How to Create a Plan for Completing Your Degree

The degree audit system is not available to graduate students and non-matriculated undergraduate students.

Besides creating a degree audit to see what requirements you will need to complete in order to graduate, you can use the same degree audit system to create a Plan containing the specific courses you will need to take each term in order to graduate. This will make it easy for you to determine what courses to choose each semester.

This document provides instructions for creating and managing plans and comments. If you have not yet created a degree audit, follow the instructions on the WISER Help for Students page.

To access the degree audit system:

- In your web browser, navigate to the WISER home page, http://wiser.umb.edu
- Log into WISER using your campus email user ID and password.
- On your Student Center page, click on the Boston Degree Audit icon.

  Boston Degree Audit

- The UMass Boston Degree Audit Services sign-in page will appear.
Welcome to UMass Boston Degree Audit Services

Login
- Enter your campus email user ID (the part before the @) and your campus email password.
- Click on Login.
- The Request an Audit page will appear, displaying your current major.

Create a New Plan

Click on the Plans tab at the top.

Request an Audit

Any existing plans and comments you or your advisor have already created will appear.

To create a new plan, click Create a New Plan. A list of degree programs will appear.
Select your degree program. One or more “roadmaps,” indicated by this icon 🗺️, may appear.

- INTERNATIONAL RELATIONS - BA
  🗺️ INTERNATIONAL RELATIONS - BA, effective: Fall 2017, for 4 Years

Click on the roadmap you wish to use.

**Plan Name:** Enter a name, such as “Anthropology Plan.” The Plan name will be visible to your advisors.

**Term and Year:** Enter the term and year you will begin following the Plan.

**Years to Graduation:** Leave the default set at 4. You may change this number in the Plan.

Click **Add Plan.**

The Plan will now appear, with any others that may have been created for or by you.

**Manage [Student's] Plans 🛢️**

**Program:** No Declared Program

**Catalog:** Winter 2017

<table>
<thead>
<tr>
<th>Preferred</th>
<th>Edit Plan</th>
<th>Action</th>
<th>Updated</th>
<th>User</th>
<th>PDF</th>
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</thead>
<tbody>
<tr>
<td>⭐</td>
<td>Mary Student's International Mgt Plan</td>
<td>Select...</td>
<td>May 23, 2017</td>
<td></td>
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* Indicates a plan without associated roadmap
Click on the Plan name in the Edit Plan column to open it in the Plan Builder page. On the left you will see the Roadmap you selected containing the requirements you must complete. On the right you will see your Plan, which you will now fill with courses.

Your goal is to create a list of courses in each term in the Plan on the right that will enable you to fulfill your degree requirements and graduate in the number of semesters you have chosen.

Recommended procedure:

1. Click the Move Preferred icon at the top of the Roadmap. This will cause any required courses (where you do not have a choice of courses, but must take the one listed) to move automatically to the Plan on the right. A green checkmark will appear next to these requirements in the Roadmap.

2. Go back to Year 1-Term 1 in the Roadmap and look for any requirement that does not have a green checkmark and follow the steps below to continue populating the Plan, term by term.

To specify the remaining courses or requirements in the Plan, you may do the following:

Step 1: Click or tap a course to view more details about that course.

If you click on a distribution requirement, such as “Arts” or “Humanities,” you will go to the Course Wizard, where you may select a term and view the course offerings that will
fulfil the requirement. Make a note of the course you want to take. Be aware that, unlike the course schedule in WISER, the Course Wizard is not updated in real time, so the number of available seats for the current or next term may not be accurate.

Step 2: Add the course from the Roadmap into the appropriate Term on the Plan. In some cases you may be able to drag and drop a course from the Roadmap into the Term on the Plan. In other instances, such as when multiple courses will fill a requirement, you will need to manually add the course.

- Click on the term in the Plan.
- Click on Add Course.
- Enter the Department Abbreviation, which must be in upper case and is the same as the Subject Code in the WISER Schedule of Classes.
- Enter the Course Number.
- Click OK. The course will be listed in the Plan.

Step 3: Use the “check” Plan button at the top of the Plan (✓) to check the Plan against your degree audit to ensure that requirements are being fulfilled.

As courses are moved from the Roadmap to the Plan, a green checkmark will appear in the Roadmap, indicating that you have fulfilled the requirement already or you have a planned course that will fulfill the requirement.

For general electives, no green checkmark will appear.
Add a Message
If you are not adding a specific course to the plan, you may click the Add Message button in a Term in the Plan and choose a message from the list to be added as a note or placeholder in that Term.
Edit the Plan

Add a Term: Click the + at the top of the Plan. In the Add Term box, select a Term and Year and click OK.

Delete a Term: Click the trashcan icon to the right of the term, then click Yes.
Remove a Course: Click the Edit icon to the right of the term.

Select the course(s) to be removed and click Delete.

Print Roadmap or Plan

To print the Roadmap or Plan, click the appropriate PDF button.

View Updated Degree Audit

To view a degree audit containing the courses in the Plan, click the audit button above the Plan.
The audit will appear in a new tab in your web browser.
Manage Existing Plans
You may have multiple Plans in the system. All of your Plans will be listed when you click on the Plans tab.

To open and edit a Plan, click on the Plan Name.

The Select an Action dropdown will allow you to edit, rename, copy or, in some cases, delete the plan.

Comments
You may add comments regarding your Plan that can be shared with your advisor, if you wish. Your advisor may also enter comments and share them with you.

Click the Plans tab at the top of the page to enter or view comments.
Add a New Comment

Click **Add New Comment**.

Click a button either to keep the comment private or to share it with your advisors.

Select **Private** or **To: Advisors**.

Enter your comment in the text box.
You may use the dropdown menu to link the comment with one of your plans.

Click **Save**.

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Add a Comment from the Plan Builder Page

If you have a plan open, you can add or view comments related to this plan by clicking on the Comments icon in the Plan toolbar.

You will see *only* comments that have been linked to this particular plan.

You may add a comment and choose to make it private or share it. It will automatically be linked to this plan.
Reply to, Edit or Delete Comments

Use the icons below and to the right of a comment.

- ✉️ Reply to any comment you can view.
- ✉️ Edit a comment you created.
- ✗ Delete a comment you created.