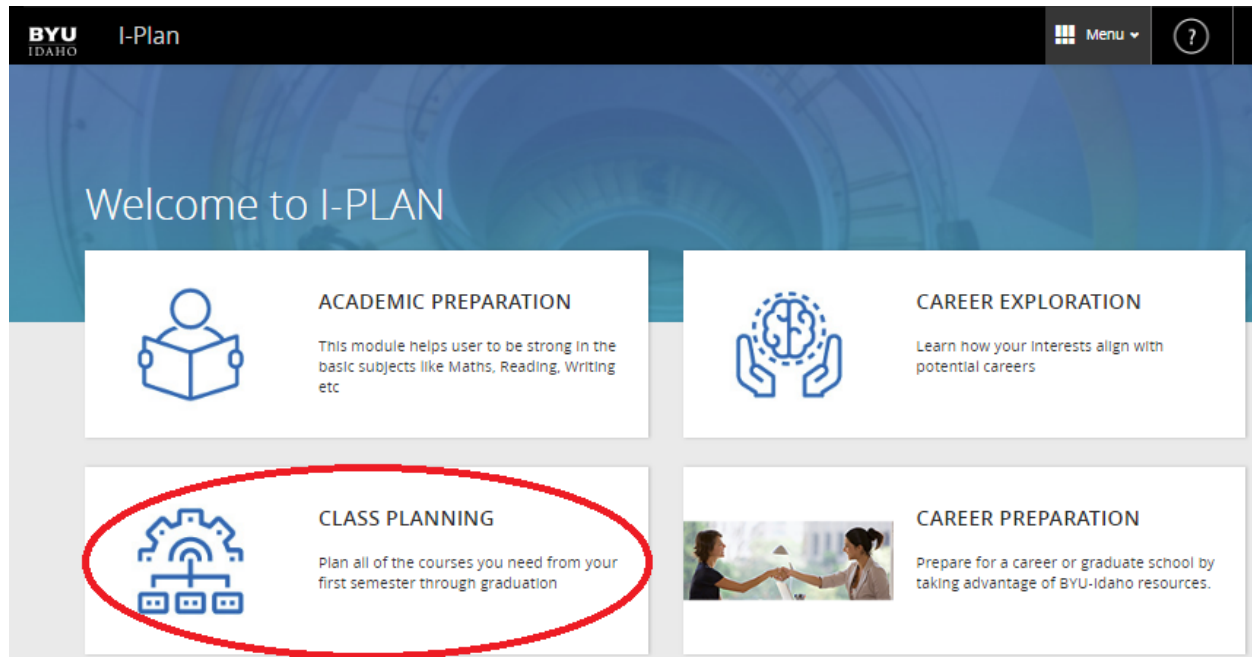
- Click the gear
- Click Move course
- Click the desired semester and the course will be moved

**!** Only semesters in which the selected course is offered will be displayed for you to choose from

# How do I compare Grad Plans?

Login to Grad Plan (if you don't know how to do it, click [here](#)).

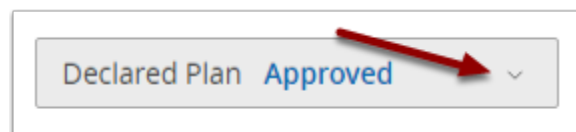
## Navigate to Grad Planner



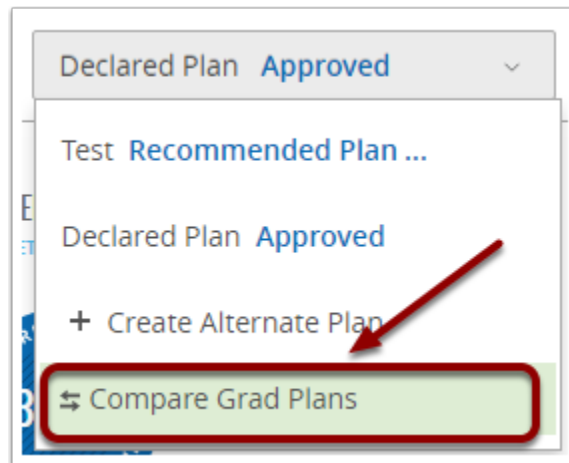
Click on Class Planning to access the Grad Planner.

## Compare Grad Plans

Click on the Declared Plan drop down at the top right of the page.



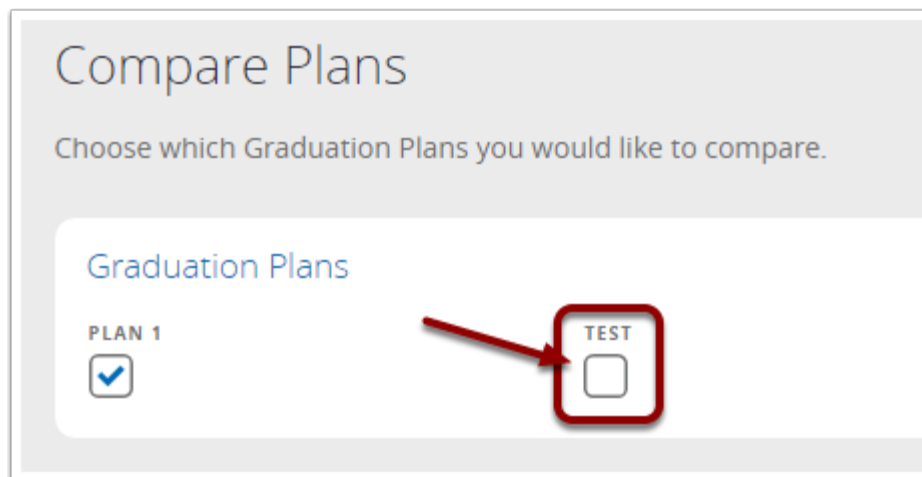
Choose the Compare Grad Plans option.



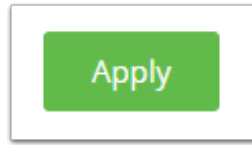
❗ In order to compare Grad Plans, you first must have made an Alternate Grad Plan.

## Choose the Plans

click on the check box next to the Grad Plans you would like to compare.



Click Apply once you have chosen the plans you would like to compare.





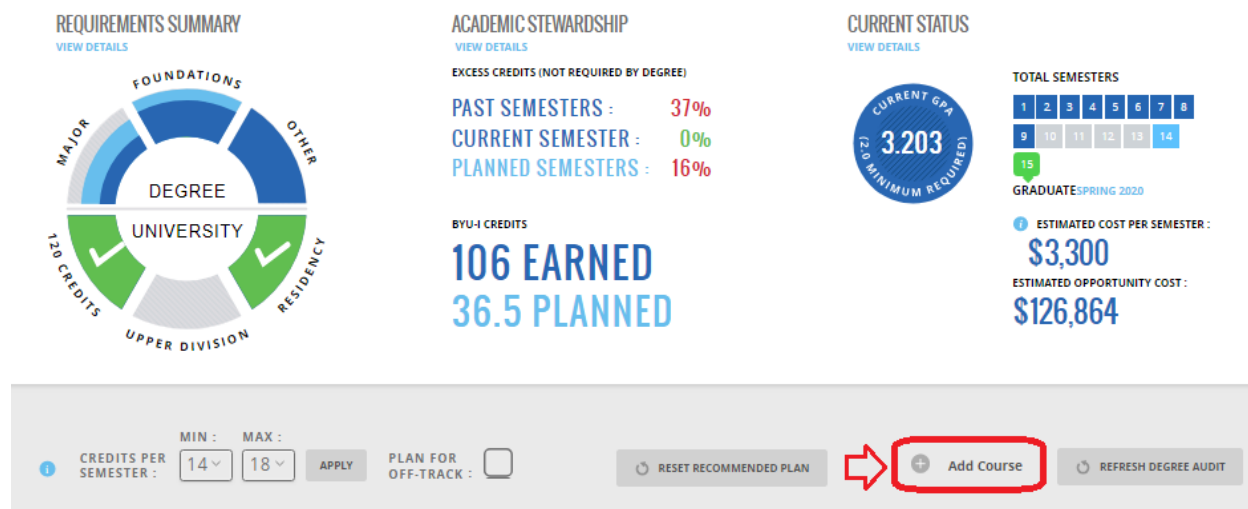
## Where are the classes I need to take?

Login to Grad Plan (if you don't know how to do it, click [here](#)).

To find classes you need to take, there are two options.

One of the options is to go to the Grad Plan module and scroll to the bottom where you will see a list of academic years.

Above the academic years, click the "Add Course" button to see a list of all the classes you need to take.



After selecting the "Add Course" button, it will show you the classes you need to take, or the classes you are still needing to take.

# BYU-Idaho Online Knowledgebase

35  
CREDITS

PlanCancel

Transferred	Winter 2017	Spring 2017
COMPUTER BUSINESS A... CLOS F1503	Foundations of Humani... FDHUM1103	Social Dance, Beginning DANCE180M1
		West Culture:PreHist/Re... HUM 2013
Fall 2017	Winter 2019	Spring 2019
Beginning Russian II RUSS 1024	Drawing I ART 1103	Russian Culture RUSS 3423
		Design and Color ART 1073
Winter 2020	Spring 2020	Fall 2020
Head Drawing ART 212R3	Aerobic Fitness ESS 1001	Church History FDREL3412
	Ceramics I ART 2203	
	Photography I ART 1603	

DEPARTMENT:INSTRUCTIONAL METHOD:CREDITS:COURSE TYPE:

To find classes scroll further down and you will find a search tool to find the class that you want.

# BYU-Idaho Online Knowledgebase

DEPARTMENT:	INSTRUCTIONAL METHOD:	CREDITS:	COURSE TYPE:
SELECT	SELECT	SELECT	SELECT
Introduction to Accounting ACCTG100	Introduction to Accounting	2	
Survey of Accounting ACCTG180	Survey of Accounting	3	
Financial Accounting ACCTG201	Financial Accounting	3	
Managerial Accounting ACCTG202	Managerial Accounting	3	
Accounting Software ACCTG205	Accounting Software	2	
Volunteer Income Tax Assistance ACCTG221R	Volunteer Income Tax Assistance	2	
Special Projects ACCTG299R	Special Projects	1 - 3	
Intermediate Financial Acct. I ACCTG301	Intermediate Financial Acct. I	3	
Intermediate Financial			

It's very important that after any planning that you select the green "Plan" button at the top right hand side of the screen, this saves your work so you don't have to redo it.

9 CREDITS			
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After you choose your class you will receive a notification and the class will show up in the semester you selected.

Course(s) ART 350 moved to Winter 2020 successfully

**\*\*If the "Add Course" button does not work, it may be because you have exceeded the credit limit and will need to validate your plan before you can make any changes.**

\*The other option is to search the BYU-Idaho page for your major's catalog. This will give you a list of all the classes you can take.

For more information, contact your advising office through the following link: <http://www.byui.edu/advising/contact>

## Are the classes listed as Option A, B, etc. approved?

Login to Grad Plan (if you don't know how to do it, click [here](#)).

The classes that appears as Option A, B, etc. are normally a class requirement that has more than one option.

To add a class of your choice, scroll to the specific Academic Year.

Click on a future Academic Year of your choice.

The screenshot shows the Grad Plan interface. At the top, there are two sections for Academic Years: 'Academic Year 2016 - 2017 ( 5 Credits)' and 'Academic Year 2017 - 2018 ( 5 Credits)'. The 2017-2018 section is expanded, showing two semesters: 'Fall 2017' and 'Winter 2018'. Under 'Fall 2017', there are three class options: 'Advanced Writing and R...' (3 credits), 'Quantitative Reasoning' (3 credits), and 'Cultural Awareness Opt A' (3 credits). The 'Cultural Awareness Opt A' class is highlighted with a red box. Under 'Winter 2018', there are three class options: 'Jesus Christ Everlasting ...' (2 credits), 'Science Foundations' (2 credits), and 'Science' (2 credits).

Click on the gear icon of the class option, from which you will get a drop down list.

The screenshot shows a dropdown menu for the 'Cultural Awareness Opt A' class. The menu has two options: 'CHOOSE COURSES' and 'MOVE'. The 'Cultural Awareness Opt A' class is listed below the menu with a gear icon next to it.

# BYU-Idaho Online Knowledgebase

Click on the "Choose Courses" button to see the course options available.

A page will pull up with courses you can add and their descriptions.

A course has a green button if it is available for planning, and it gets grayed out after you have taken it or planned for it.

These classes will specify the number of credits you need to take to complete the requirements.

The screenshot shows a web interface for selecting courses. At the top, there is a green 'PLAN' button and a '0 CREDITS' indicator. A 'Close' button with an 'X' icon is in the top right. Below this, there are two tabs for 'Fall 2017' and 'Spring 2018'. Under 'Fall 2017', there is a dashed box for 'Cultural Awareness Opt A' with 'Take 3 Credits'. Under 'Spring 2018', there is a dashed box for 'Cultural Awareness Opt A' with 'Take 3 Credits'. Below these, the section 'CULTURAL AWARENESS' is displayed, with the instruction 'Complete 1 from the following:'. A dropdown menu is open, showing 'Cultural Awareness Opt A'. Below this, the text 'OPTION A Take FDHUM110 or FDWLD101:' is shown, followed by 'Take this course:'. To the right of this text is a 'REQUIRED CREDITS' indicator showing '3'. Below this, there are two course options. The first is 'Foundations of Humanities' (FDHUM110) with a green plus button. The second is 'World Foundations I' (FDWLD101) with a green plus button. Both courses have a description and a '3' credit value. The 'Foundations of Humanities' description mentions examining key works in the arts from Renaissance through the early 20th Century. The 'World Foundations I' description mentions it is the first half of a two-course sequence.

PLAN 0 CREDITS Close X

Fall 2017 Spring 2018

Cultural Awareness Opt A Take 3 Credits Cultural Awareness Opt A Take 3 Credits

CULTURAL AWARENESS  
Complete 1 from the following:

Cultural Awareness Opt A

OPTION A Take FDHUM110 or FDWLD101:  
Take this course: REQUIRED CREDITS 3

Foundations of Humanities FDHUM110 3  
Introduction to the Humanities. Students will examine key works in the arts from Renaissance through the early 20th Century, their historical and cultural context, and the artistic principles that contribute to their significance. Students will then apply these principles in their own creative work, and in making value assessments about the arts.  
Content and Topics  
Topics covered in this course include elements of visual art, music, theatre, literature, cinema; works of art within their historical periods and styles. Key works for all sections include: Shakespeare's Macbeth and Michael Curtiz's film Casablanca

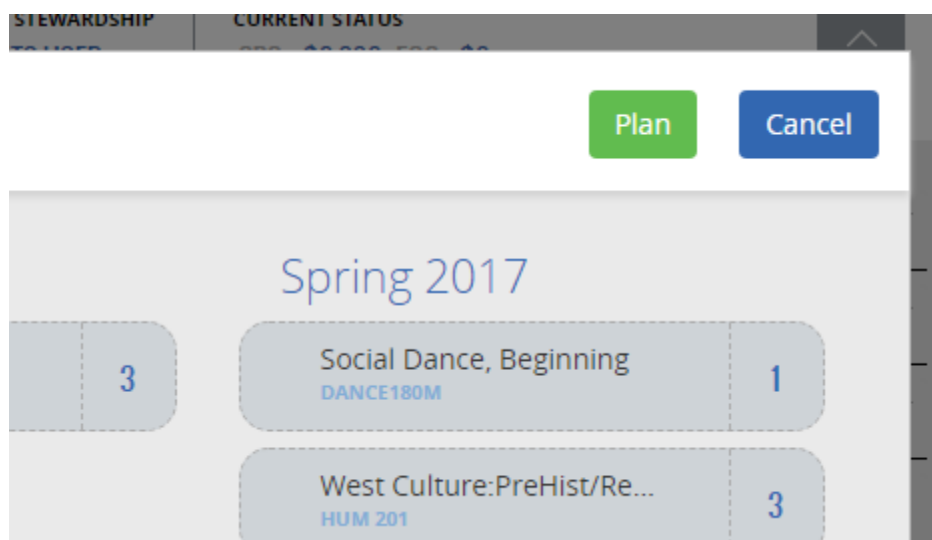
Other Options

Take 1 course

World Foundations I FDWLD101 3  
This course is part of a two-course sequence. Taking both World Foundations 101 and World Foundations 201 completely satisfies the Cultural Foundations requirement. World Foundations 101 is the first half of a two-course sequence that examines great world civilizations through literature, art, music, philosophy, and history.

Click on the green "plus" button to choose the semester you will take the course.

I have been adding classes but they are not saving, is there a glitch? Is there something I am missing?



