

# STAR Degree Planning Help (Roadmap Application)

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[HTTP://REGISTRAR.NMSU.EDU/STAR-DEGREE-AUDIT/UDIRECT-DEGREE-PLANNER-HELP/](http://REGISTRAR.NMSU.EDU/STAR-DEGREE-AUDIT/UDIRECT-DEGREE-PLANNER-HELP/)

# How to use the STAR degree planning (Roadmap) application.

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## Topics:

What is the STAR degree planning (Roadmap) application?

Accessing the Star degree planning (Roadmap) application

How to create a new Plan

Viewing and editing a current Plan

Explanation of Roadmap and Plan icons

Contacting an Academic Advisor

Technical Help and Feedback

# What is the STAR degree planning (Roadmap) application?

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The STAR degree planning (Roadmap) application is a tool that works along with the degree audit. When a student creates a plan for their program of study using this application, requirements that the student has already completed are automatically checked off on the degree plan based on requirements completed in the degree audit. The student and advisor can then drag and drop courses to plan out the courses a student needs to take for future terms.

# Accessing the STAR degree planning (Roadmap) application.

- From the Audit Request page, clicking on the Plans tab will take you to the manage and create plans screen for yourself if you are a student, or for the selected student if an advisor.

New Mexico State University  
STAR Degree Audit

Students | **Plans**

Student: Pistol Pete / 800000000 Audits: Plans

### Request an Audit

Select A Program:

Run Selected Program:  
Please select a college, degree program, and catalog year from the drop down menu

Degree: College: [v]  
Program: [v]  
Catalog Year: [v]

Options:

Include In Progress Courses: [x]  
What If Courses: [v - Default]  
Run Type: [v Degree Audit Course]  
Format: [v Regular (HTML)]

Run Audit | Cancel

# How to create a new Plan.

- Click on the “Create a new Plan” button to bring up the menu.
- Navigate through the menu to your desired program of study.
- Click on your desired program to create your individualized Plan.

New Mexico State University  
STAR Degree Audit

Audits - Plans Courses -

Manage Pistol Pete's Plans

Create a new Plan

Note  
Enter your notes for your plan. Select 1 others or the "Private" field to create a  
[Expand All](#) / [Collapse All](#)

Choose a Degree Program Below

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

- NMSU
  - Degree Plans
    - College/Campus
      - Agricult
      - Alamogordo
      - Arts-Sci
      - Business
        - Associate of Pre-Business
        - Bachelor of Accountancy w/ Banner dprog
        - BART - Economics
        - BBA - Economics
        - BBA - Finance
          - [BBA - Finance\\_effective\\_Summer\\_2014\\_for\\_4\\_Years](#)
          - BBA - Finance Banking Option
          - BBA - General Business - Entrepreneurship Option
          - BBA - General Business - General Business Option
          - BBA - General Business - Tribal Management Option
          - BBA - Information Systems
          - BBA - International Business
          - BBA - Marketing - Marketing Option
          - BBA - Marketing - PGA Option
          - BBA - MGT - Human Resource Option
          - BBA - MGT - Leadership Option

- After clicking on the link to your program you will see this screen.
- Give your Plan a name, select the semester you anticipate starting your program of study, the 4 digit year, and select how many years you anticipate it will take you to graduate in that program.
- Click the “Add Plan” button when your are ready to create your Plan.

**New Mexico State University**  
STAR Degree Audit

**Manage Pistol Pete's Plans**

[Create a new Plan](#)

**Enter Plan Information Here:**

Chosen roadmap: *BBA - Finance*  
effective: *Summer 2014, for 4 Years*

Plan Name:

Semester:

Year:

Years To Graduation:

Preferred	Name	Action	Updated	User	PDF
<input checked="" type="radio"/>	<a href="#">my_auto plan</a>	Select an Action...	Jan 14, 2015	pete	

\* Indicates a plan without associated roadmap

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- The following screen will appear, under the “Action” menu drop downs you can view and edit your Plan, as well as give your Plan a different name, create a copy, and delete your Plan.
- The “Preferred” radio button is just for your information as a way to mark your preferred Plan of study that you are following in case you have multiple Plans that have been created.

