PLANNED COURSES: Allow the advisor and student to see how courses will apply within the degree audit.

COURSE CART:
- Courses may be selected from the course lists in the audit or entered directly into the Course Cart fields.
SOAR for Students – Planned Courses

Course Link:

- Click course link in audit to open course description

Click the Add button to add the course to the Course Cart or Cancel to close the description window

Course added to the Course Cart
Click on the course to **Edit** the course information
- All courses added through the Course Cart will have the following defaults: Grade = P

Click the **Submit Edit** button

Click **checkbox** next to course, select **Make courses Planned**, and click **Go**

Course has now been moved from the Course Cart to the Planned Courses Menu

**NOTE:** The course title and course credits are populated from the university catalog. The course title can be viewed in the degree audit and in the Planned Courses Menu.
IMPORTANT: Both advisors and students may add and remove planned courses. Deleting planned courses is not restricted to the individual who entered the course. All fields including the Memo are visible and not restricted to the individual who entered the course.

Clicking on the View Planned Courses link will open the Planned Courses Menu

PLANNED COURSE DETAILS: Click on the course to view or edit

REQUEST NEW AUDIT:
The “Include Planned Courses” box on the Request New Audit window must be checked in order to have planned courses appear in the degree audit.

REMOVING PLANNED COURSES:
- Select courses by clicking the checkbox and click the Delete Courses button
SOAR for Students – Planned Courses

Course Cart Fields:

- Course to add – Enter EWU course (please enter in all CAPS)
  - Courses with subjects less than 4 characters will need spaces added before the course number
  - ART and ASL
    - Enter a space between the subject (prefix) and course (number)

- Add to cart – Change to **Make courses Planned**

- Click **Go**

- Update year/terms of all courses
  - Select term and click **Go** to change the term for all courses in the Course Cart

- View Planned Courses will open the Planned Courses Menu