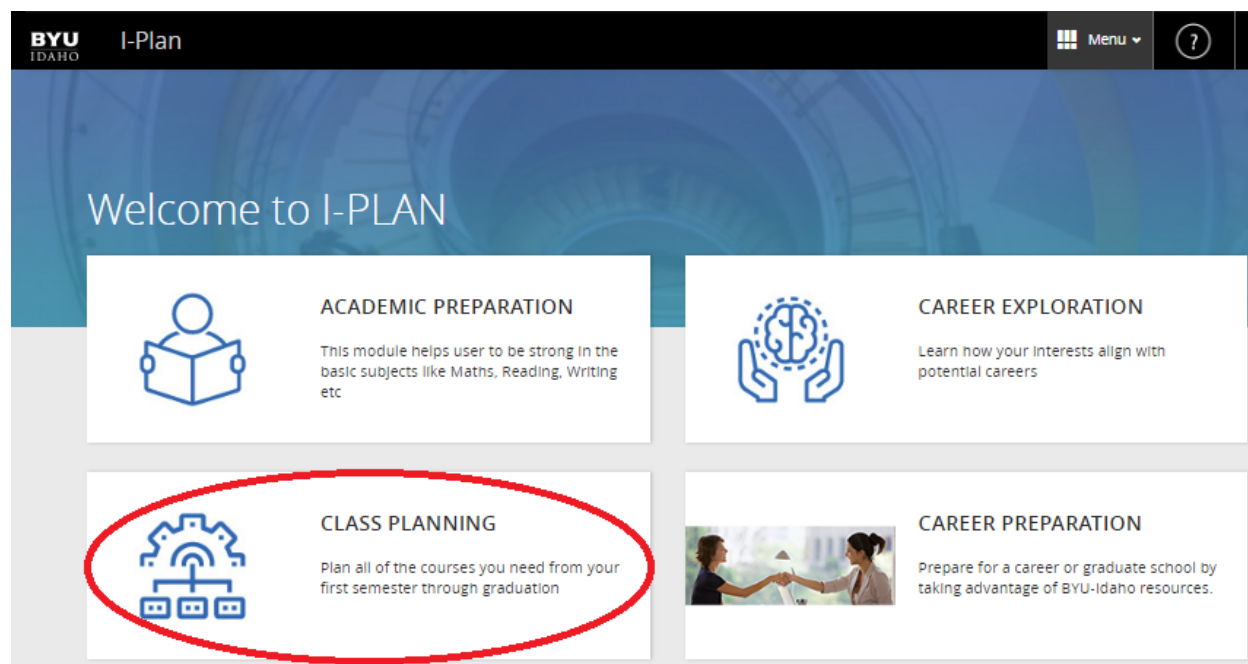
After you finish adding a course, sometimes if you go to the specific semester you added the class in, the classes you added don't show up. This is because you didn't save the classes you added. This is because after adding the classes, you did not plan for them. After you add a class, you need to click plan, it is at the top right corner of the page before you exit the planning page to save your work and changes.

# How do I refresh my degree audit?

- 💡 Refreshing your degree audit ensures that you have the most up-to-date information displaying in your grad plan, and might be useful in the following circumstances:
- You recently changed your major, but your old major still displays in Grad Plan
  - You added or changed a minor, cluster, concentration, or other degree component that was not previously part of your plan
  - There have been changes to your degree requirements but they are not reflected in your grad plan

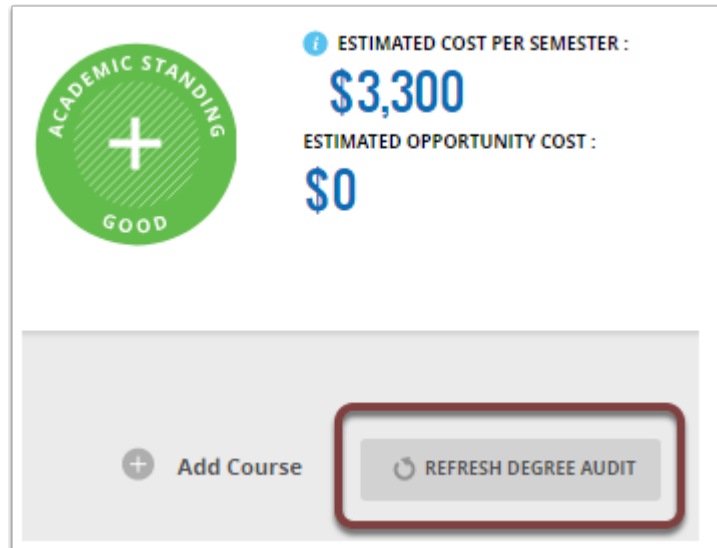
Login to Grad Plan (if you don't know how to do it, click [here](#)).

## Navigate to Grad Plan



Click on Class Planning to access the Grad Planner.

## Click on Refresh Degree Audit



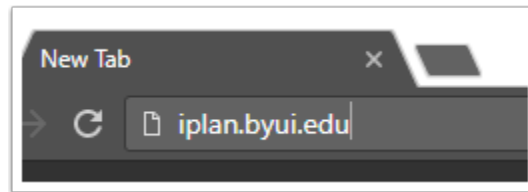
Click the button on the right-hand side of the page that says Refresh Degree Audit.



# How do I change my major?

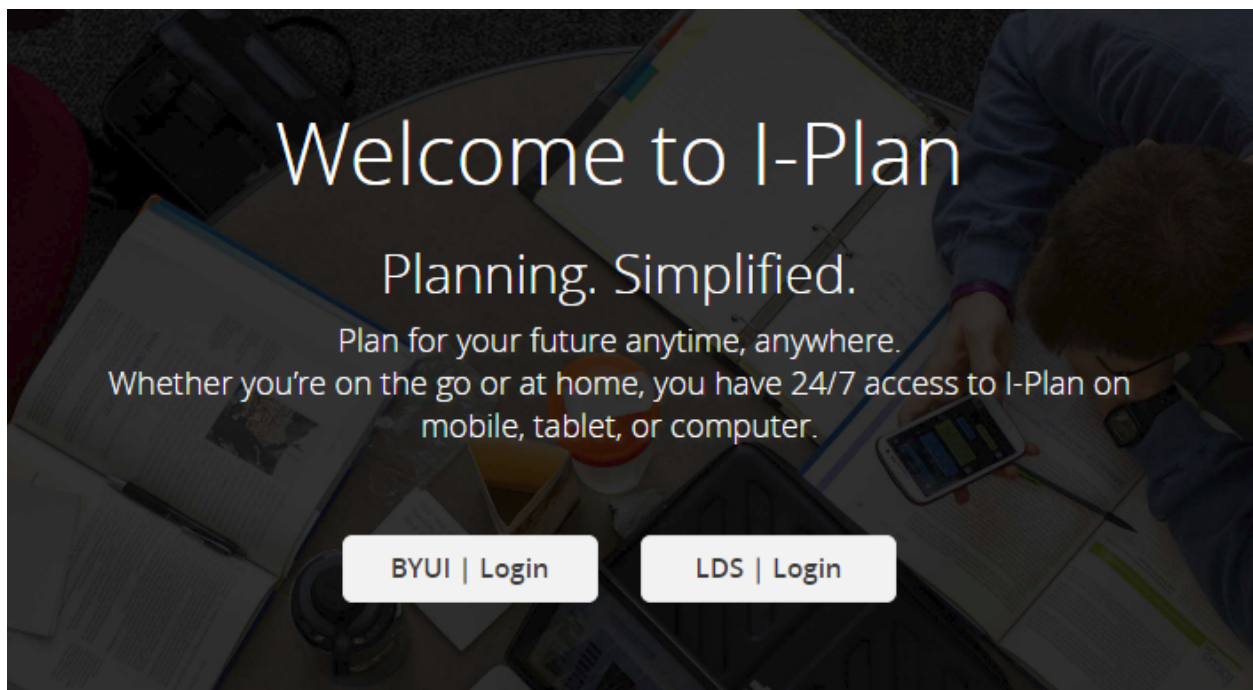
## Navigate to I-Plan

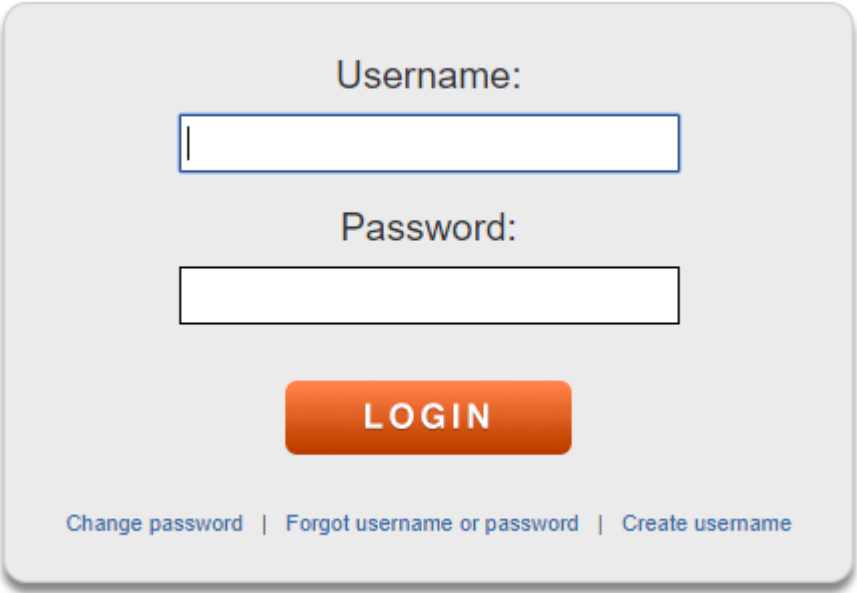
Type <https://iplan.byui.edu> into the address bar



## Login

Login to I-Plan using your BYU-Idaho Username and Password

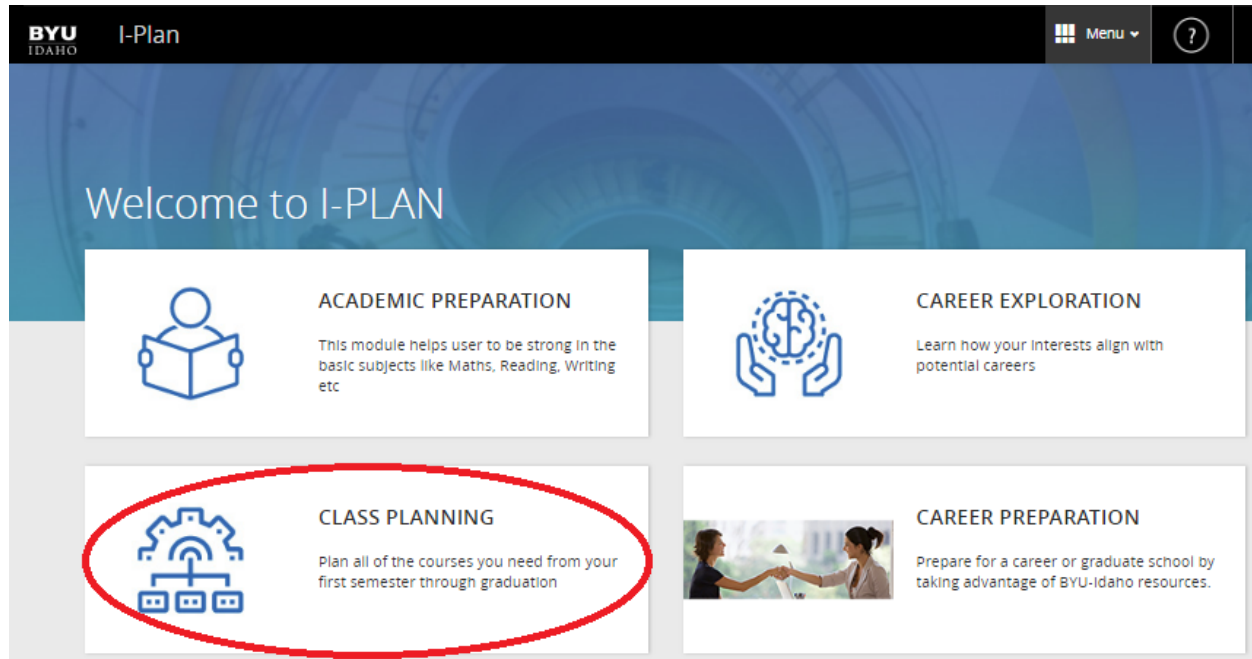




A login form with a light gray background and rounded corners, centered within a white rectangular frame. The form contains the following elements:

- Username:** A text label above a white input field with a blue border.
- Password:** A text label above a white input field with a black border.
- LOGIN**: An orange button with white text, centered below the password field.
- Links:** Three blue links at the bottom: "Change password", "Forgot username or password", and "Create username", separated by vertical bars.

## Go to Grad Planner

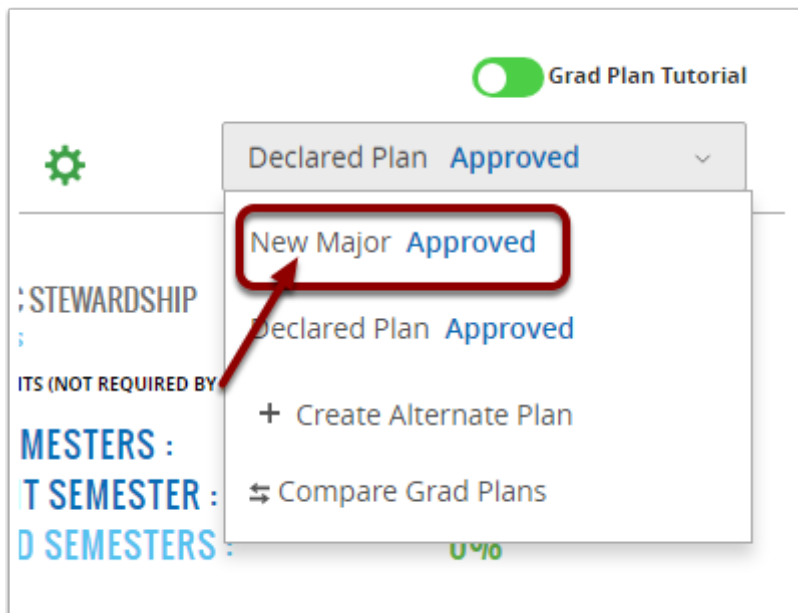


Click on Class Planning to access the Grad Planner.

## Select the Alternate Plan created for your new major

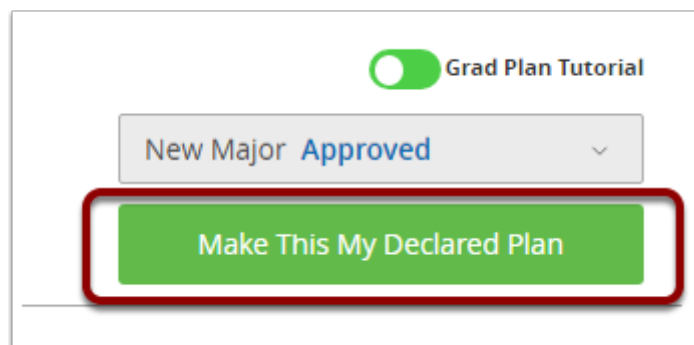
If you have not yet created an Alternate Plan for your new major, click [here](#) for instructions on how to do so.

# BYU-Idaho Online Knowledgebase



Click on the created Alternate Plan for your new major

## Make This My Declared Plan



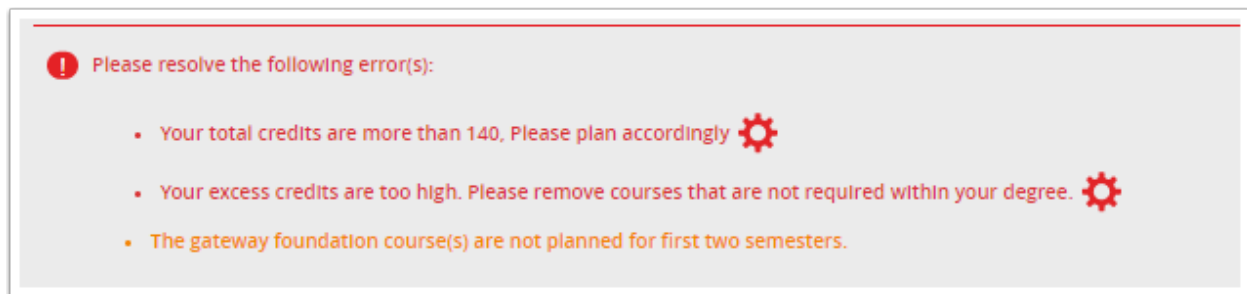
Click on the green button labeled "Make This My Declared Plan"

You have now successfully declared your new major as the major selected in your new Declared Plan.

# Advisor - How to override excess credits and change the 140 credit threshold

## Check For Errors

1. Errors are found directly above the plan (plan level error) and within the plan (semester level error).
2. They explain what is preventing a student from receiving an approved plan.
  1. Red errors prevent a plan from getting approved.
  2. Orange errors notify a student he has not followed an advisors recommendation but the error does not prevent the student from getting an approved plan






## Addressing Errors

1. If the error has a red gear you can address the error by clicking on the gear. You will be prompted to make a change. (Note: Only make changes once you have determined they are valid changes.)
  1. An error where total credits are more than 140 will prompt you to change the credit amount. If the student is approved to complete 145 credits then when prompted to change the credit limit, enter 5. This will add 5 more credits to the 140 credit threshold and the student can get an approved grad plan. If you change the credit limit to 145 then you have added 145 credits to the 140 credit threshold and the student can plan up to 285 credits before receiving a total credits error again, so make sure you only add the extra credits needed.

