

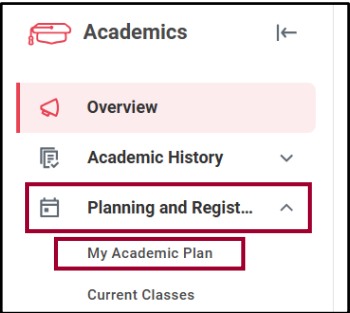
Create and Edit an Academic Plan

This quick reference guide (QRG) provides instructions on how to create or edit an Academic Plan in Workday. Your Academic Plan is a period-by-period guide showing which courses you should take and when. It is recommended that you review your Academic Plan with your Advisor. After creating your plan, you can create a Saved Schedule and/or register from your plan. To create and edit an Academic Plan, complete the following steps.

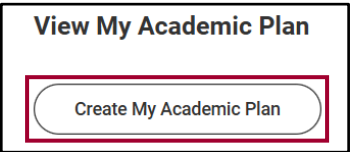
Create Academic Plan

From the Workday Home page:

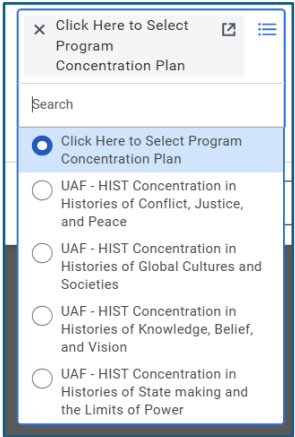
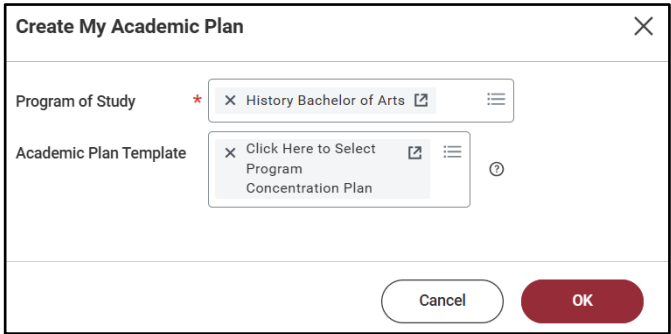
- 1. Hover over **Student** on the left navigation panel.
- 2. Select **Academics Hub**. The Academics Overview page will display.
- 3. Click **Planning and Registration**, then select **My Academic Plan** from the dropdown list.



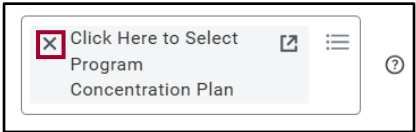
- 4. Click the **Create My Academic Plan** button.



- 5. Next, you can choose between two options:
 - a. Select an **Academic Plan Template**. Only some Programs of Study have an Academic Plan Template, and it should automatically show as an option if your program has one. It is recommended to use a template if you are a new student with no transfer credits.



- b. Click **X** if you do not wish to use a template.



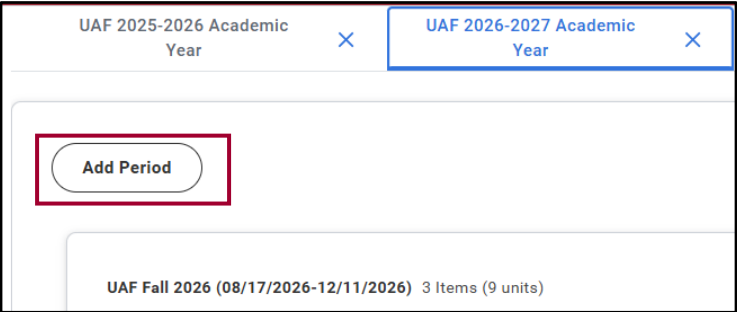
- 6. Click **OK**.
- 7. Confirm you start planning for the correct **Academic Year**



Note: You may have to click the **Add Academic Year** button (+) to add the correct Academic Year. To delete an Academic Year, click the **X**, then click **Remove**.

Create and Edit an Academic Plan

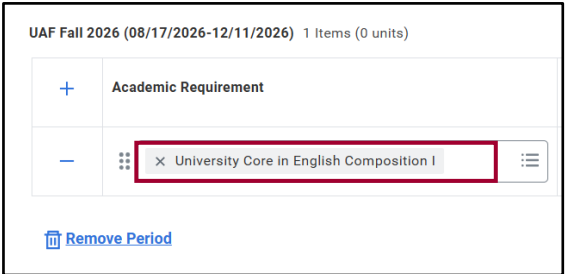
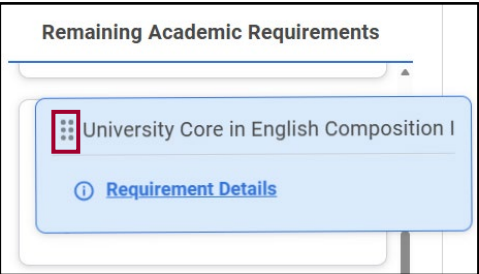
8. Check that you are adding courses to the correct Academic Period. Each Academic Year lists the major fall and spring semester, but if you want to plan for a summer course or a mini period, click **Add Period** and choose the academic period you wish to add to your plan.



