Using the New Student Planning Module

A new **Student Planning Module** is now available for searching, planning and registering for classes. This new module will take the place of the Student Planning and Registration in WebAdvisor. To access the **Student Planning Module**, click the **Student Planning** link on MyBucks under the **Apps for Students** area. You can also visit the Students menu of WebAdvisor and click the **Student Planning** link under the **Academic Planning** category.
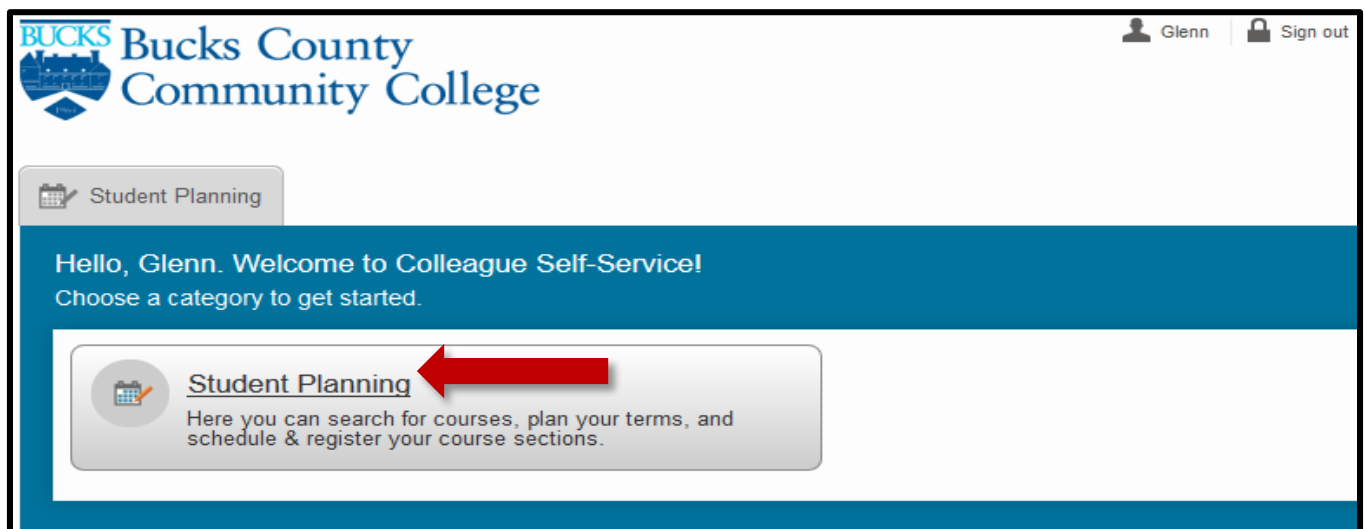
MyBucks

WebAdvisor
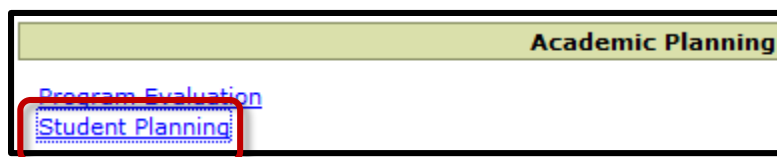
1. You should automatically be logged into your account. Click **Student Planning**.

2. When the module page opens, there are the **Steps to Getting Started**. First, your can view your progress and second, you can plan your degree and register for classes. Additionally, the current Academic Program and the current class schedule are there to review.

3. To view your progress, click the **Go to My Progress** link. At the next screen, the following tabs are available: **Home**, **My Progress**, **Plan & Schedule**, **Course Catalog**, **Test Summary**, and **Unofficial Transcript**.

4. **My Progress** screen lists the total number of credits you have completed, your current GPA, a description of the academic major as well as the **Requirements** needed to complete your major.

My Progress

Search for courses...

◄ ► | + View a New Program | Load Sample Course Plan

CERTIFICATE: COMPUTER NETWORKING TECHNOLOGY
(1 of 1 programs)

At a Glance

Cumulative GPA:	4.000 (2.000 required)	
Institution GPA:	4.000 (2.000 required)	
Majors:	Computer Network Tec	
CCDs:	Certificate	
Departments:	Department of Stem	
Catalog:	2013	

ℹ️ Program Completion must be verified by the Registrar.

