

Creating a U.Achieve Plan: Faculty/Staff

Center for Student Success
Academic Advisement Team
Fall 2019



Why Should I Use U.Achieve Planner?

1. Creates customized graduation plans for students
2. Allows for pre-planning of appropriate course sections
3. Inform staffing needs for upcoming semesters



Log into U.Achieve: Option 1 (Intranet)

1. Go to web.ramapo.edu, click on *U.Achieve* block

WELCOME TO INTRANET HOME PAGE

TOUR NEW DESIGN

A

A



RAMAPO GMAIL	WEB SELF-SERVICE / WEB REGISTRATION	PHONE DIRECTORY	LIBRARY
MOODLE	CONNECT	SPACE RESERVATIONS	BOOKSTORE
HANDSHAKE	COURSEVAL	U.ACHIEVE	ORGSYNC

Log into U.Achieve: Option 2 (Web Self-Service)

1. Go to web.ramapo.edu, click on *Web Self-Service* block

WELCOME TO INTRANET HOME PAGE

TOUR NEW DESIGN

A

A



RAMAPO GMAIL	WEB SELF-SERVICE / WEB REGISTRATION	PHONE DIRECTORY	LIBRARY
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2. Sign onto Web Self-Service, Click on *Faculty Services* tab

Personal Information

Student Services & Financial Aid

Faculty Services

Employee

Log into U.Achieve: Option 2 (cont.)

1. Click on *Advisor Menu*



Term Selection
CRN Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Detail Wait List
Summary Wait List
Final Grades
Registration Overrides
Class Schedule
Student Menu
Display student information; View a student's schedule; Process registration overrides.
Advisor Menu
View a student's transcript; View a student's grades; Display your security setup.
Surveys, Waivers, Ballots and Such...
Course Evaluation Reports
Course Evaluation Detail Reports

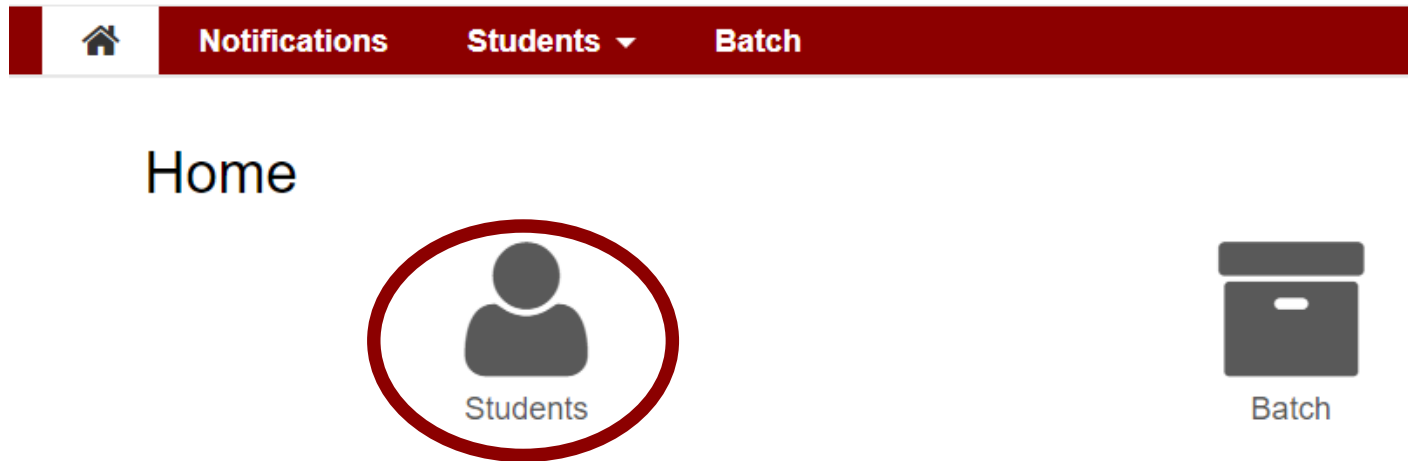
2. Click on *Degree Evaluation - U.Achieve*



