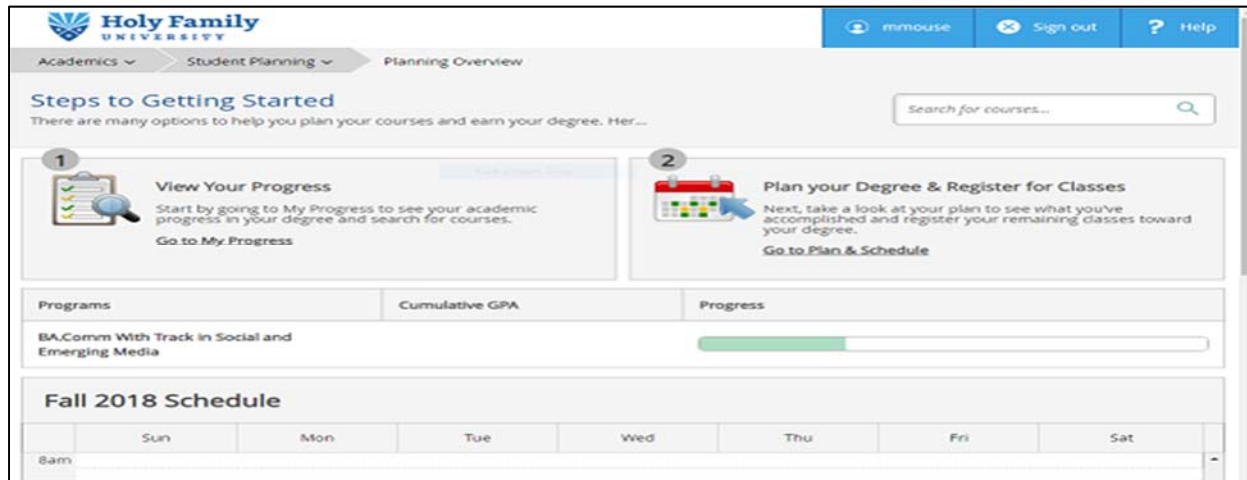


STUDENT DIRECTIONS FOR USING STUDENT PLANNING

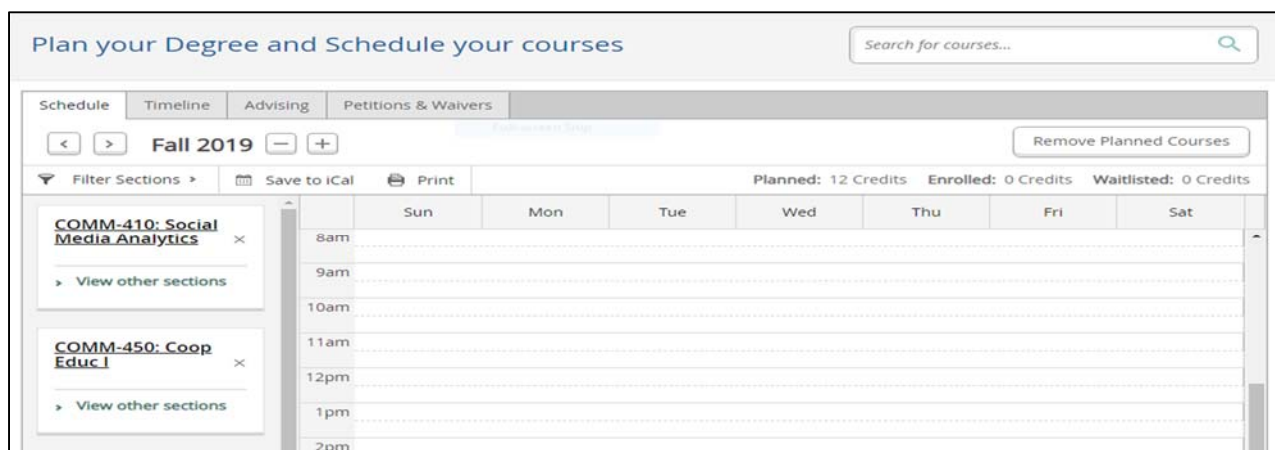
Student Planning is a tool that students use for planning when they will take the classes required for their program. Student Planning also allows the student and their advisor to interact in an e-advising platform for approving registration in specific courses.

In order to use Student Planning, you need to log in to Web Advisor, select 'Students' and click on the 'Student Planning' link. Once you are logged in, this is the screen that you should see:



This home page shows students your overall progress towards the degree and your current class schedule. Clicking on the 'Go to My Progress' link pulls up your Program Evaluation. The program evaluation is a tool that lists all of the degree requirements that need to be completed. This tool is updated in real time so it will be updated every time you complete or register for a class that is required.