New Mexico State University  
STAR Degree Audit

Audits - Plans Courses -

### Manage Pistol Pete's Plans

Create a new Plan

Note  
Enter your noti  
others or the "I  
Expand All / Cc

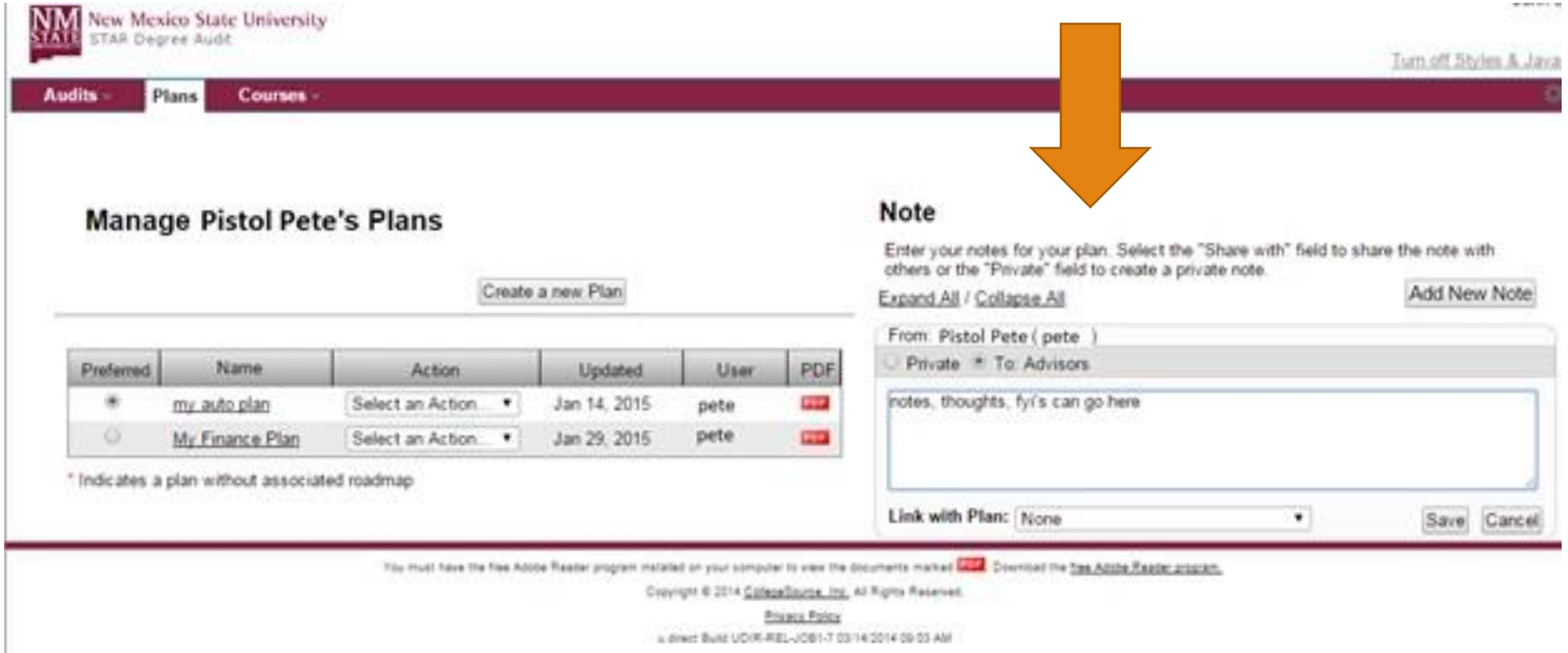
Preferred	Name	Action	Updated	User	PDF
<input checked="" type="radio"/>	<a href="#">my_auto_plan</a>	Select an Action... ▼	Jan 14, 2015	pete	
<input type="radio"/>	<a href="#">My Finance Plan</a>	Select an Action... ▼	Jan 29, 2015	pete	

\* Indicates a plan without associated

Adobe Reader program installed on your computer to view the documents marked

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- As an option, personal notes can be added on this page, and linked with an individual plan if desired. The note can be marked private, or shared with advisors.