Term Selection
ID Selection
Student Academic Transcript
Degree Evaluation - Banner
All Continuing Students prior to Fall 2018 = Banner CAPP (old system)
Degree Evaluation - U.Achieve
All New Students beginning Fall 2018 = U.Achieve (new system)
Look-Up Courses
Advisee Listing
View Test Scores

Home Screen

1. Look up a student using the click on the *Students* icon



Student Search

1. Search by R# (left) or by name (right).
2. Click Submit or Search

Student Search

Enter Student ID

Student ID

Submit

Search by Student Name

First Name

Last Name

Search ?

3. Select for correct student from list below

Select	▲ Name	Student Id
<input type="checkbox"/>	Student Name	R #

View/Create Plans

1. Click *Plans* tab
2. Create a *New Plan* tab

Student: Student Name/R# Audits Plans Exceptions

Manage Student Name's Plans ?

Program: SS-BSW-SWRK
Catalog: Fall 2018

My Plans **Create a New Plan**

Preferred	Edit Plan	Action	Updated	User	PDF
★	SWRK	Select... ▼	Mar 19, 2019	npedoto	PDF

* Indicates a plan without associated roadmap

3. Note: Any listed plans under *My Plans* are previously created plans. You can view by clicking on the PDF. Otherwise, click *Create New Plan*.

Create New Plan

1. Identify Plan Name, Term (you are starting to plan from), Year, and anticipated years to graduate from term start.

2. Click *Add Plan*

Note: If students want to change majors/minors or do a *What if analysis* click on Select a different program

The screenshot shows a web interface for creating a new plan. At the top is a navigation bar with 'Notifications', 'Students', and 'Batch'. Below it is a breadcrumb trail: 'Student > Student Name/R# > Audits > Plans > Exceptions'. The main heading is 'Manage Student Name's Plans'. Below this, it shows 'Program: SS-BSW-SWRK' and 'Catalog: Fall 2018'. There are two buttons: 'My Plans' and 'Create a New Plan'. A red arrow points from the 'Create a New Plan' button to the 'Program' and 'Catalog' text. Below this is the section 'Enter Plan Information Here:' with 'Program: SS-BSW-SWRK effective: Fall 2018'. A red box highlights this text with the annotation 'Identifies the major and catalog year for reference'. Below this is a link: 'Select a different program'. The form fields are: 'Plan Name:' (text input), 'Term:' (dropdown menu with 'Fall (40)' selected), 'Year:' (text input with '2019'), and 'Years To Graduation:' (dropdown menu with '4' selected). At the bottom is a red-bordered button labeled 'Add Plan'.

Creating a Plan for a New Major

1. Select new Program
2. Select Catalog Year
3. Enter Plan Information
4. Click *Next*

Request an Audit for Plan

▼ Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Program: **Social Science - SS-BA-SOSC**

Catalog Year: **Fall 2018** Clear Selections

Add:

Should match the catalog year student was matriculated

Enter Plan Information

Plan Name:

Term:

Year:

Years To Graduation:










Screen View of “Create a New Plan”

- Left (Audit)/ Right (Plan)
- Use Legend to identify courses needed to complete Plan on the right.









Audit: SS-BSW-SWRK

Program: SS-BSW-SWRK *There are Term by Term Roadmaps available for this program.*
Effective: Fall 2018 [Social Work BSW 2018-2019, 4 Year Roadmap, Fall 2018](#)
[Expand All](#) / [Collapse All](#)

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED



- >  **Graduation Requirements**
Minimum of 128 Credits Needed to Graduate
- >  **General Education 2018-Keystone**
- >  **General Education Distribution Courses-SS**
Select: 2 courses from the 3 categories below
Limit: One course from each category AND
One course Must be outside school of declared major
- >  **SSHS School Core/Social Work**
- >  **Writing Intensive-SWRK Major**
- > **Major GPA**
- >  **Major: Social Work**
- >  **Residency Requirement for Major**
- >  **SSHS: Career Pathways**
- > **Free Electives**
- >  **Graduation Review**

