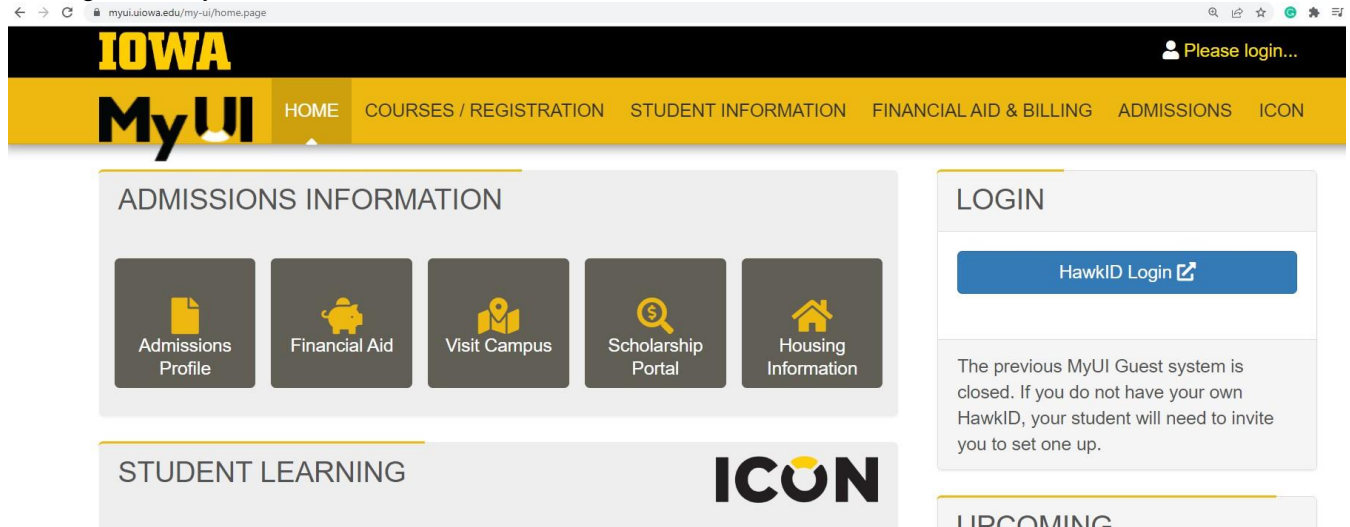


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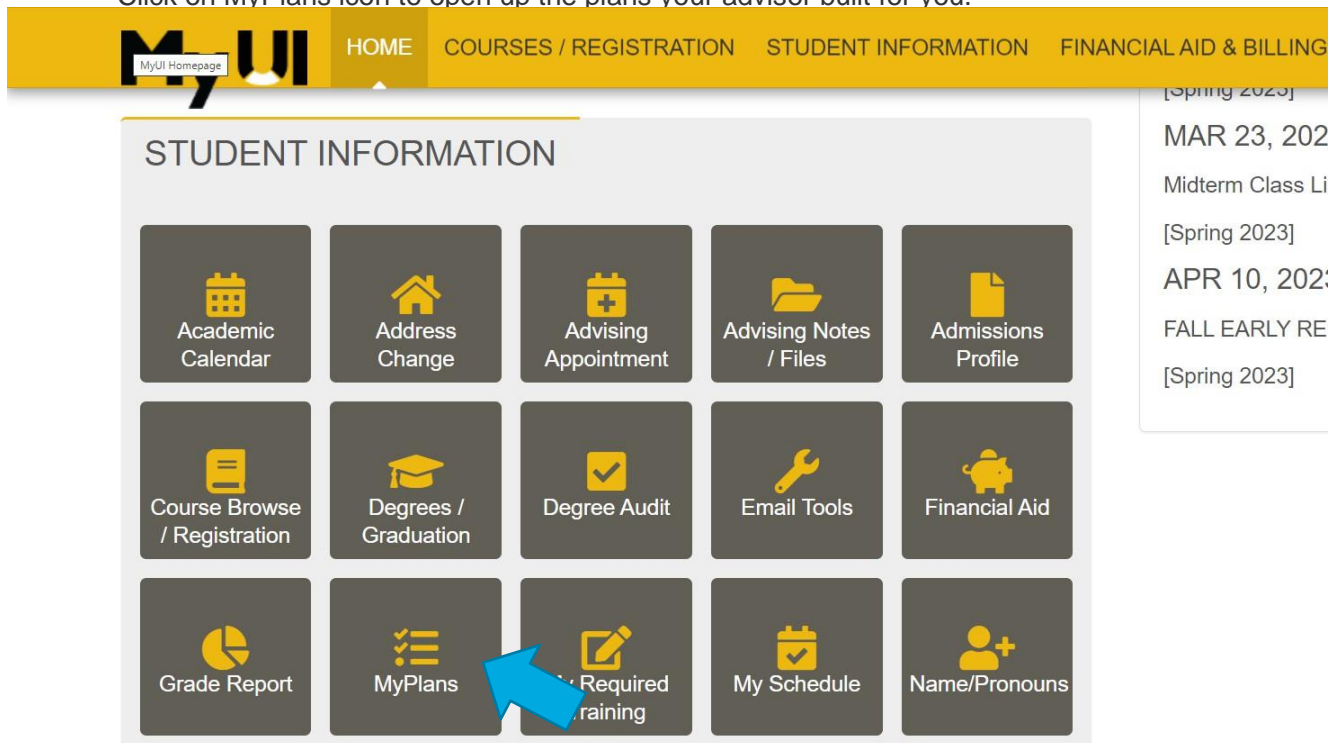
How to build a MyPlan for Pre-Admission Requirement

