



Charles Sturt  
University

# Graduation Planning System

## Student User Guide

Division of Student Administration  
Charles Sturt University

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## What is GPS?

The Graduation Planning System (GPS) is a web-based Degree Planning Tool that helps you to choose the correct subjects to meet your course requirements and monitor your progress towards graduation.

GPS has three modules:

### 1. Worksheet Audits

GPS generates a degree audit which is a comparison of your degree requirements against your academic record (Transcript). This allows you to review the course requirements that you have already met and what still needs to be complete. It also provides a real-time assessment of your progress toward graduation.

### 2. Plans

This is a tool which allows you to plan out your future enrolment on a session by session basis with the assistance of your Course Director.

### 3. Enrolment via Online Student Admin

You can use an *Active* and *Locked* plan from GPS to enrol in subjects in Online Student Administration.

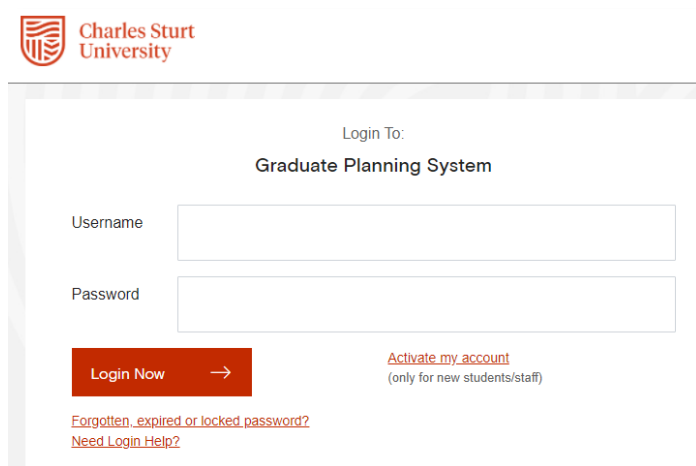
## Accessing GPS

You can access GPS directly at the link below using your current CSU login and password, alternatively you can follow the links in the Student Portal.

<https://gps.csu.edu.au/>

### Access Tips:

- *It is recommended that you do not access GPS using Internet Explorer, it is better supported by Chrome, Safari, Fire Fox and Edge.*
- *GPS can be used on different devices, including mobile phones. Be aware that your view and the navigation menu may be different depending on the size of your screen.*
- *To completely log out of GPS, you will need to close all of the browser windows.*



The screenshot shows the login interface for the Graduate Planning System at Charles Sturt University. At the top left is the university's logo. The main heading is 'Login To: Graduate Planning System'. Below this are two input fields: 'Username' and 'Password'. A red 'Login Now' button with a right-pointing arrow is positioned below the password field. To the right of the button is a link that says 'Activate my account (only for new students/staff)'. At the bottom left, there are two links: 'Forgotten, expired or locked password?' and 'Need Login Help?'.

### Troubleshooting Access:

- If you have a transcript hold on your account you will not be able to access GPS. To resolve this transcript hold, you will need to take action. The reason for your hold can include a financial debt to the University or an incomplete Academic Integrity Subject. Further information on your hold can be found in the Student Portal or by contacting AskCSU. Once you have taken the necessary action to clear the hold, your record will update overnight. <https://student.csu.edu.au/>
- If you have A and B ID numbers, you will need to log in to GPS using the relevant login and password for the account that you wish to access to ensure that you can view the correct degree.

### Example of a Hold Notification:

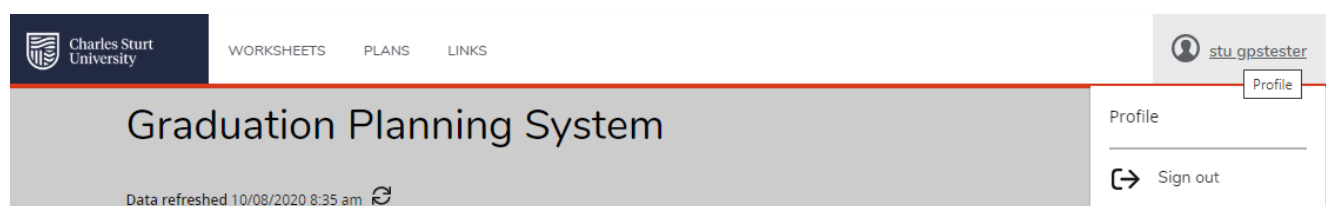


## Navigating GPS

GPS will open automatically into the Worksheets View.

### Menu Bar

- The Menu Bar helps you navigate around GPS.
- The Worksheets menu will return you to the main view of GPS.
- The Plans menu will take you into the Plans View so that you can build or review your enrolment plan.
- The Links menu provides a number of helpful links, including Contacts where you can go for assistance.
- The Profile menu allows you to log out of GPS.



## The Student Card

The Student Card remains visible in the different GPS views and provides relevant information to you and the actions that you may take in GPS.

### Degree

If you have multiple degrees, the *Degree* dropdown box will list all of the degrees. Make sure you check and select the correct course before reviewing your audit or accessing plans.

### Degree Level Faculty:

The Level of the degree that you have selected in the Degree field. The Faculty that is responsible for the degree that you have selected in the Degree field.

Active Degrees & Campus: A list of any courses that you are currently Active in and the relevant Campus that you are studying the degree through.

Graduated Degrees & Campus: This field will only be visible if you have graduated from a degree with Charles Sturt.

