# FACULTY DIRECTIONS FOR USING ACADEMIC 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, faculty will need to log in to Web Advisor and click on the 'Academic Planning' link. Once you are logged in, this is the screen that you should see:
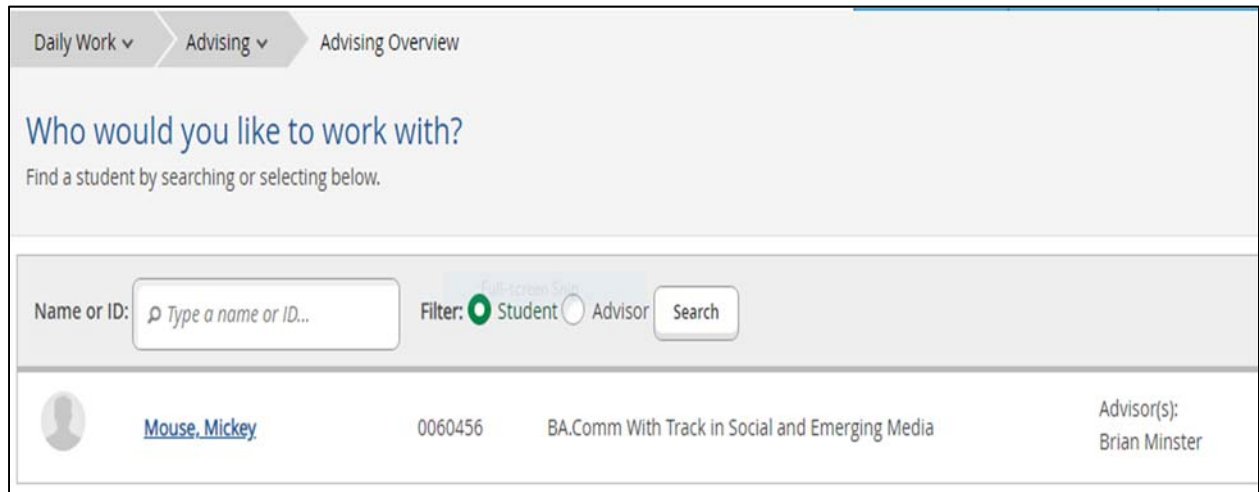

This home page shows all students that are assigned to you as a faculty advisor. To work on a specific student, you can either scroll through the list of students, or enter their name or ID number. (Please note that the ID number must be 7 numbers, so you may need to add some zeros in the front, i.e. 0060456)

