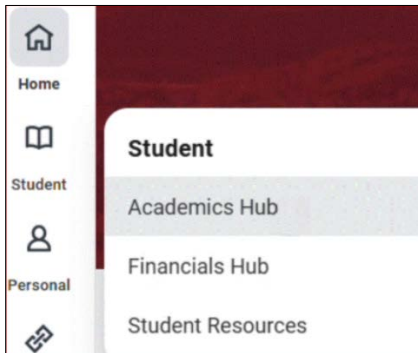


Create an Academic Plan

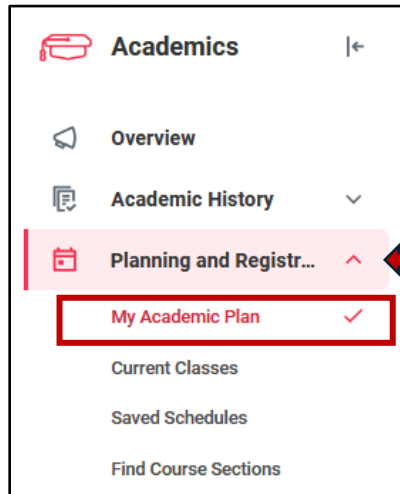
Academic Plans are used to map out courses that will fulfill academic requirements for a specific degree. It is recommended that students create their plan with their advisor.

Creating a plan via Academics Hub:

1. Hover over **Student** on the left side Menu.
2. Click on **Academic Hub**.

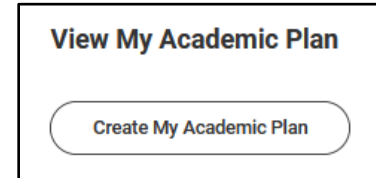


3. Click on the dropdown arrow for **Planning and Registration**.
4. Select **My Academic Plan** from the list.

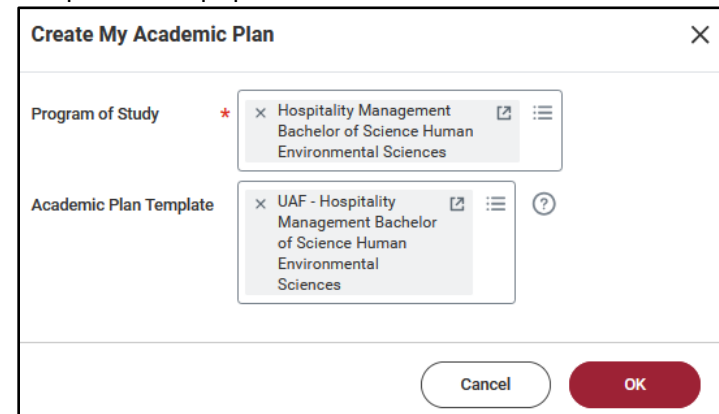


Dropdown Arrow

5. Click **Create My Academic Plan**



6. A dialog box will appear with your program of study and a plan template auto populated.



7. Click **OK** to create an academic plan.

Make sure you reach out to your advisor or college advising office if the program of study or plan template needs updating, or if you see something unexpected.

[Advising Information](#)

Create an Academic Plan

Below is an example of an Academic Plan that has been prepopulated with Academic Requirements for Fall and Spring terms. Summer terms will have to be manually added.

The screenshot shows the 'Create My Academic Plan' interface. On the left is a sidebar with navigation links: Home, Student, Personal, and External Links. The main content area is titled 'Create My Academic Plan' and shows a student profile for 'Razorback Student' at the University of Arkansas, Fayetteville. Below this, it lists the 'Programs of Study' as 'Hospitality Management Bachelor of Science Human Environmental Sciences' and the 'Academic Plan Template' as 'UAF - Hospitality Management Bachelor of Science Human Environmental Sciences'.

On the right, there are tabs for academic years: 'UAF 2026-2027 Academic Year' (selected), 'UAF 2027-2028 Academic Year', 'UAF 2028-2029 Academic Year', and 'UAF 2029-2030 Academic Year'. Below the tabs, there is an 'Add Period' button. A red arrow points to this button with the text: 'Click here to add a summer term to your academic plan.'

The main section displays 'UAF Fall 2026 (08/17/2026-12/11/2026) 5 Items (0 units)'. It contains a table with the following columns: Academic Requirement, Course, Units, Status, and Details. The table lists five requirements, each with a corresponding course input field. A red box highlights the 'Course' column, and a red arrow points to it with the text: 'Students will work with their advisors to input specific courses for each term. If registering from an academic plan, you must have specific courses listed here.'

At the bottom left, there are 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button with the text: 'Click OK to save your Academic Plan.'