# BYU-Idaho Online Knowledgebase

**!** Please resolve the following error(s):

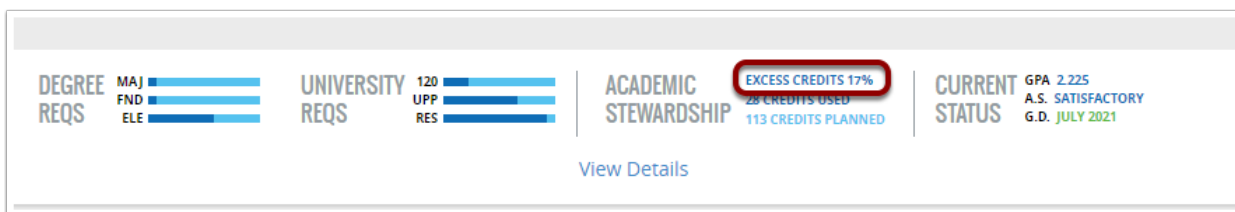
- Your total credits are more than 140, Please plan accordingly 
- Your excess credits are too high. Please remove courses that are not required within your degree. 
- The gateway foundation course(s) are not planned for first two semesters.

 **CHANGE LIMIT**

5



**GO**


An error where excess credits are too high will prompt you to change the limit. If the student is approved to complete excess credits (e.g. they have one required course in their last semester and the remaining registered classes are not required they will be considered excess by grad planner) then when prompted change the limit. The excess credit limit is set at 15%. By looking at the excess credit in the condensed dashboard (see Figure 6) you can determine what the excess credits are by subtracting 15 from the excess credits percentage listed in the dashboard.



In this example the excess credits are 17%. Subtract 15 from 17 which is 2. Always add 1% point to the number so in this case it is 3%. You would change the limit to 3 to allow the student to get an approved grad plan.

**!** Please resolve the following error(s):

- Your total credits are more than 140, Please plan accordingly 
- Your excess credits are too high. Please remove courses that are not required within your degree. 
- The gateway foundation course(s) are not planned for first two semesters.

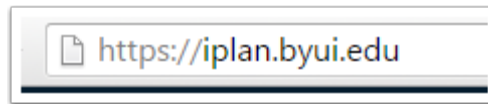
 **CHANGE LIMIT**

3

**GO**

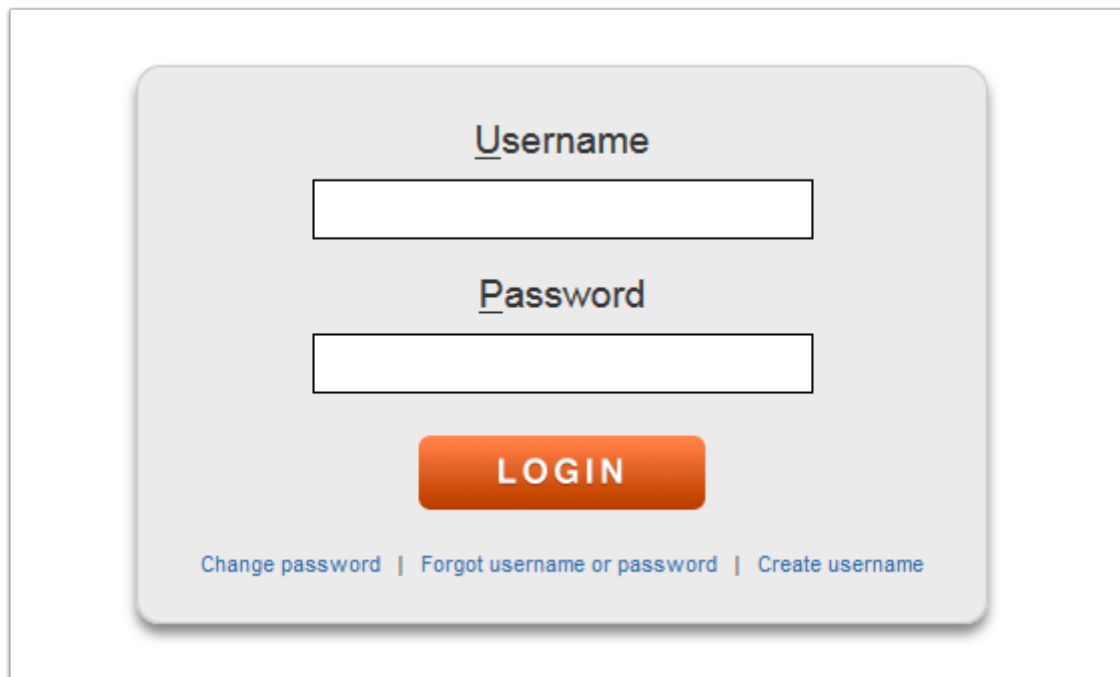
# How do I create an Alternate Grad Plan?

## Navigate to I-Plan



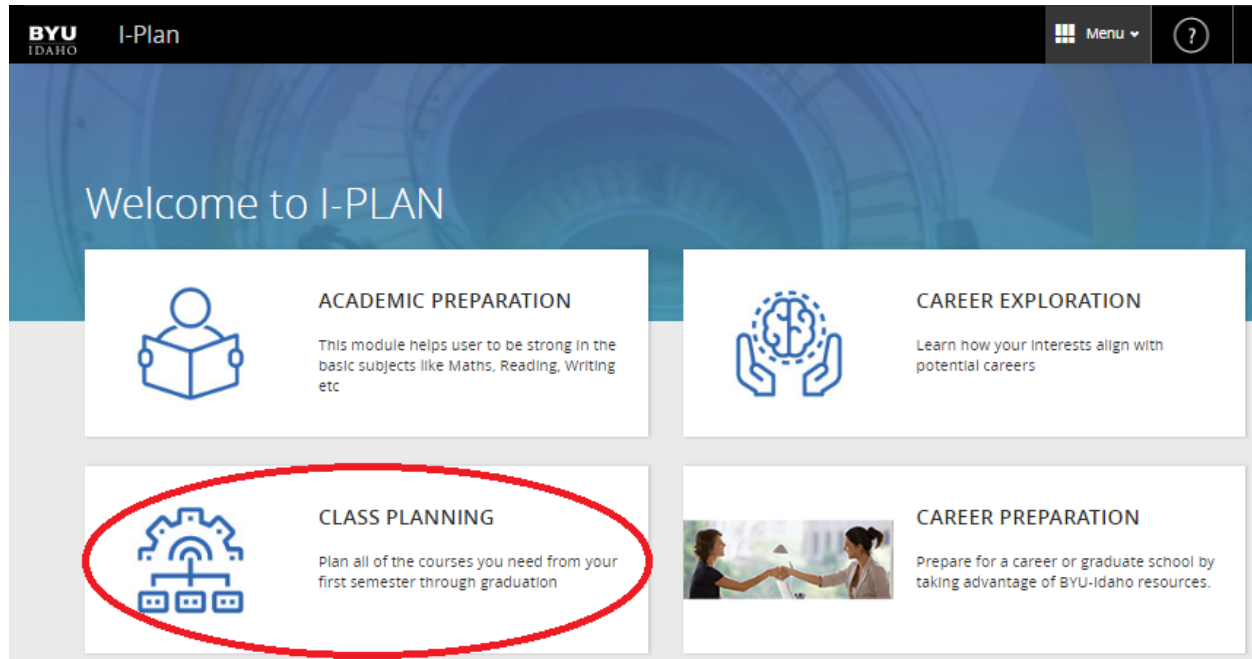
Type <https://iplan.byui.edu> into the address bar

## Login

A login form for the I-Plan system. It is a light gray rounded rectangle with a subtle drop shadow. Inside, the word "Username" is centered above a white text input field. Below that, the word "Password" is centered above another white text input field. At the bottom center is an orange button with the word "LOGIN" in white capital letters. At the very bottom, there are three links in blue text: "Change password", "Forgot username or password", and "Create username", separated by vertical bars.

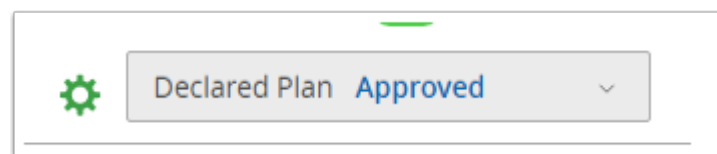
Login using your BYU-Idaho username and password.

## Navigate to Grad Plan



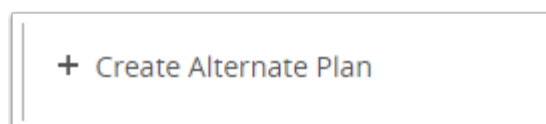
Click on Class Planning to access the Grad Planner.

## Click on Declared Plan



Click on the dropdown on Declared Plan at the top right of the page.

## Create Alternate Plan

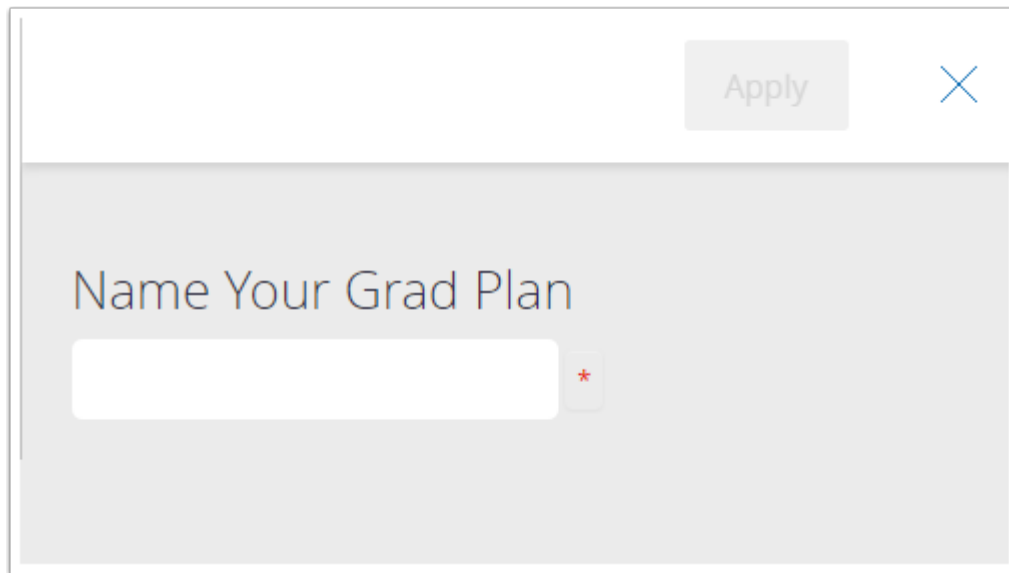




# BYU-Idaho Online Knowledgebase

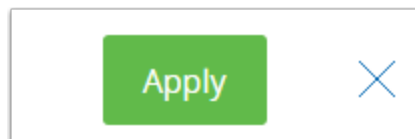
In the drop down options, click on Create Alternate Plan

## Name your Grad Plan

A modal window with a light gray background. In the top right corner, there is a gray button labeled "Apply" and a blue "X" icon. The main area of the modal has the text "Name Your Grad Plan" in a large, dark font. Below this text is a white text input field. To the right of the input field is a small red asterisk icon, indicating a required field.

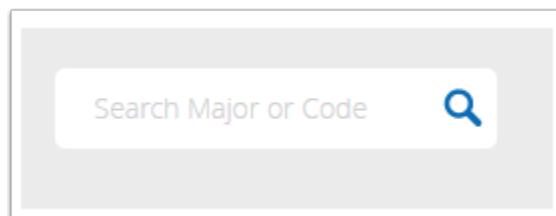
Enter a name for your Alternate Grad Plan

## Apply

A modal window with a light gray background. In the center, there is a green button labeled "Apply". To the right of the button is a blue "X" icon.

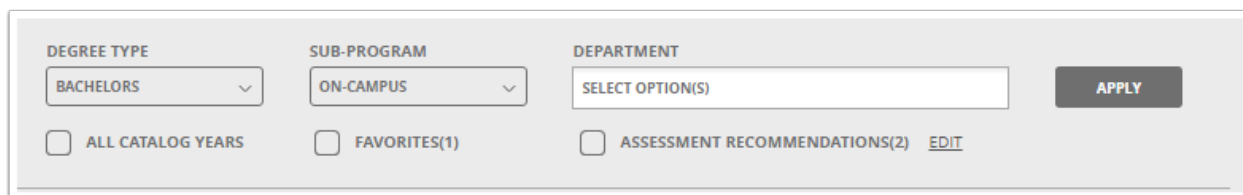
Click Apply to continue with the Alternate Grad Plan

## Search for a Major

A search bar with the placeholder text "Search Major or Code" and a magnifying glass icon.

Type the name of your desired major into the search bar

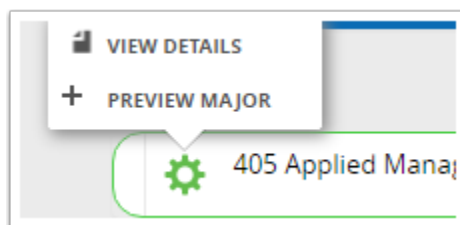
## Use Filters to find a major

A filter panel with three columns: "DEGREE TYPE" with a dropdown menu showing "BACHELORS", "SUB-PROGRAM" with a dropdown menu showing "ON-CAMPUS", and "DEPARTMENT" with a text input field showing "SELECT OPTION(S)". Below these are three checkboxes: "ALL CATALOG YEARS", "FAVORITES(1)", and "ASSESSMENT RECOMMENDATIONS(2)" with an "EDIT" link. An "APPLY" button is on the right.

The filters can be used to find a group of majors that you may interested in.

Using the dropdown arrows and check boxes select all of the filters that you would like, then click the Apply button

## View Details or Preview Major

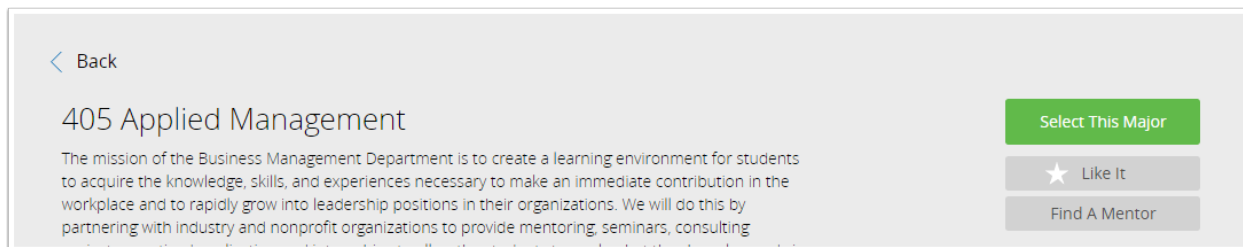


Click on the green gear next to the major that you are interested in

Click on either View Details or Preview major for more information regarding the major

## View Details

Below are the steps and what will be shown if you selected View Details



Information regarding the major you selected will be shown

If this is the major you would like click on Select This Major

## Preview Major

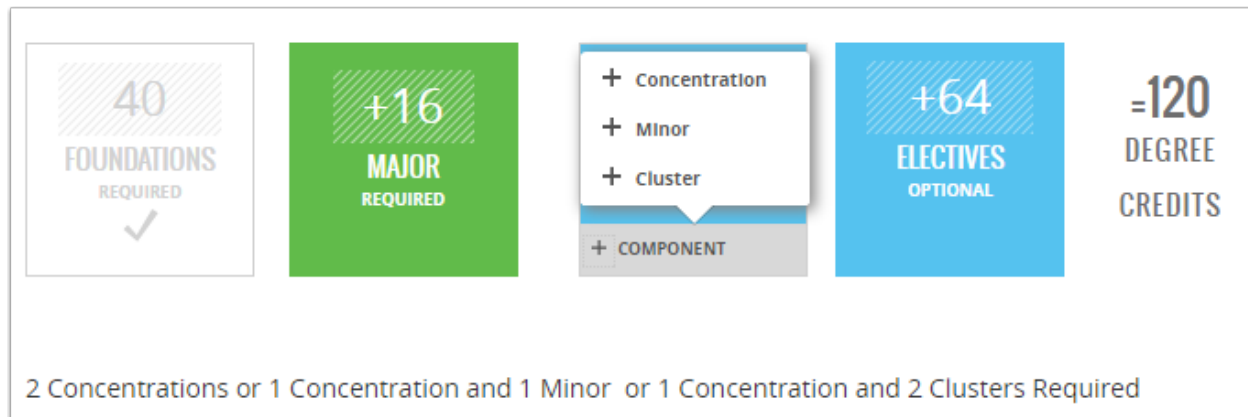
Below are the steps and what will be shown if you selected Preview Major



The number of required electives will be shown, or if the major you selected has a required minor or emphasis, that will also be shown.

