

Student Planning: Step by Step

Welcome to the tutorial for utilizing Student Planning software. This video will explain how students can use Student Planning to monitor their progress and determine which classes they still need to take, plan their courses semester by semester, and register for courses.

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

The process for utilizing Student Planning can be summarized in 4 steps:

- **Step One:** Use the “My Progress” tab to view your Degree Audit
- **Step Two:** Add courses to your plan from the My Progress screen
- **Step Three:** When sections become available for a semester, use the “Plan and Schedule” function to add sections for that semester
- **Step Four:** When registration opens, use the “Plan and Schedule” function to register for planned sections

This video will walk you through each of these steps. You can find a quick one-page summary of this information in the document titled “Student Planning Step by Step Guide” as well as shorter videos on each of these steps at go.ocean.edu/studentplanning.

The first step for students in utilizing Student Planning is to review your My Progress screen and determine which courses you've completed, and which courses you still need to take.

CLICK “GO TO MY PROGRESS”

Students can begin by going to “View Your Progress”.

This screen will display your Degree Audit.

BEGIN TO SCROLL THROUGH AUDIT

For instance, this student has completed ENGL 091, ENGL 095 is in progress, and ENGL 151 is not started.

We are now going to plan our courses based on what we learned we need from the degree audit.

SCROLL BACK UP TO COMMUNICATION

The first course we need to plan is ENGL 151.

Because this is a specific course that the student needs, I can click on ENGL 151 to add the course to my plan.

CLICK ON ENGL 151

This brings me to the course catalog, where I can select “Add Course to Plan”.

CLICK ADD COURSE TO PLAN

Notice that Student Planning reminds me that the course has a prerequisite. It also asks me for a term, so I'm going to add to the Fall 2016 semester.

And I get a message in the upper right hand corner of the screen letting me know the course has been added to my plan.

GO BACK TO MY PROGRESS

And when I return to the degree audit, you can see that this course is now displaying in yellow as planned.

Next I need to add a history course. Because I can select from multiple courses for this requirement, I'm going to use the Search Function.

CLICK SEARCH BUTTON

Clicking search will bring me to a list of courses that will fulfill this requirement.

I'll choose to add HIST 171 to my schedule.

CLICK ADD COURSE TO PLAN

And I'll add for Fall 2016.

GO BACK TO PROGRESS SCREEN

And you can see now that the course is planned.

If I know the course I'd like to take, I can also use the search bar to add the course to my plan.

TYPE CRIM 150

If I search for CRIM 150, I can find that course in the Catalog and add it to my plan.

ADD COURSE TO FALL 2016

GO BACK TO MY PROGRESS

You can see that Student Planning shows me that CRIM 150 will count as an elective in this degree program.

You can also use the Course Catalog to browse courses by subject.

CLICK ON COURSE CATALOG

You can look through all the subject areas and see which courses are taught in that area.

CLICK ON ANTHROPOLOGY

And you would add a course to your plan in the same manner.

Because the schedule of classes is available, I can now use my plan to add specific sections to my schedule for Fall 2016.

I can add sections from the Plan and Schedule screen.

CLICK PLAN AND SCHEDULE

Here you can see all the courses we added for Fall 2016.

Now we can begin to add sections to the schedule.

I'll start with ENGL 151.

CLICK VIEW OTHER SECTIONS

I can see which sections are offered by clicking view other sections

And Student Planning will show me where all these sections fit on a weekly calendar, making scheduling easy.

GO THROUGH SECTIONS

Here you should notice there are multiple pages of sections, so be sure to look at all of your options. Also notice the location of each section. Some courses are taught on the main campus, others at the SEC, and some are online.

I'll choose Section 01 and add it to my schedule.

CLICK 01 AND ADD SECTION TO SCHEDULE.

Now you can see the course appears as a planned course in yellow. Remember, until I register for the course, I'm not actually in this section.

Now I'll do the same thing for the rest of my courses.

I want to take HIST 171 on a Tuesday/Friday, so I'll click through the pages until I find a section that works. And I'll add section 08.

CLICK 08 AND ADD SECTION TO SCHEDULE

For CRIM 150, you can see that Student Planning shows me that sections 01 and 03 conflict with another course on my schedule. So I'll add a different section.

I'll add CRIM 150 section 02.

Now all of my sections for Fall 2016 are planned.

If the Fall 2016 registration window were not yet open, I would leave these sections on my schedule and add them as soon as I'm able to register. However, because I can now register for these courses, I'll demonstrate that for you.

You'll notice that each planned course has a Register button.

CLICK REGISTER FOR CRIM 150.

And you can see that the course now appears in green, which means it's officially on my schedule. I can also use the Register Now button to register for all the sections at once.

CLICK REGISTER NOW

So you can see that planning your courses and sections in advance makes registration really easy. Remember, however, that just because you've planned a course does not mean you've reserved a seat. If the course filled up before you register, you will not be able to register for that section.

Notice also that if I wanted to drop a class, I can do that via Student Planning as well.

SHOW DROP BUTTON

GO BACK TO MY PROGRESS

And, going to back to the degree audit, you can see the Fall 2016 courses display as Registered.

Thank you for taking the time to view this tutorial on using Student Planning to plan and register for courses. You can view more video tutorials at go.ocean.edu/studentplanning.