There are three different options to add courses and/or requirements to your Academic Plan:

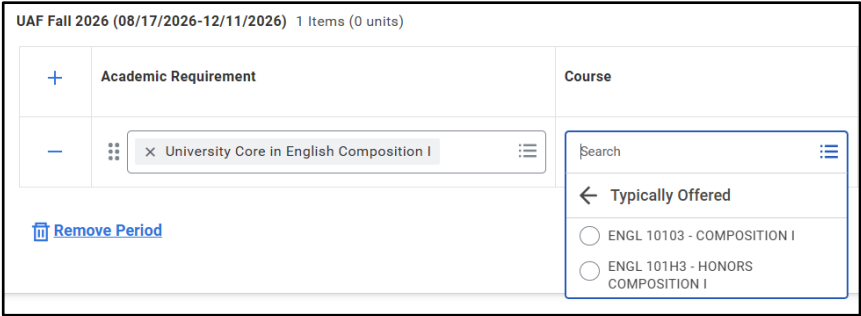
Option 1 - Use the “Remaining Academic Requirements” Column

1. Locate the **Remaining Academic Requirements** column on the lefthand side of the page. Click and hold a requirement, then drag it to the Academic Period during which you would like to take the requirement.



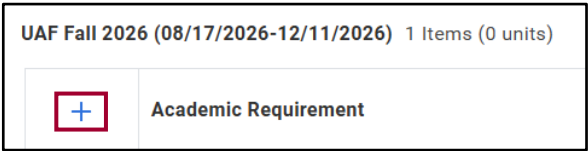
Note: Clicking **Requirement Details** opens a screen that displays more information about the Academic Requirement.

2. After dropping the Academic Requirement, click the **Course** dropdown menu. Select **Currently Offered** or **Typically Offered**, then select your desired course to fulfill the Academic Requirement.



Option 2 - Enter Academic Requirements Directly

1. Select the plus (+) button for the Academic Period during which you would like to take the requirement.



- 2. Click the box under Academic Requirements and select your program of study, then select an Academic Requirement.

Academic Requirement

+

Search

History Bachelor of Arts

UAF Bachelors

History Bachelor of Arts, Concentration in Histories of State making and the Limits of Power

All Requirements

+

Academic Requirement

Search

History Bachelor of Arts

Foundations in History

World Civilization Course

US History Course

Intro History Elective

Methods in History

- 3. After selecting the Academic Requirement, click the **Course** dropdown menu. Select **Currently Offered** or **Typically Offered**, then select your desired course to fulfill the Academic Requirement.

UAF Fall 2026 (08/17/2026-12/11/2026) 1 Items (0 units)

+

Academic Requirement

Course

−

Foundations in History

Search

Typically Offered

HIST 10001 - PERSPECTIVES IN HISTORY

HIST 100H1 - HON PERSPECTIVES IN HISTORY

Option 3 - Enter Your Preferred Course Directly

- 1. Select the plus (+) button for the Academic Period during which you would like to plan a class.

UAF Fall 2026 (08/17/2026-12/11/2026) 1 Items (0 units)

+

Academic Requirement

- 2. Click the box under Course, then type in the alphanumeric course code or course name of the class you would like to add to your plan. Select the course.

UAF Fall 2026 (08/17/2026-12/11/2026) 1 Items (3 units)

	Academic Requirement	Course	Units	Status	Details
−		SPCH 10003 - PUBLIC SPEAKING	3	Transfer Credit Assigned	

Remove Period



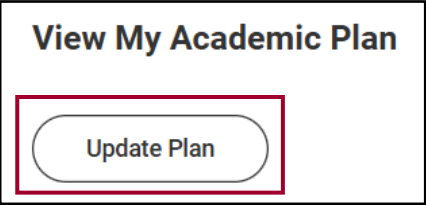
Note: It is okay to leave the Academic Requirement box blank.

- 3. Click **OK** to save your Academic Plan

Editing Your Academic Plan

From the Workday Home page:

- 1. Hover over **Student** in the left navigation panel.
- 2. Click **Academics Hub**.
- 3. Click **Planning and Registration**, then select **My Academic Plan** from the dropdown list.
- 4. Click **Update Plan**.



- 5. Update your plan as needed, then click **OK** to save.