CST Instructions:

1) Before we begin, note that the main plan you should work on and keep updated is your Operative Plan. If you have declared a major your Operative Plan for your major and class year will automatically show when you first log in. If you have not yet declared a major you will need to choose the course plan for the major you are leaning toward the most, and your expected year of graduation.

2) To begin, if you have fulfilled course requirements by AP/IBE/GCE, fill in the AP/IBE/GCE section by clicking on an "Add Course" box in the AP/IB/GCE row and selecting the appropriate course from the "Degree Requirements" pool of courses.

3) Do the same with the Transfer row if you have fulfilled course requirements via transfer courses (note: no Hub units are fulfilled by transfer courses!).

4) Next, click "Add Semester" to add the appropriate new semester row (Fall, Spring, etc). Add the appropriate year.

5) Click on an "Add Course" box in the semester row and select an appropriate course from the "Degree Requirements" pool of courses you have completed or intend to take.

6) To add an additional course not in the pool, double click on an "Add Course" box and provide requested details.

7) To delete a course, click on 🗑 . The course will return to the Degree Requirements pool.

8) Click on the course title to view bulletin information about the course (good for checking prerequisites or course options in the case of electives).

9) To add the course number for elective courses & Hub units, click on ✎

10) To indicate if the course is part of a concentration or minor, click on 🛈

11) Save your Operative Plan plan by clicking "Save" in the top left. If you wish to save your plan as a draft - for example to explore adding a minor or studying abroad without changing your Operative Plan - add a draft name next to the green Save As button in the top right, and click "Save As". You can repeat this process from an existing draft to create new drafts.

12) If you are thinking of switching majors and want to plan that out to see what it would like, click "Select Different Major" in the top right to choose a new plan. All course information, including courses that correspond to your new major, will need to be reentered.

13) Saved drafts can be viewed by clicking on the blue menu box on the right and then clicking on the eye logo; saved drafts can be deleted by clicking on the red x box.

14) When you meet with your faculty advisor for pre-registration advising, he/she will review your Operative Plan, and either suggest changes or approve the plan as is. Once approved you will receive an email with a link to the Advisor Assessment Survey. Complete the survey to get your advising code and be able to register for classes.

15) Reach out to engineer@bu.edu with any questions about using the CST.