

Using Student Planning to Plan & Register for Your Courses

Overview

Student Planning is a great tool to track and plan your academic progress here at Saint Peter's University.

The first step of planning your academic goals is to meet with your advisor. Your advisor will assist you in determining the best courses you should take for each term. After meeting with him/her, you can use Student Planning to plan and register for those recommended courses/sections.

You will use the Student Planning tool to do the following:

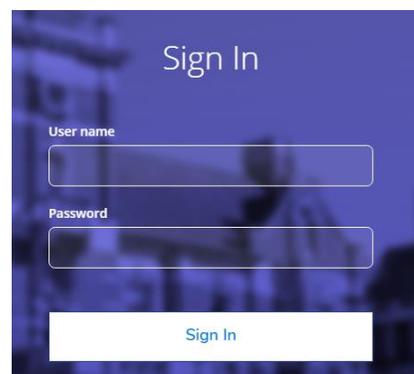
1. **Advising:** Before using this tool, meet with your Academic Advisor to go over your plan for the upcoming term's courses.
2. **Select/Plan Courses:** Plan the *courses* you want to take (plus a few extras in case all sections fill up).
3. **Request Review:** Inform your advisor that you have planned the recommended courses.
4. **Your Advisor will review your request and approve/deny courses.**
5. **Select Sections:** After having your request reviewed and approved, build your course schedule by planning the course *sections* you want to register for.
6. **Register:** On or after **your registration date**, register for your planned sections.
7. **Drop/Add:** During the add/drop period, use Student Planning to drop and add course sections.
8. **Print Your Schedule:** You can print your final course schedule using Student Planning.
9. **Fastest Paths:** This is an additional feature that lets you compare the progress in your current program with other similar programs.

Each of these steps is documented below.

Accessing Student Planning

To access Student Planning:

1. Login to Colleague Self Service at <https://selfsvc.saintpeters.edu/Student>
2. If you have not already done so, you will be prompted to sign in. Use the same username and password that you use for SPIRIT Online.
NOTE: If you are idle for 24 minutes or more after logging in, you will automatically be logged out and will need to sign in again.

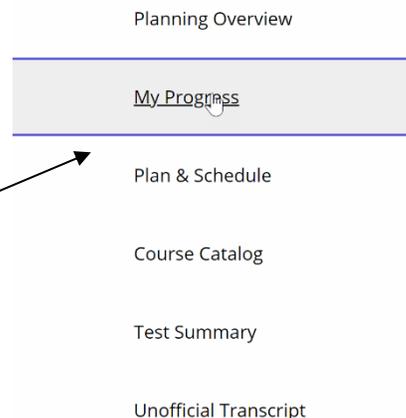
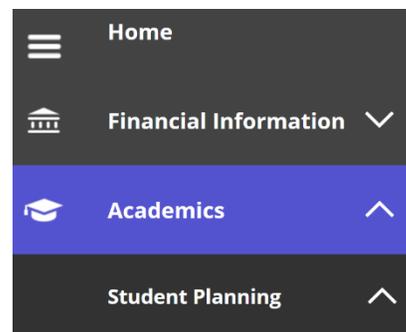
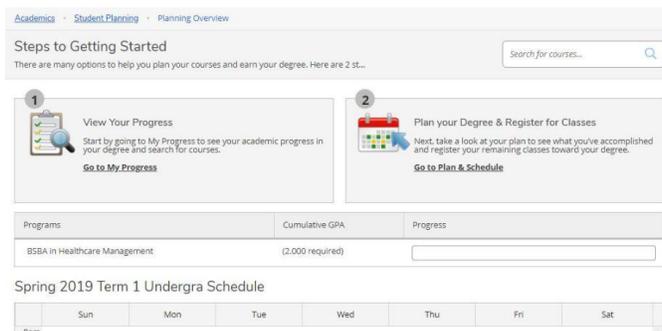


Note: If you do not see the links to Student Planning in SpiritOnline, please email studentplanning@saintpeters.edu with your name and student ID number.

Using Student Planning

On the Student Planning Home page, you will see two steps to the Student Planning process:

1. View Your Progress
2. Plan Your Degree and Registering for Classes

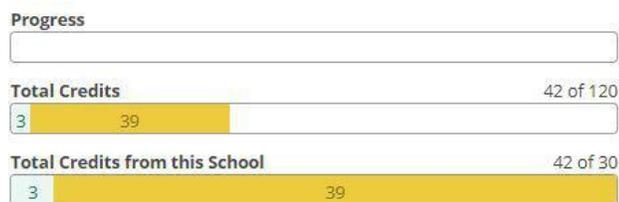


Or you may choose Academics from the side menu and access My Progress directly.