While the program evaluation is a very useful document, it reports the requirements in a list type format. To get the classes in a format that more closely resembles the course sequence sheet, you can switch to 'Plan & Schedule'. This can be found by hovering over 'Student Planning' at the top of your screen and selecting 'Plan and Schedule'. The initial screen you will see is your current schedule.



To view the semester by semester breakdown of when you should take classes, click on the 'Timeline' tab at the top. Note that a course plan may already be loaded.

The screenshot shows a web interface titled "Plan your Degree and Schedule your courses". At the top right is a search bar labeled "Search for courses...". Below the title is a navigation bar with tabs: "Schedule", "Timeline" (which is highlighted), "Advising", and "Petitions & Waivers". To the right of the tabs is a green button labeled "Add a Term".

The main content area is divided into three columns representing different semesters:

- Fall 2019:** Contains four course cards:
 - COMM-410: Social Media Analytics (Credits: 3)
 - COMM-450: Coop Educ I (Credits: 3)
 - RELS-104: World Religions (Credits: 3)
 - SPAN-101: Intro Spanish I (Credits: 3)
 A total of "12 Planned Credits" is shown at the bottom of this column.
- Spring 2020:** Contains one course card:
 - COMM-325: Digital Media (Credits: 3)
 A total of "3 Planned Credits" is shown at the bottom of this column.
- Fall 2020:** Contains three course cards:
 - BIO-104: Biology Natural World (Credits: 3)
 - COMM-432: Multi-Media Storytelling (Credits: 3)
 - GNED-400: Interdisciplinary Core Seminar (Credits: 3)
 A total of "9 Planned Credits" is shown at the bottom of this column.

The Timeline will lay out which term you should take specific courses. These courses were placed in this order to ensure that pre-requisite courses are taken in order and to ensure that classes are taken in the correct term. Please note that not all of your classes are planned yet. You will need to go back to the Program Evaluation to determine which classes you need to add. This can be found under 'Student Planning' labeled 'My Progress'. When you want to add a class to your plan, click on the class in the program evaluation to pull it up in the course catalog and click on the 'Add Course to Plan' button.

The screenshot shows a course detail page for "PHIL-101 Intro to Phil (3 Credits)". At the top left, it says "Filters Applied: None". On the right side, there is a green button labeled "Add Course to Plan".

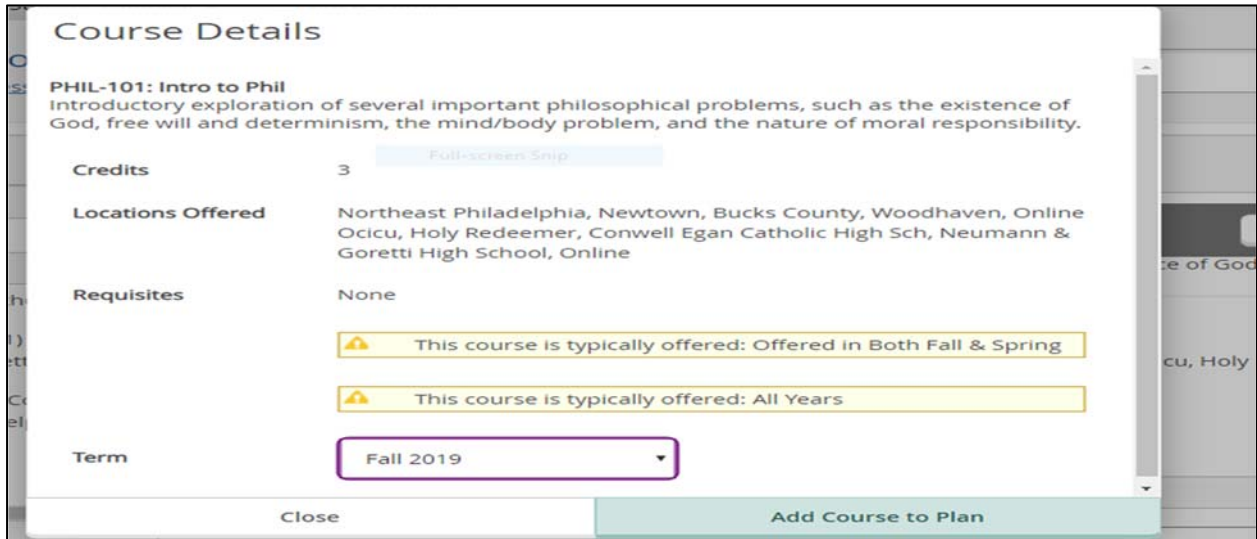
The course description reads: "Introductory exploration of several important philosophical problems, such as the existence of God, free will and determinism, the mind/body problem, and the nature of moral responsibility."

