Take Charge of Your Coursework Using the Plan Builder
The Plan Builder allows you to interactively plan for your next semester or the entirety of your coursework. It will ultimately help you:

- See how degree audit requirements fit into individual semesters
  - Know what courses to register for
  - Stay on track to graduate

You’ll see how easy it is to drag and drop courses into your own customized Plan. Your advising department will work with you to help guide and refine your Plan.
Before you begin, you **MUST** know your Catalog Year and which GenEd Program you’re completing. Request a new audit, and find that information there.

**FULL GENERAL EDUCATION**

A MINIMUM GRADE OF (C-) IS REQUIRED IN EACH COURSE

A STUDENT MAY USE NO MORE THAN TWO COURSES FROM A SINGLE DEPT. TO SATISFY GENED REQUIREMENTS. (FOUNDATION AND TRANSFER COURSES ARE EXCLUDED.)
From here select the ‘Plans’ tab to enter the Plan Builder.
Log in to the Plan Builder.
Select the ‘Create a New Plan’ tab to begin.
‘Expand All’ to show the Roadmaps for your major.
Then, select the appropriate Roadmap to build your Plan.
Name your Plan. It is suggested that you include your name and your major.
Choose *Term* and *Year* based on the **CURRENT** semester, **NOT** your Catalog Year.
Select the number of *Years to Graduation* and then 'Add Plan'.
Pick your Plan, and now you’re ready to start!
In the Plan Builder, the left side is the Roadmap. It contains the courses used to meet the requirements for your degree, just like the suggested Academic Plan in the Bulletin. **Move your courses** from the Roadmap on the left to the Plan on the right.
For example, on the Roadmap, **click the requirement name** to expand the requirement.
Drag the course to the Plan and hover over the target semester until it highlights in blue and drop it. From the plan, you can also drag a course to a different semester.
You **MUST** check your Plan against the degree audit to make sure requirements are satisfied. Click the **View an Audit** button to open an audit that includes planned courses.
Notice the planned course indicators.

The audit with planned courses will typically open in a new tab. When you are done reviewing the audit with planned courses, make sure that you close the new tab.
If you want to review the courses you are currently taking or have completed, **use the **See Completed Courses** button.
Click that button again to return to your Plan Builder.
Do you want to add a Summer course? **Use the *Add Term to Plan* button.**
Do you need to delete a course?

Click the *Edit* button for the semester the course is in.
Check the box next to that course, select the **Delete** button, and confirm.
Whenever you delete a course, make sure that you **refresh the page**!
Do you want to add a course that isn’t on your Roadmap? **Select the *Add Course* button** in the semester where you want to place it.

![Plan: Olivia Temple SRM Plan](image-url)
The Department Abbreviation and Course Number boxes autofill suggestions when you start typing.
There are additional tips within Help and the documentation on our website at http://sites.temple.edu/degreeaudit/resources/.

### Resources

**Students**-

Documentation:

- **DARS – SelfService Features Workbook for Students**
  - A short help-text explaining the basic features of DARS.
- **DARS – SelfService Student Documentation**
  - Instructions on how to view your Audits and Transfer Coursework.
Now you’re ready to go! Get planning by logging in to dars.temple.edu!