




Advising using Student Planning


Students will still need to have a face-to-face meeting with their advisor before being cleared to register. **Student planning will not replace advising meetings!** After being cleared, the student can make a preferred course list and register for sections for the upcoming term. Advisors can now **see** these transactions and have correspondence within student planning.

To navigate to your Advising dashboard:

 **Employee**
Here you can view your tax form consents and your banking information

 **Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.

 **Advising**
Here you can access your advisees and provide guidance & feedback on their academic planning.

 **Faculty**
Here you can view your active classes.

Click on a topic below to learn how to use the Advising features:

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Clearing Advisees

Advisors will be able to clear students for registration through the advising tab. *Note: Advisors cannot clear all advisees at once; advisors must go into each advisee's record to clear them each term.*

Each advisee will have a “Last Advising Date:” on the advising overview page. This date indicates the last time that the student was cleared to register. If you see “N/A” instead of a date, then the student has not been cleared for registration and will be blocked from making any schedule changes.

Name or ID: <input type="text" value="Type a name or ID..."/>		Filter: <input checked="" type="radio"/> Student <input type="radio"/> Advisor		<input type="button" value="Search"/>	<input checked="" type="button" value="Email All My Advisees"/>		
	<div></div>		<div></div>	B.A. Public Service Administration		Last advising date: N/A	Advisor(s): Susan Cook Jose Ortiz
	<div></div>		<div></div>	Cert. Secondary Education		Last advising date: 6/7/2018	Advisor(s): Jose Ortiz

To clear students for registration, you must click on the student in the advising view to see their academic information. On the top right of the screen, you will see the “Advisement Complete” button. After meeting with the student and reviewing their plan, clicking that button will release the hold.

Advisement Complete

Last advised on 6/7/2018 by Ortiz, Jose L.

Review Complete









Course Plan last reviewed on 2/2/2018 by Ortiz, Jose L.

Viewing your Advisees

The homepage will show all your advisees.

Who would you like to work with?
Find a student by searching or selecting below.

Name or ID: Filter: ☒ Student ☐ Advisor


	<input type="text"/>		<input type="text"/>	B.A. - Computer Science	Advisor(s): Anna McNulty
	<input type="text"/>		<input type="text"/>	Post-Bacc Secondary Certification With Masters Track	Advisor(s): Sandra Scott Anna McNulty Stacy Hill
	<input type="text"/>		<input type="text"/>	MBA - Master of Business Administration	Advisor(s): John Hengesh Tate White Anna McNulty
	<input type="text"/>		<input type="text"/>	B.S. - Health Science	Advisor(s): Michael Ediger Anna McNulty

Click on a student’s name to see his or her profile.

Course Plan Tab

The course plan tab shows:

- Planned (preferred) courses
- Registered courses
- Waitlisted Courses

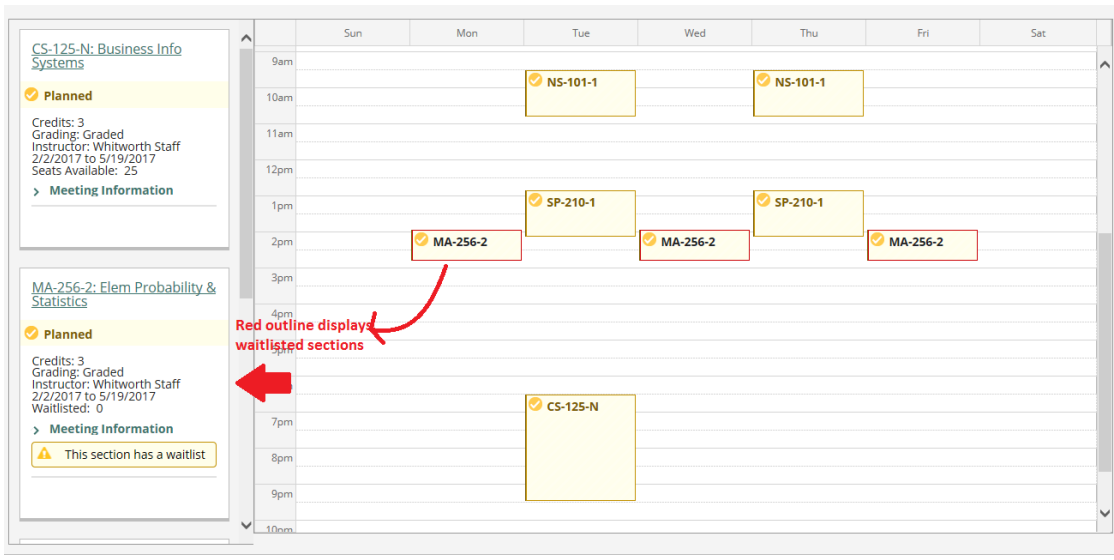
 **Wa Waproxy**
Student ID: 1434160

Course Plan | Timeline | Program Evaluation | Course

*For the upcoming term (e.g., advising a student for Spring 2017), think of everything as **sections**. The sections will be offered as displayed.*

*For future terms (e.g., Jan Term 2018, Spring 2018, etc.), think of everything as **courses**. You and the student can put these courses on a plan, but the courses are not guaranteed to be offered in a particular term.*

For a term currently in progress, you can see a detailed visual of the schedule.



****See “Course Plan Review” section for more information on how to review courses and how to correspond with students within student planning****

After the student’s registration time, you will see how their registration went. What courses did they get into (CS-125 example below)? Which courses are waitlisted (MA-256 example below)? Which were they unable to get into (SP-210 example below)?

<div> <div>List</div> <div>Calendar</div> </div>						
<div> <div>Approve</div> <div>Deny</div> </div>						
Select	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>	✓ Registered, but not started	CS-125-N: Business Info Systems	3	Whitworth Staff	T 6:30 PM - 9:30 PM 2/2/2017 - 5/19/2017	Whitworth Campus Harriet Cheney Cowles Library, 235 Regular Course
<input type="checkbox"/>	⚠ Waitlisted	MA-256-2: Elem Probability & Statistics	3	Whitworth Staff	MWF 1:55 PM - 2:50 PM 2/2/2017 - 5/19/2017	Whitworth Campus TBD Regular Course
<input type="checkbox"/>		NS-101-1: Earth and Sky	3	Hager, R	TTh 9:30 AM - 10:50 AM 2/2/2017 - 5/19/2017	Whitworth Campus Robinson Science Hall, 310 Regular Course
<input type="checkbox"/>		SP-210-1: Intro to Public Speaking	3	Vigil, J	TTh 12:50 PM - 2:10 PM 2/2/2017 - 5/19/2017	Whitworth Campus Robinson Science Hall, 120 Regular Course

Calendar

CS-125-N: Business Info Systems

✓ Registered, but not started

Credits: 3
Grading: Graded
Instructor: Whitworth Staff
2/2/2017 to 5/19/2017
> Meeting Information

MA-256-2: Elem Probability & Statistics

✓ Waitlisted

Credits: 3
Grading: Graded
Instructor: Whitworth Staff
2/2/2017 to 5/19/2017
Waitlisted: 1
> Meeting Information

⚠ This section has a waitlist

NS-101-1: Earth and Sky

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am			✓ NS-101-1		✓ NS-101-1		
11am							
12pm							
1pm			✓ SP-210-1		✓ SP-210-1		
2pm		✓ MA-256-2		✓ MA-256-2		✓ MA-256-2	
3pm							
4pm							
5pm							
6pm							
7pm			✓ CS-125-N				
8pm							
9pm							

You will not be able to see issues that the student received when registering.