Here's a quick guide on how to access your MyPlan.

1. Sign in to MyUI.

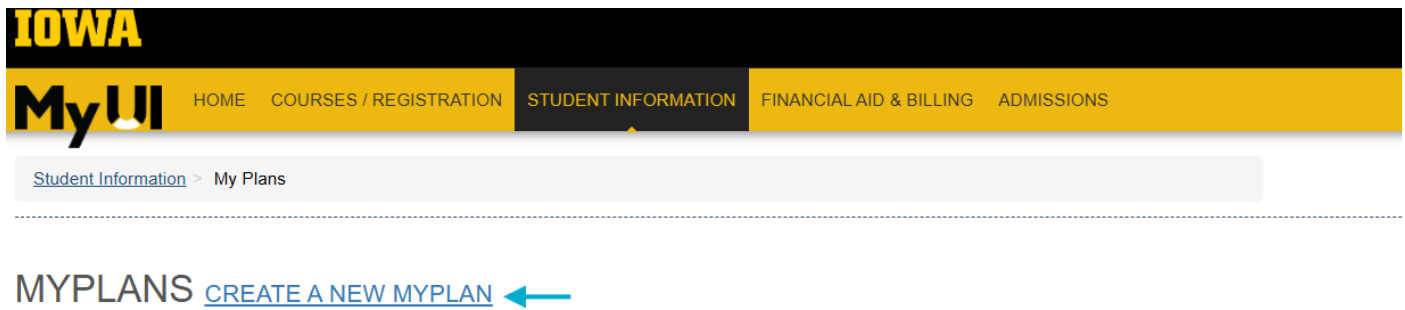


2. Once you're signed in, on the home page scroll down to MyPlans icon under Student Information. Click on MyPlans icon to open up the plans your advisor built for you.

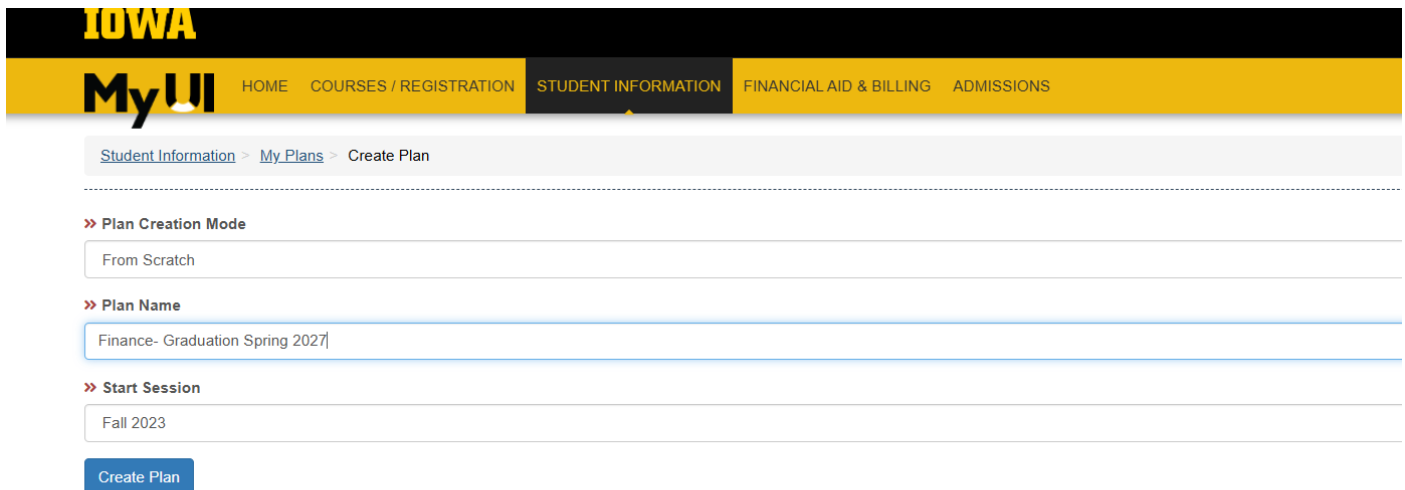


Tippie Quick Guides are general resources and are not intended to replace academic advising. Please discuss planning questions with your academic advisor. Questions? Contact the Undergraduate Program Office at 319-335-1037.