If this is the major you would like click on Select this Major

## Add Components

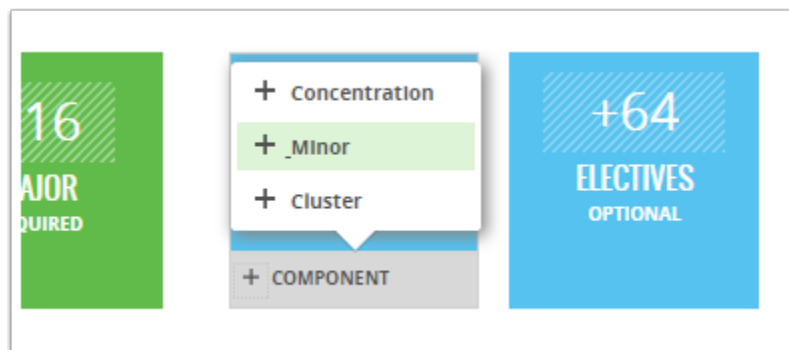


The screenshot displays a user interface for adding components to a degree plan. It features four main colored boxes: a grey box for 'FOUNDATIONS REQUIRED' (40 credits), a green box for 'MAJOR REQUIRED' (+16 credits), a blue box for 'ELECTIVES OPTIONAL' (+64 credits), and a total of '=120 DEGREE CREDITS'. A central menu is open, showing options: '+ Concentration', '+ Minor', '+ Cluster', and '+ COMPONENT'. Below these boxes, a text requirement states: '2 Concentrations or 1 Concentration and 1 Minor or 1 Concentration and 2 Clusters Required'.

Click on component to add the required component for the major you selected

As shown in the image above, the number of required components and the combinations available will be listed for your chosen major

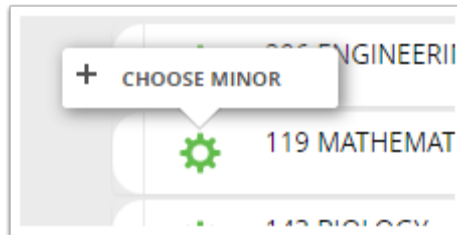
## Choose Required Component



This screenshot shows a closer view of the component selection interface. It includes the green 'MAJOR REQUIRED' box (+16 credits) and the blue 'ELECTIVES OPTIONAL' box (+64 credits). The central menu is open, with the '+ Minor' option highlighted in green. The '+ COMPONENT' option is visible at the bottom of the menu.

Click on Concentration, Minor, or Cluster to choose the required component for the major

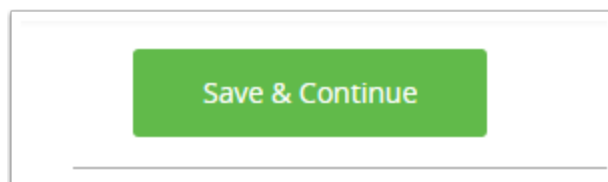
## Choose Desired Concentration, Minor, or Cluster



Click on the green gear next to the desired concentration, minor, or cluster

Click on Choose Concentration, Choose Minor, or Choose Cluster to declare that component

## Save and Continue



Once all of the required components have been selected, click on Save & Continue to save your Alternate Plan

## How to Delete Alternate Plans

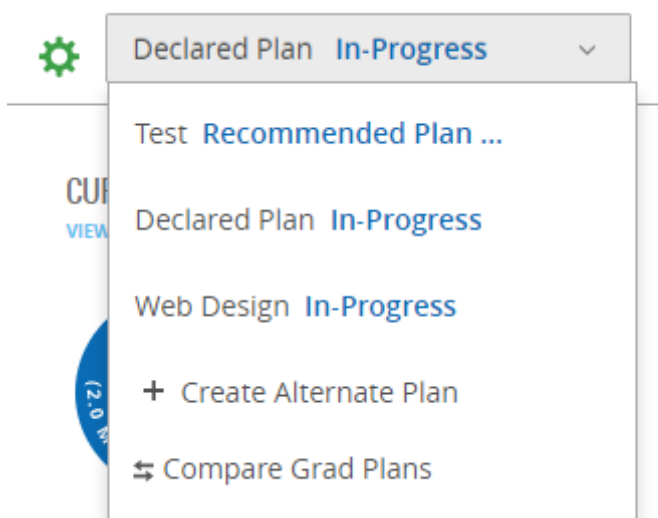
In Grad Planner you are limited to plan one Declared Plan and three Alternate Plans. If you would like to create more than three alternate plans you will have to delete one of the three Alternate Plans to do so. Here is How that is done:



STEP#1:

Using the Declared Plan drop down box, select the Alternate Plan you would like to delete.

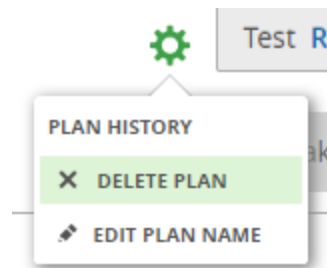
**\*Note: YOU CAN ONLY DELETE ALTERNATE PLANS. YOU CANNOT DELETE YOUR DECLARED PLAN.\***



STEP#2:

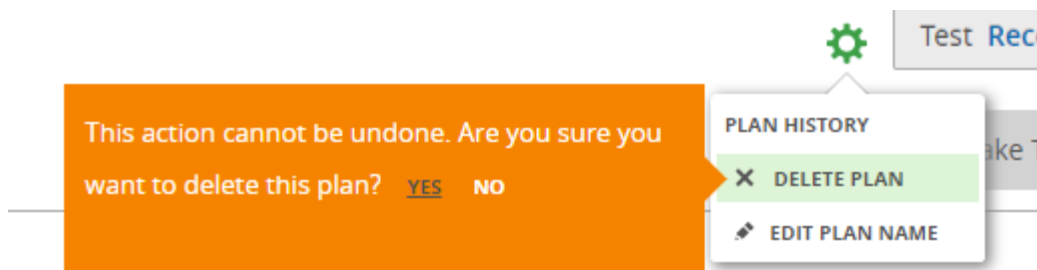
After selecting the Alternate Plan you would like to delete, click the green settings gear next to the Plans tab.

# BYU-Idaho Online Knowledgebase



STEP#3:

Select DELETE PLAN.



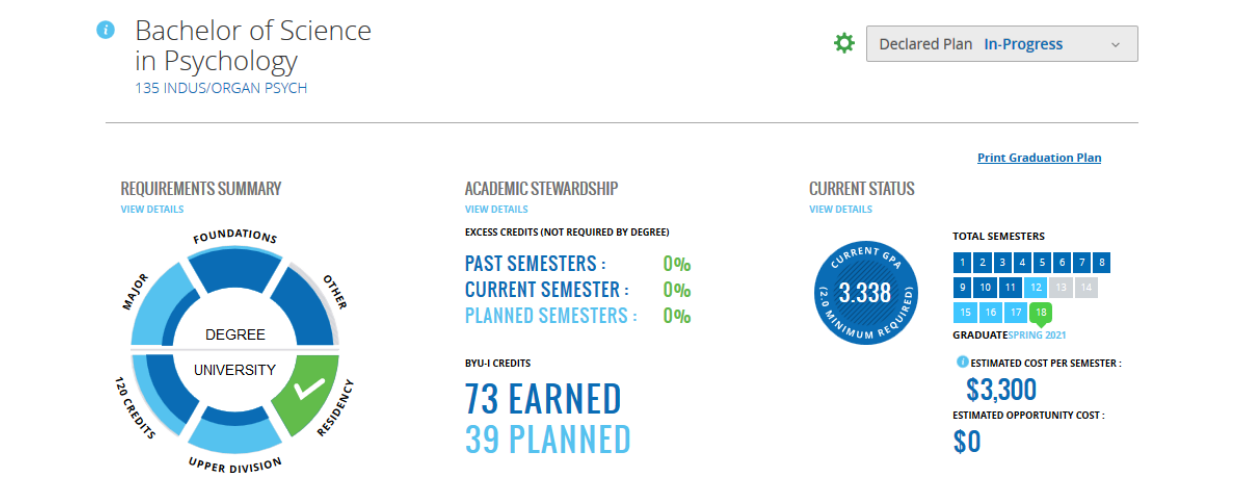
STEP#4:

Double check that this Alternate Plan is the plan you would like to delete. If yes, then click YES.

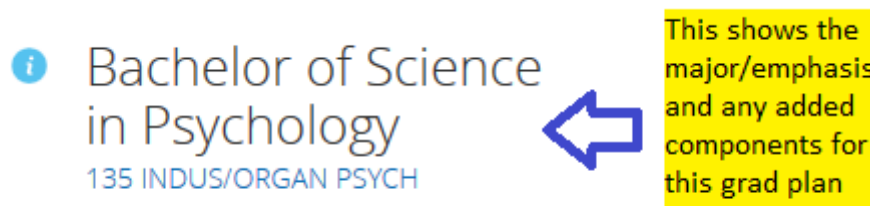
# What does the information at the top of Grad Planner tell me?

Log in to Grad Planner from [iplan.byui.edu](https://iplan.byui.edu)

## Overview



## Major, components, and plan status







Declared Plan **In-Progress** ▼

This shows the plan name and status. A declared plan will always be named Declared Plan, while alternate plans will have the name given by the user.

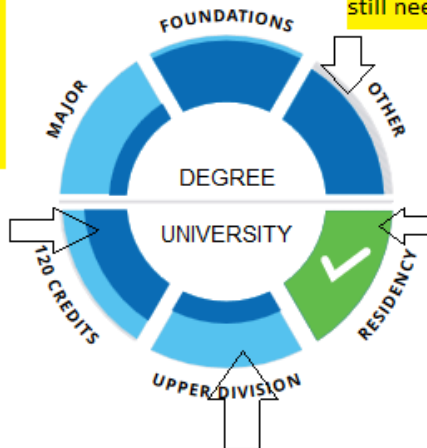
The plan status explains where the plan is at. For a definition on different statuses, please contact your advising office.

## Requirements Summary

This table gives a quick summary of graduation requirements. Each segment is a different requirement that must be complete in order to graduate. The color code allows you to understand what you have at a quick glance.

### REQUIREMENTS SUMMARY

[VIEW DETAILS](#)



Gray shows classes that still need to be planned

Dark blue is for classes that have been completed

Green indicates a completely fulfilled requirement

Light blue are classes that have been planned but not completed

## Academic Stewardship

### ACADEMIC STEWARDSHIP

[VIEW DETAILS](#)

EXCESS CREDITS (NOT REQUIRED BY DEGREE)

PAST SEMESTERS : 0%

CURRENT SEMESTER : 0%

PLANNED SEMESTERS : 0%

This shows the percentage of excess credits. These are classes not required for graduation. Color will change from green to orange to red as the number increases.

### BYU-I CREDITS

**73 EARNED**  
**39 PLANNED**

This shows BYU-Idaho credits. Any credits currently enrolled but not completed are considered Planned. This does not count any transfer credits, AP credits, or dual enrollment credits.

## Current Status

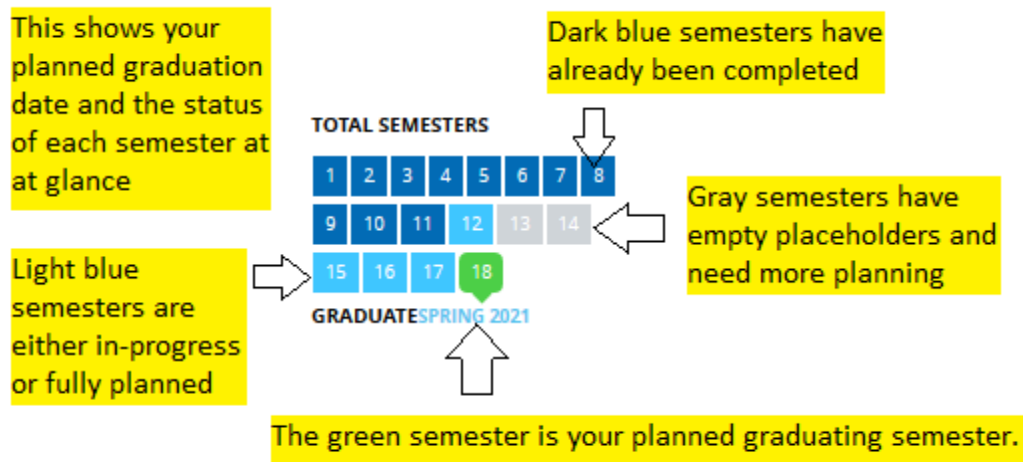
### CURRENT STATUS

[VIEW DETAILS](#)



This shows you your current GPA. Since a 2.0 or higher is required to graduate, the circle will change color to show status: red is below 2.0, orange is close above 2.0, and blue is high above 2.0.

# BYU-Idaho Online Knowledgebase



The opportunity cost calculator includes two parts: the estimated cost per semester, including tuition, books, rent, food, and other expenses; and how much you are *not* making by graduating and entering the workforce in your declared career.

ESTIMATED COST PER SEMESTER :

**\$3,300**

ESTIMATED OPPORTUNITY COST :


**\$0**


If you are taking excess elective credits that delay your graduation, your estimated opportunity cost will go up, indicating how much you are spending for college *and* not making by working full time.

Clicking on the numbers gives you more information and allows you to adjust the numbers being calculated. Clicking on the light blue *i* allows you to look at different financial aid options such as FAFSA, grants, scholarships, and loans.

# How do I print a grad plan?


## Printing a Declared Plan



 Grad Plan Tutorial

Declared Plan **In-Progress** ▼

[Print Graduation Plan](#)



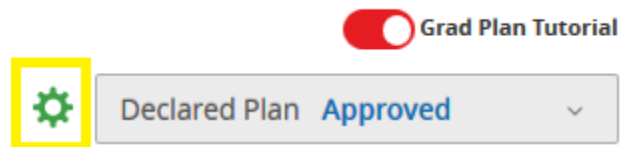
To print your grad plan  
click on Print Graduation  
Plan

*\*alternate plans can't be  
printed.*

# How do I duplicate a plan?

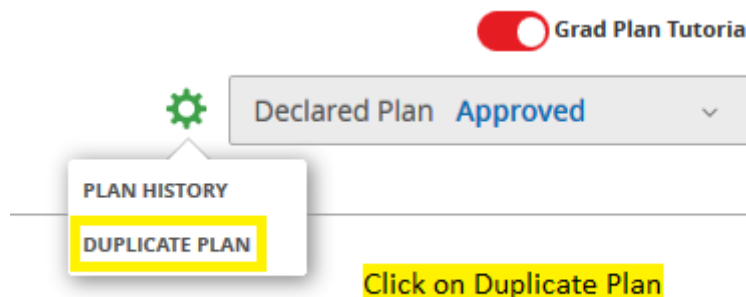
Login to Grad Plan (if you don't know how, click [here](#)).

Click the gear in the right corner

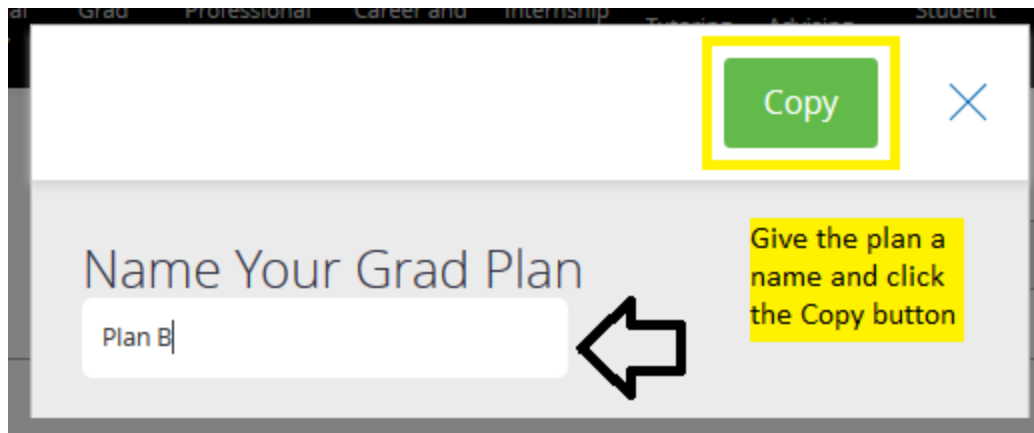


Click on the green gear

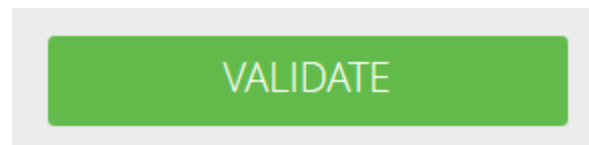
Select Duplicate Plan



## Name the Duplicate Plan

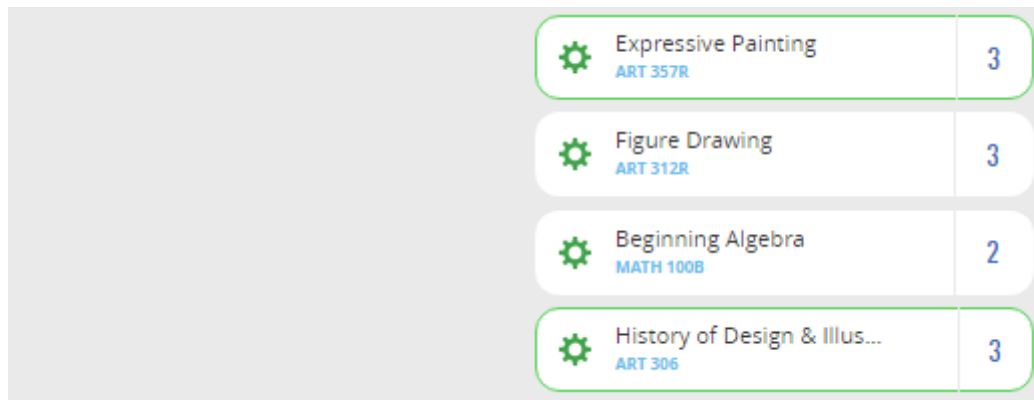


This will create a copy of the selected plan. It will count as an alternate plan, but will skip the steps of selecting a major and components. You can make adjustments to the alternate plan without changing anything on your declared plan. All the classes will be planned as on the original declared plan, but the duplicate plan will not be validated until you select the Validate button.

