

Adding Courses to the Plan

Welcome to Student Planning software. This video will explain how students can plan for courses from the My Progress screen.

Before we begin, it is important for both students and advisors to understand the difference between a planned course and a registered course. A planned course can be added to a student's plan for the next semester or several semesters in advance. However, just because a course is on a student's plan does not mean the student is registered for the course. A student is not registered for a course until the student has specifically and intentionally registered for the course, and the course appears on the student's schedule.

Also, just because a student planned for a course does not guarantee that the course will be offered for the semester in which the student planned the course.

Finally, all deadlines and regulations associated with registration, such as dropping/adding, withdrawals, and refunds, remain the same when students register via Student Planning.

START ON HOME PAGE

You can begin by selecting "View Your Progress." This will take you to your degree audit, which displays all the courses required for your degree, as well as which courses you've completed, and which you still need to complete. For an in-depth look at the My Progress screen, please view the "Understanding the My Progress Screen" video tutorial.

CLICK VIEW YOUR PROGRESS

The best way to plan and register for courses is via the degree audit, or the My Progress screen. Because this screen shows you exactly which courses are required for your degree, you'll know which courses to select and how each course you pick applies to your degree program. It's also helpful to think of planning and registering for courses in terms of online shopping, so I will be making this analogy throughout this tutorial. For example, you can think of looking at your degree audit as browsing through an online store. You are looking at the items and deciding what you might want to have.

The first way to add a course to your plan is by clicking on a named course. A named course is a course which completes a requirement, and it's the only course that can complete the requirement. For example, in the Communication requirement, ENGL 151 and 152 are named courses; no other courses can fulfill English I and II.

Named courses will be hyperlinked, and to add that course to your plan, you just need to click on that course.

CLICK ON ENGL 151

When I click on ENGL 151, it takes me to that course in the online catalog. To add this course to my plan, I click on "Add Course to Plan".

CLICK ON "ADD COURSE TO PLAN"

I then select the correct semester. Here I am adding this course to Fall 2016.

ADD COURSE TO FALL 2016

And I select Add Course to Plan.

And I go back to the My Progress Screen

CLICK MY PROGRESS

SCROLL TO COMMUNICATION

You can now see that ENGL 151 appears as Planned on the Degree Audit for the Fall 2016 semester.

SCROLL UP TO PROGRESS BARS

You can also see that planned credits appear in yellow on the Progress Bars.

SCROLL BACK DOWN TO COMMUNICATION

Student Planning also allows you to think ahead to future semesters and plan out your courses. For instance, because I added ENGL 151 to the Fall semester, I am most likely going to take ENGL 152 in the Spring Semester. Therefore, I can add ENGL 152 to my plan the same way I added ENGL 151

CLICK ENGL 152

CLICK ADD COURSE TO PLAN

Except here I will select the Spring 2017 semester.

ADD COURSE TO SPRING 2017

CLICK MY PROGRESS

And I'll go back to the My Progress screen

And ENGL 152 is planned for the Spring 2017 semester.

SCROLL TO HUMANITIES

You can also add courses to your plan using the search function. For example, the Humanities requirement can be satisfied by multiple courses. If you want to find out which courses meet this requirement, you can click the search button.

CLICK SEARCH BUTTON

This brings you to the online catalog and displays all the courses that will meet the Humanities requirement.

You can then select a course and add it to the plan.

I am going to look through my options and select ART 181.

ADD ART 181 TO FALL SCHEDULE

And I can then go back to the My Progress screen.

CLICK MY PROGRESS

SCROLL DOWN TO HUMANITIES

And you can see ART 181 appears as planned.

The final way to add a course to the plan is by searching for a specific course or department.

For instance, I might want to take an elective course, which will not appear as a requirement on my degree audit. There is a search button for the elective courses, but because that will bring you to entire online catalog, it is not an efficient way to search for a course.

If I know the specific course I'd like to take, I can type the course name and number in the search bar at the top of the audit screen.

SCROLL TO TOP OF AUDIT

Here I'll search for CRIM 150, which will be an elective in the Liberal Arts program.

TYPE IN CRIM 150

And then I can add CRIM 150 to my plan.

ADD CRIM 150 TO FALL SCHEDULE

And I can then go back to the My Progress screen.

CLICK MY PROGRESS

SCROLL DOWN TO ELECTIVES

And you can see CRIM 150 appears as planned.

If you have an idea in what subject you'd like to take a course, but are unsure which specific course, you can also search by subject.

SCROLL TO TOP OF AUDIT

The Course Catalog tab allows you to search by subject.

CLICK COURSE CATALOG

If I know I'd like to take a Psychology course, I can click **PSYCHOLOGY**

CLICK PSYCHOLOGY

And it will take me to all the courses in that subject area.

And I can add PSYC 173 to my plan.

ADD PSYC 173 TO FALL SCHEDULE

And I can then go back to the My Progress screen.

CLICK MY PROGRESS

SCROLL DOWN TO SOCIAL SCIENCE

And you can see that PSYC 173 now appears as a social science general education course. Student Planning will place the course appropriately on your audit even if you don't search through that requirement.

To see my planned courses on my schedule, I will go to Plan and Schedule and view the Fall 2016 semester.

CLICK PLAN AND SCHEDULE

SCROLL TO FALL 2016

The list of courses on the left side of the screen are the courses I've planned for Fall 2016. Going back to the online shopping analogy, you can think of this list as a wishlist. You've not put any specific items in your cart – it's just a list of items you might like have.

When you are planning for future semesters, before a schedule of classes is posted, this is as far as you will be able to go. When you plan for future semesters, you are making a list of courses you might like to take in that semester. It's

important to realize that planning for a course in a future semester does not guarantee the course will be offered in that semester.

When the schedule of classes is posted for the upcoming semester, you can then add specific sections to your schedule.

Please view additional video tutorials to learn how to add specific course sections to your schedule and register for courses via Student Planning. The video library and print resources can be found at go.ocean.edu/studentplanning.

This has been a guide to planning for courses from the My Progress screen. Using Student Planning to plan your courses allows you to ensure that you're meeting all of your degree requirements.