

Student Planning: Overview for Advisors

Welcome to Student Planning! This tutorial will provide advisors with an overview of Student Planning software. By viewing this video, you will learn about the different functions of Student Planning and how you can use Student Planning to help students understand requirements, monitor progress toward the degree, and plan ahead for future courses.

Student Planning will allow you to spend less time figuring out what courses students need, and more time having meaningful advising conversations.

You will be able to access Student Planning via your Ocean Connect account.

Go to connect.ocean.edu, and log in using your username and password.

Once you are logged into Ocean Connect, you will click on the Student Planning tab on the left side of the screen. You will be automatically logged into Student Planning.

CLICK STUDENT PLANNING

When you open Student Planning, you will see a menu bar on the left-hand side of the screen. Click the “Home” icon and select “Advising” to get started.

On this page, you can type in a student’s name or ID to view that student’s information. If you have assigned advisees, they will appear on this page.

TYPE IN STUDENT NAME

You can then double click to access the information.

DOUBLE CLICK ON STUDENT

The first screen is a view of the student’s courses by semester. Advisors should click on the “Calendar” icon, as this view will display how courses fit into a student’s schedule.

CLICK ON CALENDAR VIEW

Detailed instructions on how to plan courses, add courses to a schedule, and register for courses can be found in the video tutorial library located at go.ocean.edu/studentplanning.

CLICK ON TIMELINE

The timeline view is a snap shot view of completed, registered and planned courses.

SCROLL THROUGH SEMESTERS

You can see the completed courses display with the grade, registered courses appear with a check, and planned courses appear in a darker gray.

CLICK ON PROGRESS

The “Progress” tab, which students view as “View Your Progress” will bring you to the student’s degree audit. The Progress screen will display all of the courses required for the degree, which courses are completed, and which courses the student still needs to complete.

A detailed explanation of the “My Progress” screen can be viewed in the “Understanding the “My Progress” Screen” video tutorial.

The “My Progress” screen also allows students and advisors to see how a student’s credits would apply to a different degree program, and how close the student is to completing that degree. You can use the “View a New Program” tab to

perform this function. A detailed look at the “View a New Program” function can be viewed in the “Using the “What If” Function” video tutorial.

CLICK COURSE CATALOG

The Course Catalog tab allows you to look up courses in the online catalog.

You can view all the courses in a subject area

CLICK CRIM

You can also search for a specific course by entering the course and number in the search bar.

SEARCH FOR CRIM 150

CLICK NOTES

The notes section allows advisors to enter information that is viewable to both the student and other advisors. For instance, if an advisor would like to record that they advised a student to take a certain course, that can be noted here. Advisors just need to remember that students will view whatever notes the advisor leaves, so notes should be concise and factual – not subjective or anecdotal.

CLICK PLAN ARCHIVE

The plan archive allows advisors to create a record of an approved plan.

CLICK COURSE PLAN

Going back to the Course Plan tab, an advisor can click “Review Complete” after assisting a student in planning courses for an upcoming semester.

CLICK REVIEW COMPLETE

A message will then display asking the advisor if they would like to archive the plan.

CLICK ON ARCHIVE

The advisor can click on Archive.

CLICK ON PLAN ARCHIVE

You can then go back to Plan Archive and click on “Download PDF”.

CLICK ON DOWNLOAD PDF AND OPEN PDF

The course plan is then archived as a pdf.

CLICK ON TEST SCORES

On the test scores tab, advisors can view students’ admissions and standardized test scores, including accuplacer scores.

CLICK ON UNOFFICIAL TRANSCRIPTS

Advisors can also access a student’s unofficial transcript via Student Planning.

This has been an overview of Student Planning for advisors. Please view additional video tutorials to learn how to understand the my progress screen, use the what-if function, and understand how to plan and register for courses via Student Planning.

You will also find print resources, including a comprehensive Student Planning manual for advisors, a Step by Step guide to planning and registering for courses, and a Troubleshooting Guide containing frequently asked questions, at go.ocean.edu/studentplanning.