Student Planning
Adviser Guide 1.0

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I. What is Student Planning?

Student Planning is a set of web-based, self-service academic planning tools that help students and advisers see what courses and requirements students need to complete to stay on track and graduate. Plans include co-requisite and pre-requisite warning messages so students can make informed decisions when modifying the plan. Integrated registration allows students to search for classes, create a schedule, and then register directly from the course plan.

There is an important distinction between the plan and the schedule. The plan refers to the cumulative list of course that a student plans to take to fulfill degree requirements. The schedule refers to the courses that the student has selected for a given term. **It is important for students and advisers to note that planning a course does not mean that registration has occurred.** Registration will be indicated with a green checkmark.

Degree plans can be reviewed, modified, and achieved. Comprehensive advising notes follow the students from adviser to adviser. Advisers and students have the same view into degree progress and plans. The responsive design makes it easy for students to access plans and register courses from any mobile device. Students can also export their schedule to their mobile device.

II. How to Access Student Planning

You can access Student Planning through your WebAdvisor for Faculty account:

![Image](image_url)

⚠️ Internet Explorer is the preferred web browser for displaying information through the Student Planning module. You may download the latest [Internet Explorer here](#).

Click the Advising tab:
III. **How to Search for Advisees**

Once you log into Student Planning, you will be asked to select a student:

You will have access to your assigned advisees only. You may select them from the list or you may enter the students name/ID. You may notice longer wait times on initial loading.

IV. **How to View an Advisee’s Plan**

The first screen that appears in Student Planning displays the student’s Course Plan. It only shows one semester at a time:

You can toggle through semesters using the first set of arrow buttons. You can add or remove semesters with the second set of arrow buttons. You can also see the semester summary at a glance, including waitlisted courses.

The display will default to a “List” view. In this view, you will be allowed perform the following actions: approve, deny, protect, and/or unprotect a course / course section).
• Approve – This option allows your advisee to know that you approve this decision.
• Deny – This option allows your advisee to know you disapprove of this decision. Students can still register in courses that you deny.
• Protect – This locks the course on the plan. Students are not required to register for the courses but students cannot remove the course from their plan.
• Unprotect - This will unlock the course from plan and make it available for students to remove.

The Timeline tab allows you to view the student’s plan in a different format:

V. How to View an Advisee’s Progress

Student Planning uses the following color structure for visual representation:
• Green – Complete
• Green Shaded – In Progress
• Yellow – Planned
• Red – Not started
Notice the “At a Glance” gives you similar summary information as a program evaluation. The graphical bar shows the students a visual way to gauge their progress. Please keep in mind that the total credits is only gauging the 120 credit requirement – not the total credits required for their program of study.

### Requirements

<table>
<thead>
<tr>
<th>Core Curriculum</th>
<th>Indicates the number of subrequirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete all the following items</td>
<td>of 9 Completed</td>
</tr>
</tbody>
</table>

#### A. Knowledge of Effective Communication

Complete all three groups:
- **Group 1**: Take ENGL*101#
- **Group 2**: Take ENGL*102#
- **Group 3**: Complete one course from the following:
  - BIOL*122, CBSD*209, CHEM*150, COMM*140, CSCI*101, CSCI*130, ENGL*211, ENGL*290 ENGR*101, HIST*250, MISC*291, MUS*254, PHIL*271, POLI*200, PSYC*202, SOC*291, THEA*140 CSCI*101, MUS*254, THEA*150

**Complete all the following items** of 9 Completed

1. **Take ENGL*101 Minimum Grade C**
   - Fully Planned
   - 0 of 1 Courses Completed
   - Hide Details
   - Click directly on the link to plan or add a course to the schedule

2. **Take ENGL*102 Minimum Grade C**
   - Fully Planned
   - 0 of 1 Courses Completed
   - Hide Details

3. **Take one course from group 3 from the list below**
   - BIOL*122, CBSD*209, CHEM*150, COMM*140, CSCI*101, CSCI*130, ENGL*211, ENGL*290, ENGR*101, HIST*250, MISC*291, PHIL*271, POLI*200, PSYC*202, SOC*291, THEA*140 CSCI*101, MUS*254, THEA*150
   - Fully Planned
   - 0 of 1 Courses Completed
   - Hide Details

**Lists courses that fulfill the requirement if listed through the programming. Otherwise, students would need to select ‘Search’. Also uses color coding to indicate planned, not started, in progress, or complete.**
You may also wish to view Test scores to gauge the student’s progress and advise:

In addition, you have access to the Unofficial Transcript:
VI. How to Register / Drop an Advisee for a Section

On the Course Plan, you can change to the calendar view to remove courses from the plan and to register/drop sections:

You may add any course to a plan from the Course Catalog or you may use the Progress tab to add a plan directly from the listed requirements.

NOTE: The system will not allow registration into a full class, but it will allow the students to put a full class on the student’s schedule:
There are useful messages that appear in the student’s notifications:

- **Please go to the Admissions Office for assistance.**
- **COMM-150-01 has been planned on the schedule.**
- **COMM-150 is planned in another term.**
VII. How to Compose a Note

You can add a permanent note to a student’s record by utilizing the Notes tab:

These will remain on the student’s records from adviser to adviser.

VIII. How to Complete a Plan Review / View Archived Plans

After you review the student’s plan, click on the ‘Review Complete’ button:

You will receive the following prompt:

You may view the archived plan by clicking the ‘Plan Archive’ button:

Click the download button to view a PDF copy of the archived plan.