Purpose:
The purpose of this guide is to familiarize students with the Graduation Planner tool and practice creating Graduation Plans based on a student’s area of interest.

Description:
Graduation Planner (GP) is a dynamic web-based planning tool for University of Minnesota students and their advisers. The goal of GP is to simplify the degree-planning process for students, providing them with clear expectations and allowing for focused and meaningful interaction with advisers.

In this exercise you will learn to use GP to:
1. Explore Majors, Minors and Certificates (with Plan B variation)
2. Note Deadlines and Engagement Activities
3. Explore Majors with GP APAS report
4. Communicate with Advisor
5. Explore Majors and Calculate GPA

Directions:
Access GP¹ and read the online information, Tutorial and Student Quick Start Sheet to learn how it works.

1. **Explore Majors, Minors and Certificates**
   Create a GP on a major, minor or certificate you wish to explore. Plan out at least 1 or 2 semesters beyond your current semester. A helpful resource is the Sample Plan associated with each major from the online University Catalog². Click on Majors & Minors in the left-hand column and choose a major to see the Sample Plan for that major. Use the Sample Plan as a guide for the sequencing of courses in your GP.
   - Variation: Create a GP on a Plan B major, one you would be satisfied with, but not your first choice. Name your plan, (ie. Plan B-Communication Studies.)

2. **Note Deadlines and Engagement Activities**
   Click on the Notes tab and create several notes about deadlines, events, and activities you are interested in. For example, if you want to study abroad a year from now, create a note labeled “study abroad” for that semester. Then in a previous semester, you can add a reminder note for attending a First Step meeting at the Learning Abroad Center. You could add the Learning Abroad website to remind you how to look up info for this trip. Another example might be adding the deadline for an application to a major you plan to apply to. The label might say, “Apply to Graphic Design”, and in the box you might type, “deadline is March 1.”

¹ [https://webapps-prd.oit.umn.edu/gradplanner/home.jsp](https://webapps-prd.oit.umn.edu/gradplanner/home.jsp)
² [http://www.catalogs.umn.edu/](http://www.catalogs.umn.edu/)
3. **Use GP to Explore Majors with GP APAS report**

Click on the APAS tab on your report and generate a GP APAS report. Note the classes that you have planned (PL) on this report.

4. **Communicate with your Advisor**
   a. Once you have created a GP, email your advisor and ask them to take a look at your favorite plan and to give you some feedback within the Advisor Comments section of the GP. Once you have received feedback from your advisor, respond back to them.

5. **Explore Majors and Calculate GPA (when need is to increase GPA to apply to a competitive major or when cumulative GPA is below 2.0)**

   For this exercise you need to:
   - Want a major for which your current GPA is too low to be accepted into that major.
   - Know the cumulative GPA you are striving for.

   a. Follow directions for 1a.
   c. Fill in your current number of completed credits, your current GPA and desired GPA. Using the chart at the bottom, see how many credits and at what GPA you will need to reach your cumulative GPA goal.
   d. Print your GP and note the GPA needed for each planned semester. If you need more credits than you have planned for to reach your GPA goal, note that on your GP.
   e. Estimate which semester will be the one in which you are ready to apply to your major (with your desired GPA) and note this on your printed GP.

**NOTE:** Your Grad Plans are automatically saved as you create them. Keep these “practice Grad Plans” to discuss with your coach.

**Reflection Prompts:**

When you meet with your coach, be prepared to discuss the following questions:

- What made using the GP tool easy or challenging for you?
- What did you learn about the majors you chose while doing this exercise? Any surprises?
- What did you learn about your academic progress towards the majors you looked at?

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