Progress

[ ]

Total Credits (7 of 35)

| 7 | | 35 |

Total Credits from this School (7 of 17)

| 7 | | 17 |

Description

This certificate prepares students for a career position as a Network Technician, Network Administrator, Sales Support and related

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Requirements

REQUIRED-3133

Complete the following item. **0 of 1 Completed.**

A. 3133

NOTE: EFFECTIVE WITH THE 2009 -2010 ACADEMIC YEAR, ANY COMPUTER COURSE FIVE (5) YEARS OR OLDER MUST BE REVIEWED
MaST DEPARTMENT BEFORE IT CAN BE APPLIED TO DEGREE REQUIREMENTS. COMPLETE ALL OF THE FOLLOWING COURSES: CI
COMPARATIVE OPERATING SYSTEMS 4CREDITS CISC143 ESSENTIALS OF NETWORKING 4CREDITS CISC144 INTRODUCTION TO M
PROFESSIONAL 4CREDITS CISC201 MANAGING AND MAINTAINING THE PC 4CREDITS CISC202 NETWORK ADMINISTRATION (NOVE
4CREDITS CISC234 TOPICS IN NETWORKING 3CREDITS CISC244 MS WINDOWS SERVER 4CREDITS CISC235 NETWORK DEVICES
4CREDITS CISC245 NETWORK TROUBLESHOOTING 4CREDITS

Show Details **1 of 9 Courses Completed.**

