

Plan college, careers, and life with ChatGPT

Choose a purpose. Replace the brackets. Try one prompt.



Plan your first year

Explore courses and experience before meeting your advisor.

STARTER PROMPT

Use my catalog and advising notes to suggest first-year courses, a flexible four-year path, and early experience. Check requirements and give me advisor questions.



Build a weekly newsletter

See deadlines, commitments, and one activity that fits.

STARTER PROMPT

Make my [week] newsletter from my calendar, emails, and events. Flag deadlines, conflicts, and next week's prep. Suggest one activity for [interests/budget]. Cite sources.



Make a study plan

Turn course feedback into practice and a support visit.

STARTER PROMPT

@College Student Use my course page and calendar study blocks to plan [dates]. Include practice on [topic] and one office-hours visit.



Find the right role

Compare opportunities using your interests and experience.

STARTER PROMPT

Compare three roles with my résumé and interests. Rate each strong, partial, or stretch. Show evidence and gaps, then ask which I'd explore.



Choose today's priorities

Turn competing commitments into three doable next steps.

STARTER PROMPT

It's [date/time]. [Task] needs [minutes]. Use my calendar and relevant messages to suggest three priorities, flag conflicts, and draft a reply for my review.

Make it yours Add your goals, available time, and current sources.

You choose the next step. Check plans and drafts before using them. Setup: page 5.

Try a demo

Use the matching color and starter prompt on page 1.

01 Plan your first year

Try it Bring your catalog, advising notes, and campus opportunities. Use prompt 1 to explore two semesters, a flexible four-year path, and early experience.

Check Do prerequisites, credits, course availability, and workload fit? Confirm with your advisor.

My interests and available time	
Options and advisor questions	

02 Build a weekly newsletter

Try it Bring your calendar, relevant emails, and campus events. Use prompt 2 to preview one week. Check new updates and choose an activity that fits.

Check Are deadlines, conflicts, event details, and costs accurate? Uploaded files do not refresh.

My week and priorities	
One activity and my next step	

Try a demo

Use the matching color and starter prompt on page 1.

03 Make a study plan

Try it Bring a course page or feedback and your study blocks. Use prompt 3 to plan practice and an office-hours visit. Revise if your time changes.

Check Does the plan fit your time, preserve deadlines, and use confirmed office hours?

What I need to practice	
My study block and support visit	

04 Find the right role

Try it Bring your résumé, interests, and three job descriptions or a Handshake export. Use prompt 4 to compare them, then choose one role to explore.

Check Can you support each match with evidence? Separate required skills from preferred ones.

My choice and why it fits	
One gap and how I will address it	

Try a demo

Use the matching color and starter prompt on page 1.

05 Choose today's priorities

Try it Bring your calendar, one relevant message, and a time estimate. Use prompt 5 to choose three priorities. Finish one, then ask what comes next.

Check Do the priorities fit your deadlines and available time? Review any reply before sending.

My priority and time estimate	
My next step and message to review	

Put one idea into practice

Clarify goals and priorities, make informed choices, and turn plans into action. Students choose; advisors coach, check, and help them reflect.

For advisors and mentors Choose one student need. Try a small activity together, ask what helped, and share useful approaches with colleagues.

Keep learning

[OpenAI Academy](#) Courses, events, and education resources.

[ChatGPT for Education](#) Ideas, campus examples, and updates.

[EDU 208 slides](#) Revisit the activities and examples.

Student offer through October 31 2026

Eligible U.S. college and graduate students can claim four free months of ChatGPT Plus, including Work. Verification and terms apply. Renews at \$20/month unless canceled.

Check eligibility and terms: chatgpt.com/students/2026

Get set up

Sign in at chatgpt.com and confirm your institution's workspace in your profile. Use your campus account where available. Features depend on your plan and campus settings.

Choose the right context

Chat Ask questions, explore options, rehearse, or make a quick edit.

Files and apps Add a current catalog, course page, résumé, or calendar. For live updates, connect approved calendar/email apps. Ask for sources.

Projects Keep related chats, files, and instructions together for ongoing work.

Work Use it for tasks with multiple sources, steps, tools, and a result to review.

Personalize your starting point

In Settings, use Custom Instructions for preferences you want ChatGPT to keep in mind. Adapt this example:

I'm a college student studying [program] at [institution]. This term I'm taking [courses]. My goals are [goals], and I find [tasks] challenging. I learn best through [examples, diagrams, discussion, or practice]. Connect explanations to [interests] when helpful.

Explore the capabilities

Learn and rehearse Open Study Mode in Chat for questions and hints. Voice supports interview or presentation rehearsal; dictation lets you speak a prompt.

College Student If enabled in your higher-education Edu workspace, use it in Work for study plans, guided tutoring, quizzes, and flashcards. Otherwise omit the @College Student mention and use ordinary Work.

See and create Try "Visualize [concept]" or "Create an image that explains [idea]." Use image generation, image uploads, interactive visualizations, Canvas, file creation, and Sites.

Research and analyze Use web search, deep research, and data analysis to explore evidence and compare information.

Organize and act Explore Memory, custom instructions, custom GPTs, skills, apps and plugins, Dots, Space, and schedules. Codex, browser use, computer use, and Appshots can support work with tools and apps.

Use your campus guidance

Share only information appropriate for your campus workspace. OpenAI does not use Edu workspace inputs or outputs to train models by default. Check dates, requirements, evidence, and permissions before acting.

[Study Mode](#) • [College Student guide](#) • [Edu data privacy](#)

More activities to try

Use these optional activities from the deck to extend the five main workflows.

Ask for support

Purpose Choose a campus support route and prepare for a human conversation.

Prompt Use this campus services page to compare two places I could ask for help with [concern]. Ask which I prefer.

Check Confirm hours and how to join. Choose what to share; review any message before sending.

Prepare for an exam

Purpose Put practice for a difficult topic into time you already have.

Prompt Use my syllabus and scheduled study blocks to plan practice on [weakest topic] before my [date] exam.

Check Verify the exam date and total time. If a block shrinks, ask for a revised plan.

Build your college plan site

Purpose Make your own course plan and advisor questions easier to use.

Prompt My goal is graduation in [term/year]. Turn my advising notes into a simple site with next-term courses, a checklist, and advisor questions. Save my checks and questions in this browser.

Check Separate earned, in-progress, and proposed credits. Test saving and refresh. Review requirements with your advisor.

Improve one résumé bullet

Purpose Connect your own experience to one chosen role.

Prompt Use my résumé and this job posting to improve one bullet. Explain the evidence behind your revision and identify one gap.

Check Keep claims accurate. Separate your work from team results. Practice explaining the example in your own words.

Make the weekly newsletter recurring

First check one issue. Uploaded files are snapshots; connect current sources before scheduling.

Prompt Every Sunday at 5 p.m. [time zone], refresh my connected calendar, campus emails, and events page. Create the coming Monday–Sunday's newsletter here. Flag anything you cannot check. Confirm the saved schedule and next run.

Check Confirm source access, the active schedule, time zone, next run, and notifications.