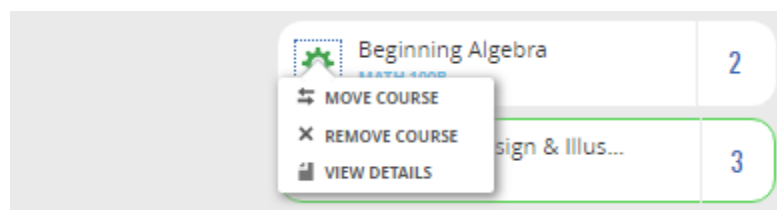


## Moving Courses

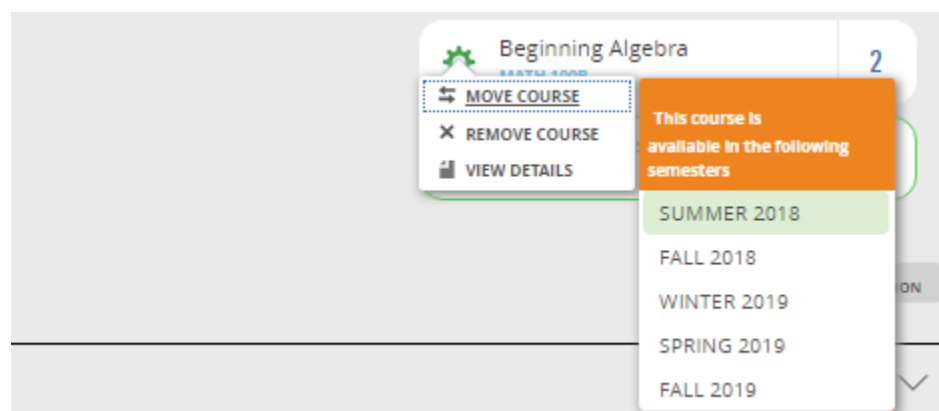
Choose the class you want to move



Click on the green gear



Click on MOVE COURSE and select the semester



Now your class is in the right semester

Summer 2018		2
	Beginning Algebra MATH 100B	2

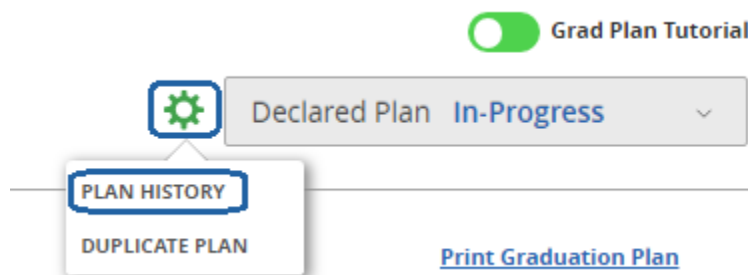


# How do I view my Plan History and what does it tell me?









Login to Grad Plan (if you don't know how to do it, click [here](#)).

## Access your Plan History

To get access to your Plan History. Click on the green gear and select Plan History.



## Understanding your Plan History

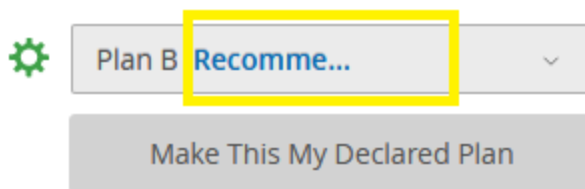
Plan History This tells you which plan the entry is about PLAN	This section shows you who has changed your grad plan CHANGE MADE BY	When was the last changed DATE / TIME	Here you can see your grad plan status STATUS :	To view notes click on the arrow VIEW
<b>DECLARED PLAN</b> Declared Plan	Magda Ramirez Olivares	08/16/2018 05:00 PM IST	In-Progress	
<b>DECLARED PLAN</b> Declared Plan	System	08/16/2018 04:58 PM IST	Some actions have a copy of your grad plan, click on Plan to view it.	 
<b>DECLARED PLAN</b> Declared Plan	Magda Ramirez Olivares	08/16/2018 04:58 PM IST	In-Progress	
Art Classes	Magda Ramirez Olivares	08/16/2018 04:55 PM IST	In-Progress	
Art Classes	System	08/16/2018 04:37 PM IST	Recommended Plan Applied	
Art Classes	System	08/16/2018 03:33 PM IST	Recommended Plan Applied	
Art Classes	System	08/16/2018 03:29 PM IST	Recommended Plan Applied	

# What is Grad Plan Status? What does it tell me about my Grad Plan?

## Grad Plan Status

Each Grad Plan has a status to tell you what is happening with your grad plan. You can see your status at the top right of your Grad Plan. Look below to see what each status means and what you can do with it.

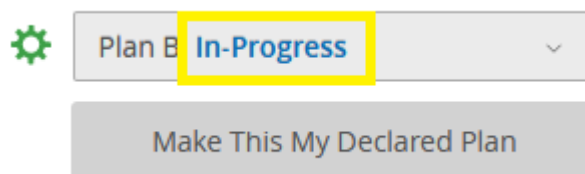
## Recommended Plan Applied



This means that your grad plan is ready to start but nothing has been done. The recommended plan built by the advising office is applied, but you haven't done anything.

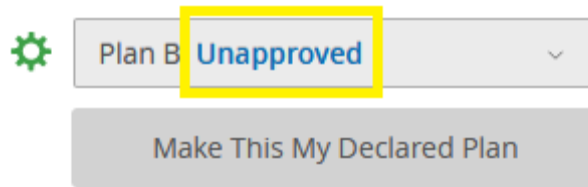
Each recommended plan includes all requirements for graduation, including major, foundation, minor/cluster/elective requirements and all placeholders.

## In-Progress



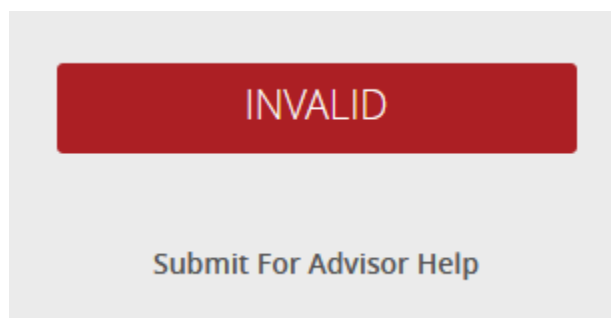
This means that you have started working on your grad plan. It could be as little as moving a class or placeholder or as much ready to validate.

## Unapproved

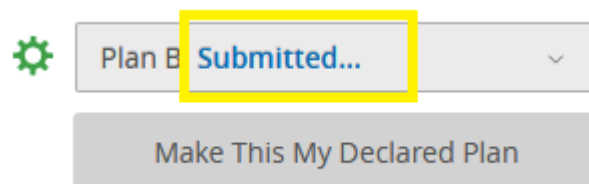


Your plan becomes unapproved when you try to validate your plan and something needs attention. Those errors will be shown in red.

To submit your grad plan to an advisor, you must first have tried to validate and received an unapproved plan.



## Submitted to Advisor or Pending



This is when you have submitted your Grad Plan to an advisor for help. They have not yet started working on it, but it is in their queue to look at.

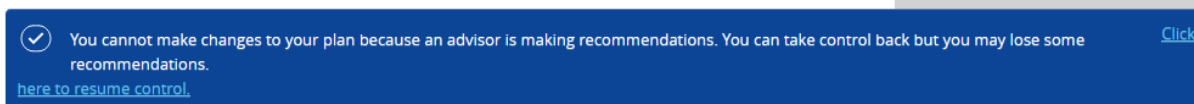
Be aware that if you make any changes after submitting it to an advisor, it changes the status back to In-Progress, which removes it from their queue and they will not see it.

## Advisor In-Progress



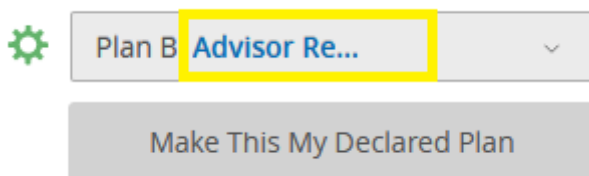
This means that an advisor has started looking at your plan and is making recommendations. If your grad plan stays in this status for several days, you may want to contact your advising office.

If you try to log in to your grad plan while it is in advisor hands, you will receive the following warning:



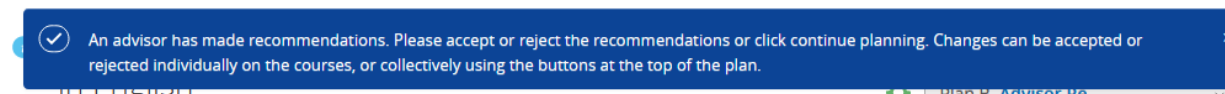
If you resume control, you may not receive all of the recommendations they were working on, and they will receive a message saying you have taken control back.

## Advisor Recommendation



This means that an advisor has finished making recommendations and submitted it back to you. You have not accepted or rejected any of their recommendations or made any changes since they sent it back to you.

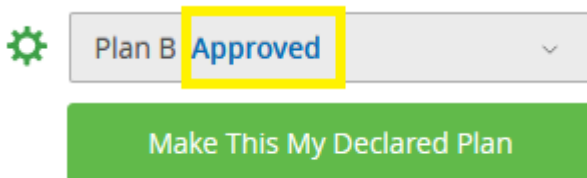
You will also receive this message when you log in:



# BYU-Idaho Online Knowledgebase

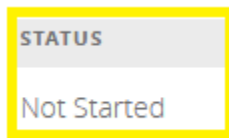
You must accept or reject recommendations before continuing with your plan. When you accept or reject, the plan status will change. If the recommendations finished your plan, it will become Approved. If the recommendations did not finish your plan, it will become Unapproved. When you make any changes, it will become In-Progress.

## Approved



This means your Grad Plan is good to go! You have chosen classes for all your placeholders, resolved any sequencing errors, and classes are planned in semesters where they will be offered. Having an Approved plan will remove any High Credit Restriction on your account. If you are working with an Alternate Plan, you can also change it to your Declared Plan, which will change your major and any new components such as catalog year, emphasis, or minor to those of the Alternate Plan.

## Not Started



If you see your grad plan status is Not Started, contact your advising office.

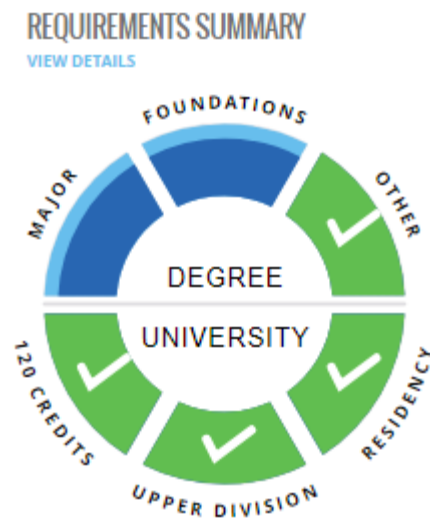
This means either that there is no Recommended Plan to apply to your grad plan, or that you have never opened Grad Planner. Either way, if you see it, it usually means something is wrong. Contact your advising office.

# How do I view the details of my plan?

Login to Grad Plan (if you don't know how to do it, click [here](#)).

## Click on view details

This can be found either under Requirement Summary, Academic Stewardship, or Current Status

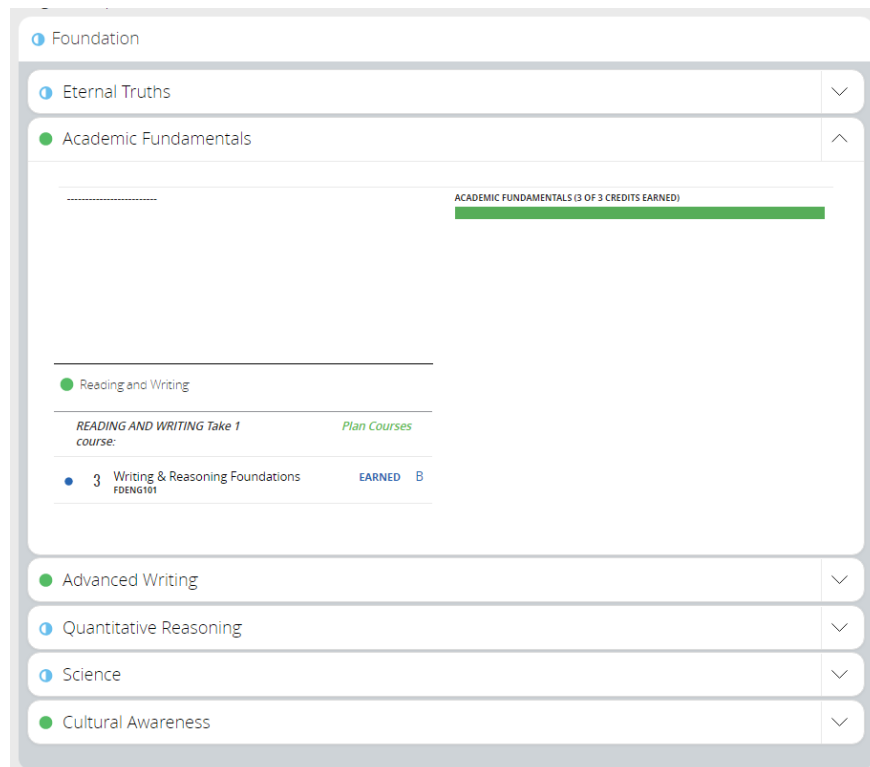


Under the View Details section, you can view all the Foundation classes and courses pertaining to your major.

# BYU-Idaho Online Knowledgebase



To view each section click on the arrow pointing down. This will show you what classes you need to plan or what classes you have completed.

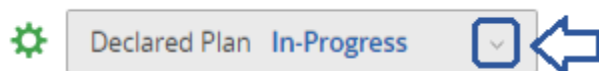




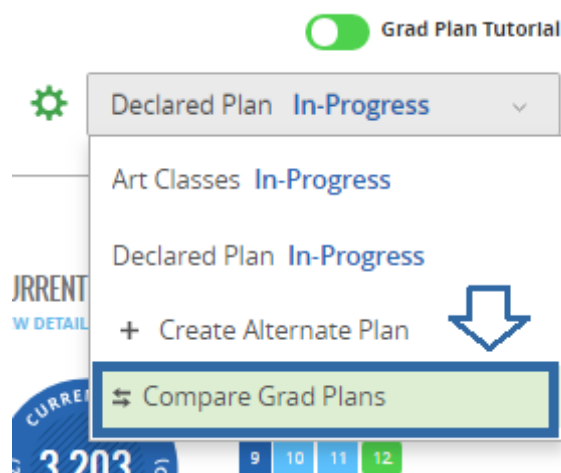
## How do I compare plans?

### Log in to Grad Plan

Click the down arrow by Declared Plan in the upper right corner

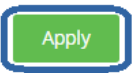




### Select Compare Grad Plans



### Choose which Grad Plans to compare

You can select which plans you would like to compare by clicking on the box. You can compare a plan before it is approved. When you are ready to compare click Apply.

 [Close](#) 

## Compare Plans

Choose which Graduation Plans you would like to compare.

Graduation Plans

DECLARED PLAN

☒

ART CLASSES

☒

## View compared plans

[< Back To Grad Plan](#)

## Compare Plans

Use the data below to compare your plans and determine the best plan for you. Clicking on "Make this my plan" will override your declared plan and will change your declared major and other components if they are different than what you currently have declared. Please note: only APPROVED alternate plans can be made your declared plan.