New Mexico State University  
STAR Degree Audit

Audits - Plans Courses -

### Manage Pistol Pete's Plans

Create a new Plan

Preferred	Name	Action	Updated	User	PDF
*	<a href="#">my auto plan</a>	Select an Action ▾	Jan 14, 2015	pete	
○	<a href="#">My Finance Plan</a>	Select an Action ▾	Jan 29, 2015	pete	

\* Indicates a plan without associated roadmap

### Note

Enter your notes for your plan. Select the "Share with" field to share the note with others or the "Private" field to create a private note.


Expand All / Collapse All Add New Note

From: Pistol Pete ( pete )

Private  To Advisors

notes, thoughts, fyr's can go here

Link with Plan: None ▾ Save Cancel

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# Viewing and editing a current Plan.

- If you wish to view and edit a current Plan, select the “Edit Your Plan” option from the drop down menu on the following screen which will appear if you click on the Plans tab if you already have created at least one Plan.
- If you need to create a Plan, please see the section on creating a Plan.

New Mexico State University  
STAR Degree Audit

Audits - Plans Courses -

### Manage Pistol Pete's Plans

Create a new Plan

Preferred	Name	Action	Updated	User	PDF
<input checked="" type="radio"/>	<a href="#">my_auto plan</a>	Select an Action...	Jan 14, 2015	pete	PDF
<input type="radio"/>	<a href="#">My Finance Plan</a>	Select an Action... Edit Your Plan Rename Copy Delete	Jan 29, 2015	pete	PDF

\* Indicates a plan without associated

Note  
Enter your not  
others or the "I  
Expand All / Co

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u:direct Build UDIR-REL-JOB1-7 03/14/2014 09:03 AM

- The ideal roadmap for the degree program is on the left and it follows the college recommended “Sample Schedule”. The individual student plan is on the right. Requirements marked with a green checkmark are already completed with coursework.

**Plan Builder**

Step 1: Click or tap a course to view more details about that course.  
 Step 2: Drag course into appropriate Semester on your Plan.  
 Step 3: Use the “Check Plan” button to check your plan against the audit to ensure requirements are fulfilled as needed.

[Hide Help](#)

**Roadmap: BBA - Finance** **80 Hours**

Program: BBA - Finance  
 Effective: Summer 2014  
[Expand All / Collapse All](#)

<b>Freshman Year</b>	<b>6 Hours</b>
<b>Fall Semester</b>	<b>3 Hours</b>
✓ Take MATH 120	0 Hours
✓ Take BCIS 110 or CS 110	0 Hours
✓ Area I: Communications	0 Hours
✓ Take 3 credits of Area V: Humanities and Fine Arts	0 Hours
Take 3 credits of general electives	3 Hours
<b>Spring Semester</b>	<b>3 Hours</b>
✓ Take MATH 121G	0 Hours
Take BUSA 111	3 Hours
BUS A111 (3 Hours) BUS IN GLOBAL SOCIETY	
✓ Area IC: Communications	0 Hours
Area III: Laboratory Sciences	0 Hours

**Plan: My Finance Plan** **0 Hours**

[Expand All / Collapse All](#)

▸ Fall 2015	0 Hours	
▸ Spring 2016	0 Hours	
▸ Summer 2016	0 Hours	
▸ Fall 2016	0 Hours	
▸ Spring 2017	0 Hours	
▸ Summer 2017	0 Hours	
▸ Fall 2017	0 Hours	
▸ Spring 2018	0 Hours	
▸ Summer 2018	0 Hours	
▸ Fall 2018	0 Hours	

- All terms on both the roadmap and plan can be collapsed and expanded. Clicking on a course will bring up the course description.

- Students can create individualized Plans by dragging and dropping courses from the roadmap into the semester on their Plan that they anticipate taking the course.

**Plan Builder**

Step 1: Click or tap a course to view more details about that course.  
 Step 2: Drag course into appropriate Semester on your Plan.  
 Step 3: Use the "check" button to check your Plan and the audit to ensure requirements are fulfilled as needed.