Once you have clicked on the student that you would like to work with, you will be taken directly to the Student's Course Plan, as seen below. This course plan will show the current schedule of classes for the student. You can toggle through the terms to see what the student may be planning to take in future terms.
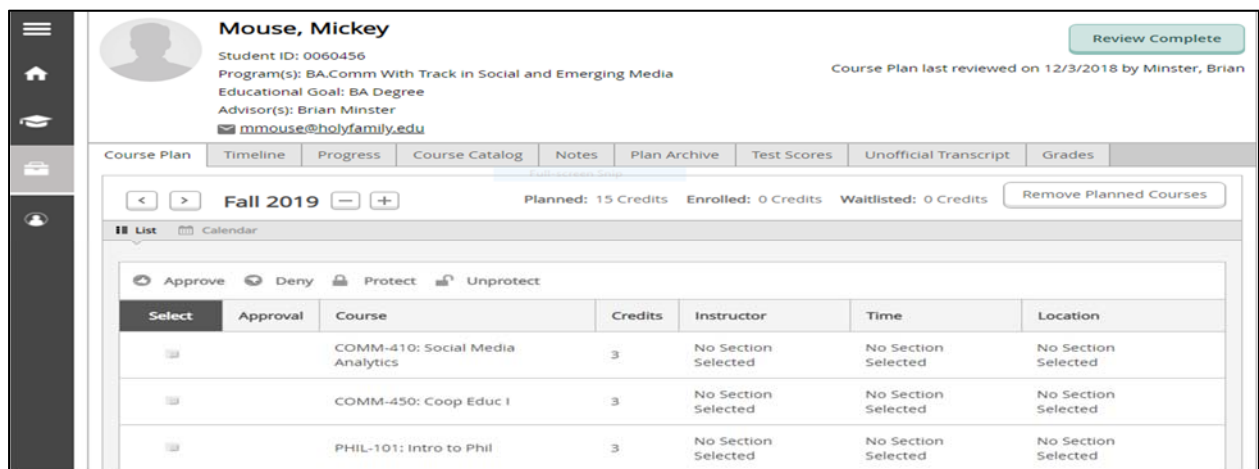
The schedule is shown in a list format, but you can also view the classes that are planned in a calendar format. The calendar function allows for easy selection of alternative sections of a class and includes notification if the classes are closed.
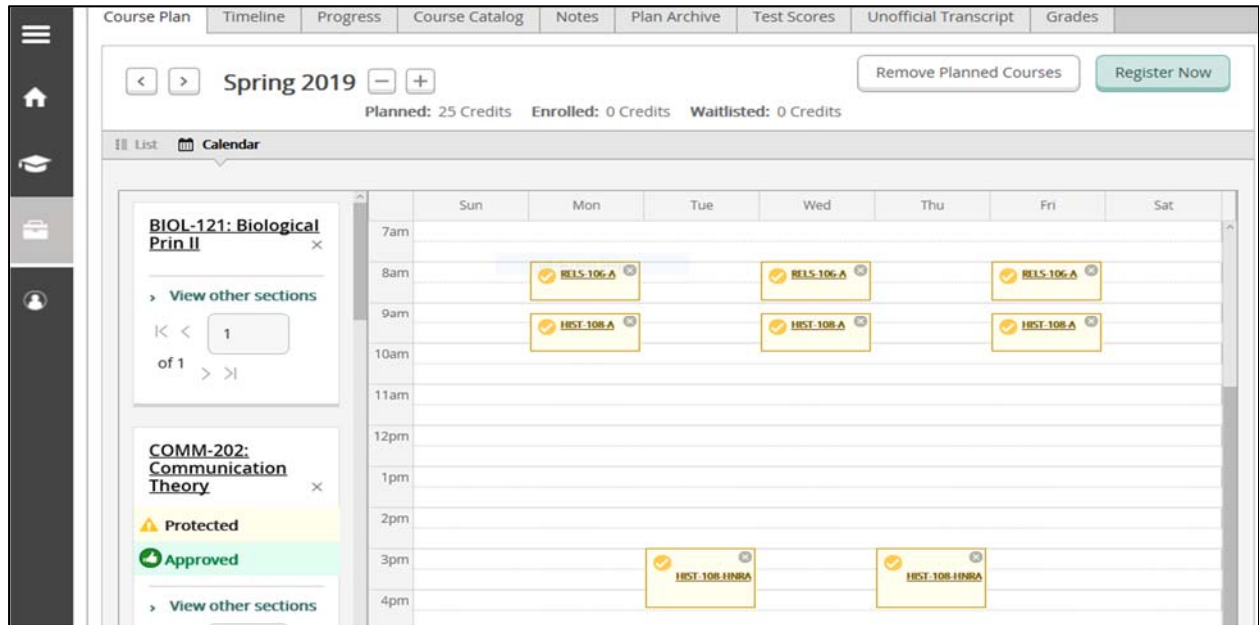
If you click on the 'Progress' tab, you will be able to view the students' program evaluation. This is where you can see what courses have been fulfilled and what still needs to be completed. At the top it will show how many credits are completed, in progress, and planned. As you scroll through the General Education Core and Concentration requirements, it will share information such as: GPA requirements, minimum grades required in a course, and which specific courses fulfill each section.
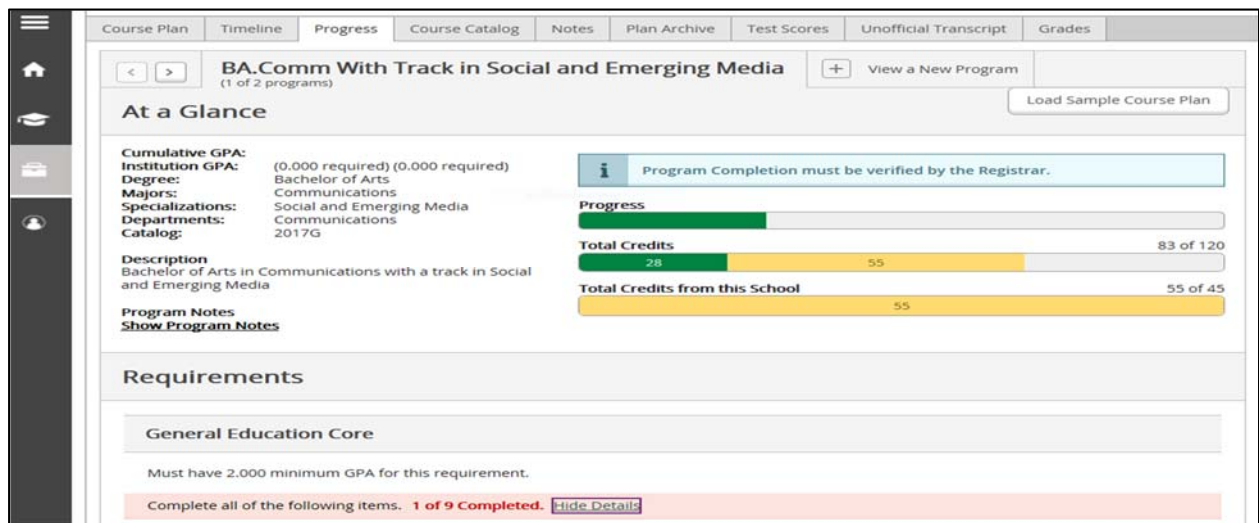
The students General Education requirements will be listed at the top, broken into each section. For example, when you open up Theological Literacy, you are able to see all of the course options needed to

