Graduation Planner
Choose. Plan. Succeed.

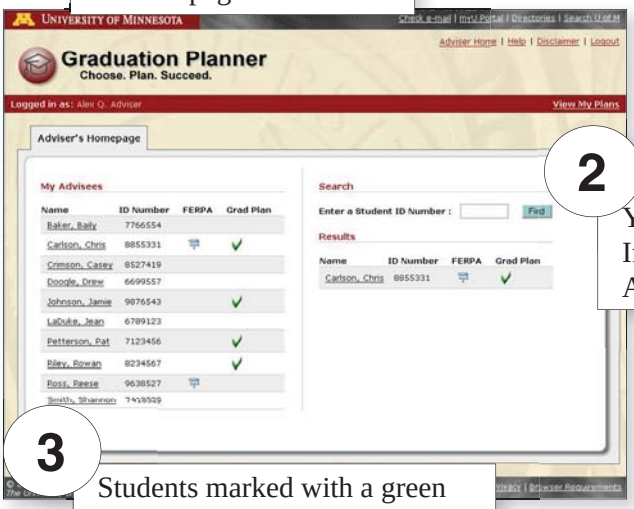
Web browser note: We recommend that you use Firefox 2 or Internet Explorer 7 with Graduation Planner.

Adviser Quick Start Guide

Graduation Planner is a planning tool for University of Minnesota students on all campuses. Students use Graduation Planner to explore majors and minors, plan for the courses they need to take to graduate, and work with their advisers to plan for their degrees.

As an adviser, you can view and comment on the plans your students create; you can also create plans for yourself.

1 Log in. Then you should see this page:

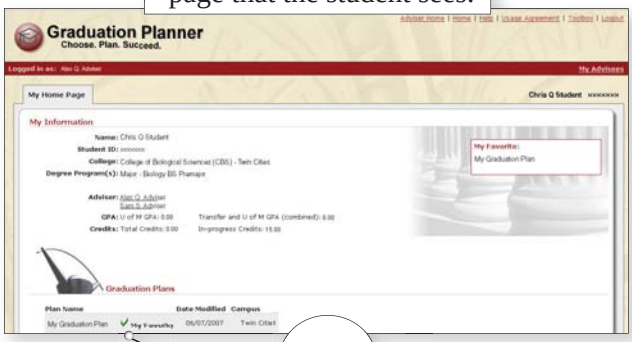


2 You'll see a list of your advisees. If you can search by EMPL ID in APAS, you'll also see a search box.

3 Students marked with a green check have created plans. Click on a student's name to view his or her plan.

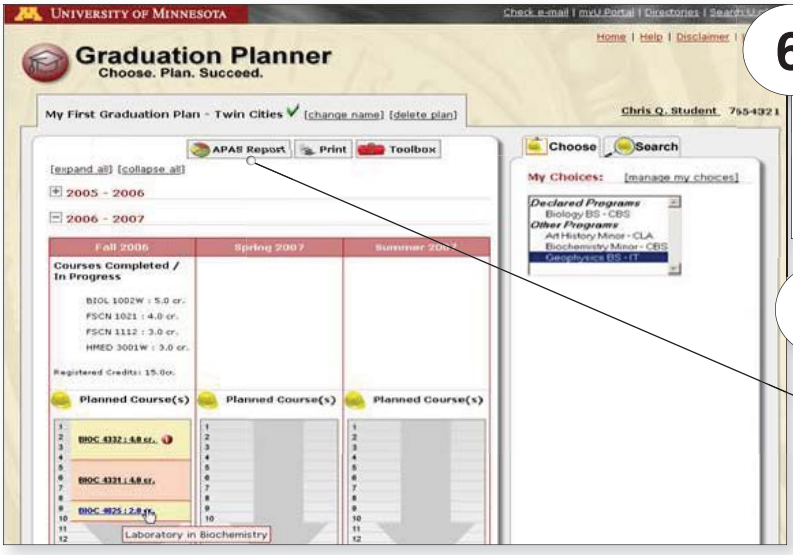
TIP: Click "Create My Plan" on your adviser home page to make your own graduation plan.

4 You'll see the same home page that the student sees.



TIP: You can see everything the student has created (with the exception of notes a student marks as "private"). But only the student can create or modify plans.