[Hide Help](#)

**Roadmap: BBA - Finance** **80 Hours**

Program: BBA - Finance  
 Effective: Summer 2014  
[Expand All / Collapse All](#)

Freshman Year		6 Hours
Fall Semester <span style="float: right;">3 Hours</span>		
✓ Take MATH 120		0 Hours
✓ Take BCIS 110 or CS 110		0 Hours
✓ Area I: Communications		0 Hours
✓ Take 3 credits of Area V: Humanities and Fine Arts		0 Hours
Take 3 credits of general electives		3 Hours
Spring Semester <span style="float: right;">3 Hours</span>		
✓ Take MATH 121G		0 Hours
Take BUSA 111		3 Hours
BUSA111 (3 Hours) BUS IN GLOBAL SOCIETY		
✓ Area IC: Communications		0 Hours
Area III: Laboratory Sciences		0 Hours

**Plan: BBA - Finance Plan** **0 Hours**

[Expand All / Collapse All](#)

▸ Fall 2015	0 Hours	
▸ Spring 2016	0 Hours	
▸ Summer 2016	0 Hours	
▸ Fall 2016	0 Hours	
▸ Spring 2017	0 Hours	
▸ Summer 2017	0 Hours	
▸ Fall 2017	0 Hours	
▸ Spring 2018	0 Hours	
▸ Summer 2018	0 Hours	
▸ Fall 2018	0 Hours	

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

▼ **Year One - Semester 2**

Complete MATH 121G. (NOTE: Must be completed with a grade of C- or better to progress to the next level math requirement.)



▼ Complete BUSA 111 with a grade of C- or better.

BUSA111 (3 Hours)  
BUSA111 SOCIETY



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

▶ **Fall 2015**

BUSA111

▶ **Spring 2016**

▶ **Summer 2016**

▶ **Fall 2016**

▶ **Spring 2017**

▶ **Summer 2017**

- To drag and drop a course on a term, hover over the course and drag it over onto the desired term. The term will be highlighted blue when the course can be dropped into the term.

- In addition to adding courses to Plans by dragging and dropping, any course can be added by clicking on the “+” icon within a semester and typing the course in manually. The text boxes will auto-fill with course information passed on partial searches.

## Plan Builder

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

Step 2: Drag course into appropriate Semester on your Plan.

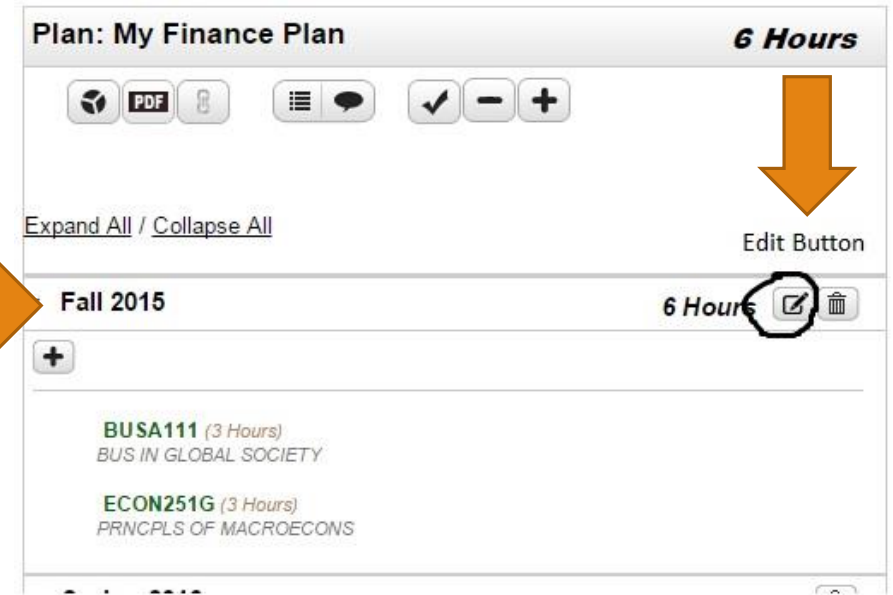
Step 3: Use the “check” Plan button to check your Plan against the audit to ensure requirements are fulfilled as needed.