Viewing Your Progress

To view your progress in your current academic program, click **Go to My Progress**.

This shows the same degree requirements that you see in the Saint Peter's University Catalog; however, it's personalized to your specific plan, including your progress in your current program of study with any majors and minors you have declared.



- ✓ Credits highlighted in dark green are courses that you have transferred or have completed.
- ✓ Credits highlighted in light green are courses that you are currently taking.
- ✓ Once you start using the planning tool, you will begin to see credits highlighted in yellow, which are courses that you have planned, but have not registered for.

While Student Planning does a great job of showing your current academic progress, actual program completion is based upon Registrar review of your program and on other graduation requirements such as ministry hour and chapel credit completion.

Do not rely solely on the information from Student Planning. Be sure to compare *My Progress* to your catalog requirements and to review your progress with your ACADEMIC advisor each year. However, loading your programs **Course Plan** will greatly assist you with choosing the courses you need and the order in which to take them.

Requirements: The requirements section is broken into three sections:

- ✓ General Education Requirements that every student must take.
- ✓ Major Requirements (and minor requirements if you have declared a minor).
- ✓ Elective Requirements.

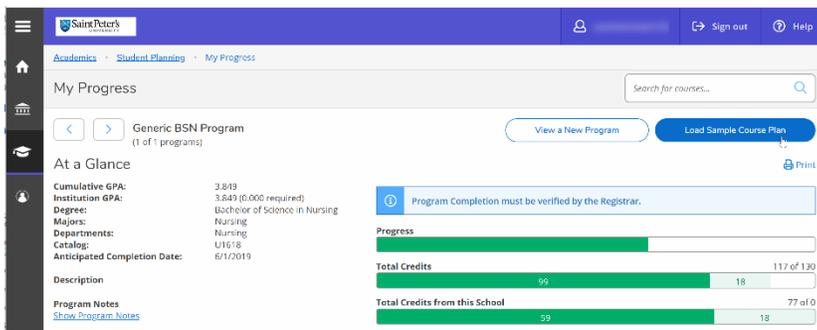
Statuses: Each course has one of the following statuses:

- ✓ Not Started – you have not taken nor planned to take it
- ✓ In Progress – you are currently taking it
- ✓ Completed – you completed it
- ✓ Waived – if the requirement has been fulfilled by something other than a course you have taken
- ✓ Planned – once you start using the Student Planning tool, this is how planned courses are displayed

The Dean and Department chairs have designed the sequencing of courses and have provided that information to the ACADEMIC. Please work with your ACADEMIC advisor to determine which course requirements to plan for and in what order. If you need to sequence your coursework differently from the Dean’s recommendations, please review the pre-reqs of all future courses each year.

In all three sections of requirements, you may see more course options listed as Not Started than you actually have to complete. This list simply tells you the possible courses that fulfill the requirement. Be sure to pay attention to the number of credits or courses required at the top of each section and sub-section.

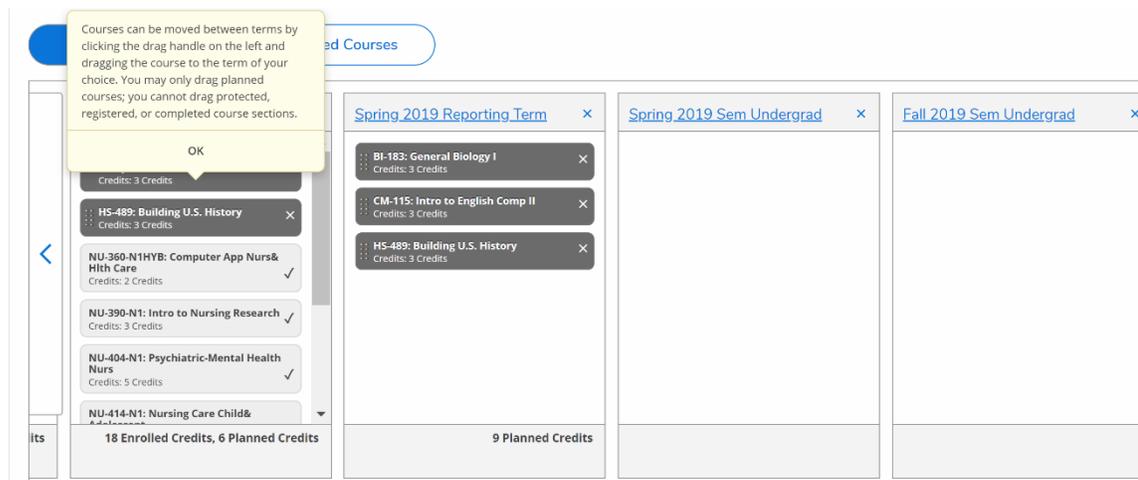
If you need assistance understanding your *My Progress*, consult with your ACADEMIC advisor.



