Transitional Academic Plan (TAP) – Advisor View of the Student Services Center (Student)

The Transitional Academic Plan (TAP) is a tool in the Student Information System (SIS) that allows an advisor to create for a student a term-by-term plan of the courses necessary to complete his or her degree and fulfill his or her responsibilities under the Pledge to Students. The TAP allows input from multiple advisors to a single planning document and is available to view/edit from the Student Services Center (Student).

If the student is required to complete a TAP and has not yet done so, a reminder will appear in his or her To Do List. Click on details for more information.

Click the link under To Do Items to see more detail.

Click Return, then click Cancel to return to the Student Center.
Click the **tap** tab to see a summary of the student’s TAP information.

Click the **Edit TAP Data** button to be taken to the Transitional Academic Plan entry pages. (See the Job Aid for the Transitional Academic Plan (TAP) for more information on the TAP pages.)

Click the **Student Center** link at the bottom of the page to return to the Student Center.

Click the **Transitional Academic Plan** link to see a summary of details about the student’s TAP.
Select the **Transitional Academic Plan (TAP)** link for the TAP you wish to view.

Review the student’s TAP:

- Click the **Semesters conversion: The Pledge** link to see the university’s Pledge to Students.
- Note the **Academic Program(s)**, and **Plan(s)**, and **Sub Plan(s)** on which the TAP was based. (Special Note to students: The TAP is a planning document and does not guarantee admission to a specific program to which the student may be seeking admission. The student should contact an advisor for the program in which he or she is interested in “officially” declaring as his or her major and or minor plan.)
- **TAP Planned Graduation** date is optional.
- **Term** - TAP course information is by term.
- The **Subject** and **Catalog Nbr** (number) of each planned course are listed with the **Units** and **Description**.
- **Purpose 1**, **Purpose 2** and **Purpose 3** can be used to indicate what requirement the course will fulfill. Note: Enter these in sequential order, beginning with Purpose 1, then 2, then 3.
• **TAP Note to Student** is an optional field. If the button is active (yellow), click it for more information from the approving advisor.

• Click **Return** to go back to the TAP.

• A link to the **Printer Friendly Page** displaying the TAP is available.

• Click **Return** twice to go back to the Student Services Center (Student).