Long Range Plan User Guide

The Long-Range Plan is part of the ACES registration system. It is used to create your personalized Matriculation (MAT) Plan. The following guide will help you understand how to access and complete this process.

Getting Started

Access to ACES is available to all current and newly admitted students who have paid the enrollment deposit. To start, complete the following steps:

1. Log into ACES using your Net ID and Password
2. Click on the ‘Student Center’ link,
3. Then click on the ‘Future Plans’ tab.

Completing the Long Range Plan

Task 1: From within the ‘Future Plans’ tab, click on ‘Long Range Plan’. All steps must be completed in sequential order.

The first task is to complete the Academic Interest Inventory by answering several brief questions regarding your enrollment. Once you have completed this form click ‘SAVE’. You will then be able to proceed with the remaining tasks.

Task 2: Access your program’s or specialty’s sample MAT Plan from the Long Range Plan Task 2. The MAT Plans are available in pdf format to view and print on the Advising Website. It is recommended that you complete the items on the sample plan before proceeding further.

Task 3: From Task 3 on the Long Range Plan, click on “add courses to my planner”. This will lead you to the course catalog (a list of all courses offered within the Nursing Program) to add courses to the planner. To do this, follow these steps:

1. Click on ‘Browse Catalog’
2. In the alphabetical listing, Select ‘N’ for Nursing.
3. Select NURS. This will display all Nursing Courses offered by Duke University School of Nursing (DUSON).
4. Using the sample matriculation plan (see Task #2), select and add all the courses required for your program into the planner. The easiest way to do this is to select courses based on the chronological listing from the sample MAT Plan.
5. Once you have selected all the courses, click on ‘Add to Planner’. When the courses are added a note confirming the add will appear at the top of the page.

Important Note: Variable credit courses default to only one credit. If you are taking variable credit courses for more than one credit, you will need to do a separate add for each credit you need.

6. Click again on the ‘My Planner’ tab. Referring to the sample Mat Plan, click the selection box next to the courses for semester one. Move the courses to a specified term by clicking on a term from the ‘move selected courses to term’ drop down menu. Then click on the green ‘move’ button. Repeat this step for all future terms.

If you accidentally add a course to the wrong term you can delete this course by clicking on the ‘trash can’ icon. The course will then reappear in the unassigned courses tab where you can move it to the preferred term.

7. Before beginning the next task, make sure all your unassigned courses are assigned to specific terms.

Task 4: Navigate back to the Long Range Plan,

1. Click on the ‘Generate a What If Report’ link.
2. Please make sure that your program and specialty are appropriately listed, then select ‘Submit Request’.
3. Review your What-if report. This report will give you valuable information regarding your enrollment and show if you are satisfying all requirements.
4. If there are courses not showing as ‘satisfied’, please go back into the planner to add the course and then assign it to a specific term.
Task 5: Once you have completed the What-if report to your satisfaction, click on the ‘Long Range Plan’ link and at Task 5, click on ‘Submit Plan’ for your advisor’s review.

If any of your courses appear with the term Spring 2020 this means that the course has not been appropriately assigned. Please go back and edit the What-if to reflect the planned term of enrollment.

Lastly, do not create another What-if report until your original submission is acted upon by your advisor.

Task 6: Once your MAT Plan is submitted for review, an email will be generated notifying your advisor that you have completed your plan. If you would like to discuss the curriculum, transfer of credits, double major, etc please contact your advisor.

Task 7: Your advisor will review your MAT Plan and either approve, make suggestions or request revisions. Once you and your advisor agree on the MAT Plan, your advisor will approve it in the Long Range Plan agreement document, and it will be attached to your permanent file. If the plan is accepted, you will see your status in Task 6 and 7 changed to reflect the date the plan was approved.

Task 8: Print a copy of your approved MAT Plan for your records.

Task 9: Your advisor will complete the process by activating your eligibility to enroll in classes for the semester. When this step is completed, you will note that your Task 8 status will change to ‘eligible to register’.

FAQ:

Q: Do I need to set up an advising appointment each semester.

A: This depends upon your advisor. If you have previously discussed your matriculation plan with your advisor, you may find that your initial submission will be quickly reviewed and approved and a formal communication may not be necessary. However, if you would like to discuss the curriculum, transfer of credits, or potential double major, etc., you should consult with your advisor.

Q: Why aren’t my variable credit courses recorded correctly?

A: In order to add variable credit, you must add each credit individually to the planner. Then assign each credit to the specific term. You can add multiple courses per term if needed.

Q: What if I am double major, or a part of the MSN-DNP program?

A: Students with a double major will need to consult with their primary academic major advisor for overall approval of the plan in consultation with the secondary advisor. Both advisors will have access to review and request changes to your MAT Plan if needed.

MSN-DNP students can submit a matriculation plan based on the complete MSN-DNP program. Once you have acquired DNP academic standing your DNP advisor will review and approve those courses.

Q: What happens if I deviate from my plan?

A: The MAT Plan is an agreement between you and your advisor(s) which stipulates what must happen in order for you to graduate within a specific timeframe. If you deviate from the MAT Plan you must consult with your advisor, who will work with you to develop a revised MAT Plan.

If you have any questions or concerns about completing the ACES Planner, please contact the Office of Admission and Student Services at 919-684-4248.