⚠ MA-256-2 - Course Filled. Either add to wait list or look for an available section.	×
⚠ SP-210-1 - This course is restricted to freshmen only.	×
⚠ SP-210-1 - SP-210-1: Failed Section registration restriction rules.	×
⚠ NS-101-1 - Section is restricted to elementary education majors only	×
⚠ NS-101-1 - NS-101-1: Failed Section registration restriction rules.	×

i.e., you will not know if they did not have the prereq, etc.

For any future terms (e.g., Fall 2017, Spring 2018...), you can only see which **courses (not sections)** the student is hoping to take:

2018 Spring Semester

List Calendar

AR-424: Graphic Design II
Complete AR-101 and AR-324 - Must be completed prior to taking this course.

BU-218: Marketing

TA-100: Introduction to Theatre

Sun Mon Tue

8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm

Can only see COURSES the student would like to take. After the schedule is released, student will pick available sections

Timeline Tab – a digital 4-year plan

The student has the capability to plan 4 years in advance, and the advisor can see what the student is thinking about taking. This view can be used to visualize the student's 4-year plan that was proposed his or her first year. The student can add and remove courses from a particular term and the advisor will be able to see these transactions and communicate with the student if necessary. *More on this later.*

Wa Waproxy
Student ID: 1434160


Course Plan Timeline Program Evaluation Courses & Sections

2016 Spring Semester	2016 Fall Semester	2017 Spring Semester	2017 Fall Semester	2018 Spring Semester
CO-150: Western Civ I Credits: 4 A	BU-230-1: Financial Accounting Credits: 3 ✓	CS-125-A: Business Info Systems Credits: 3 ✓	AR-220: 3-D Design Credits: 3	AR-424: Graphic Design II Credits: 3 Complete AR-101 and AR-324 - Must be completed prior to taking this course.
CS-172: Computer Science II Credits: 3 A	CS-278-1: Comp Organiztn & Assemblr Prog Credits: 3 ✓	MA-256-2: Elem Probability & Statistics Credits: 3	EC-301: Money and Banking Credits: 3	BU-218: Marketing Credits: 3
FW-118: Adaptive Physical Activity Credits: 1 A	PE-125-1: Golf Credits: 1 ✓	NS-101-1: Earth and Sky Credits: 3	Complete BU-230, EC-210, & EC-211. Must have departmental math requirement of MA 158 or MA 171 with a C or better. - Must be completed prior to taking this course.	TA-100: Introduction to Theatre Credits: 3
MA-171: Calculus I Credits: 4 A	SN-201-01: Intermediate Spanish I Credits: 4 ✓	SP-210-1: Intro to Public Speaking Credits: 3	EL-211: Professional Writing Credits: 3	
	SN-201L-1: Language Lab for SN 201 Credits: 0 ✓		IDS-110: Intro to US Cultural Studies Credits: 1	
	SP-113-3: Interpersonal Communication Credits: 3 ✓			
	14 Enrolled Credits	3 Enrolled Credits, 9 Planned Credits	10 Planned Credits	9 Planned Credits

The **green bar** means the term is completed. A **yellow bar** means the term is in progress.

Program Evaluation Tab

This is the new and improved **program evaluation** for students!



Wa Waproxy
Student ID: 1434160

Course Plan

Timeline

Program Evaluation

Courses & Sections

<

>

B.B.A - Finance Concentration
(1 of 1 programs)

+ View a New Program

At a Glance

Overview Information

Cumulative GPA: 3.880 (2,000 required)

Institution GPA: 3.880 (2,000 required)

Degree: Bachelor of Business Admin

Majors: Economics

Specializations: Finance

Departments: Economics and Business

Catalog: 2016

Description

Program Notes
[Show Program Notes](#)

Degree Progress Information

1 Program Completion must be verified by the Registrar.

Progress

1

26

17

31

126

2

26

17

31

126

3

26

17

31

126

The **degree progress** section represents:

1. The overall progress of completing their degree (geneds, upper division, and major requirements combined)
2. The completion of the 126 credit minimum requirement
3. The completion of the 32 institutional minimum credit requirement

Dark green represents progress of **completed** credits. **Light green** represents progress of **registered** credits. **Yellow** represents progress of “planned” courses.