[Hide Help](#)

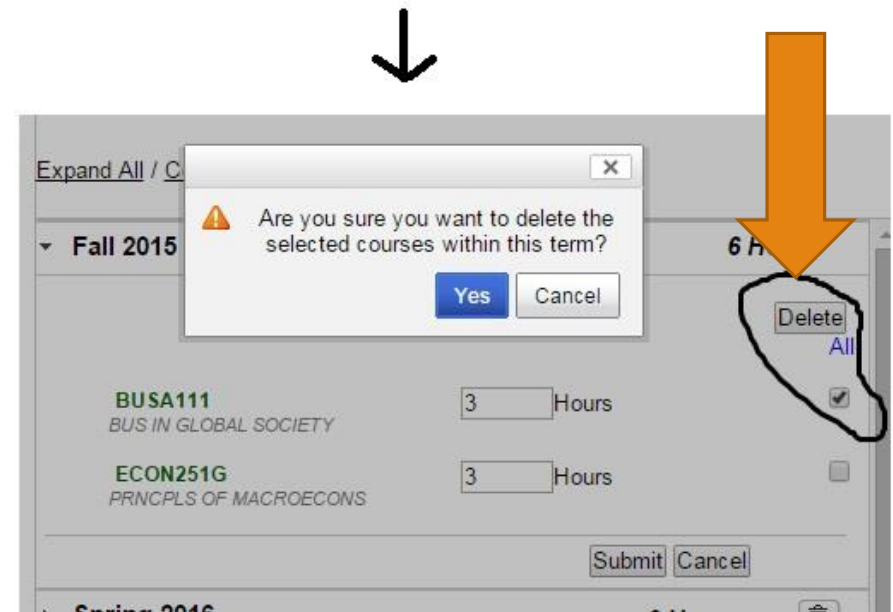
The screenshot displays two main panels. The left panel, titled 'Roadmap: BBA - Finance' (74 Hours), shows a program structure with semesters: Freshman Year, Fall Semester (6 Hours), Spring Semester (0 Hours), Sophomore Year (15 Hours), and Fall Semester (6 Hours). The right panel, titled 'Plan: My Finance Plan' (6 Hours), shows a semester list from Fall 2015 to Fall 2017. An 'Add Course' dialog box is open, showing a search for 'CHEM' with a list of course options including 110G, 111, 111G, 112, 112G, 114, and 115. An orange arrow points to a '+' icon in the Fall 2015 semester of the plan, indicating where a course can be manually added.

- This can be used to add courses to the plan that do not appear on the roadmap that the student needs to take, such as elective courses or developmental courses.

- Course can also be removed from the student's Plan by clicking on the edit button for the desired term, select the desired course or courses to be deleted, then click on the delete button.



- In addition, the entire term can be deleted from the Plan by clicking the trash can button.

