Tippie Quick Guides

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.

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	IOWA								Please	login
	MyUI	HOME	COURSE	ES / REGISTRATIO	ON STUDENT IN	IFORMATION	FINANCI	AL AID & BILLING	ADMISSIONS	ICON
	ADMISSION	IS INFO	ORMA	TION				LOGIN		
		-		2	୍ତ୍		11	Hawk	D Login Ґ	
	Admissions Profile	Financial	Aid	Visit Campus	Scholarship Portal	Housing Information		The previous MyU closed. If you do no HawkID, your stud	Guest system is ot have your own ent will need to ir	ivite
	STUDENT L	EARNI	NG		- I	CÜN		you to set one up.		

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."

IOWA						
MyUI	HOME	COURSES / REGISTRATION	STUDENT INFORMATION	FINANCIAL AID & BILLING	ADMISSIONS	
Student Information	<u>n</u> > My Pl	lans				
MYPLANS	CRE	ATE 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."

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MyUI	HOME	COURSES / REGISTR	ATION STUDENT INFORMATION	FINANCIAL AID & BILLING	ADMISSIONS
Student Information	> <u>My Pl</u>	<u>ans</u> ≻ Create Plan			
» Plan Creation Mod	le				
From Scratch					
» Plan Name					
Finance- Graduation	n Spring 2	2027			
» Start Session					
Fall 2023					

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

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Tippie College of Business created MyPlan. Clicking on our "Action" button will come up with three different options. Select "View/Edit" to review your built MyPlan.

IUWA	
	ICON
Student Information > My Plans > Finance- Graduation Spring 2027	
This MyPlan is an unofficial guide intended to help you plan future semesters. Please consult your <u>degree audit</u> to ensure you are meeting all requirements. Course availability is subject to <u>academic advisor</u> with questions.	change. Contact your
₹ <u>MyPlar</u>	n Legend 🛛 MyPlan Help
Finance- Graduation Spring 2027 🗹 Fall 2023	Add a Session Add a Sample Plan
CIVIEW COMMENTS	
CIVIEW PREVIOUSLY COMPLETED COURSE WORK	

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



MYPLANS CREATE A NEW MYPLAN

MYPLANS CREATED BY STUDENT

Name	Is Primary	Start Session	Creation Date	Manage MyPlan
Finance- Graduation Spring 2027	Υ	Fall 2023	01/24/2025 02:41 PM	Action -
				View/Edit



8. 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.

IUWA			
	ADD MILE MARKERS FROM SAMPLE PLAN	×	ICON
	Start Session		
Student Information > My Plan	Fall 2023	~	
	To have all the mile markers from the sample plan selected below moved to your work area, set this input to ' Work Area'		
This MyPlan is an unofficial guid	College		subject to change. Contact your
	hphe Collège of business		
	Program All Programs	~	<u> ➡ MyPlan Legend </u>
Finance- Gradua	Find Sample Plan		Add a Session Add a Sample Plan
CIVIEW COMMENTS	SAMPLE PLANS		
	Program of Study Plan Plan Effective Learning Center		
LI VIEW PREVIOUSLI CO	Business Analytics and Information Systems BBA Effective since Fall 2022		
SPRING 2025			
Session Placeholder	Add to Plan Canc	el	

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



Tippie College of Business

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