

# Academic Plan Faculty FAQ

## What is an academic plan?

The academic plan is the degree audit system that is built in the student records database (PowerCampus) based on course requirements for each program, major, minor, certificate, and honors program.

## Where does a student find their own academic plan?

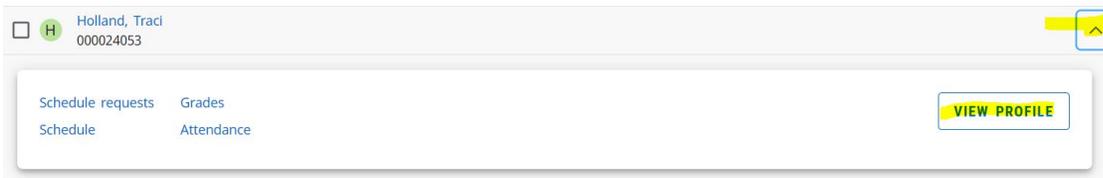
Students can find their academic plan by clicking Academic Plan under the Registration link in Self Service.

## Where do I find a student's academic plan?

Advisors, department chairs and program directors can review student academic plans in [Self Service](#) or via an academic plan report on the reporting server:

The two ways faculty can view academic plans in Self Service:

1. Under manage advisees, search for the student in question, click on the drop-down arrow, and open the Profile:



- Once the profile is opened, click on the link for Academic Plan. This view is similar to the student's view. Please note: if the student is enrolled in more than one program or a concentration that may have separate degree requirements built, you will have to review those requirements under the "Other Plans" link on their plan.
  - Green check next to a course signifies it's been fulfilled
  - Hourglass next to a course signifies it's in progress
2. Under the Reports menu, click Academic Plan Report. This will redirect you to the report server, where you will most likely have to enter your login credentials. You must either be on Hood's campus or dialed into Hood's VPN to access the report server.
  - Once you have the report opened, type the student's name in a variety of ways. You can type just the last name and all students with that last name will appear in the results. You can narrow down the results by typing the student's display name and last name, with a space in between. Hit tab or enter for the report to begin loading the options (this takes less than a minute!).
  - Once the loading is complete, click on the menu for People Code ID to select the appropriate student (you will see student ID number and DOB as verifying information). Click View Report on the far right:

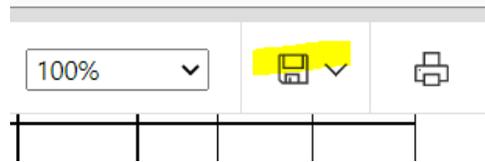
[Home](#) > [SelfServiceReports](#) > [GradAcademicPlan](#)

Name

People Code ID

- This report view is much easier than the academic plan link view within the student's Self Service profile. It contains important information in the header, as well as notes and course requirements for each program and/or concentration.
- Any coursework that has been completed but has not been applied to the academic plan, will appear at the bottom in the Other Classes section. If any of that coursework should apply to program requirements, please email the registrar's office so we can update the student's plan.

- You can export the report into a Word or PDF document by clicking the disk icon and choosing how you want to save it:



Please note that we have no way to change the student's academic plan view. If an advisee is having trouble understanding their academic plan in Self Service, you can always run this Academic Plan report for them, save it as a PDF and email it to them.

### **What about non-course related requirements?**

The academic plans can only provide course-related requirements; however, in the Academic Plan for Faculty Report, faculty will be able to see when/if a student has completed non-course related requirements in the header of the student's report under notes. Please note that information will only appear if the registrar's office has been notified of the completion and has entered that information into the student's record.

### **What is the "Courses Not Counted" section?**

Any courses the student has attempted that don't fulfill course requirements built into the academic plan, will show in the Courses Not Counted section. As you're advising students, if you see coursework in that section of the plan that you believe should be counted within specific program requirements, please email the registrar's office so we can manually adjust the plan. This may occur if you've made a substitution for a student that we don't know about, or if requirements for the program changed since this student's plan was activated, and that change wasn't updated in the individual plan.

### **What is the "What If" link?**

Another feature under the Registration link for students is "**What If**", which enables the student and the advisor to evaluate the pros and cons of changing to a new program or adding an additional program. Under this option, students will be able to see what is required for the new program and what, if any, coursework they've already taken, may also apply to that program. Students should refer to the college catalog ([www.hood.edu/catalog](http://www.hood.edu/catalog)) for program requirements and rules about multi-program overlap. Students should submit the appropriate forms to declare or change majors, minors or certificates, which are available on the registrar's office website ([www.hood.edu/registrar](http://www.hood.edu/registrar)).

A full video tutorial can be found here:

<https://hood.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=6c19a18d-b48b-4b9c-a5e4-b28f00f90d12>