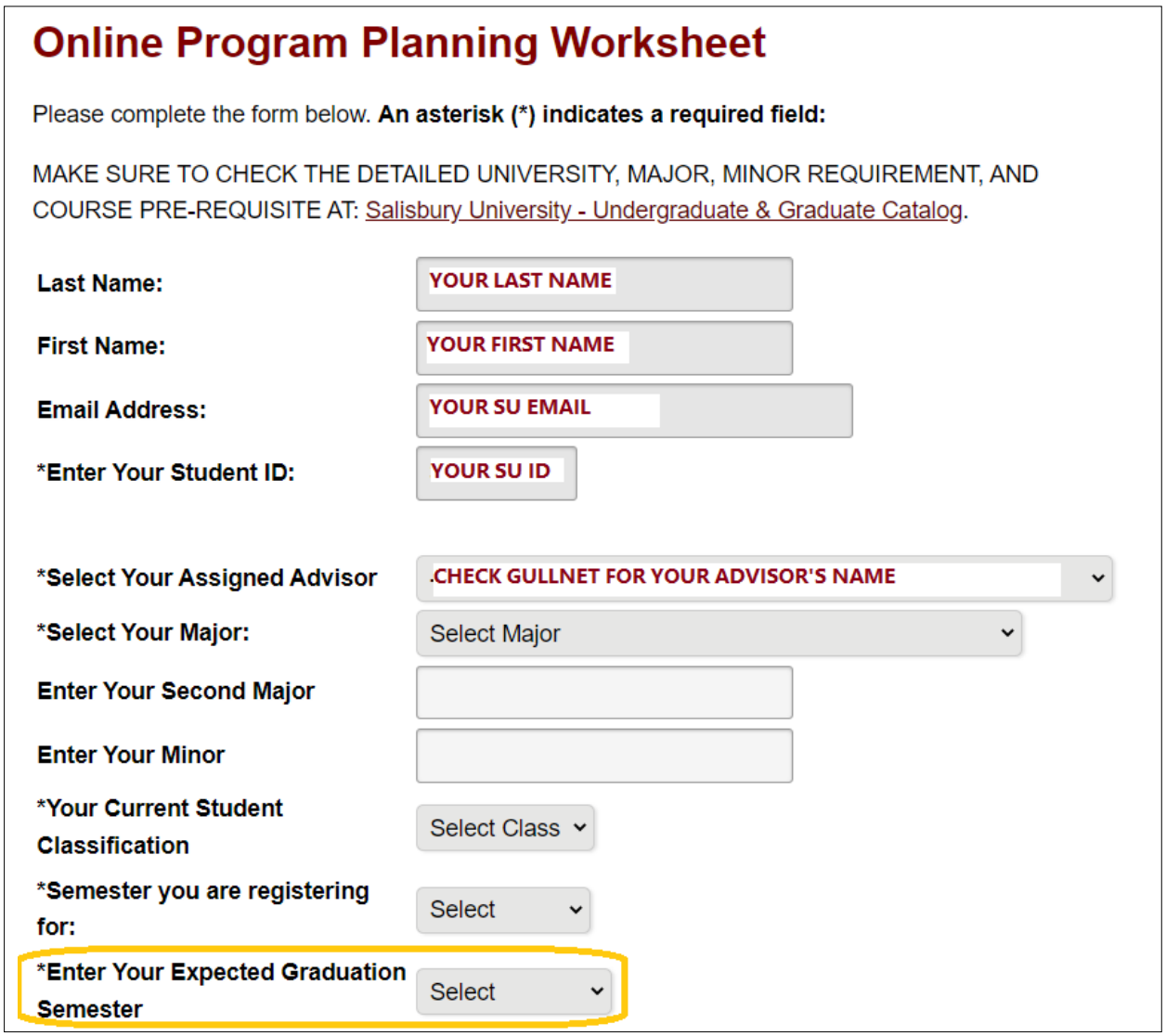
How to submit the Program Planning Worksheet – Perdue School of Business