The page lists the following details:

- Requisites:** None
- Locations:** Northeast Philadelphia, Newtown, Bucks County, Woodhaven, Online Ocicu, Holy Redeemer, Conwell Egan Catholic High Sch, Neumann & Goretti High School, Online
- Offered:** Offered in Both Fall & Spring, All Years

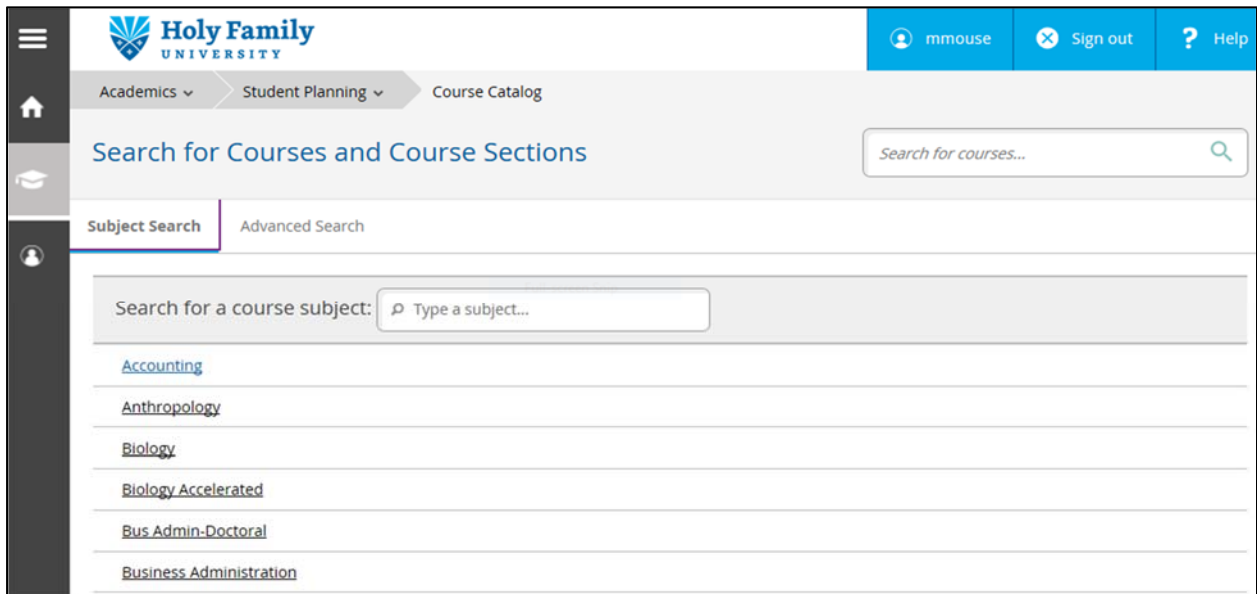
At the bottom, there is a button labeled "> View Available Sections for PHIL-101".

When the 'Add Course to Plan' pop-up appears, you must select the term that you wish to add the course to and click the 'Add Course to Plan' button again.



You will need to do this for all of the classes that you wish to take for each term. You have been given a course sequence sheet, which is a good way to determine which classes you may want to plan in each term. Remember to pay attention to the placement of courses when adding them to your plan in case a pre-requisite is required.

Another way to search for classes can be done directly through the 'Course Catalog'. This can be found by hovering over 'Student Planning' and selecting 'Course Catalog'. You can search by using our 'Subject Search' option as well as the 'Advanced Search' option.



Search for Courses and Course Sections

Search for courses...

Subject Search **Advanced Search**

Catalog Advanced Search

Term: Meeting Start Date: Meeting End Date:

Courses

Days Of Week

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Location

Once you determine specifically which classes you want to take in each term, you will need to develop a schedule for the upcoming term based upon those classes. Under the 'Plan & Schedule' tab, you will now see the planned courses ready for scheduling. When you click on the 'View Other Sections' link for each class, all of the available sections will show on the weekly schedule on the right side of the screen. **Note that classes that are full have an error message indicating the class is full.**