Academic Requirement	Course	Units	Status	Details
× University Perspectives		0		i
× University Core in Mathematics		0		i
× Hospitality Management (HOSP Grade Requirement)		0		i
× Fundamentals of Nutrition (HOSP Grade Requirement)		0		i
× University Core in English Composition I		0		i

Create an Academic Plan

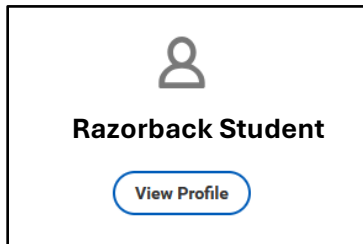
Creating a plan via Student Profile

From any page in Workday:

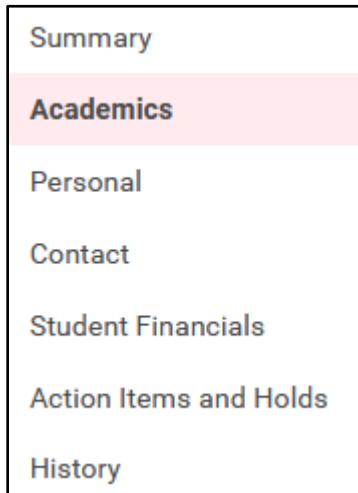
1. Click the **Profile Icon** in the top right-hand corner of the page.



2. Click the **View Profile** button.



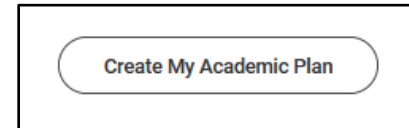
3. Select **Academics** from the “Student Profile” menu on the left.



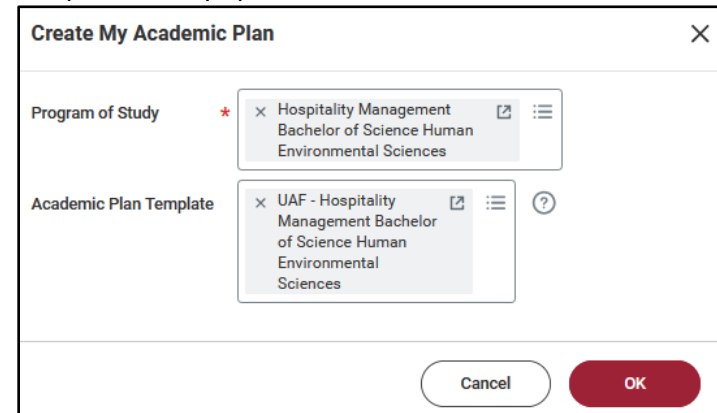
4. Select **Plan** from the available options



5. Click on **Create My Academic Plan**.



6. A dialog box will appear with your program of study and a plan template auto-populated.



7. Click **OK** to create an academic plan.

Make sure you reach out to your advisor or college advising office if the program of study or plan template needs updating, or if you see something unexpected.

[Advising Information](#)

Create an Academic Plan

Below is an example of an Academic Plan that has been prepopulated with Academic Requirements for Fall and Spring terms. Summer terms will have to be manually added.

The screenshot shows the 'Create My Academic Plan' interface. On the left is a sidebar with navigation links: Home, Student, Personal, and External Links. The main content area is titled 'Create My Academic Plan' and shows a student profile for 'Razorback Student' at the University of Arkansas, Fayetteville. The 'Primary Plan Name' is also 'Razorback Student'. Under 'Programs of Study', it lists 'Hospitality Management Bachelor of Science Human Environmental Sciences'. The 'Academic Plan Template' is 'UAF - Hospitality Management Bachelor of Science Human Environmental Sciences'. A section titled 'Remaining Academic Requirements' shows two requirements: 'Minimum 2.00 Cumulative GPA' and 'University Upper-Level Enrollment Requirement', each with a 'Requirement Details' link. The main part of the screen displays a table for 'UAF Fall 2026 (08/17/2026-12/11/2026)' with 5 items (0 units). The table has columns for 'Academic Requirement', 'Course', 'Units', 'Status', and 'Details'. Five requirements are listed: 'University Perspectives', 'University Core in Mathematics', 'Hospitality Management (HOSP Grade Requirement)', 'Fundamentals of Nutrition (HOSP Grade Requirement)', and 'University Core in English Composition I'. Each requirement has a corresponding empty 'Course' input field. A red box highlights these input fields, with an arrow pointing to it from a text box that says 'Students will work with their advisors to input specific courses for each term. If registering from an academic plan, you must have specific courses listed here.' Another red box highlights the 'Add Period' button, with an arrow pointing to it from a text box that says 'Click here to add a summer term to your academic plan.' At the bottom left, there are 'OK' and 'Cancel' buttons, with a red arrow pointing to the 'OK' button from a text box that says 'Click OK to save your Academic Plan.'

University of Arkansas Fayetteville

Office of the Registrar

Updated: September 2026