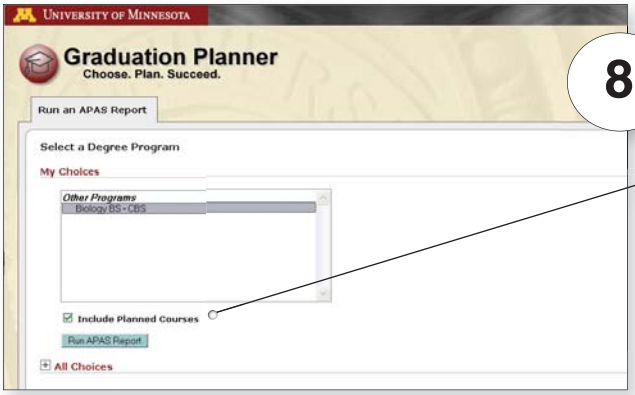
5 Notice which plan is the "favorite." This should be the plan the student wants you to view.
Click on the name of the plan to view it.



6 In the plan view, you can see in progress and completed courses, as well as courses a student has added to his or her plan.

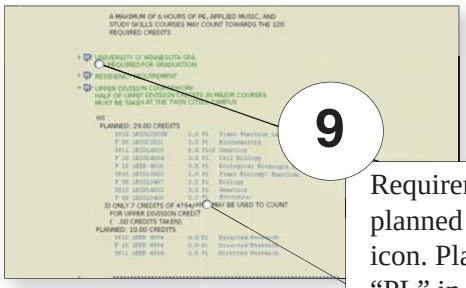
7 Click on "APAS Report" to see what requirements are accounted for in the plan.

UNIVERSITY OF MINNESOTA



8

You can run an APAS report against any program in their "My Choices" list. You can also "include planned courses" in the APAS report.

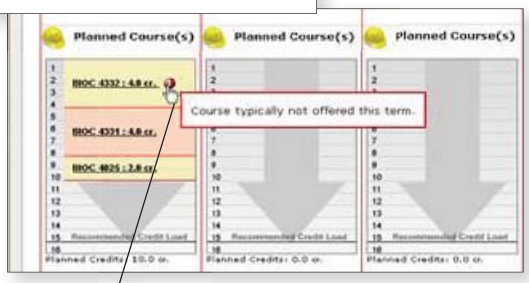


9

Requirements that are accounted for with planned courses are marked with a special icon. Planned-for courses are marked as "PL" in the Graduation Planner APAS report.

10

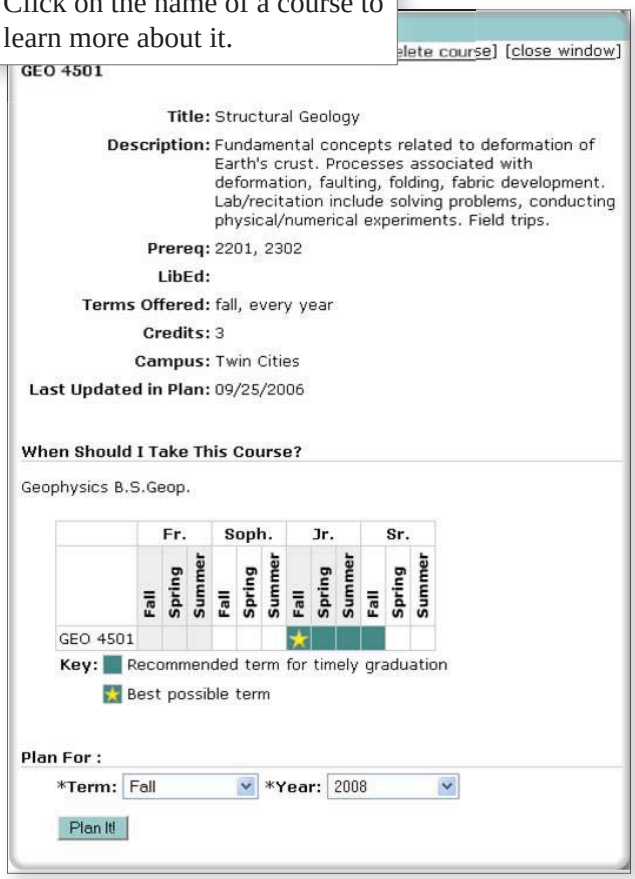
Return to the plan view to see if students have planned courses in the appropriate terms, and in the right order.



TIP:
Red alert buttons may indicate when a student should move a course to a different term.

11

Click on the name of a course to learn more about it.



12

Click on "add comment" to give students advice related to their plan. When you post a comment, an e-mail is generated to the student with a link back to the plan. A student can respond to your comment; when they do, you'll receive a similar e-mail.

TIP:
Use the "Print" function to create a printable view of your student's plan that includes adviser comments. You can save this printed plan for your records.

The University of Minnesota is an equal opportunity educator and employer. This publication/material is available in alternative formats upon request. Direct requests to the Disability Services Liaison at 612-625-9578.