Withdrawn Degrees: A list of any degree that you have withdrawn from at Charles Sturt.

Transcript Hold Applied: You will not be able to access GPS if you have a hold on your transcript, therefore you should only see No Holds listed.

Data refreshed 10/08/2020 9:37 am

Student ID

12345678

Name

Smith, Sally

Degree

2705US Master of Busines...

Degree Level: Post-Graduate

Faculty: Fac Bus, Justice & Behav Sci

Active Degrees & Campus: 2705US (W), 2812BA (W)

Graduated Degrees & Campus: 2301CO (W)

Withdrawn Degrees: 2318CS

Transcript Hold Applied: Finance

## 1. GPS Audits

There are 2 types of audits commonly used in GPS. They are the Academic Audit and the What-If Audit.


- The Academic Audit outlines the course requirements for the degree that you are studying.
- The What-If Audit allows you to see what your course requirements may look like should to enrol in a specific list of subjects of if you transferred to a different degree.

### 1.1 Academic Audit

The Academic Audit merges the course requirements for your degree against your academic record (transcript), to provide a real-time assessment of your Academic Progress.


### When you first log in, update your Academic Audit:

- To ensure that you are working with the most up to date student information in GPS, we recommend that you refresh your student data when you log in. You can do this by selecting the Refresh Button.
  - GPS will check to see if any changes have been made to your student record and refresh the data if needed.

Data refreshed 10/08/2020 9:37 am 

Student ID  
12345678

Name  
Smith, Sally

Degree  
2705US Master of Busines... 

Degree Level: Post-Graduate

Faculty: Fac Bus, Justice & Behav Sci

Active Degrees & Campus: 2705US (W), 2812BA (W)

Graduated Degrees & Campus: 2301CO (W)


Withdrawn Degrees: 2318CS


Transcript Hold Applied: Finance

- You should also check your last Audit Date, if it is not current, we recommend that you select the Process button to ensure that you are working with the most up to date GPS course structure.

Academic

What-If

View historic audit 

Format  
Student View 

☒ In-progress subjects

☒ Preregistered subjects

Process

Audit date 10/08/2020 8:35 am


The Academic Audit Worksheet contains a list of all course requirements that you must meet to be eligible to graduate from this degree. Course requirements will vary depending on the degree that you are studying, however in general it includes the list of core subjects that must be completed and a list of any optional subjects that you can complete. Optional subjects include groups of subjects that may make up a specialisation or major/minor or a list of restricted electives.

- a) **The Degree Block** includes all course requirements including those which are completed, in-progress and are 'Still Needed'.

The title bar displays the Degree Title, Academic Year (year of admission to this degree), total points required and total points accumulated.

Bachelor of Paramedicine

INCOMPLETE



Points required: 192

Points accumulated: 56






Academic year: 2020

Unmet conditions for this set of requirements:

192 points are required. You currently have 56; you still need 136 more points.

The remaining degree block outlines your course structure and shows whether you have already met the course requirement, have started to complete the course requirement (in-progress) or have yet to enrol in the subjects that will meet the course requirement (still needed).

The **Legend** to explain the different icons used in the course requirements is displayed at the bottom of the screen.

 Complete	 Not complete	 Complete except for subjects in-progress	 Nearly complete - seek advice from your Liaison officer	 Subject has Pre-requisites	 Any subject number
--	--	--	---	--	--

A review of the course requirements will show:

- A green tick against any course requirement that has been successfully completed
- A blue half circle against course requirements that are in-progress and will be complete pending grades
- A red circle against any course requirements that have not yet been started.

## Bachelor of Paramedicine







INCOMPLETE



Points required: 192   Points accumulated: 56   Academic year: 2020


Unmet conditions for this set of requirements:

192 points are required. You currently have 56; you still need 136 more points.

	Subject	Title	Grade	Points	Term
 CORE SUBJECTS	* Key Subject				
	Pharmacology for Paramedics	Still needed:	8 Points in <a href="#">APS 301</a> 		
	Science Communication and Methodology	BMS 105	Science Comm and Method	TA	(8) Session 3 2020
	Human Bioscience 1	BMS 191	Human Bioscience 1	TCR	8 Session 1 2020
	Satisfied by: -- Credit/Prior Learning				
	Human Bioscience 2	BMS 192	Human Bioscience 2	TCR	8 Session 1 2020
	Satisfied by: -- Credit/Prior Learning				

If your course has majors, minors, joint study or elective options the audit process will tick off those subjects as soon as it can allocate the subject against a particular requirement.

**NOTE:** Clicking on the subject code of a “Still Needed” subject, opens a separate window (Subject Information) which provides the prerequisites (if any) and subject availability.

	The Dynamics of Health Care Practice	Still needed:	8 Points in <a href="#">HSM 202</a>
		Dynamics of Health Care Pract - 8 Points	

## Subject Information



### HSM 202 - 8 Points - Dynamics of Health Care Pract

#### Prerequisites:

#### Sections:

Term	CRN	Section	Seats open	Title	Meeting times
Sess. 1 2021	15910	BI	999 (out of 999)	Dynamics of Health Care Pract	To be announced
Sess. 1 2021	15911	PTI	999 (out of 999)	Dynamics of Health Care Pract	To be announced
Sess. 2 2021	4184	BD	999 (out of 999)	Dynamics of Health Care Pract	To be announced

- b) **ADDITIONAL SUBJECTS:** The subjects in this section are subjects that have been completed as part of the degree but which have not applied to this course structure. The audit process cannot find the correct spot in the course structure to tick off the requirement. In the majority of cases this should not be cause for concern however it can also mean that you are heading off track with the subjects that you have chosen and this may impact your eligibility to graduate. It is recommended that you contact your Course Director for approval ([ask@csu.edu.au](mailto:ask@csu.edu.au)). These subjects are NOT included in the accumulation of points in the degree.