fulfill the requirement. It also explains that they need to take 2 religion courses. In Academic Planning, you are able to click on a specific class to add it to the students' course plan, along with viewing and adding sections to the schedule.

Below the general education requirements, you will be able to see what is needed in their Major Concentration along with descriptions of what would fulfill each section. In the Communication-Media Studies Concentration, students are expected to have a 2.0 minimum GPA in all of their courses. If a student is currently in a course it will say 'In Progress'. Depending on their grade, it will either change to 'Completed' or back to 'Not Started'. You can also choose to hide or show as much detail you find needed at the time. If you are focusing on courses needed in the Concentration, you can hide the details in the General Education Core section.

Another unique function that is used in Academic Planning is the ability to plan out the students' program for the next several years. The curriculum has already been entered into the system and can be added to the students plan if needed. (Most students will have this already loaded while they are working with the Academic Advising Center). To load the curriculum for a student, simply click on the 'Load Sample Course Plan' button on the Progress tab. An important thing to remember is the term that you would like the plan started in. The curriculum tracks are designed in a way that mirrors the sequence sheet (i.e. take NURS 200-level classes in spring of sophomore year for example). So if you need to add a course plan,

please keep the term in mind, as loading it into a term later than expected will cause you to do manual maneuvering of the classes. As a guide, the sample course plan will be previewed before you actually load it, just in case you need to change the term.
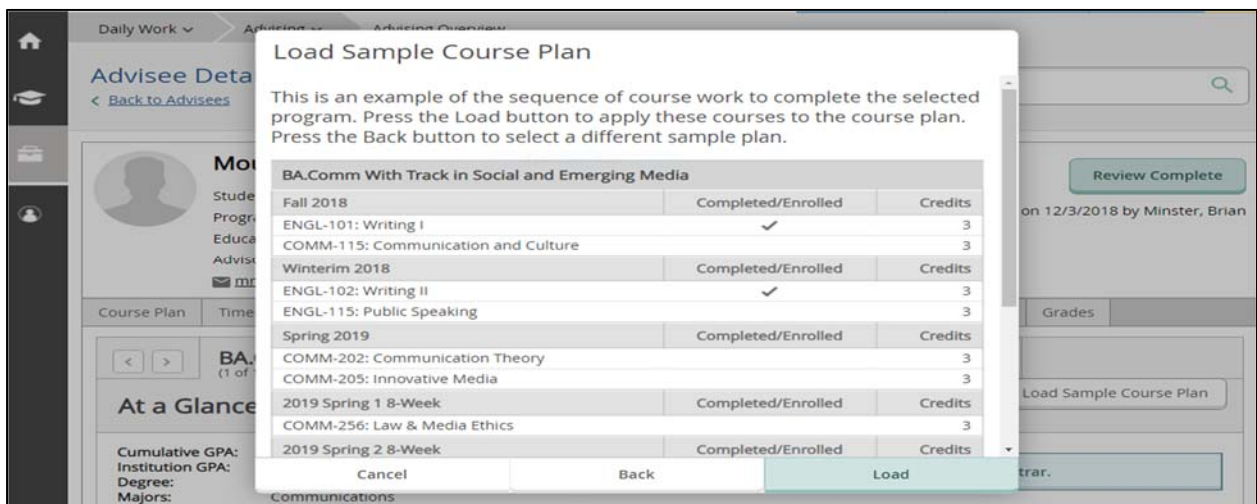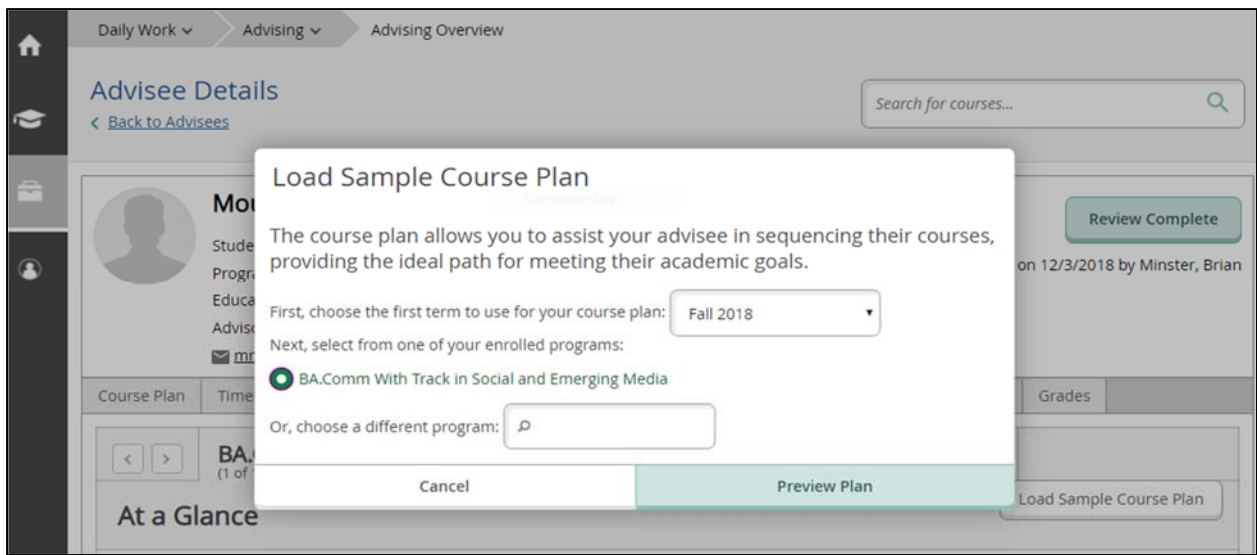
Once the Course plan has been loaded, the Timeline tab will allow you to view the planned courses in a term by term format.
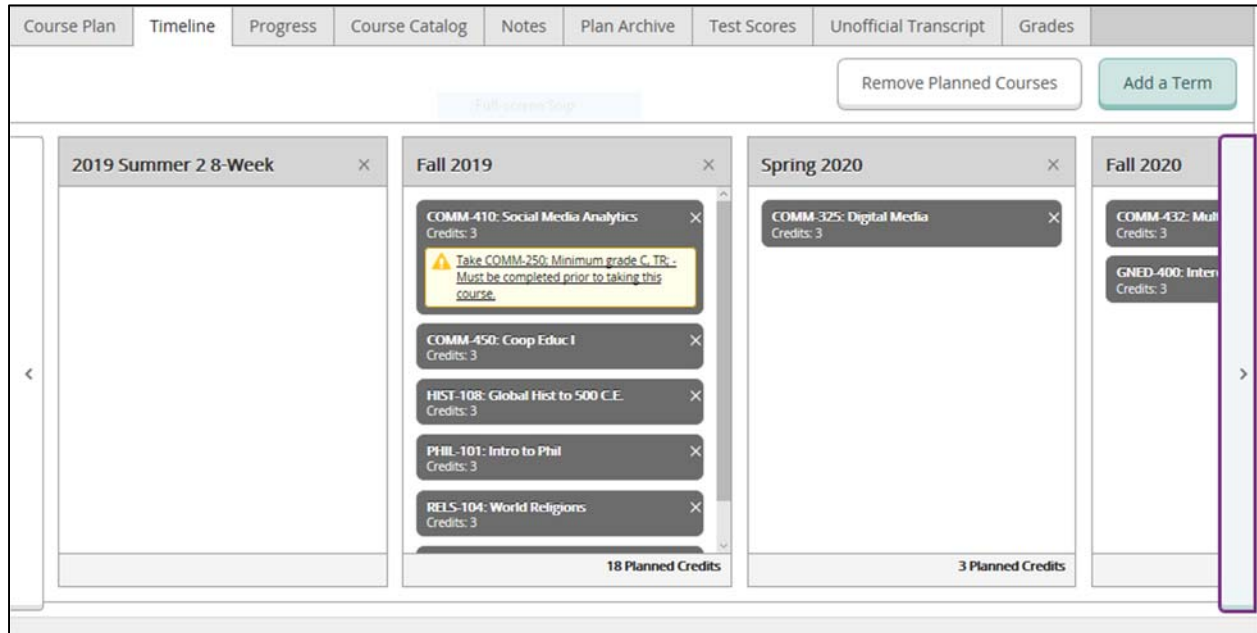
You can scroll back and forth between the terms to get the full picture of the students course plan. As you can see above, Student Planning will give a visual indicator if there is a problem with the course plan. For example, it is noted that COMM 250 is a pre-requisite for COMM 410. Student Planning will not stop the students from planning the courses despite the missing pre-requisite. But the registration controls set up in Colleague will stop the student from registering for the classes until all pre- and co- requisites have been met. In the example above we would need to add COMM 250 to the plan. The easiest way to do this is to click on the yellow notification and it will pull up the missing course for you to add. You can also access the course through the Course Catalog.

