

Quick Reference Card for Advisors

Graduation Planning System

Sign on to the Campus Information System <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. Select the Employee tab.
3. Click on “Graduation Planning System” in the “Graduation Information” menu.
4. Login to the GPS using your Campus Information System uNID and Password.

STUDENT INFORMATION SYSTEM
THE UNIVERSITY OF UTAH

Home Plans Roadmaps Students Profile Help Log Out

Roadmap Administrator Home

Roadmaps
- No roadmaps -
Manage Roadmaps...

Advisor















Student Plans
Student's ID
View Plans
OR
Browse Students...

Use the Log Out link to exit the Graduation Planning System

Use the Student menu to search for a certain student

Use the Plans menu to create and update student Plans

Use the Roadmaps menu to add, view, and edit Departmental Roadmaps

- | | |
|--|---|
|  Copy
Copies the selected Roadmap |  Audit View
Generates a new Degree Audit which includes Roadmap requirements and planned courses |
|  In Progress
Updates the status of the selected Roadmap to In Progress |  Validate
Cross checks courses in the Plan against the Roadmap |
|  Complete
Marks the selected Roadmap as Complete |  Change Roadmap
Selects a different published Roadmap |
|  Refresh Roadmap
Re-runs the audit for the degree program and includes any changes since it was first created |  Plan View
Switches the view to show only the Plan |
|  Synch
Cross checks courses in the Roadmap against the Degree Audit |  Plan & Roadmap View
Switches the view to show both the Plan and the Roadmap |
|  Roadmap View
Switches the view to show only the Roadmap |  Approve
Marks the Plan as the Approved Plan the student will follow for Graduation Guarantee |
|  Roadmap & Audit View
Switches the view to show both the Roadmap and the Audit |  Remove Approval
Removes the Approval from a Plan the student no longer wants to follow & nullifies Grad Guarantee |

Graduation Planning System Features

- Advisors only need to build one Roadmap (requirement set) per major and degree type for each catalog year. This Roadmap may then be used for all student advising in the department.
- Works in conjunction with the DARS system such that changes to departmental requirements must be updated only once in the DARS.
- Previous Roadmaps may be copied using a different catalog year for the audit, thus greatly diminishing the time it will take to create new Roadmaps for each catalog year.
- The “Audit View” function allows advisors to simultaneously see what the student has completed, which courses are in the students plan, and how those courses apply to the DARS report ensuring graduation requirements are fulfilled on time.
- Advisors have the ability to create multiple plans for a student.
- Student’s plans are easily accessed as they are stored electronically in the Graduation Planning System.

Graduation Guarantee Policies Involving GPS

- The academic department must update the Degree Audit Report to reflect appropriate requirements based on catalog year.
- The academic department must establish a standard 4-year Roadmap in the Graduation Planning System (GPS) tool that includes courses for major, general education, bachelor’s degree, and institutional requirements.
- The academic advisor will explain major requirements, identify the catalog year, and declare the student in the major or explain admissions requirements. Information for general education and bachelor’s degree requirements will be available in GPS for the student plan. University College is available to answer questions on general education, bachelor’s degree requirements and general university policies for the advisor or student.
- The academic advisor (or appropriate departmental representative) will assist eligible students for Graduation Guarantee in developing a “graduation plan” in the Graduation Planning System tool and secure the plan by approving it for future use by the department, the student, and other advisors as appropriate.
- The academic advisor (or appropriate departmental representative) will identify students participating in Graduation Guarantee in the Advisor Meeting panel of PeopleSoft. The advisor will select and save the “GRAD GUAR” option. Notes should be recorded by the advisor for each meeting in the NOTES panel, including catalog year and graduation date.
- The academic department is required to maintain electronic documents in PeopleSoft and GPS.
- The department will assist a student in finding an appropriate substitute or waive a requirement if the course on the “graduation plan” is not available and delaying enrollment will delay graduation. If the course cannot be waived or substituted and the student must extend his/her graduation date, the University of Utah becomes responsible for the cost of tuition and fees.

Naming Conventions For GPS

- **ROADMAPS:** In all CAPS use full name of major and degree type abbreviation. (e.g. HISTORY BA, POLITICAL SCIENCE BS, MUSIC BMU)
- **PLANS:** In all CAPS use the date created (year month date), major & degree type, advisor’s last name. (e.g. 2010 JUN 13 POLITICAL SCIENCE BA SMITH)
- **REQUIREMENTS:** In all CAPS use a hyphen (-) one space () list requirement abbreviation (CW) complete (write out number) course requirement type or level (e.g. - (AI) COMPLETE ONE AMERICAN INSTITUTIONS COURSE, - COMPLETE TWO COURSES AT THE 3000-5000 LEVEL)

Graduation Planning System Features

- Advisors only need to build one Roadmap, requirement set, for a major in a particular catalog year. This Roadmap may then be used for all student advising in the department.
- Works in conjunction with the DARS system such that changes to Departmental requirements must be updated only once in the DARS.
- Previous Roadmaps may be copied using a different catalog year for the audit, thus greatly diminishing the time it will take to create new Roadmaps for each catalog year.
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- The academic advisor (or appropriate departmental representative) will assist eligible students for Graduation Guarantee in developing a “graduation plan” in the Graduation Planning System tool and secure the plan by publishing it for future use by the department, the student, and other advisors as appropriate.
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GPS Security

- There are 3 types of security access for GPS.
 - ROADMAP & PLAN access allows a person to create and edit departmental roadmaps and create, edit, and approve a student’s plan.
 - PLAN access allows a person to create, edit, and approve a student’s plan.
 - VIEW ONLY access allows a person to view a student’s plan.

Naming Conventions for GPS

- ROADMAPS: In all CAPS use full name of major, roadmap style: major or degree type abbreviation , year catalog begins. (e.g. POLITICAL SCIENCE MAJOR 2008, POLITICAL SCIENCE BA 2009)
- PLANS: In all CAPS use the date created (year month date), major & degree type, advisor’s last name. (e.g. 2009JUN13 POLITICAL SCIENCE BA SMITH)
- REQUIREMENTS: In all CAPS use a hyphen (-) one space () list requirement abbreviation (CW) complete (write out number) course requirement type or level (e.g. - (AI) COMPLETE ONE AMERICAN INSTITUTIONS COURSE, - COMPLETE TWO COURSES AT THE 3000-5000 LEVEL)