## Additional Subjects

Points accumulated: 8    Subjects applied: 1



Subject	Title	Grade	Points	Term
IKC 100	Indigenous Australian Health	TA	(8)	Session 3 2020

- c) **IN-PROGRESS SUBJECTS:** These are subjects you are currently pursuing or have enrolled in for future sessions. They are listed in this section and also highlighted in blue in the Degree block list of subjects.

	Paramedic Professionalism and Communication	PHC 101	Para prof and comm	TA	(8)	Session 1 2020
	Paramedic Law and Ethics*	Still needed:	8 Points in	PHC 190		
	Health, Society & Paramedic Practice	Still needed:	8 Points in	PHC 200		



## In-progress and Preregistered

Points accumulated: 40 Subjects applied: 5

Subject	Title	Grade	Points	Term
CLS 105	Foundatn Clin Prac	TA	(8)	Session 1 2020
PHC 101	Para prof and comm	TA	(8)	Session 1 2020

- d) **OVER THE LIMIT SUBJECTS:** These are the subjects you have completed but which do not meet the requirements of the current course shown. For example if you have transferred into this course and some subjects of your previous course cannot be credited to the new course, then they will become “not counted” subjects in this display.

## Over The Limit

Points accumulated: 32 Subjects applied: 4

Subject	Title	Reason	Grade	Points	Term
ACC 501	Business Accounting & Finance	Max of zero classes/credits exceeded	HD	8	Trimester 3 2008
MGT 501	Management Theory & Practice	Max of zero classes/credits exceeded	DI	8	Trimester 2 2009
MGT 553	Project Management	Max of zero classes/credits exceeded	CR	8	Trimester 3 2009
MKT 501	Marketing Management	Max of zero classes/credits exceeded	DI	8	Trimester 1 2009

- e) **EXCEPTIONS:** If your Course Director has approved a variation to your course structure, you will see this information in the audit and also listed in the *Exceptions* section. When an Exception is added, this updates your course requirements.

<input type="radio"/>	Indigenous Health	Still needed:	8 Points in <a href="#">IKC 102</a>		
		Exception by:	Howard, Lisa Maree	On:	08/10/2020
		Substitute:	Replace IKC 100 with IKC 102 CD 10/8/20		
<input type="radio"/>	Emergency Care in Mental Health	Still needed:	8 Points in <a href="#">NRS 246</a>		
<input checked="" type="radio"/>	Paramedic Professionalism and Communication	PHC 101	Para prof and comm	TA	(8) Session 1 2020
<input type="radio"/>	Paramedic Law and Ethics*	Still needed:	8 Points in <a href="#">PHC 190</a>		
<input type="radio"/>	Health, Society & Paramedic Practice	Still needed:	8 Points in <a href="#">PHC 200</a>		

## Exceptions

Type	Description	Created on	Created by	Block	Enforced
Substitute	<a href="#">Replace IKC 100 with IKC 102 CD 10/8/20</a>	08/10/2020	Howard, Lisa Maree	Bachelor of Paramedicine	Yes

- f) **NOTES:** If you have been given specific advice by your Course Director, this may be added into the Notes section to GPS.

Notes					
Status	Description	Created on	Created by		
	Student was advised to register for the courses listed on the Planner.	08/10/2020	GPSTest, User		

## 1.2 What-If Audit

The What-If Audit provides you with two options:

**Option 1: What if you added these subjects to your current course, what course requirements would you meet and what is outstanding?**

To do this, you would perform a What-If and select Use current curriculum.

Academic

What-If

View historic what-if audit

What-If Analysis

☒ Use current curriculum

Future subjects

Subject

Number

Add

☒ In-progress subjects ☒ Preregistered subjects

Process

Reset

Add the subjects that you want to enrol in, you can add multiple by clicking on the Add button and then select Process.

## What-If Analysis

☒ Use current curriculum

### Future subjects

☒ In-progress subjects
 ☒ Preregistered subjects

GPS will display a What-If audit for your current course, all of the subjects that you added will show as **PLANNED** in the Audit.

You should check to ensure that all of the subjects have been applied in the Audit. If any subjects are listed in the Additional Subjects section, then it is likely that the subject will not count towards the course requirements and you may need to check whether you can enrol in the subject.

If you are satisfied that your planned subjects will meet the course requirements, you can then add the subjects to your enrolment in Online Administration.

	Emergency Care in Mental Health	NRS 246	Emergency Care in Mental Hlth	PLAN	(8)	PLANNED
	Paramedic Professionalism and Communication	PHC 101	Para prof and comm	TA	(8)	Session 1 2020
	Paramedic Law and Ethics*	Still needed:	8 Points in <a href="#">PHC 190</a>			
	Health, Society & Paramedic Practice	PHC 200	Hlth, Society & Paramed Prac	PLAN	(8)	PLANNED

## Additional Subjects

Points accumulated: 16    Subjects applied: 2

Subject	Title	Grade	Points	Term
ACC 100	Accounting 1	PLAN	(8)	PLANNED

## Option 2: What could your course structure look like if you changed to a different degree or a specialisation?

*NOTE: this is an indication only, you would need to meet the admission criteria and have your record formally assessed for credit.*

To do this, you would choose to complete a What-If and then select a different degree from the list available.