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

Spring 2019

Planned: 25 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

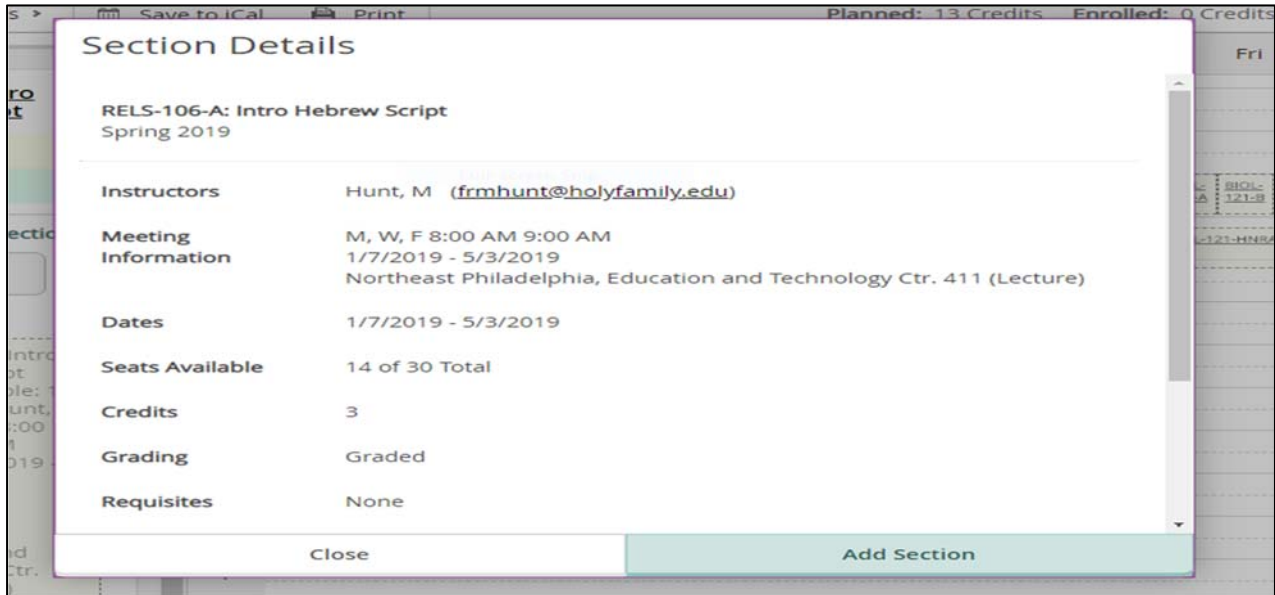
List **Calendar**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am	Full course stop						
8am	<input checked="" type="checkbox"/> BIOL-121-A	<input checked="" type="checkbox"/> BIOL-121-B	<input checked="" type="checkbox"/> BIOL-121-C	<input checked="" type="checkbox"/> BIOL-121-A	<input checked="" type="checkbox"/> BIOL-121-B	<input checked="" type="checkbox"/> BIOL-121-C	<input checked="" type="checkbox"/> BIOL-121-A
9am	<input checked="" type="checkbox"/> BIOL-121-HST	<input checked="" type="checkbox"/> BIOL-121-HST	<input checked="" type="checkbox"/> BIOL-121-HST	<input checked="" type="checkbox"/> BIOL-121-HST	<input checked="" type="checkbox"/> BIOL-121-HST	<input checked="" type="checkbox"/> BIOL-121-HST	<input checked="" type="checkbox"/> BIOL-121-HST
10am		<input checked="" type="checkbox"/> BIOL-121-HST	<input checked="" type="checkbox"/> BIOL-121-HST	<input checked="" type="checkbox"/> BIOL-121-HST	<input checked="" type="checkbox"/> BIOL-121-HST	<input checked="" type="checkbox"/> BIOL-121-HST	<input checked="" type="checkbox"/> BIOL-121-HST
11am							
12pm							
1pm						<input checked="" type="checkbox"/> BIOL-121-C	
2pm		<input checked="" type="checkbox"/> BIOL-121-A		<input checked="" type="checkbox"/> BIOL-121-B			