Here you can compare all aspects of your plans

- Major/Emphasis
- Catalog year
- Credits
- Graduation Date etc.

# BYU-Idaho Online Knowledgebase

Declared Plan  
NOT APPROVED

MAJOR / EMPHASIS  
Bachelor of Arts in Art

CATALOG YEAR  
2014

CREDITS  
122.5 Complete  
25 Remaining

EXPECTED GRADUATION  
July 2019

MINORS  
None

CLUSTERS  
None

CAREER  
Art, Drama, and Music Teacher,  
Postsecondary

EXCESS CREDITS  
Past: 16%  
Present: 0%  
Future: 28%

ESTIMATED COST PER SEMESTER  
\$3,300

OPPORTUNITY COST  
\$63,432

Art Classes  
NOT APPROVED

Make This My Plan

MAJOR / EMPHASIS  
Bachelor of Arts in ART

CATALOG YEAR  
2017

CREDITS  
122.5 Complete  
51.5 Remaining

EXPECTED GRADUATION  
July 2020

MINORS  
None

CLUSTERS

CAREER  
Art, Drama, and Music Teacher,  
Postsecondary

EXCESS CREDITS  
Past: 37%  
Present: 0%  
Future: 23%

ESTIMATED COST PER SEMESTER  
\$3,300

OPPORTUNITY COST  
\$105,720

You can open each semester and view the classes planned. With this, you can compare what classes you had planned, when the plans branch away from each other, and see the planned graduating semester, your current semester will show up in blue.

# BYU-Idaho Online Knowledgebase

Courses

University Requirements

Fall 2014

Spring 2015

Winter 2016

Spring 2016

Fall 2016

Winter 2017

Spring 2017

Fall 2017

Spring 2018

Fall 2018

Winter 2019

Spring 2019

Courses

University Requirements

Fall 2014

Spring 2015

Winter 2016

Spring 2016

Fall 2016

Winter 2017

Spring 2017

Fall 2017

Spring 2018

Fall 2018

Spring 2019

Fall 2019

Spring 2020

Spring 2018

Fall 2018

Winter 2019

Jesus Christ Everlasti...  
FDREL250

Math for the Real Wo...  
FDMAT108

Internship in the Arts  
ART 498R

Spring 2019

Expressive Painting  
ART 357R

Fall 2017

Spring 2018

Fall 2018

Winter 2019

Art Emphasis Group 1  
Take 2.5 Credit(s)













Spring 2019

Fall 2019


Spring 2020

## Class Color Meaning


All classes taken in past semesters show up in grey.

Winter 2016	14	Spring 2016	14	Fall 2016	11
 Book of Mormon FDREL122	2	 The Eternal Family FDREL200	2	 New Testament FDREL211	2
 Drawing I ART 110	3	 Art History I ART 201	3	 Advanced Writing and R... FDENG301	3
 Design and Color ART 107	3	 Ceramics I ART 220	3	 Global Hotspot: Pakistan FDINT211	3
 Textiles HFED 360	3	 Beginning French I FR 101	4	 Book Arts ART 336	3


Classes with a prerequisite or classes that did not get a passing grade show up in red

 Art History II ART 202	0
---	---

Classes in current semesters show up in blue.

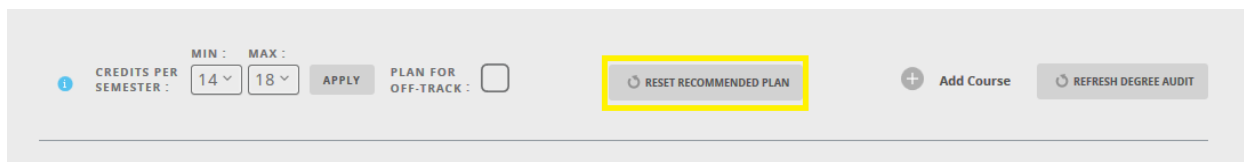
 Art Seminar ART 297R	0.5
 Oil Painting I ART 250	3
 Introduction to Lithogra... ART 272	3

Future classes show up in green.

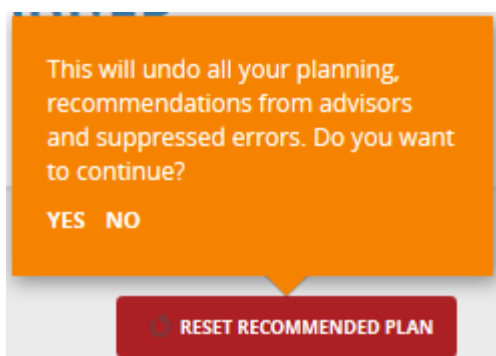
 Internship in the Arts ART 498R	1
 Expressive Painting ART 357R	3

# What does resetting the recommended plan do?

## The reset button



The reset recommended plan button is located at the top of the grad plan, underneath the overview information.



When you click it, you will receive this warning. This will reset everything that has been done to your plan. All planned classes will change back to placeholders, any suppressed classes and errors will no longer be suppressed, and any adviser notes and recommendations will be removed.

The settings about how many credits are planned for each semester and whether to plan for an off-track will be reapplied.

# BYU-Idaho Online Knowledgebase

## Before

Year 2018 ( 11 Credits)					
Winter 2018		3	Spring 2018		0
Summer 2018		2			1
Editing ENG 326		3	Foundations of the Rest... FDREL225		2
Fall 2018		6			
British Lit-Neoclassic/Ro... ENG 332		3			
History of English Lang... ENG 327		3			
			- SUMMER SESSION		
Year 2019 ( 6 Credits)					
Winter 2019		6	Spring 2019		0
Fall 2019		0			1
Tech for Professional W... ENG 321		3			3
Senior Writing Seminar ENG 495		3			
			+ SUMMER SESSION		



## After

Year 2018 ( 3 Credits)

Winter 20183

Spring 20180

Fall 20180

EditingENG 3263

English LiteratureTake 3 Credit(s)

CapstoneTake 3 Credit(s)

General ElectiveTake 2 Credit(s)

Student Choice ModuleTake 3 Credit(s)

Student Choice ModuleTake 3 Credit(s)

+ SUMMER SESSION

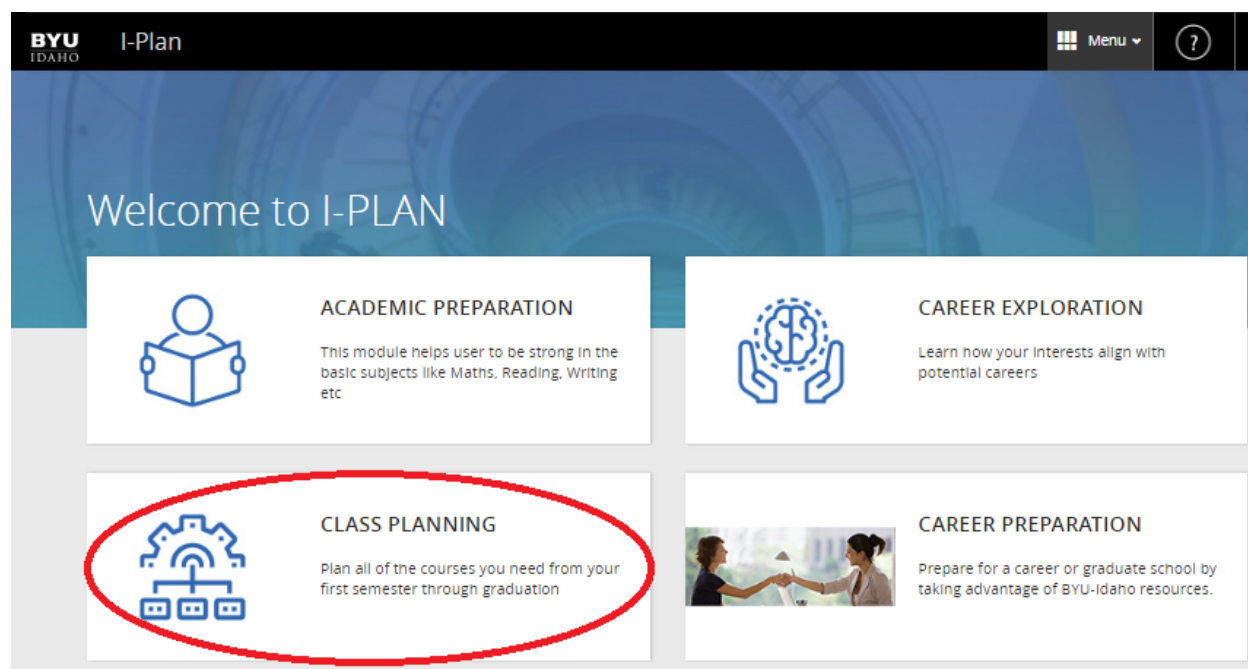
+ Add Calendar Year

# How do I refresh my degree audit and what does that do?

## The Refresh Degree Audit button

If you don't know how to access I-Plan please click [here](#).

Once you are on I-Plan click on Class Planning to access your Grad Planner.



Now you are in your grad planner, click on refresh degree audit.

Bachelor of Arts in Art

191 PRINTMAKING

Grad Plan Tutorial

Declared Plan **In-Progress**

---

REQUIREMENTS SUMMARY

VIEW DETAILS

ACADEMIC STEWARDSHIP

VIEW DETAILS

EXCESS CREDITS (NOT REQUIRED BY DEGREE)

PAST SEMESTERS : 16%

CURRENT SEMESTER : 0%

PLANNED SEMESTERS : 32%

CURRENT STATUS

VIEW DETAILS

[Print Graduation Plan](#)

TOTAL SEMESTERS

1	2	3	4	5	6	7	8
9	10	11					

GRADUATE WINTER 2019

ESTIMATED COST PER SEMESTER : \$3,300

ESTIMATED OPPORTUNITY COST : \$63,432

1 CREDITS PER SEMESTER : MIN : 14 MAX : 18 APPLY

PLAN FOR OFF-TRACK : ☒

RESET RECOMMENDED PLAN

REFRESH DEGREE AUDIT

The Refresh Degree Audit button is located at the top of the grad plan, underneath the overview information.

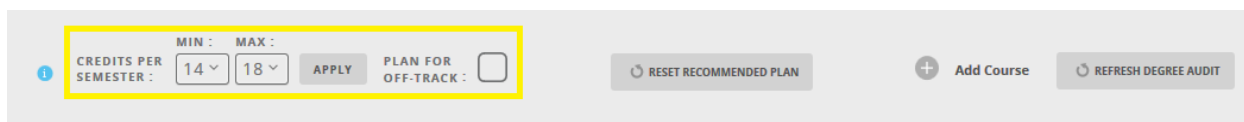
Clicking it will refresh the information that your grad plan receives from the degree audit.

This is especially helpful if you find yourself in one of the following situations:

- You recently changed your registered classes and your grad plan doesn't reflect the changes
- You recently got a substitution or waiver approved that is not being reflected on your grad plan

Refreshing the degree audit *will not* change any of the classes you have planned. It will not remove classes, change the classes you've planned to new ones, or move them to other semesters.

## How do I adjust the recommended plan?



The screenshot shows a user interface for a graduation planner. A yellow box highlights the 'CREDITS PER SEMESTER' section, which includes a 'MIN' dropdown set to 14, a 'MAX' dropdown set to 18, an 'APPLY' button, and a 'PLAN FOR OFF-TRACK' checkbox. To the right of this section are three buttons: 'RESET RECOMMENDED PLAN', 'Add Course' (with a plus icon), and 'REFRESH DEGREE AUDIT' (with a circular arrow icon).

By default, the recommended plan will populate your required classes and placeholders into your plan, putting between 14 and 18 credits of classes and placeholders in each on-track semester and avoiding off-track semesters unless specified in the recommended plan.

You can adjust any of these by either adjusting the settings or by manually moving your classes:

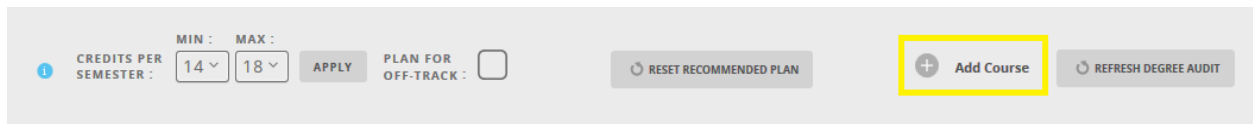
- To adjust the settings for how many credits are put in each semester, change the min and max credits per semester. You can change the spread to be between 4 and 7 credits (e.g. you can tell it to have a range of 10-14 credits each semester but not 10-12 credits each semester, and you can tell it to have a range of 10-17 credits but not 6-17 credits). Then click apply.

To adjust whether to plan a full semester during your off-track or not, check or uncheck the box. Then click apply.

- To adjust these manually, simply move classes around on your grad plan.

## How do I add an extra class?

### Add Course button



The Add Course button is located at the top of the grad plan, just underneath the overview information.

To add an extra course, beyond what is already in your grad plan, click on the button.



If you still have empty placeholders in your grad plan, you will receive this warning. Before you can add excess classes, you must fill every placeholder. Your plan does not have to be approved, but you do have to fill every placeholder.

# BYU-Idaho Online Knowledgebase

DEPARTMENT:	INSTRUCTIONAL METHOD:	CREDITS:	COURSE TYPE:
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>
Introduction to Accounting ACCTG100	Introduction to Accounting	2	
Survey of Accounting ACCTG180	Survey of Accounting	3	
Financial Accounting ACCTG201	Financial Accounting	3	
Managerial Accounting ACCTG202	Managerial Accounting	3	
Accounting Software ACCTG285	Accounting Software	2	
Volunteer Income Tax Assistance ACCTG221R	Volunteer Income Tax Assistance	2	
Special Projects ACCTG299R	Special Projects	1 - 3	
Intermediate Financial Acct. I ACCTG301	Intermediate Financial Acct. I	3	
Intermediate Financial Acctg II ACCTG302	Intermediate Financial Acctg II	3	
Cost Accounting ACCTG312	Cost Accounting	3	

First Previous **1** 2 3 4 5 6 7 8 9 10 ... Next Last

When all your placeholders are chosen and you select the Add Course button, you will receive the course selection screen. This is exactly the same as the course selection screen for General Elective placeholders. Find the class you want, click on the green plus sign, select a semester, and then click Plan at the top of the selection screen.

## ACADEMIC STEWARDSHIP

[VIEW DETAILS](#)

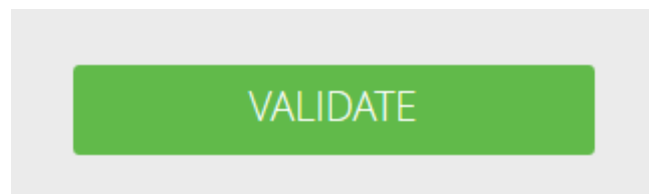
**EXCESS CREDITS (NOT REQUIRED BY DEGREE)**

<b>PAST SEMESTERS :</b>	<b>6%</b>
<b>CURRENT SEMESTER :</b>	<b>0%</b>
<b>PLANNED SEMESTERS :</b>	<b>9%</b>

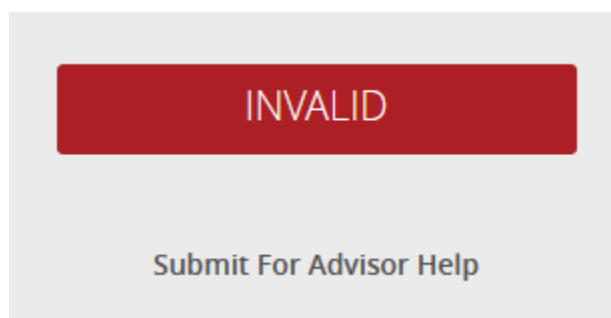
Also realize that adding courses is adding excess credits. These are credits that are not required to graduate. To talk to someone about how excess credits can help or hurt your situation, contact your advising office for your major.

# How do I submit a grad plan to an advisor for help?

## Try to validate your plan



Before you can submit your grad plan to an advisor, you *must* try to validate it.



After it is invalid, the Submit For Advisor Help button shows up. Click on it.

Requesting Advisor Help

Close X

Message:

Type a message here to your advisor. Include all information they need to find the problem. They will then look at your plan and respond to you through grad planner.

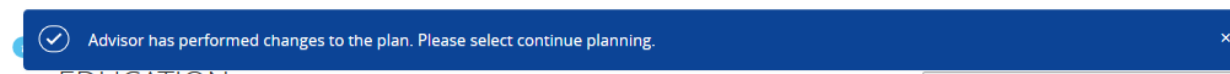
Submit

Type your message in the box and submit.