- Select a Degree
- Select an Academic Year – this should be the year that you may apply to course transfer into the new course
- You can add potential subjects that you may wish to enrol in
- Select the Process button

### What-If Analysis

☐ Use current curriculum

#### Program

Level \*  
Undergraduate

Academic year \*  
2020

#### Future subjects

Subject

Number

☒ In-progress subjects ☒ Preregistered subjects

Process

Reset

44143J Bachelor of Sport Studies/Bachelor of Communication Journalism

4414SP Bachelor of Speech and Language Pathology

4414US Bachelor of Medical Science

4414XS Bachelor of Exercise and Sport Science

4415DI Bachelor of Health Science (Nutrition & Dietetics)

4415NS Bachelor of Nursing

4415NU Bachelor of Health Science (Nutrition)

4415VT Bachelor of Veterinary Technology

4415WB Bachelor of Wine Business

4416DI Graduate Diploma of Dental Implantology

4418ES Bachelor of Equine Science (Business Management)

4418FN Bachelor of Health Science (Food & Nutrition)

4418PM Bachelor of Paramedicine

4418SM Bachelor of Sports Media

The results will show you what requirements of the new course you may have met already and what still needs to be completed.






## Bachelor of Nursing

INCOMPLETE

Points required: 192   Points accumulated: 16   Academic year: 2020

Unmet conditions for this set of requirements:

192 points are required. You currently have 16; you still need 176 more points.

	Subject	Title	Grade	Points	Term	
 CORE SUBJECTS	^ = Key Subject.					
	Human Bioscience 1	BMS 191	Human Bioscience 1	TCR	8	Session 1 2020
	Satisfied by: -- Credit/Prior Learning					
	Human Bioscience 2 ^	BMS 192	Human Bioscience 2	TCR	8	Session 1 2020
	Satisfied by: -- Credit/Prior Learning					
	Pathophysiology and Pharmacology 1	Still needed:	8 Points in <a href="#">BMS 291</a> 			

**NOTE:** This function only gives an approximate indication of the credits applied for a prospective Degree. You will still need to submit a request for Course Transfer and consult the Course Director for confirmation and approval.

## 2. Plans

The Plans Module allows you to plan out which subjects you intend to enrol in for each session.

### Very Important information

- Planning your course is not the same as enrolling in the subjects. You will still need to enrol by adding subjects through [Online Student Administration](#).
- The Plan in GPS does not take prerequisites or special circumstances into consideration when adding subjects. Working with your Course Director in agreeing on a plan and setting it to 'Active' and 'Locked' is beneficial.
- When looking to use your GPS plan to update your enrolment via Online Student Administration, you must use the plan that is 'Active' and 'Locked'.
- Ensure you have only one 'Active' and 'Locked' plan for a degree. If you have more than one 'Active' and 'Locked' plan, please consult with your Course Director to create a single plan of study.

### 2.1 Plan Tab

When you select Plans from the Menu bar you will be taken to the Plans view.

If you already have plan/s, they will be listed here. Otherwise you can create a plan by selecting New Plan.

WORKSHEETS PLANS LINKS

stu

# Plans

Data refreshed 10/08/2020 8:35 am

Student ID

Name gpstester, stu

Degree 4418PM Bachelor of Paramedicine

Degree Level: Undergraduate

Faculty: Faculty of Science

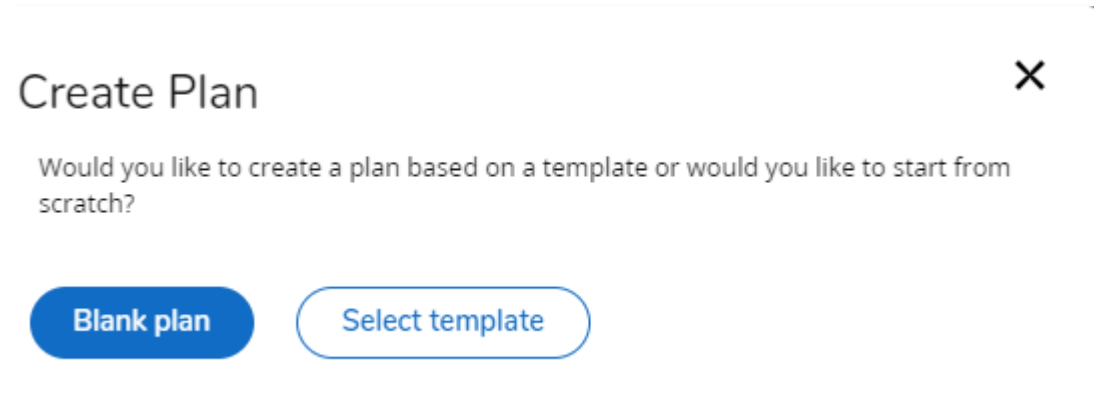
Active Degrees & Campus: 4418PM (B)