- **Step 1: Find the Program Planning Worksheet at:** https://www.salisbury.edu/academic- offices/advising-center/perdue.aspx [listed under Useful Advising Resources]

- **Step 2: Log in to the sheet and fill in the first part with your personal information, major/minor/ track, etc.**

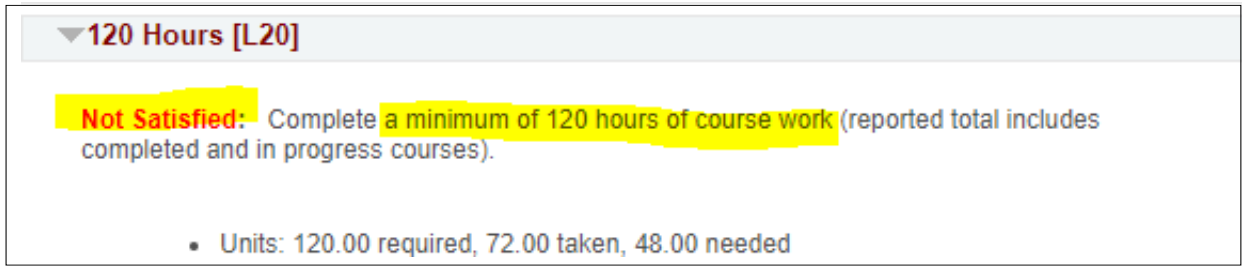


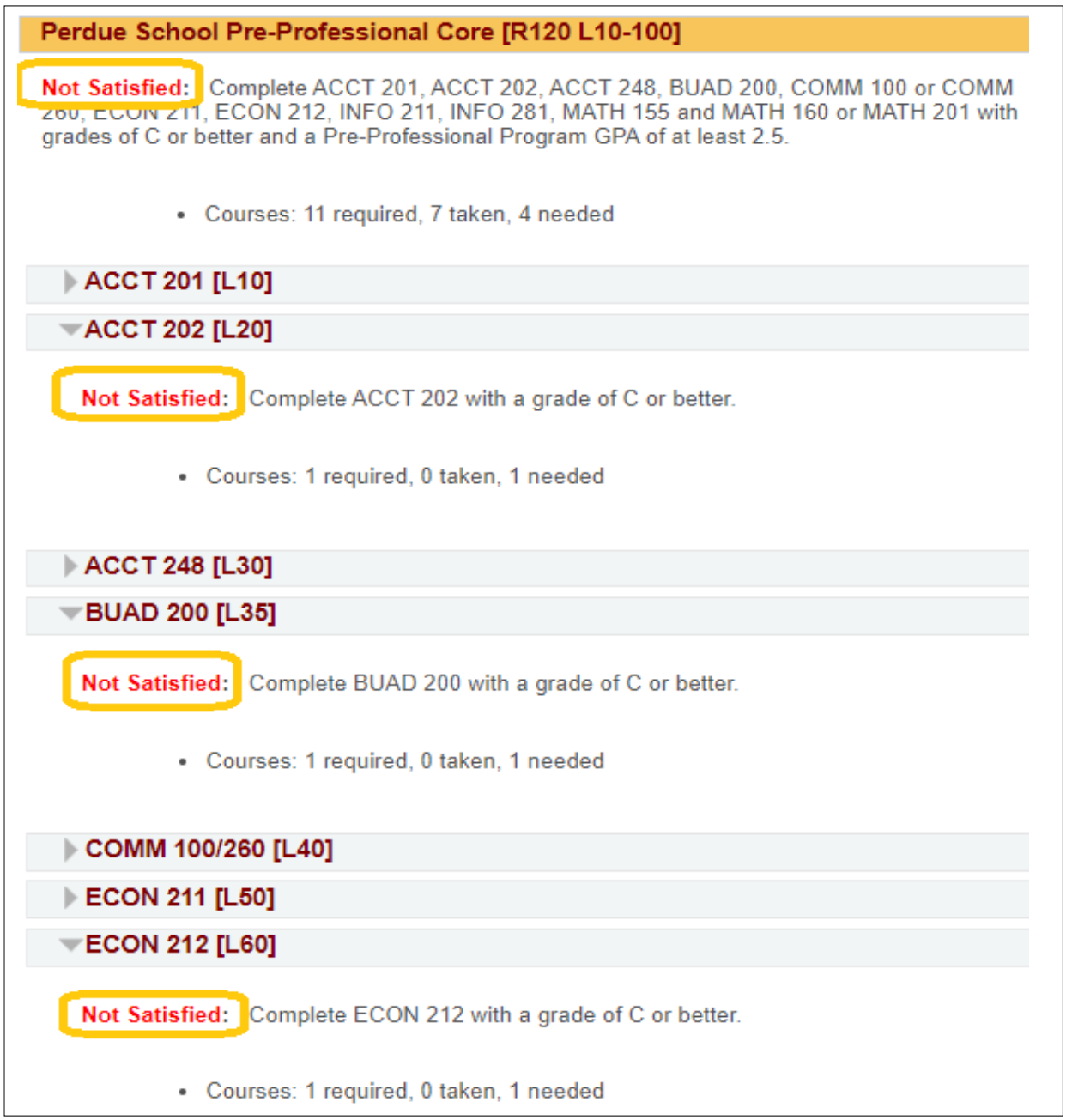
Wonder who is your advisor? Go to: Gullnet Home > Student Center > Advisor (on the right)

