Student Planning Student Access

Three Quick Methods to Create a Plan for a Student

Method A
1. Select Progress.
2. Select a course that is marked Not Complete OR Select Search for an area Not Complete
3. Add the course to the plan
4. On the picklist, select the term where you want to add the course to.
5. Go back to the Progress View
6. Repeat from Step 2

Method B
1. Click on Course Catalog
2. Search for the course in the top right field, using the specific course subject and course number (i.e. PY 213) and press enter.
3. Add the course to the plan
4. From the picklist, select the term where you want to add the course to.
5. Repeat from Step 3

Method C
1. Click on Course Catalog
2. Click on the subject that you would like to search for (i.e. Psychology).
3. Select the course (i.e. PSYC 1305)
4. Add the course to the plan
5. From the picklist, select the term where you want to add the course to.
6. Repeat from Step 2

Helpful Tips:
- You can click on Progress or the Timeline at any time.
- Progress will display the courses by requirement that are ***COMPLETED, NOT STARTED, or PLANNED*** in the student's audit.
- Timeline will display the courses by term as ***COMPLETED, NOT STARTED OR PLANNED***.
- You can move courses from term to term via Timeline; click on the course and select a different term from the drop down menu.
- You can delete any course or term from the Timeline view by clicking the top, right X.
- You can send a note to the student regarding the plan using the Notes tab. This does not notify the student/advisor that there is a note. Use it to provide additional information about the plan.