

How do I create a plan?

→ On the tabs section, select **Plans**.



→ Click on **Create a New Plan**.

→ Click on the **Major** that you are creating a plan for.

→ Fill in **Plan Name, Term Year and Years to Graduation**.

→ Click **Add Plan**

How do I open a plan?

→ To open your plan **Click on the Plan Name** or **click on drop down and click on edit plan**

First Glance of Your Plan

How do I add courses to my plan?

→ Adding Courses by Dragging

→ Click the arrow next to requirement you want to plan a course for

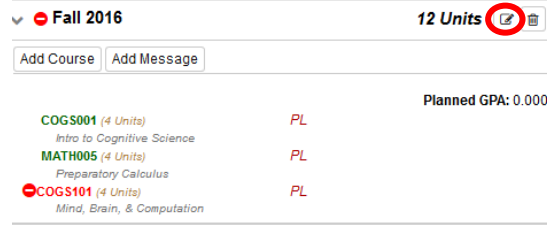
→ To move a course to your plan, click the **course name** and **drag it to the right side**.

→ Adding Courses Manually

→ Click the **Add Course** button and manually add the course by name.

How do I delete courses from my plan?

→Delete Individual Courses→ Select the **Edit button** to the right of the semester name.



→Click on the box(es) of the course(s) that you want to delete and click the **Delete button**

How do I add a Summer Term?

→Add a Term by clicking the plus sign **+**

How to run Audit through Plan Builder?

→Select the **Audit Button** to run the Audit.



Note: This plan will compare your planned courses to your Audit to ensure requirements are being met.

How to get a PDF of your Plan?

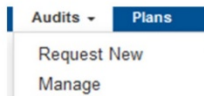
→Select the **PDF button** to access print friendly Plan



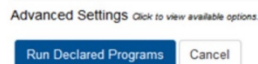
How to run an Audit/What-if through MyDegreePath?

Run an Audit

Step 1: Go to the Audits tab and select Request New



Step 2: You will be redirected to a new page. Click Run Declared Programs at the bottom of the page.



Note: To request a PDF, click advanced settings.

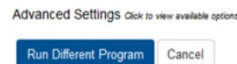
Run a What-if Audit

Step 1: Go to the Audits tab and select Request New

Step 2: To request a what-if audit, click Select a Different Program

Step 3: Choose the major you are interested in from the Degree list and select your corresponding catalog year.

Step 4: Click Run Different Program to run and open what-if audit



Note: Catalog Year is the year you entered UC Merced.