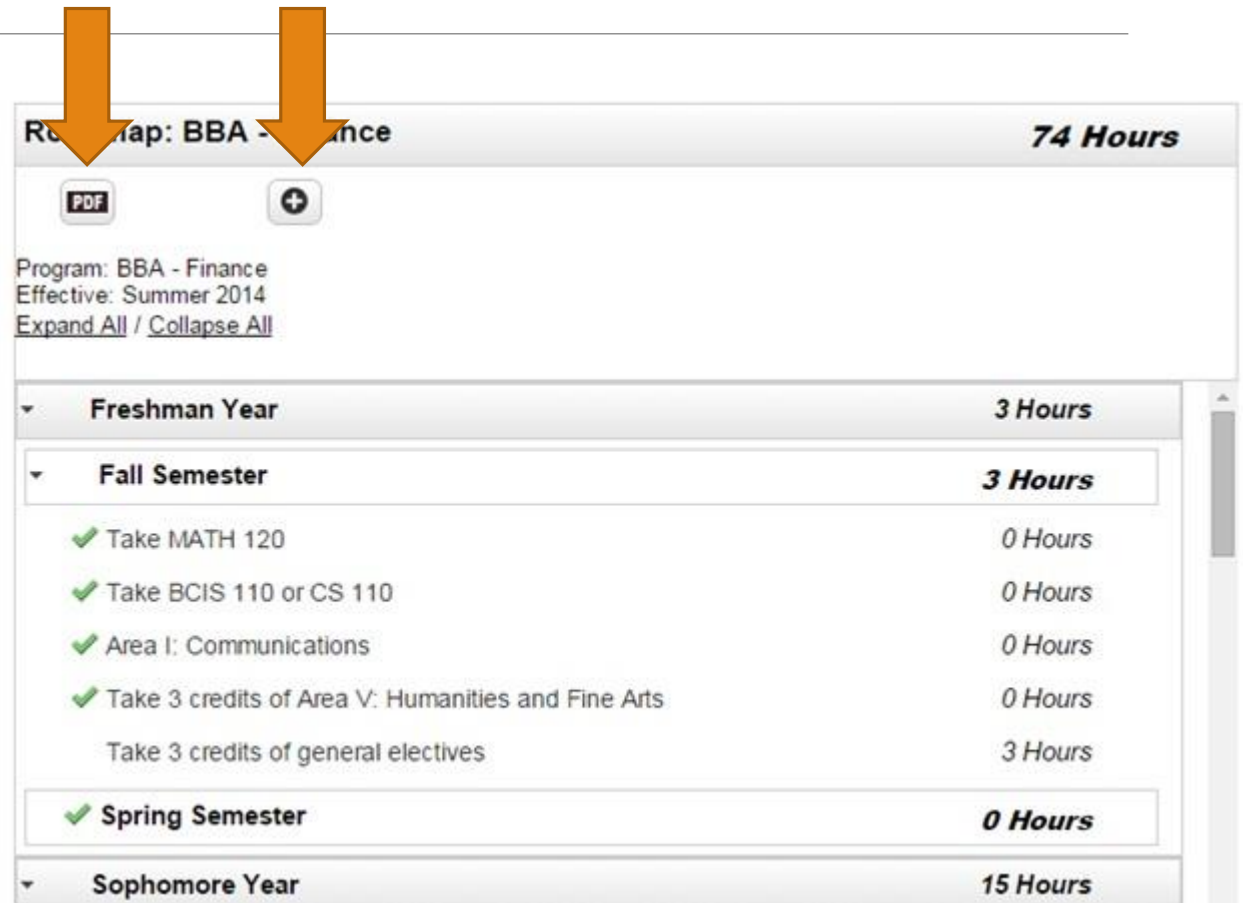


# Explanation of Roadmap and Plan icons.

Descriptions on the functionality of the icons can be viewed by hovering over the icons.

For the Roadmap:

- Click on the PDF icon to view the Roadmap in a PDF format.
- Click on the “+” icon to attach another roadmap, for example if the student is pursuing a double major, getting a minor, additional roadmaps can be added to the Plan.



The screenshot shows a web interface for a 'Roadmap: BBA - Finance' with a total of 74 Hours. At the top, there are two icons: a PDF icon and a plus sign icon. Two orange arrows point to these icons. Below the icons, the text reads: 'Program: BBA - Finance', 'Effective: Summer 2014', and 'Expand All / Collapse All'. The roadmap is organized into years and semesters:

Year	Hours
<b>Freshman Year</b>	<b>3 Hours</b>
<b>Fall Semester</b>	<b>3 Hours</b>
✓ Take MATH 120	0 Hours
✓ Take BCIS 110 or CS 110	0 Hours
✓ Area I: Communications	0 Hours
✓ Take 3 credits of Area V: Humanities and Fine Arts	0 Hours
Take 3 credits of general electives	3 Hours
<b>Spring Semester</b>	<b>0 Hours</b>
<b>Sophomore Year</b>	<b>15 Hours</b>

For the plan:

- Clicking on the pie graph icon will bring up a degree audit, including both real coursework and courses added on the Plan.
- Clicking on the PDF icon will display a pdf version of the student's Plan, in addition to the student's academic history.
- Clicking on the chain link icon will allow the user to navigate back and forth between multiple roadmaps if additional roadmaps were linked to the Plan by clicking on the "+" icon on the roadmap side.