Plan: Test Student Plan 0 Credit Hours












       

Graduation Goal GPA: 0.000
Projected Cumulative GPA: 3.600

[Expand All](#) / [Collapse All](#)

- > **Fall 2019** 0 Credit Hours 
- > **Spring 2020** 0 Credit Hours 

Legend

-  = Course List
-  = Course with Pre or Co Requisites
-  = Completed Course
-  = In Progress Course
-  = Incomplete Planned Course
-  = Completed Course, No Credit
-  = Alerting possible issue with course
-  = Complete
-  = Planned
-  = In Progress
-  = Unfulfilled

Viewing Course Descriptions & Prerequisites

Click or tap a course to view more details about that course

Section 1: Course Description
& Pre/Co Requisites

Section 2: *Course Availability

- Red X means course isn't offered during that semester.
- Orange ? indicates the new catalog isn't available yet.
- Green check indicates course is offered.

*Always check the course offerings in Web Self-Service.

Course Catalog Details

SWRK 326 (0 to 8 Credit Hours)

THEORY&PRAC-SOCWK II

Theory and Practice II is the second part of the three-semester practice course sequence. While the primary goal of the entire practice sequence is to teach those skills utilized in generic, beginning level social work, Theory and Practice II focuses on all stages of the helping process used in intervention with small groups and families. Students will continue with the same field placement begun in the first semester, with the expectation that by the end of the second semester they will have completed 400 hours of agency based practice for the year. Lab Fee.

Pre Requisites: CRWT102 AND SWRK325
Co Requisites:

Course Availability

Fall 2019	Winter 2019	Spring 2020	Summer 2020
X	X	?	?

Build a New Plan: Dragging Courses

1. Drag course from left (Audit) to right (Plan) into appropriate semester. Be sure the term turns blue before dropping a course into the semester.

Plan Builder

[Show Help](#)

Audit: SS-BSW-SWRK

Program: SS-BSW-SWRK *There are Term by Term Roadmaps available for this program.*
Effective: Fall 2018 [Social Work BSW 2018-2019, 4 Year Roadmap, Fall 2018](#)
[Expand All](#) / [Collapse All](#)

Major: Social Work

Residency Requirement for Major

SSHS: Career Pathways

PL 1) Career Pathway Modules: 3 Required

0 COURSES TAKEN

PLANNED:		2 COURSES TAKEN	
Sp20	SOSC002	0.00	PL >W CAREER PATHWAYS MODULE 2
Sp20	SOSC003	0.00	PL >W CAREER PATHWAYS MODULE 3

NEEDS: 1 COURSE

SELECT FROM:
SOSC001

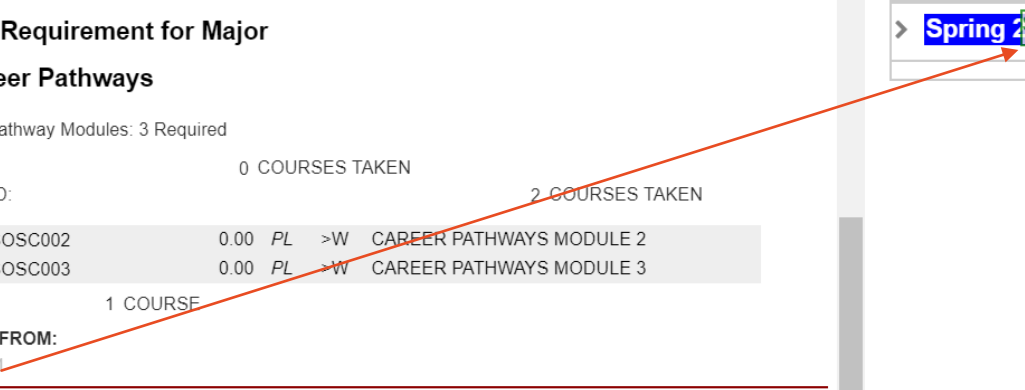
Plan: Test Student Plan **32 Credit Hours**

