The Graduate Planning and Audit System (GPAS) consists of two parts that work together, the planner and the audit or advisement report. The planner allows a student to map out the coursework they plan to complete while finishing their degree(s). The audit will show which courses have been completed, what a student is planning on taking, and what requirements are left to complete a degree. This guide will focus on the planner component of GPAS. For more information on the GPAS audit (advisement report), please view “Understanding the Degree Audit” found at https://asr.umn.edu/academicadvisement.

Step 1: Navigate to an individual student’s GPAS

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

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

Reviewing and approving GPAS steps:
1. Navigate to an individual student’s GPAS
2. Open the audit (advisement report) to review
3. Select the student’s program of study
4. Add a course to GPAS using Browse Catalog
5. Add course using the audit
6. Planning courses by term
7. Add transfer coursework
8. Review, modify, return to student, or approve GPAS planner
Click on View Data for Other Students and enter a student ID number.

Enter the student's ID number.

To open a new window to view the GPAS audit and planner at the same time select Graduate Planning & Audit System (GPAS) then This Frame and Open Frame in New Window (You will then be asked to enter the student's ID again).
Step 2: Open the audit or advisement report to review

Click on the link Graduate Planning & Audit System (GPAS).

To review the audit/advisement report select the Plan by My Requirements button to run an advisement/audit report. For more information on understanding the audit report of GPAS go to: https://asr.umn.edu/academicadvisement
Step 2 continued

Keep this window open as you proceed to reviewing and approving the GPAS planner (proceed to step 3).

To return to the student’s GPAS click on MyU to start over at step 1.

NOTE: The Return to Graduate Student Planning & Audit System link does not return you to the student’s GPAS.
Step 3: Select the student’s program of study

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.
Step 4: Add a course to GPAS using Browse Catalog

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

Verification box indicates the course was successfully added to the student’s planner.

To navigate back to the planner click on the Student Center tab.
Step 5: Add Course Using Audit
Step 6: Planning courses by term

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

NOTE: Courses default to Unassigned Courses in the planner

Verification box indicates the course was successfully moved to the term and year.

Step 7: Add transfer coursework

NOTE: Students must submit a GPAS before transfer coursework can be added by an adviser or program staff.

If the transfer course is replacing a required University course, indicate University course information in **Equivalent Course Section**; otherwise leave blank. Click Save.

Before approving transfer coursework, ensure that it has been taken at graduate level, post-baccalaureate, at an accredited institution, and taken for graduate credit.
Step 8: 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.