Status	Course	🔍 Search	Grade	Term	Credits
✅ Completed	CISC-128	Comparative Operating Systems	A	14/SP	4
❗ Not Started	CISC-143	Essentials of Networking			
❗ Not Started	CISC-144	M-S Windows Prof			

5. The **Unofficial Transcript** allows you to **download** a PDF file of your transcript to view or print.
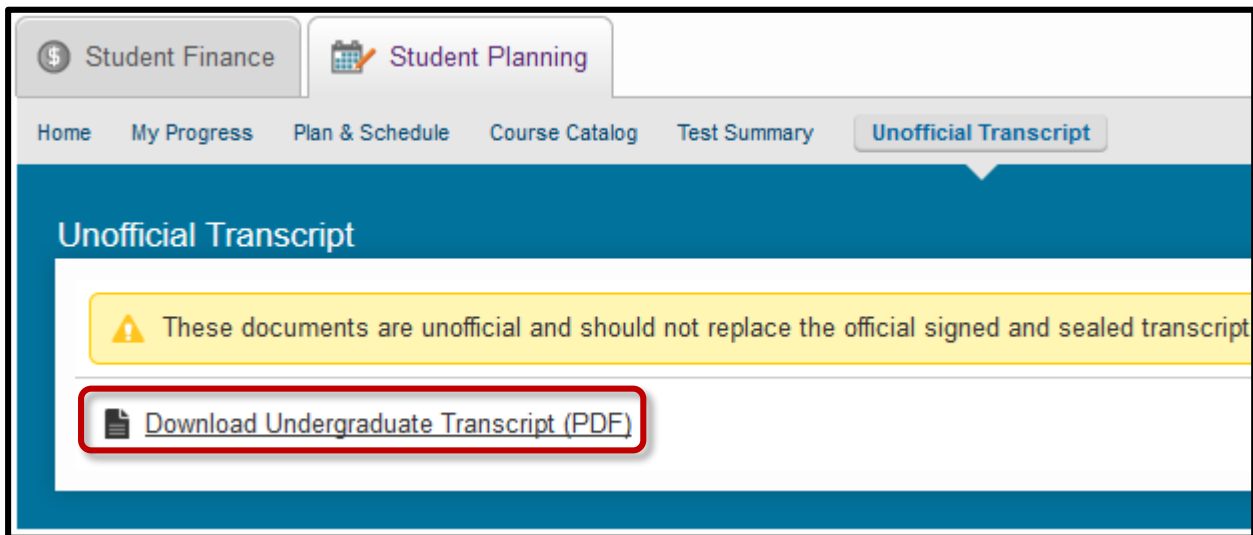
6. The **Course Catalog** tab will display all of the available courses. Click on any category (such as INTG) to expand the details. You can also 🔍 **Search** by keywords or subjects such as COMP-110, Human Anatomy, or MATH.
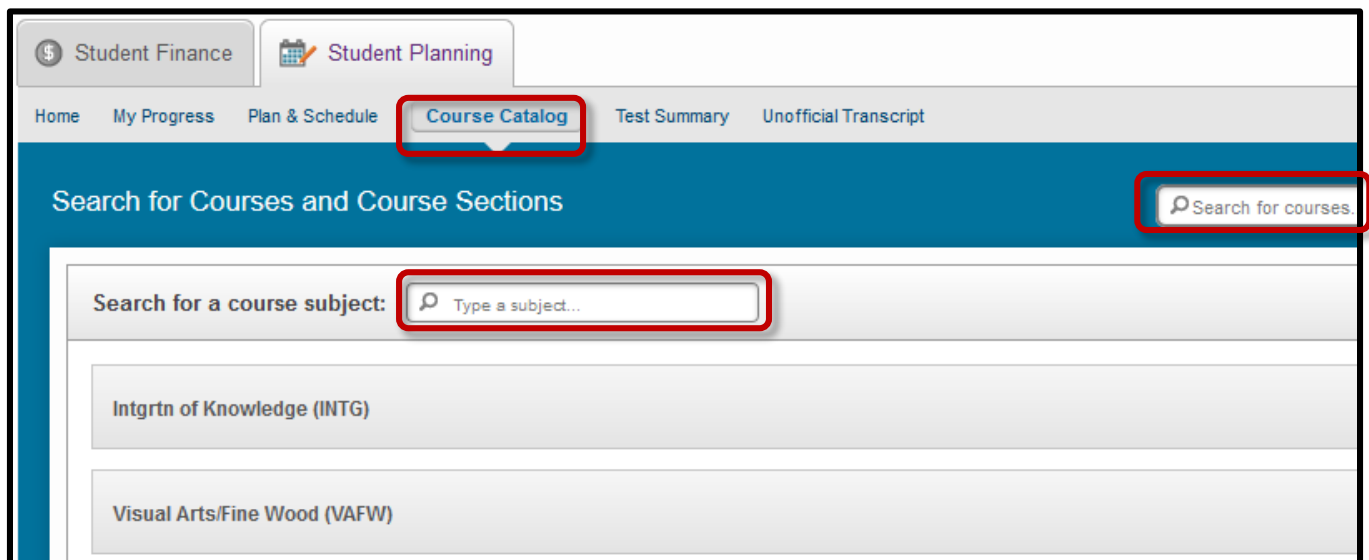
7. The example below shows all Accounting courses. You can add a specific course, such as ACCT-103 to your course plan by clicking **Add Course to Plan**. Additionally, many **Filter** options on the left of the screen help narrow the search to match your preferences for campus locations, days of the week and times, modality, and instructors. To create a filter, click in the check box to create the filter.