[PDF](#) [Share](#) [List](#) [Calendar](#) [Check](#) [Minus](#) [Plus](#)

Graduation Goal GPA: 0.000
Projected Cumulative GPA: 3.600

[Expand All](#) / [Collapse All](#)

> Fall 2019	16 Credit Hours	Edit Delete
> Spring 2020	16 Credit Hours	Edit Delete



Build a New Plan: Adding Course ID

2. Drag course from right side to left into appropriate semester.

OR

Click *Add Course* button to indicate course in appropriate semester.

Audit: SS-BSW-SWRK

Program: SS-BSW-SWRK *There are Term by Term Roadmaps available for this program.*
Effective: Fall 2018 [Social Work BSW 2018-2019, 4 Year Roadmap, Fall 2018](#)
[Expand All](#) / [Collapse All](#)

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

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Minimum of 128 Credits Needed to Graduate
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- > ☰ **Writing Intensive-SWRK Major**
- > **Major GPA**
- > ✖ **Major: Social Work**
- > ☰ **Residency Requirement for Major**
- > ✖ **SSHS: Career Pathways**
- > **Free Electives**
- > ☰ **Graduation Review**
Future Term Register Credits

Plan: Test Student Plan **0 Credit Hours**

PDF

Graduation Goal GPA: 0.000
Projected Cumulative GPA: 3.600

[Expand All](#) / [Collapse All](#)

▼ **Fall 2019** **0 Credit Hours**

Add Course

▼ **Spring 2020** **0 Credit Hours**

Add Course

Add Course ✕

Department Abbreviation:

Course Number:

OK Cancel

Pop-Up Screen

Checking Your New Plan

1. Click Refresh or Check Box to check plan against degree audit to make sure requirements are being fulfilled.

Note: Planned courses will appear green indicating that prerequisites have been met.

Plan: Test Student Plan 32 Credit Hours

PDF Refresh List Grid Check Min Max

Graduation Goal GPA: 0.000
Projected Cumulative GPA: 3.600 ⚠

[Expand All](#) / [Collapse All](#)

➤ Fall 2019 16 Credit Hours [Edit] [Trash]


▼ Spring 2020 16 Credit Hours [Edit] [Trash]