3. You will then be directed to a screen where you'll click on "Create a New MyPlan."



4. You will then be directed to a screen where you'll fill out each section.
- Click on "Plan Creation Mode." Select "From Scratch" option from this list.
 - Name your plan – name it after a potential major your interested in pursuing.
 - Click on "Start Session" where you will select the session when you started at the University of Iowa. For example: Jay started his first-year at the University of Iowa as a pre-business student in Fall 2023. He's now seeking admission to Tippie for Spring 2025, he will use Fall 2023 to build his MyPlan.
5. Once you have completed filling out all three required options. You will click on "Create Plan."



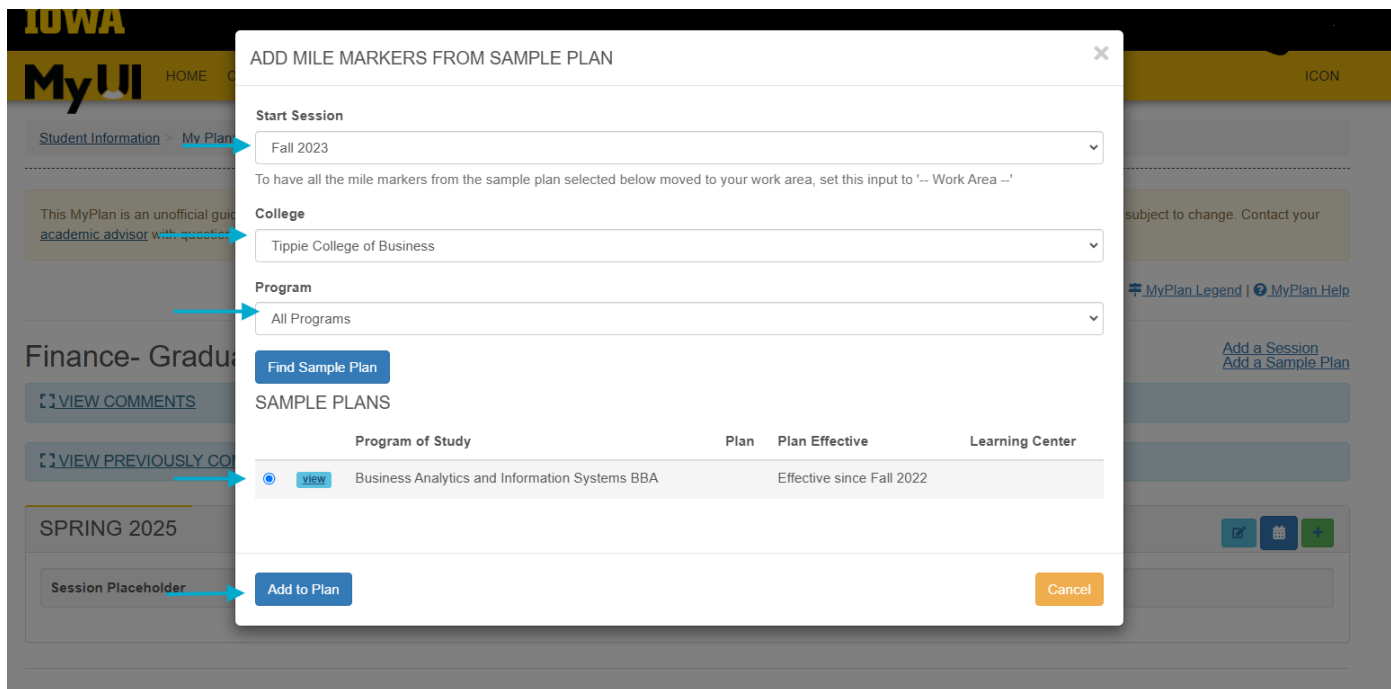
6. You'll be redirected to your MyPlan page. Now click on "Action" button toward the right of your newly

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created MyPlan. Clicking on our “Action” button will come up with three different options. Select “View/Edit” to review your built MyPlan.

7. Once you have made it to your built MyPlan, you will click on “Add a Sample Plan.”

- On the next screen, keep your start session on the first session at the University of Iowa. Then, click on College to find “Tippie College of Business.” Select “Program of Study” (Major) you’re interested in pursuing in Tippie. Click on the white bubble next to your intended “Program of Study.” Please make sure to note that this program must have a BBA listed in “Program of Study” section. Finally, select add to Plan.



- You will be redirected to your newly built MyPlan. You may need to delete previously completed or in-progress courses from your plan. This will act as a template when you consult with your advisor for academic planning meetings.

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**Tippie College
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