The curriculum tracks that are loaded only dictate the order that the required courses should be taken. They do not take into account any choice that may be available to the student. For example, there are 6 courses that can be taken to fulfill the Theological Literacy requirement and we did not want to take that choice away from the students. So they are not built into the curriculum tracks. Students will need to use the Progress tab to determine which classes they would like to take and add them to their plan to ensure they are enrolled full-time. You can also add the classes to the plan if you are working with the student. A good guide to use is the course sequence sheet from the student's file, as this will lay out when the student should look to take the specific core category.

When you want to add a class to your plan either search in 'Course Catalog' or click on the class in the program evaluation under 'Progress' and click on the 'Add Course to Plan' button.

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.

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. By clicking on the 'Calendar' option under 'Course Plan' you can determine which section fits best into the student's schedule. 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.**

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.

Student Planning also allows for a communication log between the advisor and the student, including a history of notes from previous advisors. I encourage you to use this feature, however, I caution you that these notes are able to be seen by any administrator that has access to Student Planning and are also able to be subpoenaed in a court of law.

Students will not be able to register for classes until their courses have been approved by their advisor. The old process required faculty members to remove an FADV hold from the students account. Using Student Planning, faculty advisors will have the ability to approve classes when they are off-campus, which will electronically remove the "advising hold."

Approval of classes is completed on the Course Plan tab. For the specific term that you would like to approve, you can approve or deny each class individually or as a whole.

Once you have approved or denied the classes for the term, you will need to click on the 'Review Complete' button. This will give you an option to create an archive of the students course plan, including approved or denied classes, the timeline, and any notes that are entered. I encourage you to Archive each review that you have completed. The Archive is stored on the Plan/Archive tab and can be accessed through a downloadable PDF document for documentation purposes.