Plan: M Finance Plan 6 Hours

Toolbar icons: Pie graph, PDF, Chain link, List, Comment, Checkmark, Minus, Plus

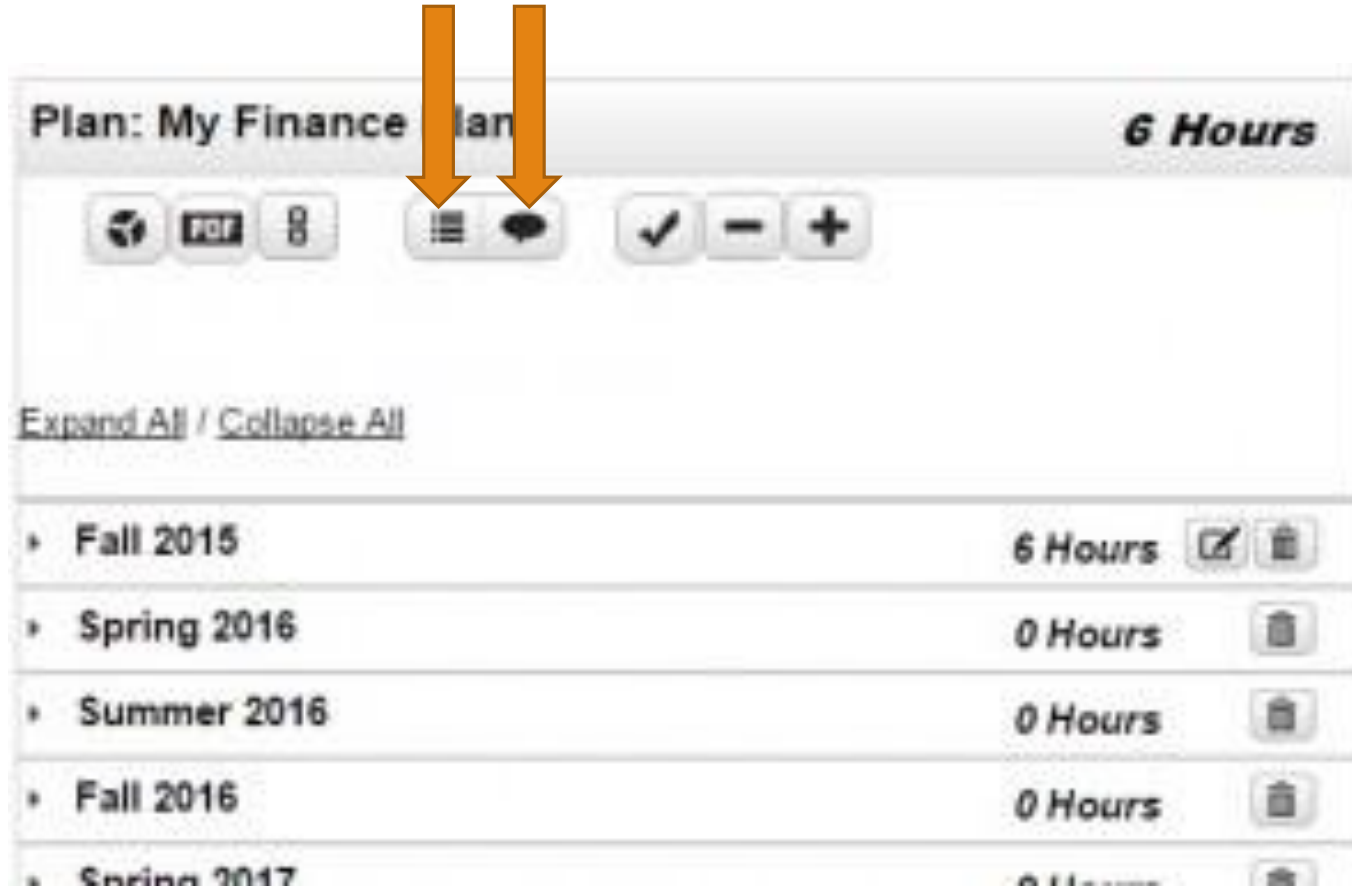
[Expand All](#) / [Collapse All](#)

• Fall 2015	6 Hours		
• Spring 2016	0 Hours		
• Summer 2016	0 Hours		
• Fall 2016	0 Hours		
• Spring 2017	0 Hours		