Important

Step 3: Log in to your Gullnet. Review your Academic Requirements Report

Academic Requirements Report is a **THE** most accurate report showing you what requirements you still need to complete in order to receive your diploma. Any requirement shows as Not Satisfied should be completed before graduation. For example:



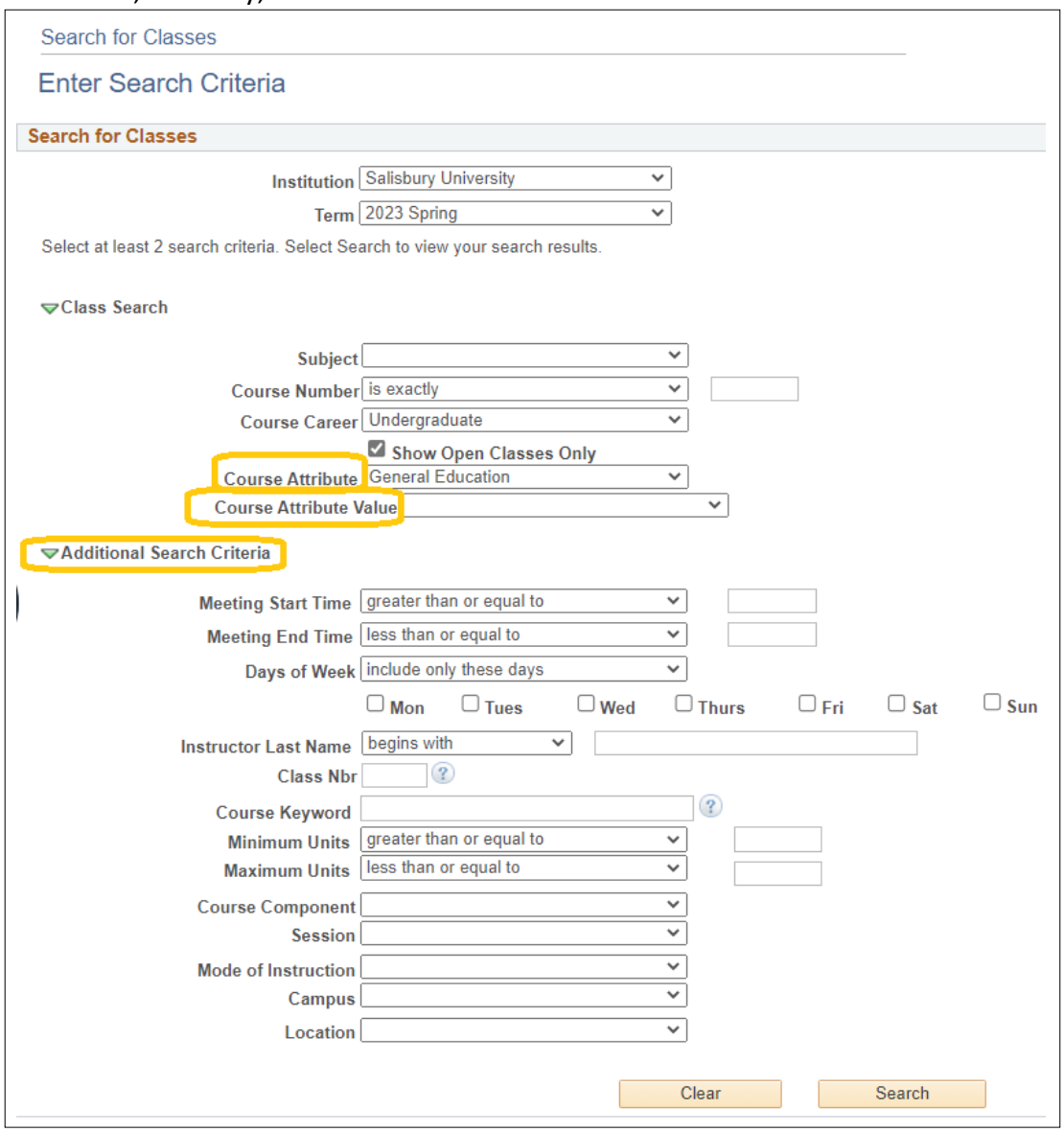


Where is your Academic Requirements Report?

Go to: Gullnet Home >Student Center > Academic Requirements Report (from the drop-down menu under "Academics").

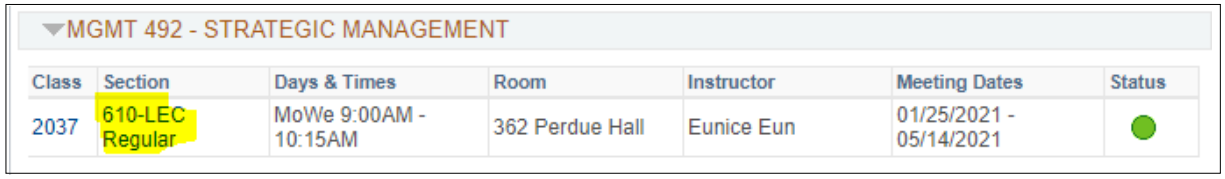
- **Step 4: Check if the course will be offered next semester.**

  - If you need ***General Education Class,*** make sure to use the **Course Attribute** and Course Attribute Value to search.
  - "Additional Search Criteria" could help you search courses that meets certain criteria, e.g. date, time, instructor, modality, etc.