The remaining portion of the Progress tab shows complete and incomplete requirements. The colors and symbols again represent if the requirement is **completed**, **registered for**, **planned**, or **not started**. You can see the term the course was taken and the grade received, just as you can on the current program evaluation.

G. Fitness & Wellness

Take 3 different activity courses, one of which must be a designated fitness/wellness course. (Choose from FW-118, 132, 134, 141, 149, 166, or 219.) ***REMEMBER: A maximum of 8 activity courses count towards the total credit requirement.***

Complete all of the following items. **1 of 2 Completed.** [Hide Details](#)

1. ONE DESIGNATED FITNESS/Wellness COURSE **1 of 1 Courses Completed.** [Show Details](#)

2. COMPLETE TWO OTHER PHYSICAL ED ACTIVITY COURSES **0 of 2 Courses Completed.** [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
In-Progress	PE-125 Golf			16/FA	1

H. Social Sciences

Take a 3-credit course in Human Nature and Civic Resp. Check the Schedule of Courses for applicable courses.

Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
Not Started					

I. Humanities

Take a 3-credit course in Human Thought and Values Check the Schedule of Courses for applicable courses.

Complete all of the following items. **0 of 1 Completed.** [Fully Planned](#) [Hide Details](#)

Fully Planned 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
Planned	TA-100 Introduction to Theatre			18/SP	3

A **new feature** for this tab is searching for courses directly from the program evaluation. This will bring up all courses that meet that specific requirement. The search button is grayed out for completed requirements.

You can search for courses that meet a certain requirement if it is not grayed out. This will take you to the **Courses & Sections**.

G. Fitness & Wellness

Take 3 different activity courses, one of which must be a designated fitness/wellness course. (Choose from FW-118, 132, 134, 141, 149, 166, or 219.) ***REMEMBER: A maximum of 8 activity courses count towards the total credit requirement.***

Complete all of the following items. **1 of 2 Completed.** [Hide Details](#)

1. ONE DESIGNATED FITNESS/Wellness COURSE **1 of 1 Courses Completed.** [Hide Details](#)

Cannot search because requirement is complete

Status	Course	Search	Grade	Term	Credits
Completed	FW-118 Adaptive Physical Activity		A	16/SP	1

2. COMPLETE TWO OTHER PHYSICAL ED ACTIVITY COURSES **0 of 2 Courses Completed.** [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
In-Progress	PE-125 Golf			16/FA	1

H. Social Sciences

Take a 3-credit course in Human Nature and Civic Resp. Check the Schedule of Courses for applicable courses.

Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

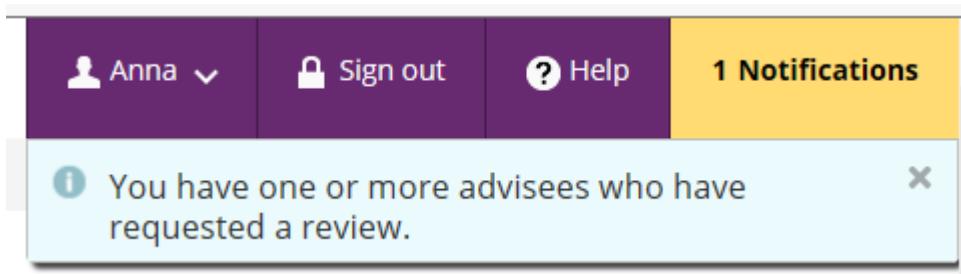
0 of 1 Courses Completed. [Hide Details](#)