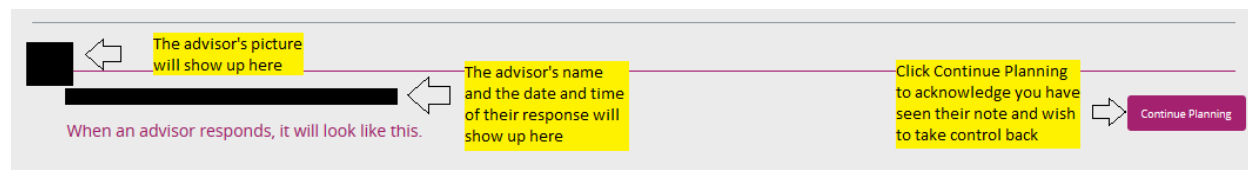
## Hearing back from an advisor

When an advisor looks at your plan and responds, they typically do not send an email. Their response comes directly through Grad Planner.

This means you should check Grad Planner every few days to see if they have responded.

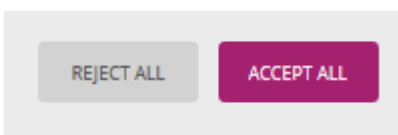


When an advisor has responded, you will see this note at the top of your page.



A little lower down you will see this, which shows you what the advisor said back.

## Accept/Reject or Continue Planning



Depending on what the advisor did, sometimes you need to accept their changes or reject their changes. These could include moving classes to different semesters or planning different classes. This will show up in place of the Continue Planning button.



# What is an alternate plan?

## What is it?

An alternate plan is a grad plan other than your declared plan. You can make an alternate plan to help you with a variety of things, such as

- planning your declared major with a backup plan option
- planning your declared major with a new minor/cluster
- planning your declared major with a new catalog year
- planning a new major or emphasis to change your major or emphasis

## What can I do with it?

If you want to change your major/emphasis/minor/cluster/catalog year, you do that with an alternate plan.

You can have multiple plans to consider how life choices will impact your schooling, such as a mission, deferment, internship, pregnancy, or other matters.

You can compare your declared plan and any alternate plans side by side to look at differences in classes, credits per semester, and time to graduation.

# Things You Need to Know Before Creating an Alternate Grad Plan

An alternate plan is a grad plan you can make to plan an alternative major. You can still keep your declared plan.

## Majors

When you are creating an alternate plan you will see different boxes and options. Every search box will help you to refine your search.

Choose Components

Click 'Save & Continue' after making your selection(s). Options are arranged from shortest to longest path through graduation. [HIDE CREDITS](#)

40 FOUNDATIONS REQUIRED

+51 MAJOR REQUIRED

+29 ELECTIVES OPTIONAL

=120 DEGREE CREDITS

You can search for a major by name or code.

You can change the degree type and sub-program by changing the options here.

You can search by department as well, using this search bar.
















After changing any of the search parameters, click apply to adjust the list of majors below.

If you want to create a plan for your current major, click here.

By default, this list will only show the current catalog year. To look at older catalog years, check this box.

You can search for majors that fit with your assessment or that you have favorited earlier using these check boxes.

Select the gear to look at more options for each major listed.

MAJOR	CATALOG	REMAINING	REQUIRED COMPONENTS	FACTS	STATUS	LIKE IT
 My Declared Major	2017-2019	13	Minor		Application Required	
 630 English	2017-2019	13	Electives		Viable	
 405 Applied Management	2017-2019	26	Electives		Application Required	
 836 Eng Ed - First Field	2017-2019	26	Minor		Viable	
 Interdisciplinary studies - D112 Biochemistry	2017-2019	29	Concentration, Minor, Cluster		Application Required	

When you are choosing a major you will notice that some majors have the option Viable and Not Viable.

# BYU-Idaho Online Knowledgebase

Search Major or Code		DEGREE TYPE BACHELORS	SUB PROGRAM ON-CAMPUS	DEPARTMENT HUMANITIES & PHILOSOPHY X	APPLY	
<input checked="" type="checkbox"/> ALL CATALOG YEARS		<input type="checkbox"/> FAVORITES(0)		<input type="checkbox"/> ASSESSMENT RECOMMENDATIONS(26) EDIT		
MAJOR	CATALOG	REMAINING	REQUIRED COMPONENTS	FACTS	STATUS	LIKE IT
671 Humanities	2014-2015	13	Cluster		Viable	★
671 Humanities - 132 Law	2013-2014	34	Cluster, Emphasis		Not Viable	★
671 Humanities - 131 Intellectual Hrtg	2013-2014	42	Cluster, Emphasis		Not Viable	★
671 Humanities - 133 Lifelong Learning	2013-2014	42	Cluster, Emphasis		Not Viable	★
671 Humanities - 153 Business	2013-2014	42	Cluster, Emphasis		Not Viable	★

MAJOR	CATALOG	REMAINING	REQUIRED COMPONENTS	FACTS	STATUS	LIKE IT
671 Humanities	2014-2015	13	Cluster		Viable	★ ^
671 Humanities	2015-2016	13	Cluster		Viable	★
671 Humanities	2016-2017	18	Electives		Viable	★
671 Humanities	2017-2019	39	Electives		Not Viable	★
671 Humanities - 132 Law	2013-2014	34	Cluster, Emphasis		Not Viable	★
671 Humanities - 131 Intellectual Hrtg	2013-2014	42	Cluster, Emphasis		Not Viable	★
671 Humanities - 133 Lifelong Learning	2013-2014	42	Cluster, Emphasis		Not Viable	★
671 Humanities - 153 Business	2013-2014	42	Cluster, Emphasis		Not Viable	★

If a major is Viable, it means, based on a quick credit count, that you will be able to complete that major under 140 credits.

If a major is grayed out and says it is "Not Viable", this does not mean that you are unable to take the major. It means that, based on a quick count, you may not be able to complete the major in under 140 credits.

Being over 140 doesn't always mean you can't declare the major, but it does mean that you will need an advisor's help and input to get permission to change your major.

## View Details

To view the major details click on the green gear and click on view details.

My Declared Major		2015-2016	38	Emphasis			
668 ART - 188 ILLUSTRATION - 660-188							
VIEW DETAILS							
+ PREVIEW MAJOR	CATALOG	REMAINING	REQUIRED COMPONENTS	FACTS	STATUS	LIKE IT	
687 Music	2017-2019	54	Electives		Viable	★	

# BYU-Idaho Online Knowledgebase

[< Back](#)

This gives you information about the program and outcomes

## 671 Humanities

The Humanities major is designed in the spirit of the ancient and proven curriculum of the liberal arts. The liberal arts are literally those arts appropriately exercised by a free people for their own sakes: learning that has as its end a well-trained mind, a virtuous character, and a spiritual and intellectual life rich in concepts and symbols. The liberal arts, more than any other curriculum, develop students' abilities to understand, interpret, and evaluate complex texts, to articulate clearly their own thinking, to make effective judgments, and to solve problems. Furthermore, the Humanities major is designed for students who want a broad liberal education and an excellent preparation for professional schools such as law and medicine, for graduate programs in the humanities and other liberal arts, and for life as parents, citizens, and disciples. Liberal arts students also find their skills very much sought after by businesses. For many centuries the liberal arts have proven their value in preparing people for successful living and working. There are two points of focus in choosing a career: Things or People. A humanities degree is best suited with any career that deals with relationships with people – thus Business, Law, Education, Politics, etc.

Click this button to choose this major and continue with the alternate plan

**SELECT THIS MAJOR**

★ LIKE IT

FIND AN ALUMNI PROFESSIONAL

SEMESTERS TO GRADUATE

**AVG: 10**

GRAD SCHOOL PLACEMENT  
NO DATA AVAILABLE

POPULARITY  
BYU-Idaho STUDENTS  
IN THIS MAJOR

**155**

SATISFACTION  
GRADUATION

**79%**

This section provides statistical information about the program

PLANS AT GRADUATION

EMPLOYMENT: **20%**

GRAD SCHOOL: **2%**

OTHER PLANS: **75%**

GRADS UNEMPLOYED  
NAT'L: **4.4% FOR 2017**

### Courses

Adv Research & Literary Analysis

American Art

American Lit - Colonial/Romantic

Ancient & Medieval Philosophy

Advanced Writing And Research

American Government

American Lit - Realism & Modern

Ancient Greece And Rome

Africa Since 1400

American Humanities

Ancient & Medieval Philosophy

Ancient Greece And Rome

This gives you a list of the classes required by the major

VIEW ALL

### Related Careers

Compare Select Up To 3 Careers RESET CAREERS

You can select multiple careers to compare side by side

This provides information on careers that are related to the major.

You can like a career to look at later in the Educational Strategy module of I-Plan

COMPARE	CAREER NAME	DESCRIPTION	ANNUAL WAGES	DEGREE TYPE	LIKE IT
<input type="checkbox"/>	Legislator	Develop, introduce or enact laws and statutes at t...	\$19,008	Bachelor's degree	★
<input type="checkbox"/>	Human Resources Specialist	Perform activities in the human resource area. Inc...	\$44,339	Bachelor's degree	★
<input type="checkbox"/>	Attorney	Represent clients in criminal and civil litigation an...	\$76,443	Doctoral or professional de...	★
<input type="checkbox"/>	Area, Ethnic, and Cultural St...	Teach courses pertaining to the culture and devel...	\$34,019	Doctoral or professional de...	★
<input type="checkbox"/>	History Teacher, Postsecon...	Teach courses in human history and historiograp...	\$34,019	Doctoral or professional de...	★
<input type="checkbox"/>	Philosophy and Religion Te...	Teach courses in philosophy, religion, and theolog...	\$34,019	Doctoral or professional de...	★
<input type="checkbox"/>	Middle School Teacher, Exc...	Teach students in one or more subjects in public ...	\$40,678	Bachelor's degree	★

Clicking on the green gear gives you more options

Like It

## Choosing Extra Components

After you select the major, you may be given a chance to declare an additional component. This means a minor or a cluster.

In some majors, you are *required* to declare a minor or cluster. Some *allow* you to declare a minor or cluster but you are not required; it is optional and dependent on credits. Others still *prevent* you from declaring a minor or cluster because there is no room in the degree for an additional component.

If you are given the opportunity to add a component, it will look this:

You've chosen 687 Music

Click 'Save & Continue' after making your selection(s). Options are arranged from shortest to longest path through graduation. [HIDE CREDITS](#)

39  
FOUNDATIONS  
REQUIRED  
✓

+52  
MAJOR  
REQUIRED

+0  
CLUSTER  
OPTIONAL  
— COMPONENT

+0  
COMPONENT  
OPTIONAL  
+ COMPONENT

+29  
ELECTIVES  
BEST OPTION

=120  
DEGREE  
CREDITS

☐ ALL CATALOG YEARS

SUB-PROGRAM  
ON-CAMPUS

DEPARTMENT  
SELECT OPTION(S)

APPLY

My Declared Major	2015-2016	38		
660 ART - 188 ILLUSTRATION - 660-188				

\*Non viable components cannot be selected

+ CHOOSE CLUSTER

CLUSTER

	CATALOG	REMAINING		
5200 2-D STUDIES	2017-2019	0		
MUSIC - JAZZ PERFORMANCE	2017-2019	0		
5207 ART FUNDAMENTALS	2017-2019	3	Not Viable	

\*Some majors won't have the option to add an extra component. If you have further questions please contact your advising center.

Now that you know more about creating an alternate plan, you can click [here](#) to see the steps to create an alternate grad plan.

## Validating Plan

Once you have created a plan that meets the requirements then it is ready to be approved or "Validated" by Academic Advising.

After you have made sure that all the requirements have been met, you can select the button at the bottom of the screen that says "Validate plan". This sends it to an Adviser to approve and validate.

The screenshot displays the 'Bachelor of Arts in Art' graduation planner interface. At the top, it shows '101 PREREQUISITES' and a 'Grad Plan Tutorial' button. A dropdown menu indicates the 'Declared Plan: In-Progress'. The main content area is divided into three columns: 'REQUIREMENTS SUMMARY' with a circular progress chart, 'ACADEMIC STEWARDSHIP' showing credit progress (106 earned, 25 planned), and 'CURRENT STATUS' with a '3.203' GPA. Below these, a 'Print Graduation Plan' link is visible. A section for 'CREDITS PER SEMESTER' includes a table with 'MIN' and 'MAX' values and an 'APPLY' button. A 'RESET RECOMMENDED PLAN' button is also present. A warning message states: 'Following errors have been identified: Your excess credits are too high. Please remove courses that are not required within your degree. The gateway foundation course(s) are not planned for first two semesters.' Below this, a list of 'Transferred Credits' is shown for years 2014 through 2019, with a 'VALIDATE' button at the bottom.

Once your grad plan is validated, you will receive a notification.



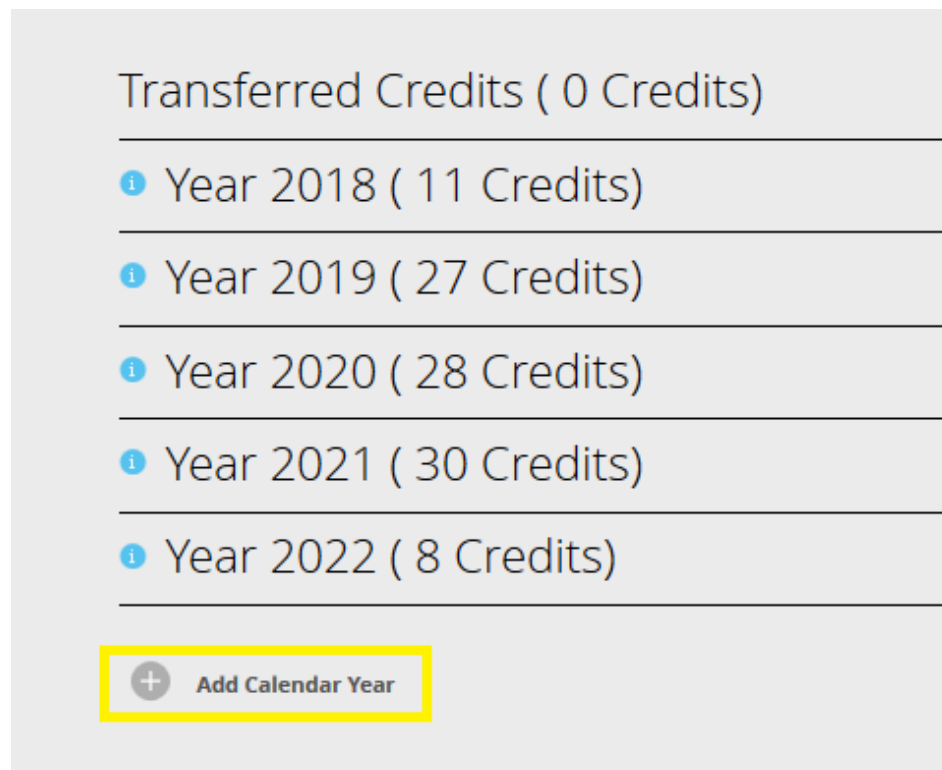
You can also check your grad plan status.



# How do I add another calendar year or Summer Session?

Log to I-Plan (if you don't know how to do it, click [here](#)).

## Add calendar year



To add another year on your grad plan, click on the "Add Calendar Year" button at the bottom of the plan. This will add another year; Fall, Winter, and Spring to your plan. You can then move classes into the extra year.



## Add Summer Session

Year 2019 ( 5 Credits)

Winter 2019	Spring 2019	Fall 2019
<div>Critical Theory &amp; Interpretation HUM 310</div> <div>3</div>		<div>Readings in the Humanities HUM 312R</div> <div>1</div>
<div>Capstone A Take 3 Credit(s)</div>		<div>Readings in the Humanities HUM 311R</div> <div>1</div>
<div>Capstone A Take 3 Credit(s)</div>		
<div>Capstone B Take 3 Credit(s)</div>		
<div>Capstone B Take 3 Credit(s)</div>		

+ SUMMER SESSION

Click on the "+ Summer Session button" on the bottom right of the desired calendar year. Grad Planner will then add a Summer Session to your plan. You can then move classes into the Summer Session.

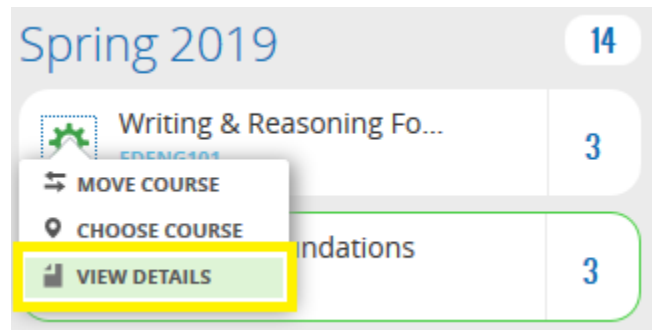
Year 2019 ( 5 Credits)

Winter 2019	Spring 2019	Summer 2019	Fall 2019
<div>Critical Theory &amp; Interpretation HUM 310</div> <div>3</div>			<div>Readings in the Humanities HUM 312R</div> <div>1</div>
<div>Capstone A Take 3 Credit(s)</div>			<div>Readings in the Humanities HUM 311R</div> <div>1</div>
<div>Capstone A Take 3 Credit(s)</div>			
<div>Capstone B Take 3 Credit(s)</div>			
<div>Capstone B Take 3 Credit(s)</div>			

- SUMMER SESSION

## What does the class View Details tell me?

Grad Planner pulls information from the catalog about each course. To find it, you can select the green gear next to a class and click on View Details.



