Reviewing and approving GPAS steps:

**ADVISERS ONLY [or] PROGRAM STAFF ONLY**
1. Navigate to an individual student’s GPAS
2. Open the GPAS Planner
3. Review, modify, return, or approve

**OPTIONAL FUNCTIONALITY**
4. Select the student’s program of study
5. Open the audit report
6. Add course using audit
7. Add course to GPAS using browse catalog
8. Planning courses by term

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**ADVISERS ONLY**

**Step 1:** Navigate to an individual student’s GPAS

Students assigned to you will appear in the **My Advisees** tab.

**Step 2:** Open the GPAS Planner

Click on the link **GPAS Planner (GPAS Only)**.

**Step 3:** Review, modify, return to student, or approve GPAS planner

To approve a student’s GPAS planner check the **Program Approval** box and select **Save Approval Changes**.

Select **Return to Student** for student to make changes.

To delete coursework in GPAS, check the box next to course and click on trash icon.

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PROGRAM STAFF ONLY

Step 1: Navigate to an individual student’s GPAS

To search for a student, click on the Advisor Center link in the My Advisees tab, which will bring you into PeopleSoft.

Click on View Data for Other Students.

Enter a student ID number.

Step 2: Open the GPAS Planner

Click on the link GPAS Planner (GPAS Only).

Step 3: Review, modify, return to student, or approve GPAS planner

To approve a student’s GPAS planner check the Program Approval box and select Save Approval Changes.

Select Return to Student for student to make changes.

To delete coursework in GPAS, check the box next to course and click on trash icon.
Step 4: Select the student’s program of study (if applicable)

A student’s primary program will be the program that will automatically appear under the program information. If a student has more than one program/plan, ensure you are reviewing the correct program/plan. If you are not, click on the Change button.

Select the appropriate Program of Study you want to review.

Click Continue to view the student’s planner.
OPTIONAL: ADDITIONAL FUNCTIONALITY

Step 5: Open the audit report

To review the audit/advisement report select the Plan by My Requirements button to run an advisement/audit report.

The Planner remains open and the audit report launches in a new tab.

Additional information on understanding the audit report can be found at: https://asr.umn.edu/academicadvisement

Step 6: Add course using audit report

Click on the course link under the Description header.

Click the Add to Planner button.
Step 7: Add a course to GPAS using Browse Catalog

Click the **Browse Course Catalog** button.

Select a **letter** of the alphabet.

Open the subject of choice by clicking the **Triangle**.

Check the **box** next to the course(s) you wish to add, then click **Add to Planner**.

A verification box appears to indicate the course was successfully added to the student’s planner.
Optional: Additional Functionality

Step 7: Planning courses by term

Courses added to the planner will fall under Unassigned Courses by default. Assign courses a term and year in the dropdown menu.

A verification box appears to indicate the course was successfully moved to the term and year.

EPSY 8264, KIN 5235, KIN 8132 have been moved to Fall 2019.