**Quick Reference Card for Students**

**Graduation Planning System**

**Sign on to the Campus Information Services** [https://gate.acs.utah.edu](https://gate.acs.utah.edu)

1. Enter your University ID number (uNID) and password. For more information, access the "What is a uNID and Password?" link.
2. Click on “Graduation Planning System,” located in the “Graduation” menu.
3. Login to the GPS using your Campus Information Services uNID and Password.

**Graduation Planning System Features**

- Students have the ability to create multiple “what-if” plans while progressing toward degree completion.
- A “Preferred” plan may be designated by the student to indicate the plan in which he/she intends to follow.
- GPS works in conjunction with the DARS system so that students may plan for University, Bachelor Degree, and departmental requirements.
- The “Audit View” allows a student to see which requirements he/she has previously completed, transferred courses (if any), the courses in his/her plan, and how those courses apply toward degree completion, thus, ensuring graduation requirements will be fulfilled on time.
- Students may access his/her plans easily as they are stored electronically in the Graduation Planning System.
- Use your plan as a guide to explore available options with your advisor (e.g. Study Abroad, Second major, internships, etc.)
- Lock down a plan with your advisor to use as your personal pathway to graduation.
- Add coursework for a second major with ease using the “Change Roadmap” icon while creating a plan.
Create a plan
- Mouse over “Plans” then select “Manage Plans” to begin creating a plan.
- Click on the “Create a new Plan” button.
- Open the tree view list of available Roadmaps by selecting the “University of Utah” on the left, followed by the desired college, degree type, and Roadmap.
- Type the name of the plan in the “Plan Name” field.
- Indicate the “Term” and “Year” in which to begin the plan and number of “Years to Graduation.”
  - Be sure to choose one semester ahead of the current semester.
- Click “Add Plan” to create your plan. The new plan will display in the list of available plans.
- Indicate if this will be your Preferred Plan or the plan you intend to follow. This may be marked at anytime.

Add Courses to a plan
- Mouse over “Plans” then select “Manage Plans” to add courses to a plan. A list of your plans will be displayed.
- Click on the name of the desired plan.
- Open the requirements and courses in the Roadmap by clicking on the name of the requirement.
- Find the course you intend to complete.
  - If the course is not listed, it can be added manually by right-clicking on the semester and selecting “Add Course.”
- Click on the course and drag it to the term of your choice in the plan.
- Continue this process until all requirements are either accounted for or added to your plan.

Edit a plan
- Mouse over “Plans” then select “Manage Plan” to edit a plan. A list of your plans will be displayed.
- Click on the name of the desired plan.
- Find the course in the plan you want to delete.
- Right click on the course and select delete.
- Add any additional courses as needed.

Create a plan using two Roadmaps
- Mouse over “Plans” then select “Manage Plan” to edit a plan. A list of your plans will be displayed.
- Click on the name of the desired plan.
- Click on the “Change Roadmap” link located in the upper right corner of the page.
- Open the tree view list of available Roadmaps by selecting the “University of Utah” on the left, followed by the desired college, degree type, and Roadmap.
- Continue modifying your plan as described in “Edit a Plan” to satisfy all additional requirements.
- Run an Audit against both Roadmaps to ensure all requirements will be satisfied.