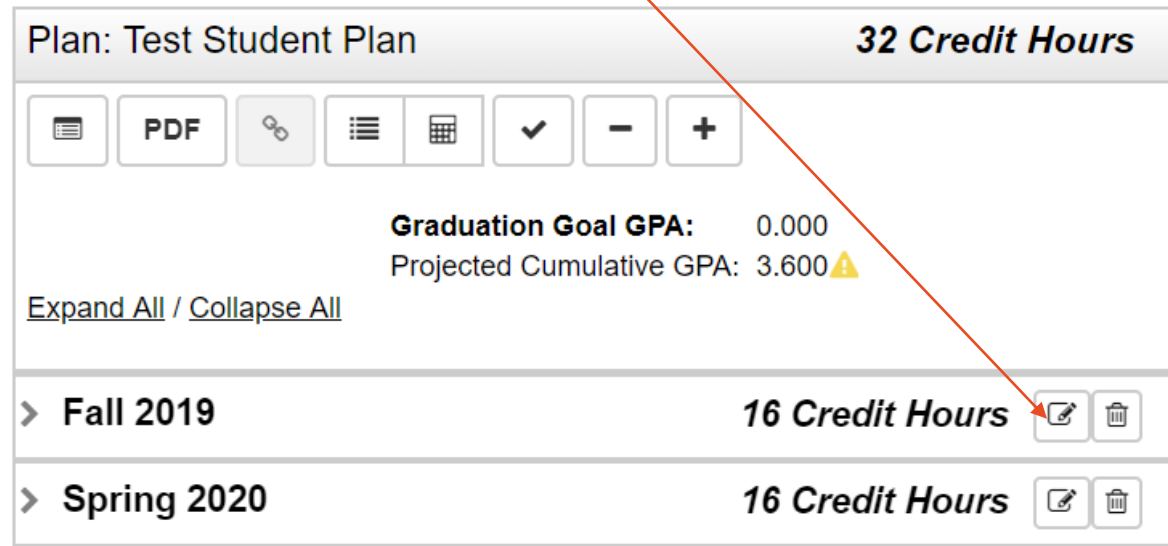
Add Course

Planned GPA: 0.000

SOSC002 (0 Credit Hours) CAREER PATHWAYS MODULE 2	PL
SOSC003 (0 Credit Hours) CAREER PATHWAYS MODULE 3	PL
LAWS131 (4 Credit Hours) LAW & SOCIETY	PL
SWRK326 (8 Credit Hours) THEORY&PRAC-SOCWK II	PL

Deleting a Course from Plan





1. Click on Edit  button of term you want to delete course from.
2. Check the course you want to delete, click delete and submit to finalize the change.

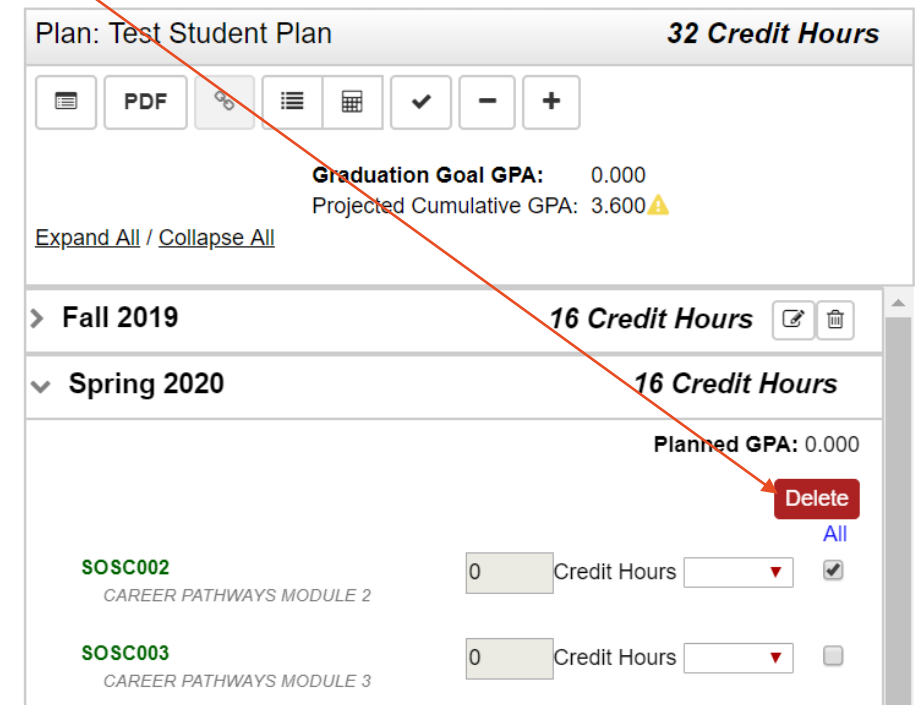


Plan: Test Student Plan **32 Credit Hours**

Graduation Goal GPA: 0.000
Projected Cumulative GPA: 3.600 ⚠

[Expand All / Collapse All](#)





Term	Credit Hours	Actions
> Fall 2019	16 Credit Hours	 
> Spring 2020	16 Credit Hours	 



Plan: Test Student Plan **32 Credit Hours**

Graduation Goal GPA: 0.000
Projected Cumulative GPA: 3.600 ⚠

[Expand All / Collapse All](#)

Term	Credit Hours	Actions
> Fall 2019	16 Credit Hours	 
▼ Spring 2020	16 Credit Hours	 

Planned GPA: 0.000

Course	Credit Hours	Selected
SOSC002 CAREER PATHWAYS MODULE 2	0	<input checked="" type="checkbox"/>
SOSC003 CAREER PATHWAYS MODULE 3	0	<input type="checkbox"/>

Delete

Remember to refresh the page to update Plan.