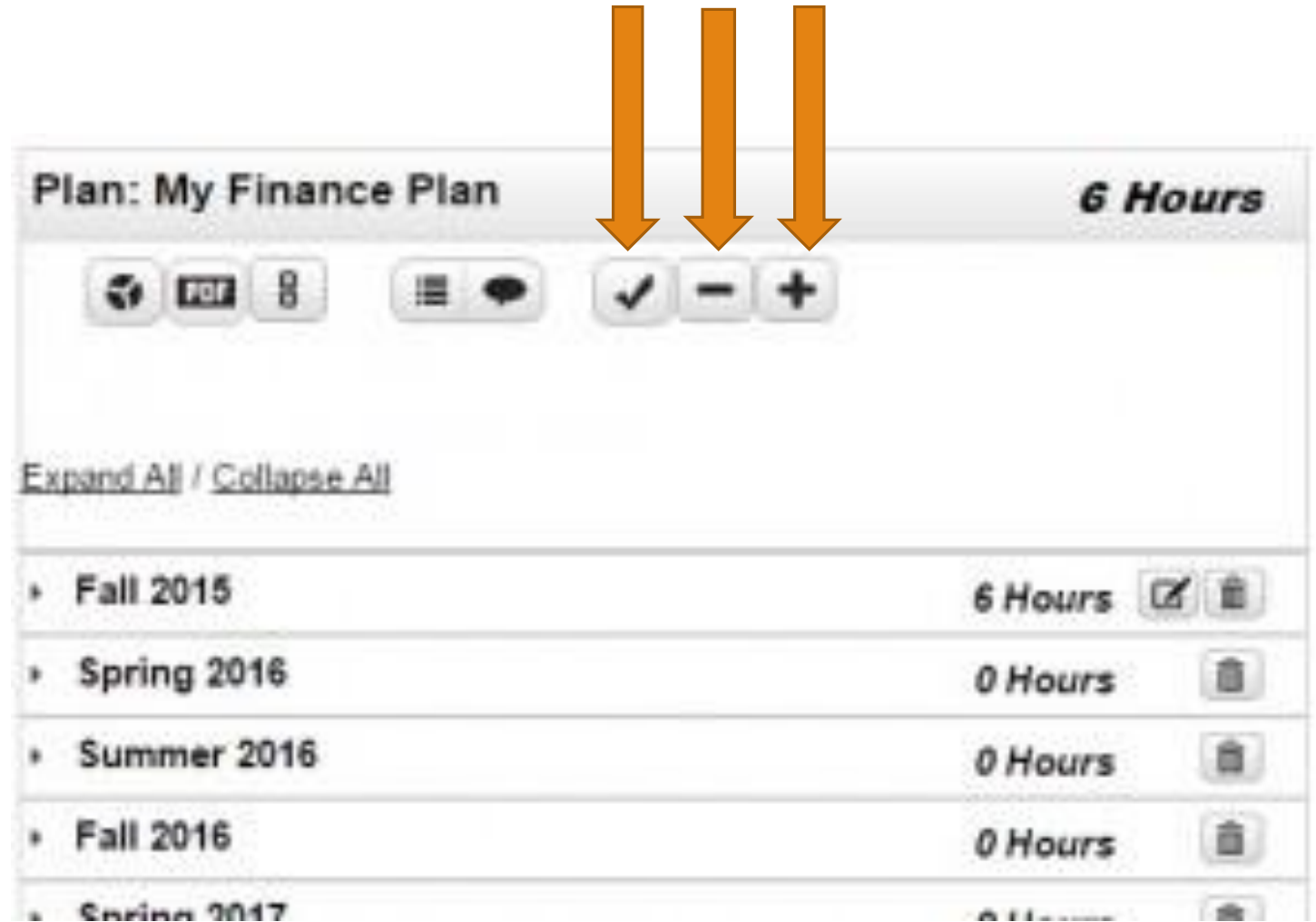


- Clicking on the list icon will list the Plan as well as the student's academic history, clicking on the list icon again will return the user to plan and roadmap view.

- Clicking on the conversation bubble will list the Plan and any notes associated with the Plan, clicking the icon again will return the user to the previous screen.



- Clicking on the checkmark will run a degree audit behind the scenes to check that courses planned are fulfilling degree requirements.
- Clicking on the “-” icon will removed all planned courses from the Plan.
- Clicking on the “+” will allow the user to add additional terms to the Plan.



# Contacting an Academic Advisor

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This degree planning tool is not designed to eliminate the advising function. Rather, it will allow your advisor and you to focus on discussing academic and career goals and choosing appropriate coursework. Please contact your advisor if you have any questions about program requirements. Contact and advising information can be found in the NMSU Advising Directory.

<http://advising.nmsu.edu/>

# Technical Help and Feedback

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If you need technical assistance or have general questions related to the degree audit system (STAR) or udirect planning tool (Roadmap), please contact a STAR team member in the Registrar's Office.

575-646-3411

[starproject@nmsu.edu](mailto:starproject@nmsu.edu)