Transcript Hold Applied: No Holds

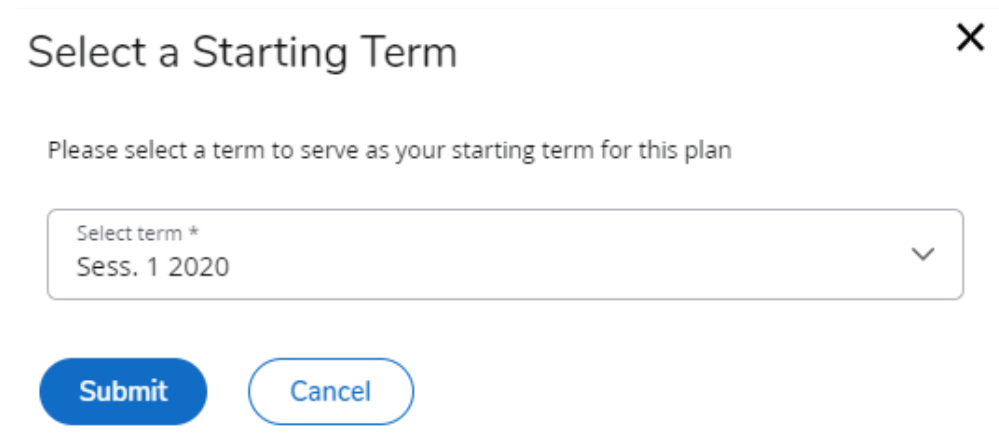
New plan

## 1. Create Plan

- a. Select New Plan
- b. You will have the option to select Blank plan or Select Template
  - i. Blank Plans will allow you to create a plan from scratch.
  - ii. Templates exist for some courses, they provide an outline of the core course requirements that must be met and may help you build your plan. Note: not all courses have a template due to the flexibility of our courses.

A dialog box titled "Create Plan" with a close button (X) in the top right corner. The text inside asks, "Would you like to create a plan based on a template or would you like to start from scratch?". At the bottom, there are two buttons: "Blank plan" (solid blue) and "Select template" (outlined blue).

- c. You will need to select the term that you want your plan to commence from. This should either be your admit term, or if you are part way through your course, it can be the current term so that you only plan out your remaining study.

A dialog box titled "Select a Starting Term" with a close button (X) in the top right corner. The text inside says, "Please select a term to serve as your starting term for this plan". Below this is a dropdown menu with the text "Select term \*" and "Sess. 1 2020" and a downward arrow. At the bottom, there are two buttons: "Submit" (solid blue) and "Cancel" (outlined blue).

- d. You will need to name your plan, it is recommended that you use the course name and the session that your plan is commencing and select Active and Save.

Edit Plan

Description\*

Bach of Paramedicine - Sess 1 2020 start

☒ Active

Save

Cancel

e. You will now have an empty plan ready for you to add sessions and subjects.

Degree 4418PM Bachelor of Paramedicine  
 Level Undergraduate  
 Active Yes | Status Not locked | Tracking Status NOT DISPLAYED, PLAN IS NOT LOCKED

Last updated: gpstester, stu on 10/08/2020

[Audit](#) [What-If](#) [Save as copy](#)

Requirements

Choice

Placeholder

Subject

Sess. 1 2020

Points: 16.0

+

BMS 191

Points: 8.0

BMS 192

Points: 8.0

+

Sess. 2 2020

Points: 0.0

+

f. There are a number of different ways to add subjects to your plan, we recommend that you watch the available video on creating your plan to see this in action.

- You can add subjects by clicking on the plus sign in each session and then searching for subjects from the list available. This will however show all subjects available, not just those from your course.

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## Add requirements to Sess. 1 2020

Subjects  
Clinical Science

Search by title

### Clinical Science (CLS)

<input type="checkbox"/>	Subject	CLS 103	Title	Non-Emergency Clinical Prac
<input checked="" type="checkbox"/>	Subject	CLS 105	Title	Foundatn Clin Prac
<input type="checkbox"/>	Subject	CLS 106	Title	Foundations of Trauma Practice
<input type="checkbox"/>	Subject	CLS 201	Title	Intro med emerg
<input type="checkbox"/>	Subject	CLS 202	Title	Life Span Health
<input type="checkbox"/>	Subject	CLS 203	Title	Internship 2
<input type="checkbox"/>	Subject	CLS 204	Title	Clin prac 1
<input type="checkbox"/>	Subject	CLS 300	Title	Adv. Cardiol
<input type="checkbox"/>	Subject	CLS 302	Title	Internship 3
<input type="checkbox"/>	Subject	CLS 307	Title	Transition to Paramedic Prac