Planning for Winter/Summer Courses


1. Click the + symbol in your plan to add the desired term

Note: Winter terms in UAchieve would be December courses. This is different from terms in Banner








The screenshot displays the 'Test Student Plan' interface. At the top, it shows 'Plan: Test Student Plan' and '32 Credit Hours'. Below this is a toolbar with icons for PDF, links, list, calculator, checkmark, minus, and a plus sign. The plus sign is circled in red, with an arrow pointing to a 'Pop-Up Screen' titled 'Add Term'. The 'Add Term' screen has a close button (X) in the top right, a 'Term' dropdown menu set to 'Winter', and a 'Year' dropdown menu set to '2019'. At the bottom of the 'Add Term' screen are 'OK' and 'Cancel' buttons. The main plan area shows a table of terms: 'Fall 2019' (16 Credit Hours), 'Winter 2019' (0 Credit Hours), and 'Spring 2020' (16 Credit Hours). Below the 'Winter 2019' row is an 'Add Course' button. The 'Graduation Goal GPA' is 0.000 and the 'Projected Cumulative GPA' is 3.600 with a warning icon. There are also links for 'Expand All / Collapse All'.


Term	Credit Hours
> Fall 2019	16 Credit Hours
Winter 2019	0 Credit Hours
> Spring 2020	16 Credit Hours

Checking the Plan





1. Courses can be planned through graduation.
2. You can audit the plan by clicking on the  button

Plan: Test Student Plan **32 Credit Hours**

 PDF      

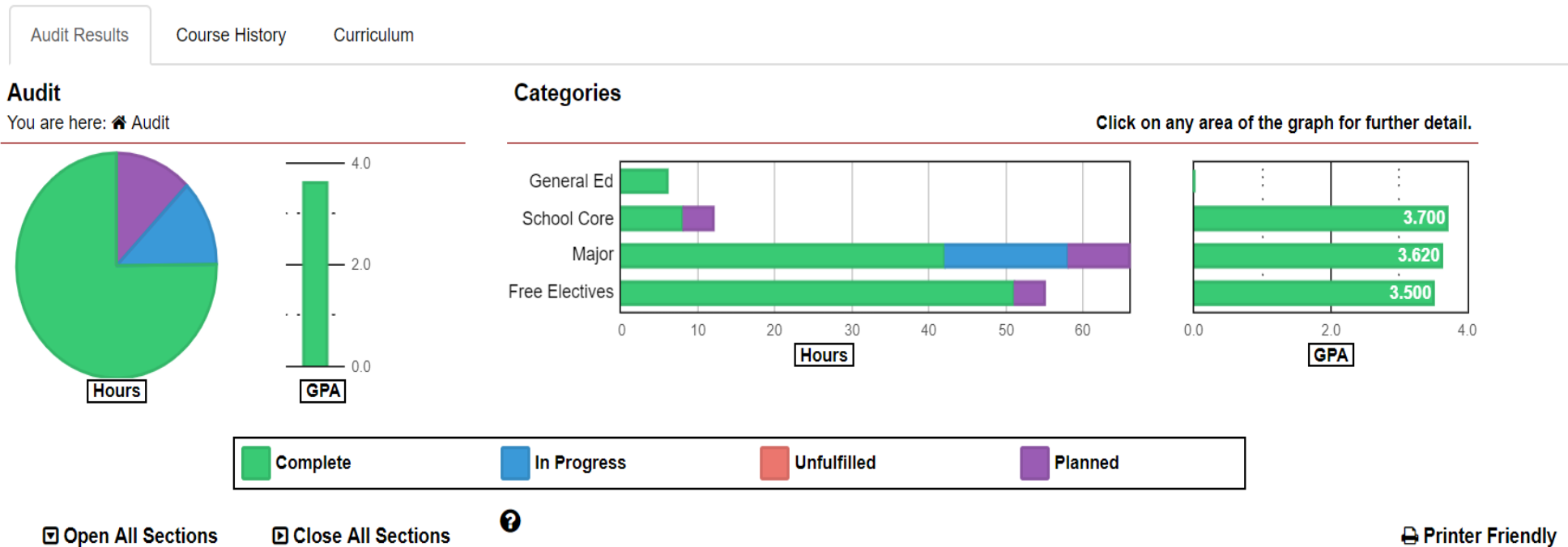
Graduation Goal GPA: 0.000
Projected Cumulative GPA: 3.600 

