

How to File a Plan of Study

- Student works with faculty advisor to decide which courses to take during each semester
- Student puts the semester-by-semester plan in Degree Works, under “Plans” tab. Select ‘Blank Plan’ option.
- Student lets GPC know when the plan is complete
- GPC locks the plan and sends a print-screen to faculty advisor
- Faculty advisor verifies that the plan is accurate
- GPC files the plan, and Degree Works worksheet, in Service Now
- Service Now routes for signatures

How to File a Revised Plan of Study

- Student works with faculty advisor to revise plan of study
- GPC unlocks student's current plan in Degree Works so it can be revised by the student
- Student puts new plan in Degree Works
- Student lets GPC know when the plan is complete
- GPC locks the plan and sends a print-screen to faculty advisor for approval
- Faculty advisor verifies that the plan is accurate
- GPC files the revised plan in Service Now
- Service Now routes for signatures