Transitional Academic Plan (TAP)

Background
- The Transitional Academic Plan (TAP) is a tool used by advisors to assist a student in planning his or her coursework through a projected completion date.
- Once a TAP is created, it can be “published” so the student can view it in his or her Student Center. Future updates to a TAP will create a new version. Only the most recent published version will be visible to the student.
- The TAP is not connected to CPP stack or any other SIS enrollment functionality.
- The system will not prevent multiple advisors from working on the same TAP simultaneously, however only the first Save will be recorded. The second person will receive an error message and will need to re-enter his or her data.

Navigation
- Academic Advising – OSU Transitional Academic Plan – Transitional Academic Plan

Program Data Page Details
- **Academic Career** – Career for which this TAP is being completed.
- **TAP Version** – First TAP created is zero (0) and increments by one (1) for each update. Be sure to check the version to see if it was “Published” to the Student Center. The “Publish to Student” button grays out after a TAP has been published.
- **Update TAP** – Use to update a saved TAP. Note: A new version number (increments by one) will be created and saved when the Update TAP button is clicked even if the Save button is not clicked in the new TAP version. Update information is copied over the current TAP. This button is only visible after a TAP has been published.
- **New TAP Version** – Use to create a new TAP for this program/plan or when a student is officially changing colleges (not a “what-if”). A new TAP is blank upon opening. Note: If the student is “exploring” more than one college, it is suggested to complete the TAP in their primary interest program/plan and complete others on paper. Creating multiple versions will cause the student to see only their most recent published TAP in their Student Center. The use of a New TAP is determined on a per college basis. This button is only visible after a TAP has been published.
- **TAP Academic Program** – The academic program (college) of this TAP.
- **TAP Planned Graduation** – The term in which the student plans to graduate. (optional)
- **General Education Requirements** (optional, but highly recommended)
  - **GE Semester** – General Education requirements under semesters
  - **GEC-R Quarter** – General Education Curriculum Revised (McHale) under quarters
  - **GEC Quarter** – General Education Curriculum under quarters (oldest version)
- **User** – The name of the person creating/updating the TAP.
- **Action Date** – The date on which the TAP was created/updated.
- **TAP Academic Plan** – The academic plan (major) of this TAP.
- **Semester Curriculum** – Select if the student is completing program/plan under semesters (optional, but strongly recommended).
- **Quarter Curriculum** – Select if the student is completing program/plan under quarters (optional, but strongly recommended).
- **User** – The name of the person creating/updating the TAP plan.
- **Action Date** – The date on which the TAP plan was created/updated.
- **TAP Academic Sub Plan** – Optional and only relevant to those programs with subplans.

### Planned Courses Page Details

- **Academic Career** – Career for which this TAP is being completed.
- **TAP Version** – First TAP created is zero (0) and increments by one (1) for each update. The highest number is the most recent.
- **Publish to Student** – Makes the TAP available to the student in his or her Student Center. All courses must be marked “Ready to Display” before the TAP can be published to the student. This button is grayed out if the TAP has been published to the student.
- **View TAP Changes** – A link to an audit page to see who changed course data and when it was changed.
- **Term** – Quarter/Year or Semester/Year in which the listed courses are planned to be taken. Defaults to current term and then moves forward.
- **Starting Credit Hours** – The starting point for the first term entered. This should come from the student’s degree audit if the degree audit is used as the primary degree certifying tool. This field will recalculate when changes are made to terms either by adding/deleting courses or by adding or inserting additional terms. Manual entry of the first term allows maximum flexibility and use of this field is to be determined on a per college basis.
- **Planned Credit Hours** – Displays the credit hours planned for this term.
- **Total Credit Hours** – Sum of “Starting Credit Hours” and “Planned Credit Hours”.
- **User** – The name of the person creating/updating the TAP planned courses.
- **Action Date** – The date on which the TAP planned courses were created/updated.
- **Ready to Display** – Checkbox to indicate this subject/course has been reviewed and is ready to be displayed to the student. Note: All checkboxes must be checked before the TAP can be published to the student. The default value is checked.
- **Subject** – The department responsible for teaching the course.
- **Course ID** – The unique identifier of the course.
- **Catalog Nbr** – The course number from the Course Catalog.
- **Description** – The course title from the course bulletin.
- **Minimum Units** – Value defaults to the course credit hour value. If the course is for variable credit, it will default to the lowest value after which adjustments can be made up to the maximum units allowed.
- **Purpose 1** – Notes the primary requirement this course will fulfill (optional).
- **Purpose 2** – Notes the secondary requirement this course will fulfill (optional).
- **Purpose 3** – Notes the tertiary requirement this course will fulfill (optional).
- **TAP Note to Student** – Allows the user to add a free form note to the student related to that specific Subject/Catalog Nbr. Intended to help the student make informed decisions about options for this course.
- **User** – The name of the user processing this action.
- **Action Date** – The date on which this action occurred.

[+] – Click to insert a row.

[−] – Click to delete a row. Note: Unused rows should be deleted so they do not appear when published to the student.

NOTE: Spell check is not delivered functionality in the Transitional Academic Plan (TAP). If you need this functionality, you should contact your technical support staff for possible resolutions.