⏪

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>

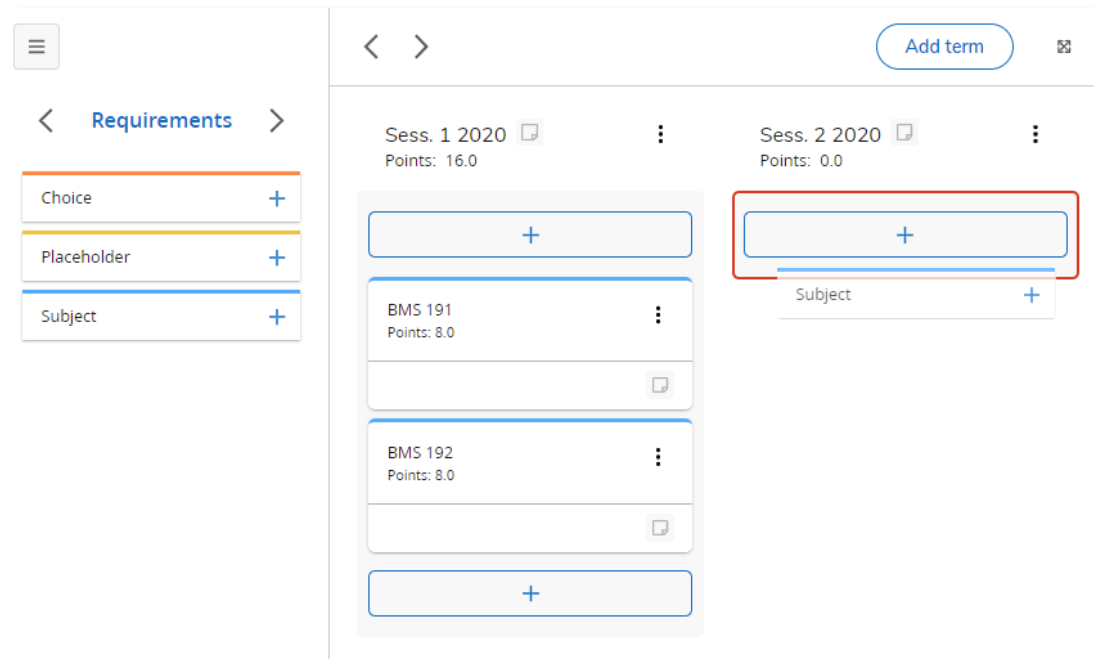
⏩

CLS 105 ✕

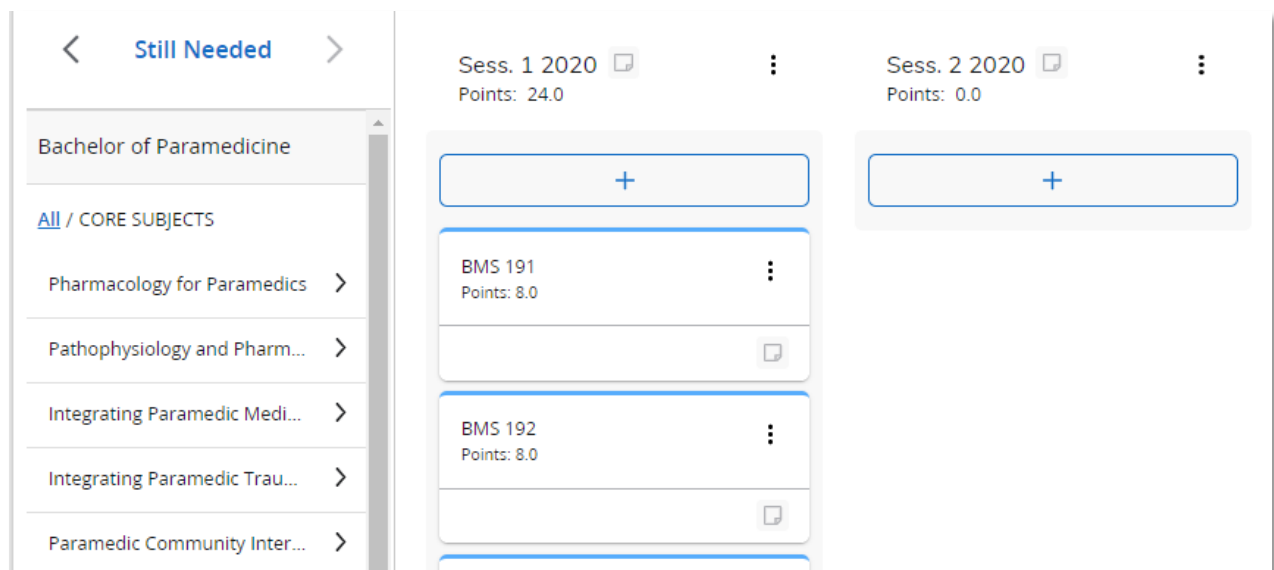
Add to plan

Cancel

- ii. You can add subjects by selecting Subject in the Requirements menu and dragging it into a session on your plan. You will then be able to add in the subject code.



- iii. If you select the right arrow next to the Requirements heading, you will find a section called Still Needed. This is a list of course requirements that are still needed. You can select these items and drag it into your plan. This will ensure that you are selecting subjects that will meet the course requirements.



- g. You can add extra terms/sessions to your plan by selecting Add Term and then selecting the session from the list available.
- h. To check the progress of your plan, you can select the Audit button and it will open a new window showing the course requirements and where your PLANNED subjects will fit into the structure.

	The Dynamics of Health Care Practice	HSM 202	Dynamics of Health Care Pract	PLAN	(8)	Session 2 2020
	Indigenous Health	IKC 102	Indigenous Australian Cultures	PLAN	(8)	Session 2 2020

## 2. Plan List

The Plan List will show all of your plans and their status.

You will be able to create and activate a plan, however you will not be able to Lock a plan.

Only Faculty staff have the ability to Lock a plan, a locked plan means that if you follow the plan as outlined and successfully complete the subjects, you will meet course requirements and be eligible to graduate.

[New plan](#)

Plan List						
Description	Active	Modified ↓	Who	Degree	Level	Status
<a href="#">Bach of Paramedicine - Sess 1 2020 start</a>	Yes	10/08/2020	gpstester, stu	4418PM	UG	Not locked

⏪ < Page 1 of 1 > ⏩

Total results: 1

## 3. Approved plans (Active and Locked)

If you have already created a Plan and it has been approved (Locked) by your Course Director, it will be shown in the Plan List when you select Plans from the Menu Bar.