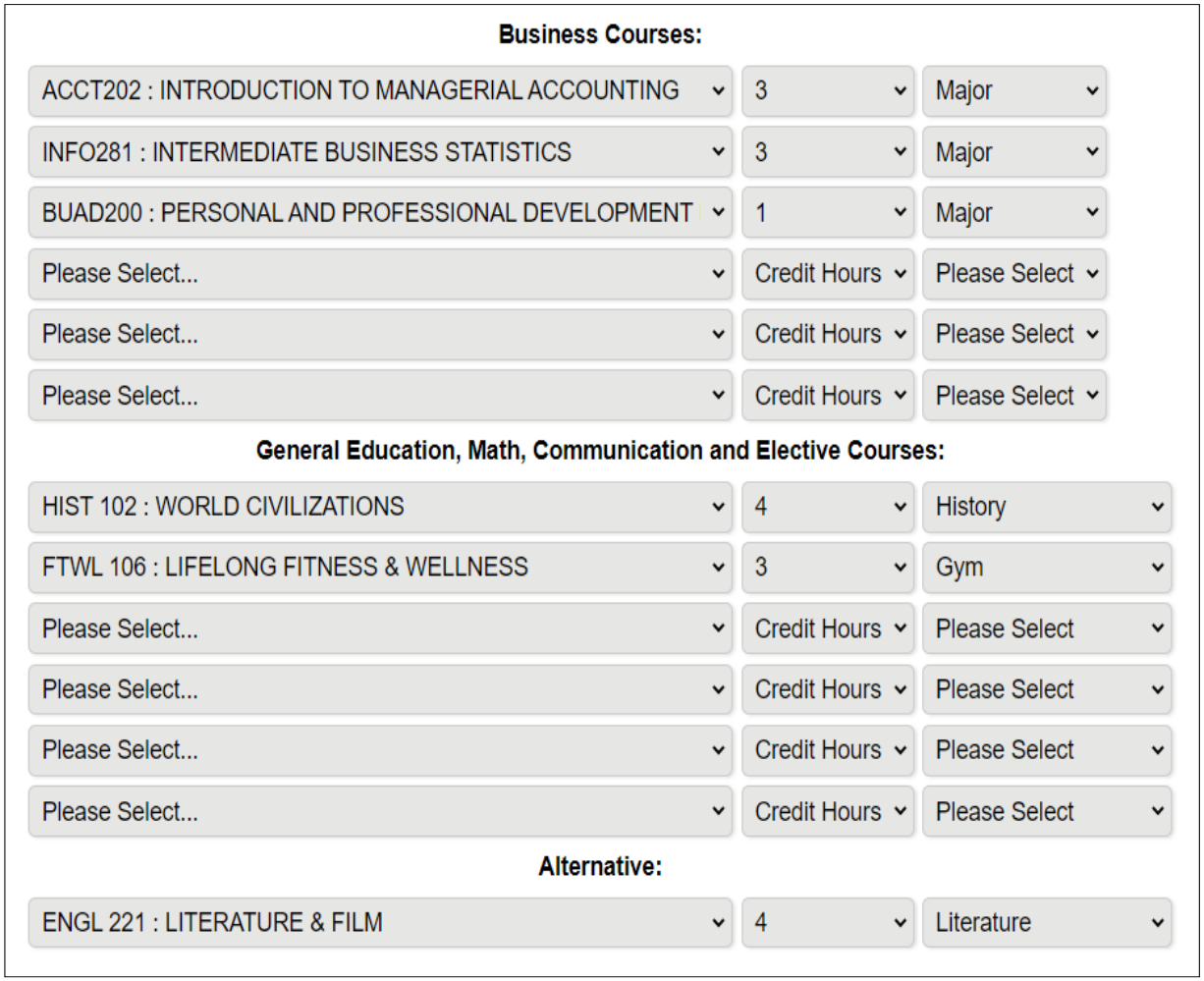


- **Step 5: Check the course pre-requisite/co-requisite.**

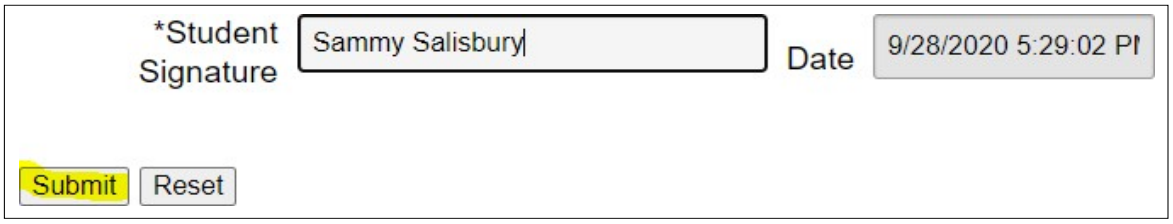
  Make sure you click the course section number to read the Enrollment Information, course description, Notes and Pre-requisite/Co-Requisite information. Please DO NOT take the classes you do not have the pre-requisite for. You will not be able to enroll, or you will be removed from the class. You could also check pre-requisite on the catalog: https://catalog.salisbury.edu/content.php?catoid=9&navoid=269. For example:



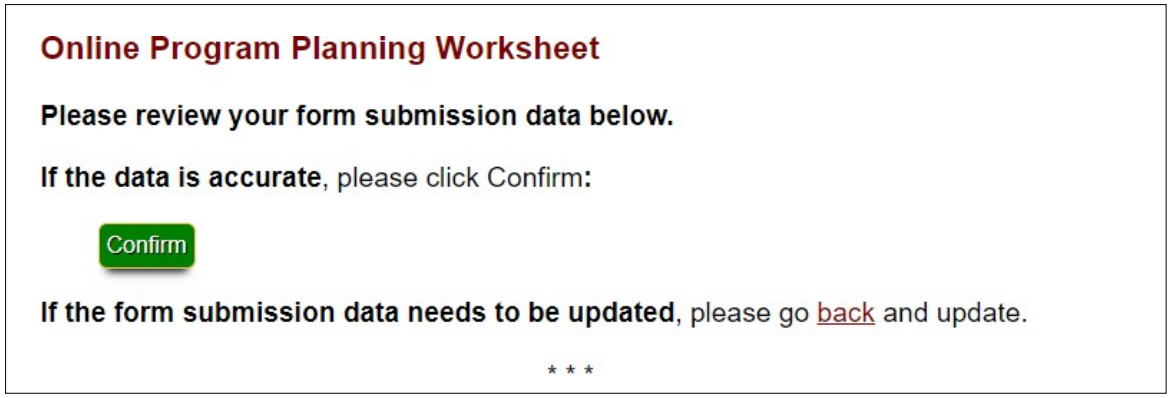
- **Step 6: Put the courses on your Program Planning Worksheet**.



- **Step 7: You could add your questions or comments in the "Notes" area. Then type your name, and click Submit.**



- **Step 8: Confirm the information on this page, if everything looks right, please click on "Confirm".**



- **Step 9: You have submitted the worksheet successfully. You will see this page on your screen. The program planning worksheet that you submitted will be sent to your SU Student email. Your advisor will receive the email as well.**

Other Useful Resources to help you fill the Online Program Planning Worksheet:

- **Academic Checklist:** This is an excellent reference for planning your future semesters. Find your program in the University catalog (http://catalog.salisbury.edu/) . To generate a printable checklist or 4-year curriculum guide, click the "Print Degree Planner" icon on the top right of the page. Please note the checklist is just a reference! You should always review your **Academic Requirement Report on Gullnet for the MOST ACCURATE information.**
- **Seagull Scheduler (recently updated): https://www.salisbury.edu/academic-offices/advising-center/_files/handouts/pp-sea-gull-scheduler-how-to-instructions.pdf**
- **How to Select Your Courses – Understanding the Program Planning Process**: https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=53bf8957-39f8-4d9d-a555-ac3e00dc08ec
- **How to complete the Online Program Planning Worksheet**: https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=aa028428-c95e-4d56-bde4-ac3e00fdd7b4
- **View your enrollment date/time**: https://salisbury.instructure.com/courses/33932/pages/locating-your-enrollment-date-video?module_item_id=780689
- **Update your Academic Record:** Log into Gullnet -> Academic Record -> Create a New Request -> you will have the chance to:
    1) Change/Add/Delete Major or Track
    2) Change/Add/Delete Minor
    3) Change Catalog Year
    4) Request to Study at Another Institution
- **Perdue School of Business Advising Information**: Academic Advising - Perdue School | Salisbury University