[Expand All](#) / [Collapse All](#)

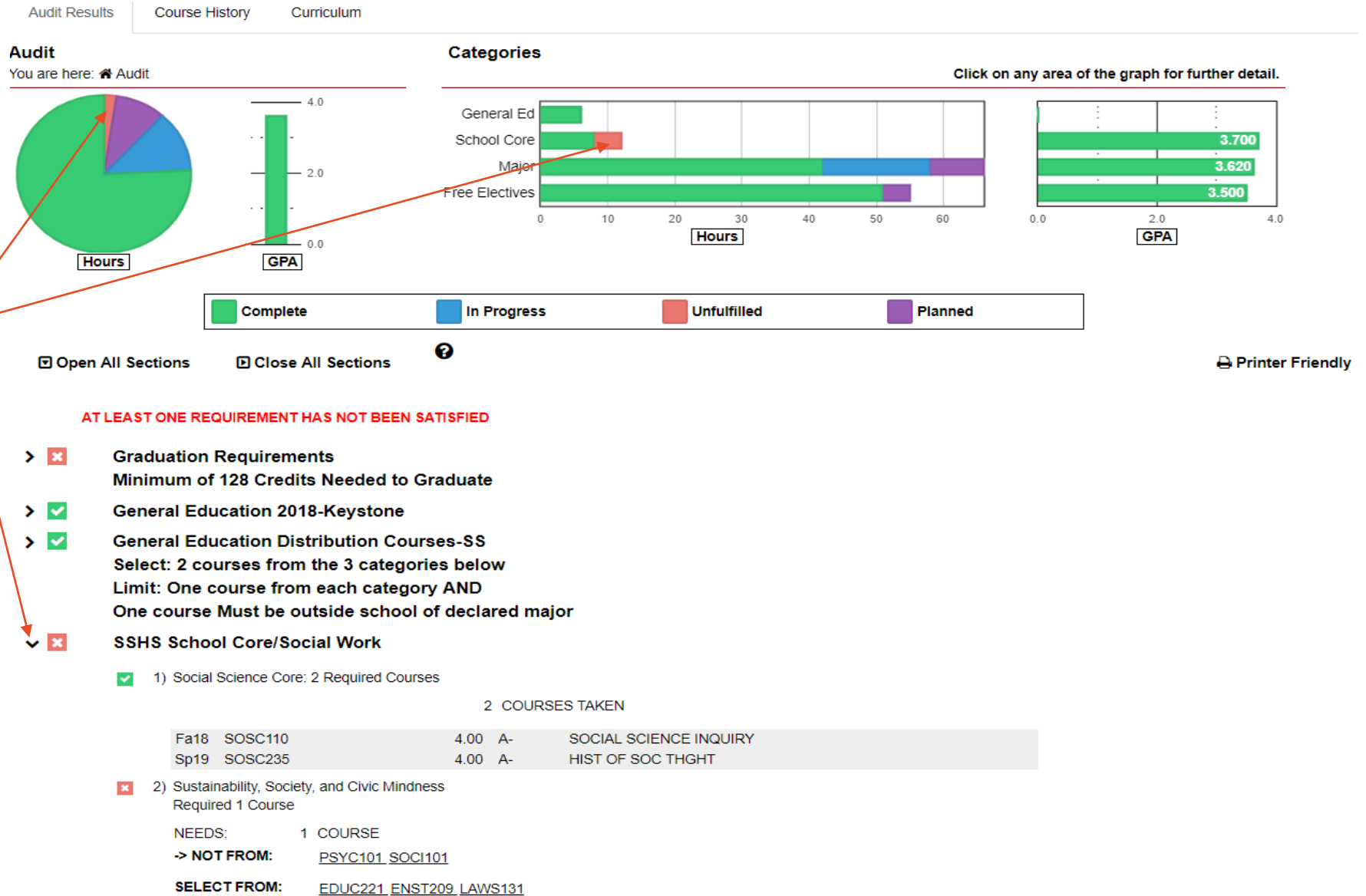
> Fall 2019	16 Credit Hours	 
> Spring 2020	16 Credit Hours	 