Some of the information is different depending on if you are looking at a class that you have already taken or if you are looking at a class that you have planned for the future.

## Future classes

In your future classes you will see the following sections:

- Course Summary
- Repeat
- Course Requirements Completed
- Course History
- Status
- Requisites

# BYU-Idaho Online Knowledgebase

[Return To Planning](#)Close X

ART 251  
Watercolor I

3 Credits  
Planned in Spring  
2020

STATUS:

**Course Summary**  
Course Fee: \$20.00 This course incorporates the survey and application of various techniques of traditional transparent watercolor painting.

**Course Requirements Completed**  
There are no course type details for this course.

**Repeat**  
No Information Available

**Course History**  
There is no history for this Course

**Requisites**

STATUS: **COMPLETED**

You have met the requisites for this course

Pre-Requisites ☒

☒ ART 107

☒ ART 110

☒

## Course Summary

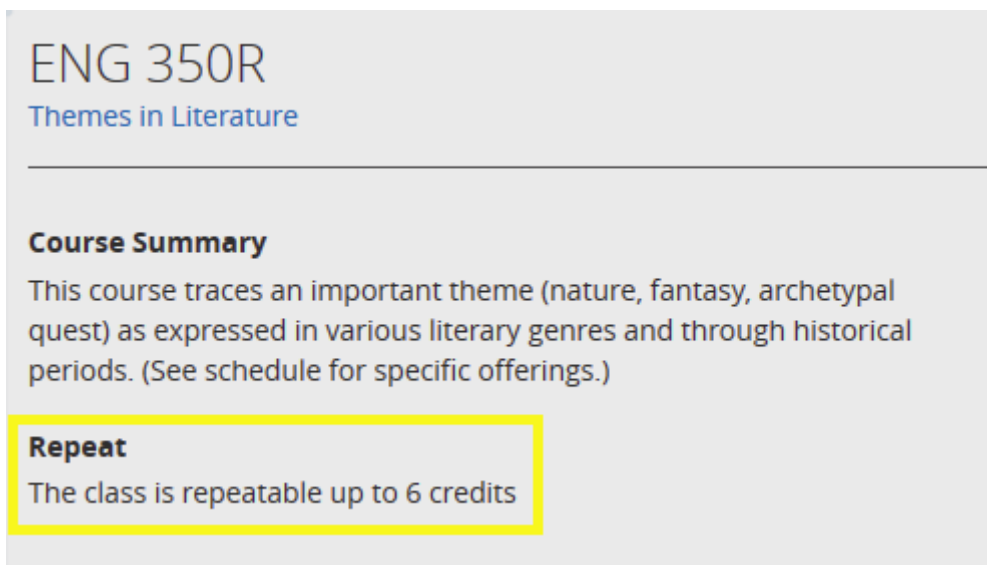
Course Summary gives you a quick overview of what to expect from this class. The description comes from the catalog.

FDREL200  
The Eternal Family

**Course Summary**  
This course is required for graduation. This course centers on The Family: A Proclamation to the World and develops gospel doctrines and principles pertaining to a successful and happy marriage and family life. Practical skills required to achieve and sustain provident living will also be explored and practiced.

## Repeat

Repeat tells you if you can take the class multiple times and receive credit. It tells you the maximum number of credits you can earn from the class.



ENG 350R  
Themes in Literature

---

**Course Summary**  
This course traces an important theme (nature, fantasy, archetypal quest) as expressed in various literary genres and through historical periods. (See schedule for specific offerings.)

**Repeat**  
The class is repeatable up to 6 credits

## Course Requirements

Course Requirements explains if there are any special restrictions or requirements to take this class, such as having a certain major, track, or amount of credits.

This is not the same as requisite classes that are required to take this class. See Requisites below for information on requisite classes.

<b>ED 304</b> Develop, Cognition, Understand	3 Credits Planned in Winter 2019
<b>Course Summary</b> Relying heavily on social science, cognitive neuroscience, and the study of Christ as a master teacher, this course is designed to explore child and adolescent development, to identify principles that promote understanding and guide the creation and implementation of purposeful and meaningful learning experiences, and to identify teaching strategies that promote thoughtfulness in both the effective and cognitive domains.	<b>Course Requirements Completed</b> There are no course type details for this course.
<b>Repeat</b> No Information Available	<b>Course History</b> 2008 Course Code: ED 270

## Pre-Requisites

Pre-Requisites must be taken before you take this class.

Concurrent-Requisites must be taken at the same time as this class.

Co-Requisites should be taken at the same time or after this class.

If the requisite classes are in the correct spot in your grad plan, they will be marked green. If they are in the wrong spot or still need to be added, they will be white.

Some majors have unique circumstances and may not need to take a pre-requisite class as listed in Grad Planner. If the pre-requisite class does not show up in your plan, you may be in one of these majors. For help with your grad plan and understanding if you need the pre-requisites or not, contact your advising center.

# BYU-Idaho Online Knowledgebase

**B 302**  
Financial Management IBC

3 Credits  
Planned in Spring 2019

STATUS:

---

**Course Summary**  
This course is a part of the 9-credit Integrated Business Core (IBC) program. This introductory course in financial management provides a basic foundation for other courses in finance and business management. Topics covered in this course include financial statement analysis, financial forecasting, leverage, working capital management, capital structure, capital budgeting, short and long-term financial management, sources of financing, time value of money, and cost of capital.

**Course Requirements Completed**  
There are no course type details for this course.

**Repeat**  
No Information Available

**Course History**  
There is no history for this Course

Requisites

STATUS: **COMPLETED**

---

You have met the requisites for this course

Pre-Requisites

ACCTG201

ACCTG180

Concurrent-Requisites

B 322

## Course History

If the course code has been changed, here you can find what the old code was and when the change took place.

**FDENG301**  
Advanced Writing and Research

3 Credits  
Planned in Fall 2020

---

**Course Summary**  
Students learn how to reason carefully and express ideas clearly. Students develop these competencies as they learn to recognize strong arguments, uncover assumptions, evaluate evidence, recognize rhetorical patterns, and infer ideas from data. To apply their understanding of these skills, students write summaries, essays synthesizing ideas from diverse sources, critiques of arguments, and research papers that focus on issues relevant to their majors.

**Course Requirements Completed**  
There are no course type details for this course.

**Course History**  
2015  
Course Code: FDENG201  
2010  
Course Code: ENG 311

BYU-Idaho Online | Graduation Planner

Page 102

## Past Classes

For classes that you have already taken, most of the information is the same. There are just a couple differences.

You can see the grade you got in the class, the credits, and the semester when you took the class.

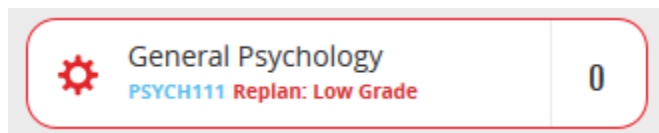
[Return To Planning](#)Close X

<b>ART 272</b> <i>Introduction to Lithography</i>	<b>3 Credits</b> Earned in Spring 2018	<b>STATUS:</b> <b>A</b>
<b>Course Summary</b> Course Fee: \$50.00 This course teaches the fundamentals of lithography, including image making, printing, and print conservation.	<b>Course Requirements Completed</b> There are no course type details for this course.	
<b>Repeat</b> No information available	<b>Course History</b> There is no history for this Course	

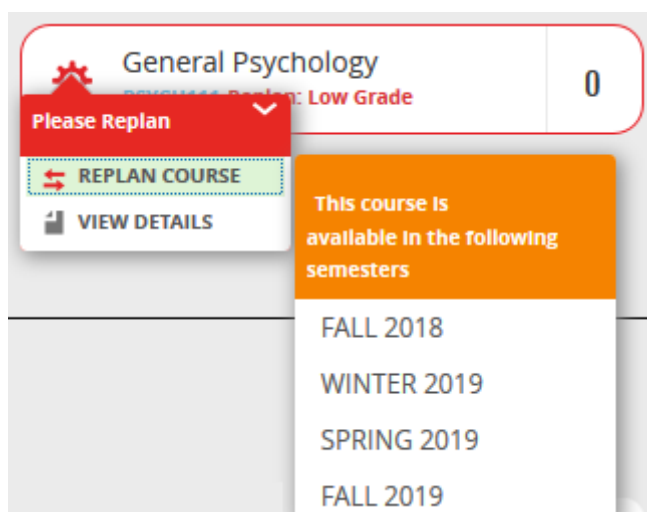
# How do I plan to retake a class?

## Retake for failed class

If you fail a class, Grad Planner will flag the class in red and warn you that you need to replan the class.



To plan the class again, click on the red gear and choose "Replan Course", then select a semester. Grad Planner will put the class in the selected semester.



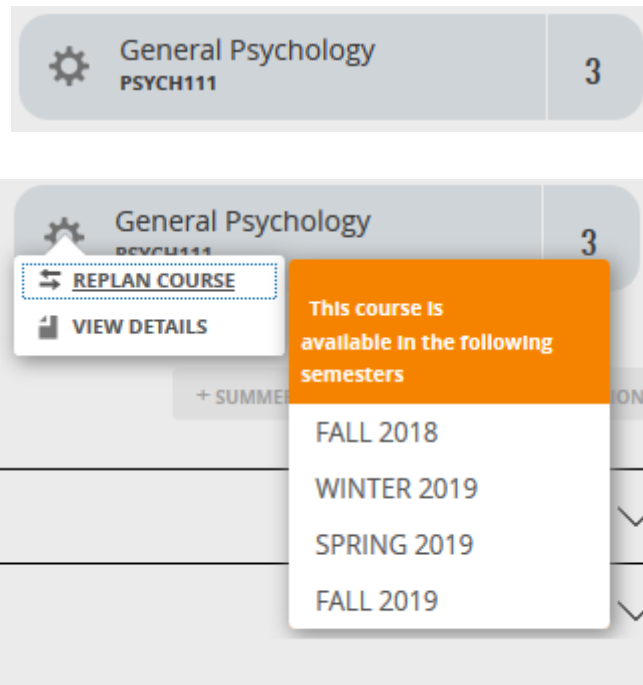
Alternately, a new placeholder will be added to your plan and you can add the class through the placeholder like normal.

## Retake to improve grade

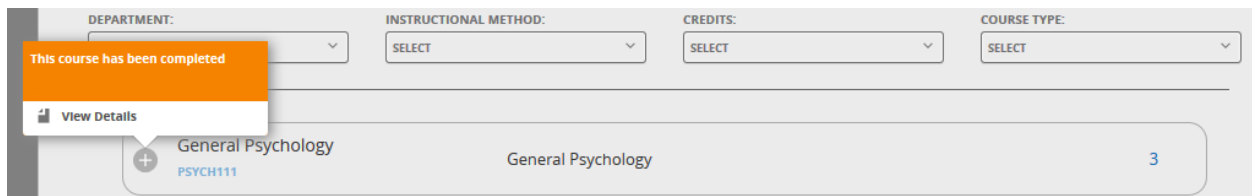
If you have already received a passing grade but want to retake the class to improve your grade, you still need to plan it from the past semester where you took the class. Select the gray gear and click on "Replan Course".



# BYU-Idaho Online Knowledgebase



You cannot replan a class that you have already passed from a general elective placeholder. The class will be grayed out and unavailable for planning.

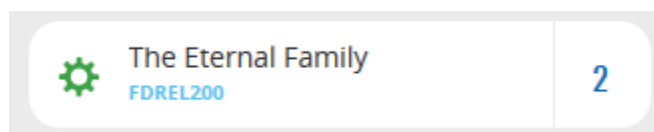


# What are the placeholders on my grad plan and what do they mean?

Everything required for graduation is in your grad plan. All of your major requirements, foundations classes, and any required electives are already in your plan.

Each requirement is represented and comes in two types: required classes and placeholders. There is a simple color code to help you understand which classes are required and which requirements have options.

## Required Classes



Required classes do not have a green outline and come already specified in your grad plan. They will list the title and code of the course and have the amount of credits listed on the right.

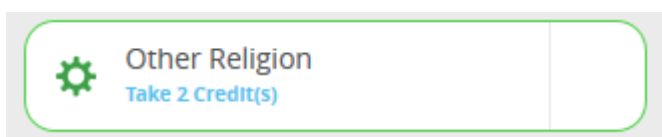
This class is required for graduation. Rarely are there exceptions for a required class; you must take this one. To see if there are options, click on the gear and select Choose Course.

From a required course, you can click on the gear to move the course, view the requirement it fulfills, or view the class details.

## Placeholders

A placeholder is used when you have an option to fulfill a requirement. They start as empty placeholders. When you choose what you want to take to fulfill that requirement, it becomes a filled placeholder.

## Empty Placeholders

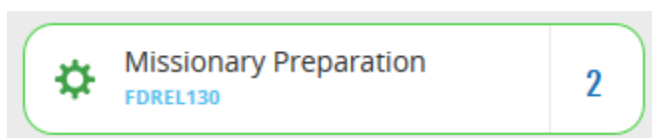


# BYU-Idaho Online Knowledgebase

An empty placeholder has a green outline and no specific class. In place of a class name and code, an empty placeholder lists the requirement and how many credits are needed to fulfill that placeholder. There is also no credit number on the side.

From an empty placeholder, you can click on the gear to choose a course to fill the placeholder or move the placeholder to a different semester.

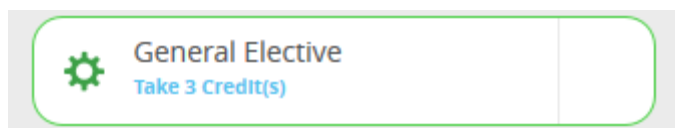
## Filled Placeholders



After you choose a course from an empty placeholder, it becomes a filled placeholder. Filled placeholders are still outlined in green, telling you this is not a required class, it was selected from a list of options. It lists the course title and code and has the credit number on the side.

When you click on the gear, you can move the course to a different semester, view the requirement to change the course, or view the course details.

## General Electives



General Elective placeholders function a little differently. They still have a green outline and the number of credits the placeholder is for. However, the options to fulfill this placeholder are much more flexible.

# BYU-Idaho Online Knowledgebase

DEPARTMENT:

SELECT

INSTRUCTIONAL METHOD:

SELECT

CREDITS:

SELECT

COURSE TYPE:

SELECT

<div>+</div> <div>Introduction to Accounting</div> <div>ACCT6100</div>	Introduction to Accounting	2
<div>+</div> <div>Survey of Accounting</div> <div>ACCT6180</div>	Survey of Accounting	3
<div>+</div> <div>Financial Accounting</div> <div>ACCT6201</div>	Financial Accounting	3
<div>+</div> <div>Managerial Accounting</div> <div>ACCT6202</div>	Managerial Accounting	3
<div>+</div> <div>Accounting Software</div> <div>ACCT6205</div>	Accounting Software	2
<div>+</div> <div>Volunteer Income Tax Assistance</div> <div>ACCT6221R</div>	Volunteer Income Tax Assistance	2
<div>+</div> <div>Special Projects</div> <div>ACCT6299R</div>	Special Projects	1 - 3
<div>+</div> <div>Intermediate Financial Acct. I</div> <div>ACCT6301</div>	Intermediate Financial Acct. I	3
<div>+</div> <div>Intermediate Financial Acctg II</div> <div>ACCT6302</div>	Intermediate Financial Acctg II	3
<div>+</div> <div>Cost Accounting</div> <div>ACCT6312</div>	Cost Accounting	3

First

Previous

1

2

3

4

5

6

7

8

9

10

...

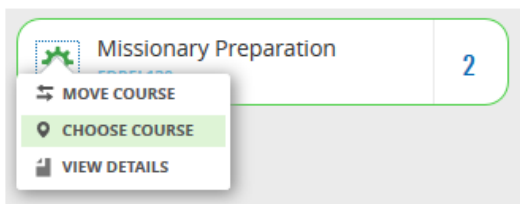
Next

Last

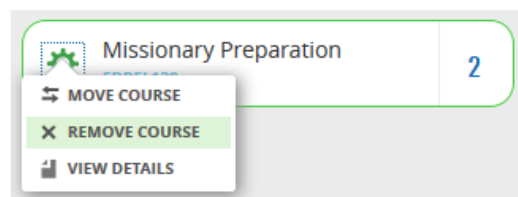
When you select Choose Course, the pop-up gives you access to any class offered at BYU-Idaho. The search filters at the top can help narrow your search to find either a specific class or a type of class to take.

After you have selected your class, the placeholder in the grad plan looks the same until you click on the gear.

## Placeholder



## General Elective Placeholder



A regular placeholder gives you the option to Choose Course, to view the requirement and select classes that will fulfill the requirement.

A general elective placeholder gives you the option to Remove Course, which removes the selected class and provides a new general elective placeholder.