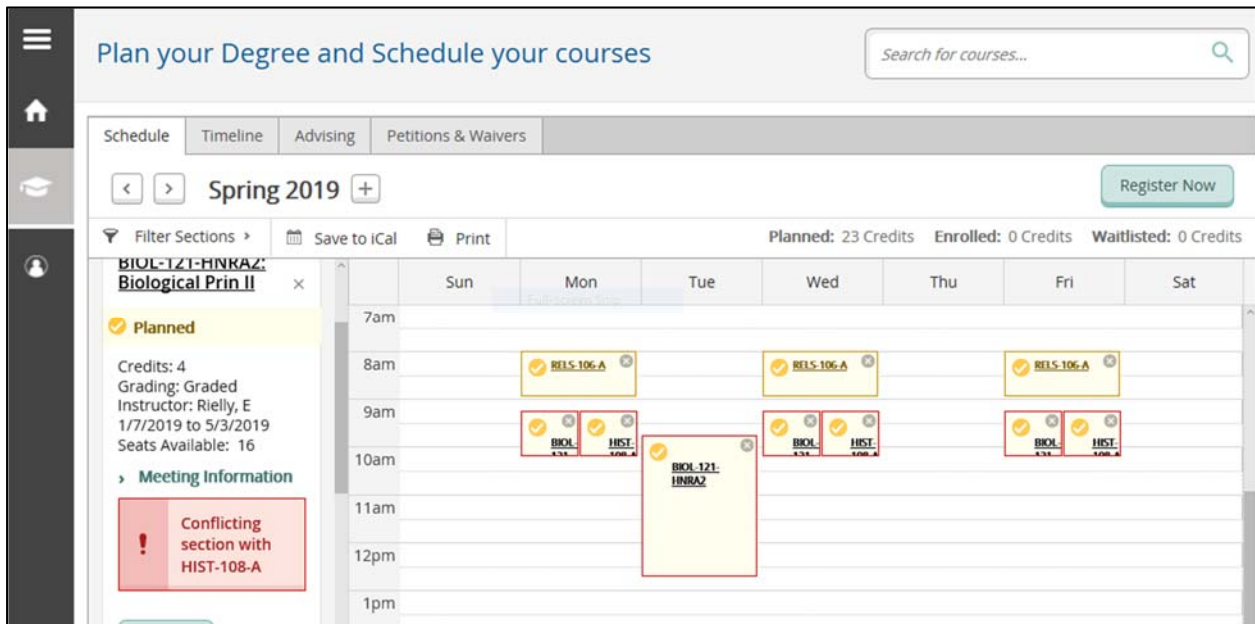
This section is full

BIOL-121-C:
Biological Prin II
Seats Available: 0
Instructor: Myers, J
Instructor: Breuninger-Tenney, I
Time: TTh 8:00 AM - 9:30 AM
Dates: 1/7/2019 - 5/3/2019
Location: Northeast

When you find the class section that you would like to take, click on it from the left side and you will get the course in a pop-up.



If you select courses that conflict on your schedule, a red line will appear surrounding the courses, along with an error message notifying you of the conflict.



Once you click on 'Add Section to Schedule', it will be added to your schedule on the right and highlighted in yellow.

Spring 2019 + Register Now

Planned: 13 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		RELS-106-A		RELS-106-A		RELS-106-A	
9am							
10am							
11am							
12pm							
1pm							
2pm							

Once you have developed your schedule, you will need to have your schedule approved by your advisor before you are eligible to register. To get your classes approved, click on the 'Advising' tab. You can add any notes that you want to share with your advisor. To submit your schedule for review, click on the 'Request Review' button. When you submit, you will receive a note indicating that it was submitted.

Schedule Timeline **Advising** Petitions & Waivers

My Advisors Brian Minster Request Review

Course Plan last reviewed on 12/6/2018 by Canavin, Kelly

Compose a Note

Save Note

View Note History

Hi Mickey,

When creating your schedule please be sure to select a single lettered section of ENGL 101 (ie ENGL 101-A, ENGL 101-D, etc.) Also, you will need to select either FEXP 100 A8, A9, A10, or A11. You only need one section of each course. Please let me know if you have any questions.

Joe

When your advisor has reviewed the Course Plan that you submitted, it will either be approved or denied. If you click on the 'Plan & Schedule' tab, you will see the classes that have been approved with a green Thumbs-Up banner.

The screenshot displays a course schedule for Spring 2019. At the top, there are navigation tabs: 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below these, there are navigation arrows, the text 'Spring 2019', and a 'Register Now' button. A status bar indicates 'Planned: 13 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. The main area is a grid with days of the week (Sun-Sat) as columns and time slots (7am-1pm) as rows. A sidebar on the left shows course details for 'COMM-205: Innovative Media' (marked 'Denied') and 'RELS-106-A: Intro Hebrew Script' (marked 'Planned'). The grid shows three instances of 'RELS-106-A' on Monday, Wednesday, and Friday at 8am.

Once your Course Plan and Schedule has been approved, you are ready to register for classes once your registration window has opened. Pay attention to your appropriate registration date each semester. You can register by clicking on the 'Register Now' button on the Schedule tab.

This screenshot shows the top portion of the course schedule interface. It includes the navigation tabs 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below these are navigation arrows, the text 'Spring 2019', and a 'Register Now' button. A status bar at the bottom indicates 'Planned: 13 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'.