Can search for all courses that meet this requirement

Status	Course	Search	Grade	Term	Credits
Not Started					

Course Plan Review

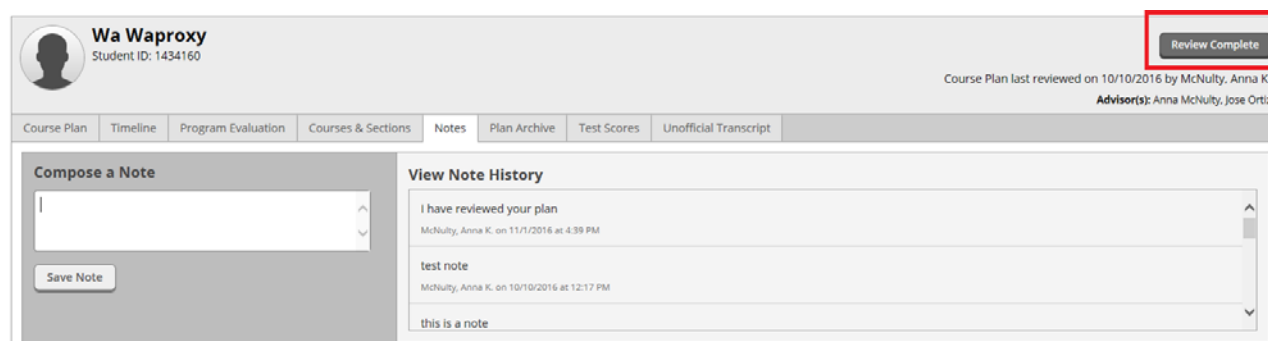
The student may ask for you to review his/her planned or registered courses. You will receive the following notification at the top of your page:



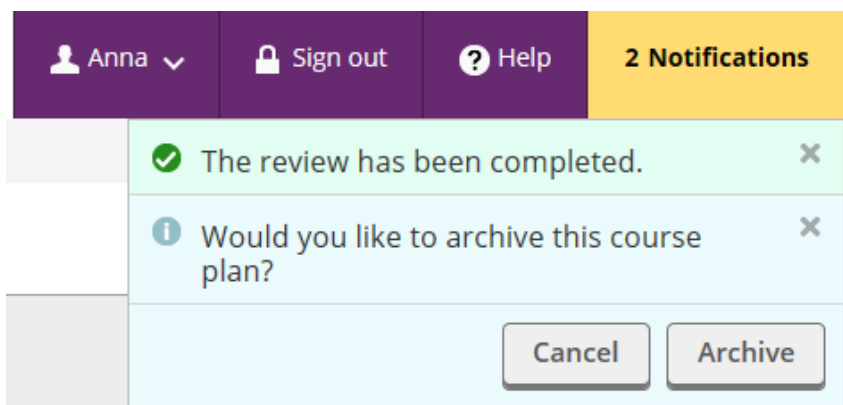
The yellow icon indicates which students have requested a review. The blue notification will not go away until you have reviewed the student's plan.


After reviewing the student's courses and making any necessary approvals or denials, you have the option of writing a note for the student's plan review. This note will be attached to the date and time of this particular plan review. ***Notes are not personal and are shared with the student.***


After making any appropriate notes for the student's plan, click the "Review Complete" button.




You will be asked if you would like to archive this course plan. This will create a document of all courses in the student's plan, any approvals or denials, and any notes that were written about the plan.





Anna



Sign out


Help

1 Notifications


An archive has been created.


The Plan Archive tab lists all completed Plan Reviews.



Wa Waproxy
Student ID: 1434160

Review Complete

Course Plan last reviewed on 11/1/2016 by McNulty, Anna K.
Advisor(s): Anna McNulty, Jose Ortiz

Course Plan

Timeline

Program Evaluation


Courses & Sections

Notes

Plan Archive

Test Scores

Unofficial Transcript

Archived PDF	Archive Date	Archived By
 Download	11/1/2016 4:40:46 PM	McNulty, Anna

These links will open up a PDF of the plan that was reviewed and any notes that went along with it. This is totally optional, but creates a historical record of what happened during or in between advising meetings.