You cannot make changes to an approved Plan (that is a Plan that is Active and Locked). If you want to make changes to your current approved plan, you will need to create a copy of your plan and update it before sending it to your Course Director for review. If this plan is approved by your Course Director it will become your 'Active' and 'Locked' plan.

The benefit of a Locked plan is that the Plan Audit will show whether you are on track with your enrolment and are meeting the course requirements outlined.

[new plan](#)

Plan List						
Description	Active	Modified ↓	Who	Degree	Level	Status
<a href="#">4418PM Bachelor of Paramedicine - 2020 Start@Session1 - FullTime</a>	Yes	10/08/2020	Howard, Lisa Maree	4418PM	UG	Locked
<a href="#">Bach of Paramedicine - Sess 1 2020 start</a>	Yes	10/08/2020	gpstester, stu	4418PM	UG	Not locked

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Total results: 2

Sess. 1 2020	Sess. 2 2020	Sess. 1 2021
<b>ON-TRACK</b> Points: 32.0	<b>OFF-TRACK</b> Points: 32.0	<b>---</b> Points: 32.0
BMS 191 Points: 8.0	BMS 192 Points: 8.0	BMS 291 Points: 8.0
<b>ON-TRACK</b>	<b>ON-TRACK</b>	<b>---</b>
BMS 105 Points: 8.0	CLS 103 Points: 8.0	CLS 201 Points: 8.0
<b>ON-TRACK</b>	<b>WARNING</b>	<b>---</b>
CLS 105 Points: 8.0	CLS 106 Points: 8.0	CLS 202 Points: 8.0
<b>ON-TRACK</b>	<b>ON-TRACK</b>	<b>---</b>
PHC 101 Points: 8.0	IKC 100 Points: 8.0	PHC 200 Points: 8.0
<b>ON-TRACK</b>	<b>ON-TRACK</b>	<b>---</b>

### Tracking Status on an Active & Locked plan

The tracking status indicates whether you are progressing in your course in accordance with your approved plan.

There are 3 tracking statuses:-

1. On Track
2. Off Track
3. Warning.

You will see the tracking status at the each level of your plan – overall plan, session and then subject.

### Overall Plan Level

- If all the sessions for a plan are **'On Track'** then the overall Plan status will be **'On Track'**
- If at least two of the sessions for a plan has an **'Off-Track'** indicator, then the overall plan status will be indicated as **'Off Track'**.

4418PM Bachelor of Paramedicine - 2020 Start@Session1 - FullTime				<a href="#">Plan list</a>	<a href="#">New plan</a>
Degree	4418PM Bachelor of Paramedicine				
Level	Undergraduate				
Active	Yes	Status	Locked	Tracking Status	<b>ON-TRACK</b>
				Overall Plan Tracking Status	

### Session/Term Level

- If all the subjects planned in this session/term are completed, it will have an 'On-Track' Indicator against it.
- If one or more of the subjects planned in this session has a **Warning** indicator against it, the Session/Term will have an 'Off Track' Indicator displayed next to it.

The screenshot displays two columns representing different sessions for the year 2020. Each column has a header with the session name, a status label, and the total points. Below the header is a list of subjects, each with its own status label and points. Red arrows point from the session-level status labels to the session headers.

Session	Status	Points
Sess. 1 2020	ON-TRACK	32.0
Sess. 2 2020	OFF-TRACK	32.0

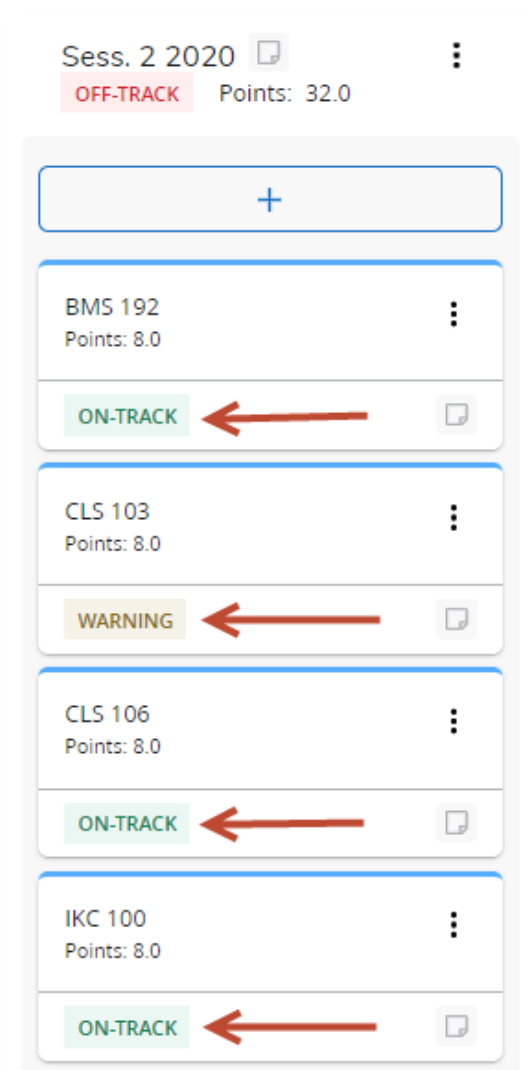
Subject	Status	Points
BMS 191	ON-TRACK	8.0
BMS 105	ON-TRACK	8.0
CLS 105	ON-TRACK	8.0
PHC 101	ON-TRACK	8.0