Auditing the Plan

- An Audit of the Plan will include purple for planned courses.



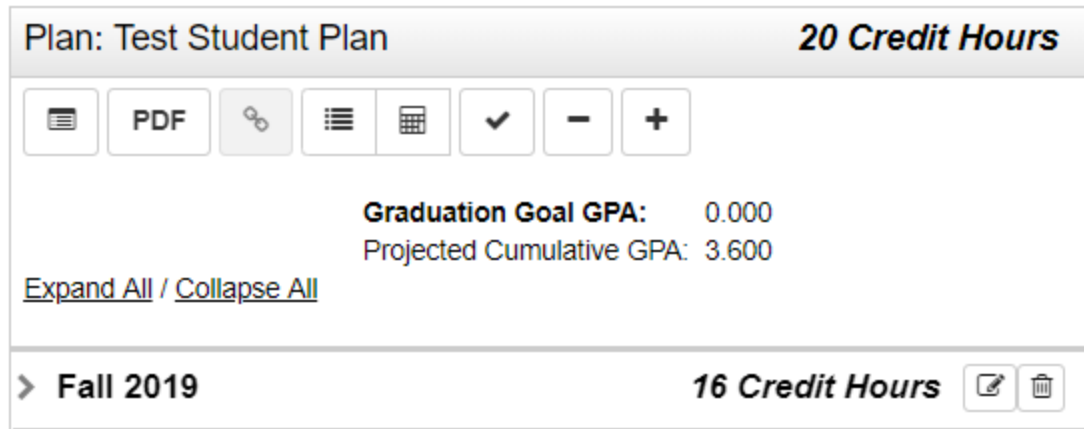
Auditing the Plan



- Make note of any red items as they have not been planned for yet.

Printing the Plan

1. Click on the PDF button to print the Plan.
2. PDF download will print Plan with sections divided by “Completed Courses” and planned courses by semester.



The screenshot shows a web interface for a student plan. At the top, it says "Plan: Test Student Plan" and "20 Credit Hours". Below this is a row of icons: a list icon, a "PDF" button, a link icon, a list icon, a calendar icon, a checkmark icon, a minus sign icon, and a plus sign icon. Underneath the icons, it displays "Graduation Goal GPA: 0.000" and "Projected Cumulative GPA: 3.600". There is a link that says "Expand All / Collapse All". At the bottom, there is a section header "Fall 2019" with "16 Credit Hours" and two icons: a pencil icon and a trash can icon.

Note: Unfulfilled courses don't appear on the Plan.

Planner Resources

1. U.Achieve Audit: <https://web.ramapo.edu/>
2. 4-Year Plans: www.ramapo.edu/fouryear/
3. *College Catalog: <https://www.ramapo.edu/catalog>

*Note: this brings you to the most recent catalog. Be sure to check appropriate catalog year.