8. Once a course has been added to your plan, the course details for the ACCT-103 in the sample below, are displayed. Choose a **Term** by clicking the down arrow and then click **Add Course to Plan**.

9. The following example below, shows the results of a filter with the options of: **Online Learning** and **Fall Semester, 2014** for ACCT-103. You can add this particular course, ACCT-103-E59 directly to your schedule by clicking **Add Section to Schedule**.

10. A preview window with any applicable details for this course will appear. Click **Add Section to Schedule**.
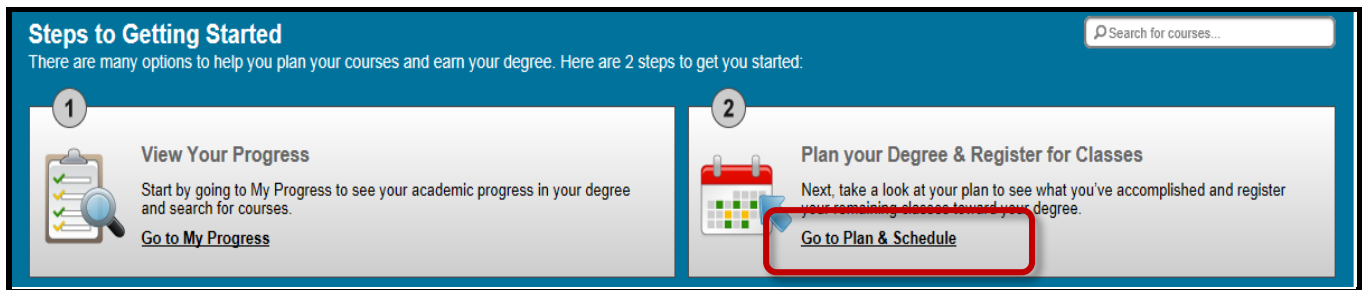
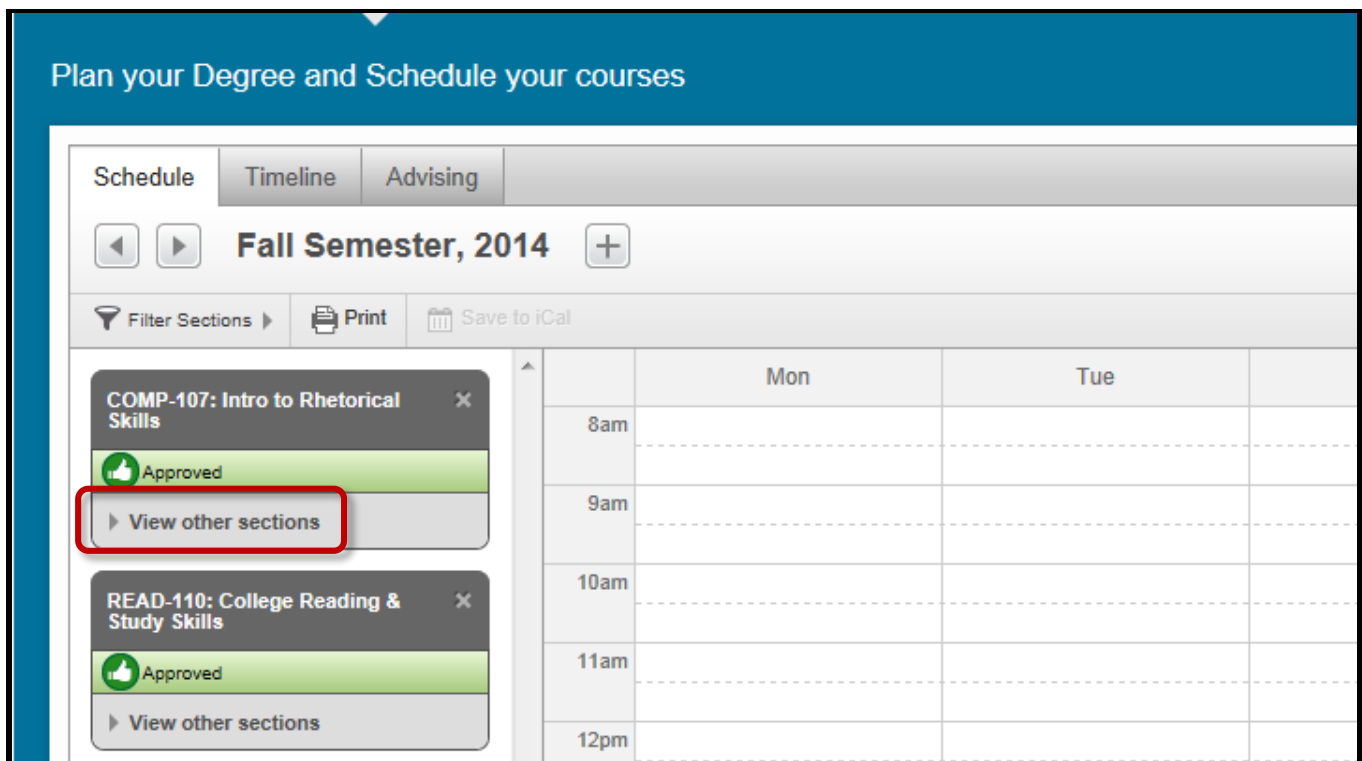11. The next step is to plan and schedule your courses. At the Home page, you click the Go to **Plan & Schedule link.**

Steps to Getting Started
There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

🔍 Search for courses...

1

View Your Progress
Start by going to My Progress to see your academic progress in your degree and search for courses.
Go to My Progress

2

Plan your Degree & Register for Classes
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
Go to Plan & Schedule

12. The following screen will open. Noticed that these courses have been approved by the Advisor and the student is now free to register for the course(s). To select a section, click the **View other sections** link.

Plan your Degree and Schedule your courses

Schedule	Timeline	Advising

◀ ▶ **Fall Semester, 2014** ＋

🔽 Filter Sections ▶   🖨 Print   📅 Save to iCal

COMP-107: Intro to Rhetorical Skills   ✕
👍 Approved
▶ View other sections

READ-110: College Reading & Study Skills   ✕
👍 Approved
▶ View other sections

	Mon	Tue
8am		
9am		
10am		
11am		
12pm		

13. When the **View other sections** opens, the calendar fills with the available sections from which to choose.

14. To select the section you want to register for, click the section in the calendar. The following detailed screen will open. Click the **Add Section to Schedule**.

15. You now can click on the **Register Now** button .