Subject	Status	Points
BMS 192	ON-TRACK	8.0
CLS 103	WARNING	8.0
CLS 106	ON-TRACK	8.0
IKC 100	ON-TRACK	8.0

### At Subject requirement level

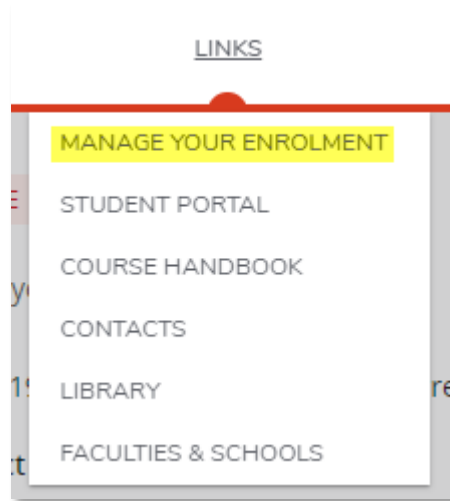
- If a subject is completed, it will have an On-Track indicator next to it.
- If a subject is not yet completed, you have not enrolled in the subject or the subject has an insufficient grade (TA, GP etc), a 'Warning' indicator will be displayed.



### 3. Enrol in Subjects using your GPS Locked Plan

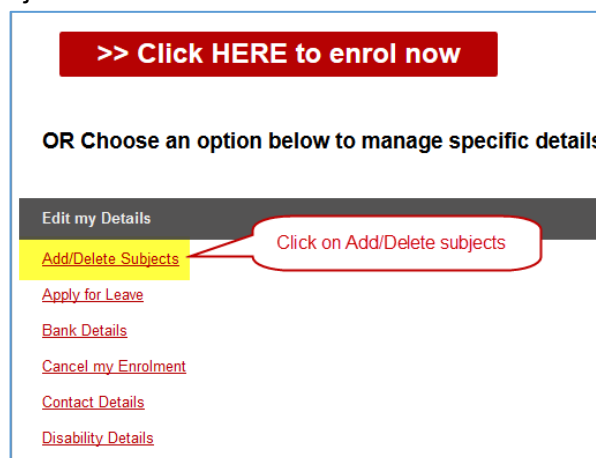
Once you have a plan Active and locked, from GPS you can add subjects to your enrolment in Online Student Administration.

**Step 1:** In the Menu Bar, select LINKS and then MANAGE YOUR ENROLMENT



**Step 2:** Login to screens that follow. This will take you to Online Administration.

**Step 3:** Click 'Add/Delete Subjects'



**Step 4:** Check that the 'Course' shown is the correct one and then select the 'Session/Term' where you need to add/delete subjects (Click on the radio button in the Add/Delete Subjects column alongside the Session).

Click [Next]

CURRENT ENROLMENTS			
Choose a Course:	2414IT Bachelor of Information Technology ▼		
Choose a Session: Listed below are the sessions that you can vary			
Session (Code)	Starts	Ends	Add/Delete Subjects
Term 2 2016 (201615)	11-JAN-2016	29-APR-2016	Enrolment Closed
Session 1 2016 (201630)	29-FEB-2016	17-JUN-2016	Enrolment Closed
Session 2 2016 (201660)	11-JUL-2016	28-OCT-2016	● Add/Delete Subjects
Session 3 2016 (201690)	14-NOV-2016	10-FEB-2017	○ Add/Delete Subjects
Session 1 2017 (201730)	27-FEB-2017	16-JUN-2017	○ Add/Delete Subjects
Next >>			

**Step 5:** Click 'Get my Next Subjects from GPS' from the grey buttons on the left side.

Session 2 2016 (201660)			
Add a Subject for Bachelor of Information Technology (2414IT)			
Help	Subject Code	Mode	
Search Subjects in this Session	eg: ACC100	eg: Internal	
CSU Handbooks			
Get My Next Subjects From GPS			
Check My Degree Planner			
Your Subject Enrolment for Bachelor of Information Technology (2414IT)			
Session	Subject	Subject Title	Mode
201660	ITC333	Server Admin and Maint	D
201630	ITC105	ComInfoMan	I
201630	ITC106	Programming Principles	I
201630	ITC161	Computer Systems	D

**Step 6:** Your approved plan from GPS will be displayed. (Only an Active & Locked plan will be displayed.). Action as necessary and add the subject(s) to your enrolment.

- You will only be able to action subjects for this year's enrolment, not future years.
- Each subject has an action to complete. For example ITC212 has no offering nominated so the action button asks you to search and select an appropriate offering. ITC308 has all details, so the action button is to select that offering.
- Planned Term column relates to the session/term you have entered in GPS and is for reference only. It does not impact on the enrolment you are trying to complete now in Online Admin.



### Your planned subjects



Action	Subject	Description	Campus	Mode	Planned Term
Search ITC212 Offerings	ITC212	Internet Technologies			201460
Search Subjects in this Session	@@	Unrestricted Elective			201560
Select an option	Options ▾	Restricted Elective			201630
Select Planned Offering	ITC308	IT Project	Wagga Wagga	Distance	201660
Search ACC01C Offerings	ACC01C	Accounting Credit			201660
	ITC301	IT Project Management			201730
	@@	Unrestricted Elective			201730
	ITC233	Computer Networks			201760
	@@	Unrestricted Elective			201760
	ITC331	Ethics and Prof Prac			201830
	ITC358	IT Security			201830