Planning Your Courses

Adding Courses to Your Plan:

1. Using the **Course Load Plan** you can plan you can proceed to choose the courses for your upcoming terms in the **Timeline** view.



Add a Term

Remove Planned Courses

At any time you can choose to remove all courses from your Timeline.

2. Click **Search for Courses** in the top corner and type the first course ID (i.e. EL134)

Note: Use either no spaces or a dash between the subject and the course number (e.g, BIB111 or BIB-111).

3. Once you have located the course, click **Add Course to Plan** (you will select sections later).
4. Select **Fall 2019** and click **Add Course to Plan** again.
5. Repeat these steps for the other recommended courses.

Requesting Review of Your Plan

Once you have planned out the courses your advisor recommended, you can use the **Advising** tab to notify him/her.

1. Within the **Plan & Schedule** module of Student Planning, click the **Advising** tab.
 - To email your ACADEMIC advisor, click his/her name in the **My Advisors** section.
 - To compose a note to be added to your record, type a note in the **Compose** box and click **Save Note**.
2. Click **Request Review**. This alerts your advisor that you have planned the courses he or she recommended.
3. You can now move on to the next step, which is selecting the sections of those courses that you want to take (planning out your actual course schedule).

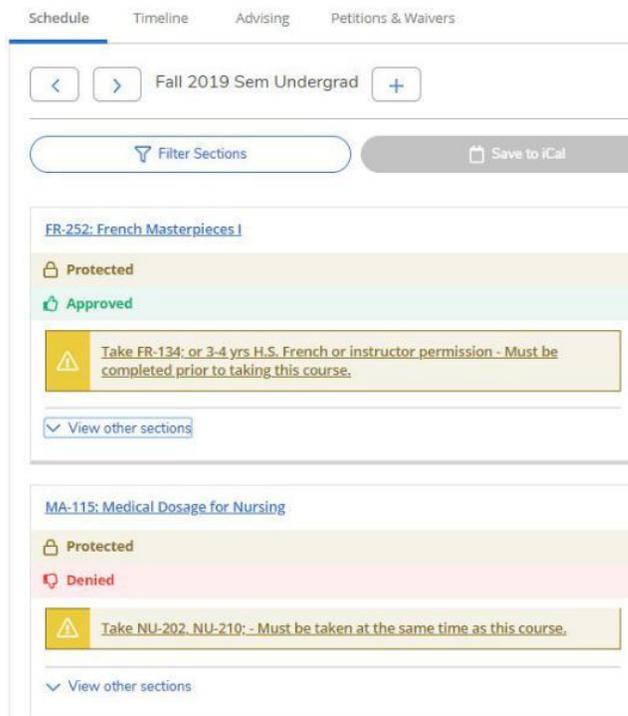
Important Notes:

- ✓ The *Notes* section in Student Planning should only be used to add notes to your record for future meetings with your advisor. If you need to communicate immediately with your advisor, please email or call him/her.
 - ✓ Since you have discussed your plan with your advisor, even though you are clicking Request Review, he/she will not review your course plan until after registration is over and will only contact you if there is a problem.
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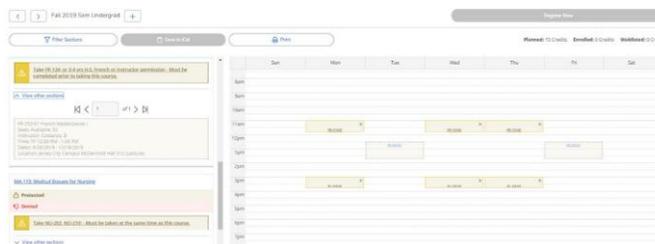
Selecting Sections for Registration

Once you have received a message from your Advisor letting you know that your review has been completed, you can select the sections you want to register for. The Student Planning tool allows you to see course sections in a calendar view, making it easy for you to build your weekly course schedule. To do this:

1. After accessing Student Planning, go to **Plan & Schedule**.
2. On “Plan & Schedule”, you will land on the “Schedule” tab. Click the right arrow to move forward the next upcoming term. You will see the courses you planned listed on the left. You will be able to see which courses your advisor has “approved” and which they have “denied”.
3. Within courses that have been approved, click the **View Other Sections** dropdown to see the sections offered for this term.
4. Possible sections that you can plan appear semi-transparent, surrounded by dotted lines. As you hover over a section, it will appear in a darker yellow color on the schedule.
5. Keep an eye on the **Seats Available** to be sure the course is not full or waitlisted. Generally, if the waitlist is more than 5, you should select a different section. Add your major course sections to the calendar first because there are less available sections, so you will want to build your schedule around those courses.
 - ✓ To add a section to your plan, click the section on the left, and you will see additional information about it, including the faculty, description, and more. Then select **Add Section**.
 - ✓ To remove a section from your plan, click the x in the top right corner of the section in the calendar.
 - ✓ To remove a course from your plan, from the left side that has the list of your planned courses, click the x in the top right corner of the course. NOTE: If your advisor has locked a course, it cannot be removed from your plan.



The below example shows what it may look like when your advisor has reviewed your plan, and you are attempting to add sections. Note that MA- 115 has been “Denied” by the advisor, so the student will not be able to register for it.



Registering For Your Upcoming Term

Your advisor can tell you when you are eligible to register.

The night before your registration date, you should login to Student Planning to ensure that the sections you have planned are still open. Your advisor will have also provided you with 1-2 alternate course options as a backup plan in case a recommended course is full.

Registering for Your Planned Sections:

1. You may want to log into Student Planning 10 minutes before you plan to register to allow it to load, as there will be a lot of people using the system at the same time as you.
2. Once logged in, click **Plan & Schedule**.
3. Move forward to Fall 2015.
4. To register for one section at a time (which you should do if a section is almost full), click the **Register** button underneath the section.
5. To register for all your sections at once, click **Register Now**.
6. To get on a waitlist for a section (not recommended if waitlist is more than 5), click **Waitlist** to be added to the waitlist. If a spot opens up, you will automatically be registered for the section by the Registrar.

Dropping/Adding Courses

During the drop/add period, you can use Student Planning to add or drop sections. You can also remove yourself from a waitlist.

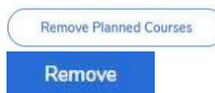
1. Log into Student Planning and click **Plan & Schedule**, and you will land on the “Schedule” tab.
2. Navigate to the upcoming/current term.
3. To drop a course, click **Drop** under each course on the left side you’d like to drop. Even after you drop a course, it will still appear as “Planned”
 - ✓ To remove a section from your plan, click the x in the top right corner of the section in the calendar.
 - ✓ To remove a course from your plan, from the left side that has the list of your planned courses, click the x in the top right corner of the course. NOTE: If your advisor has locked a course, it cannot be removed from your plan.
 - ✓ To move the course to another term, click the course title and select a new term. you can also “Drag and drop” courses from one term to another in the “Timeline” tab.
4. To be removed from a waitlist, click **Drop Waitlist**.
5. To add a course/section, follow the directions in the “Registering for Your Upcoming Term” section.



Removing Planned Courses That You Did Not Register For

Once you have successfully registered, you may end up with remaining planned courses on your calendar that you did not end up registering for. To remove these planned courses:

1. Click **Plan & Schedule**. Make sure you are in the “Schedule” view
2. Navigate to your upcoming term
3. In the top right corner, click **Remove Planned Courses**.
4. When asked if you are sure, click **Remove** again.
5. Only the courses you are registered or waitlisted for will remain on your schedule.
6. You can now move on to print your course schedule.



Printing Your Upcoming Term Course Schedule

1. Once registered, you can print your schedule from the **Schedule**(calendar) view of Student Planning:
2. Click **Plan & Schedule**.
3. Navigate to the term you want to print.
4. Click the **Print** button on the Student Planning toolbar, just below the term title at the top-middle of the page.



Fastest Paths

“Fastest paths” is an additional feature that allows you to look at other programs and see how your progress would be if you switched to that program. Think of it as a “What if” scenario - if you are considering choosing an alternate program, but want to see how the courses you have already taken/planned would apply, this is where you can view this information.

1. Go to **My Progress**.
2. At the upper right, click the “View a New Program” button.
3. Programs similar to the one you are enrolled in will appear, and show you how much progress you would have in these programs if enrolled. You may select one of these, or search, or scroll down to locate a program you are interested in comparing. Click “View Program” to load the new program.
4. You will see the program you selected appear. At the upper left, you will see a notification indicating that this appears only temporarily for your comparison - and you can switch back to your original program by clicking the arrows at the far upper left, or click the X to remove this program.
5. As you scroll down, you will see all of the courses you are already registered for/have completed/have planned, in the context of that new program you have selected. When you are done viewing this, simply navigate to a different area, and the “new program” will be removed.
6. If you intend on changing your program, make sure to discuss with your advisor.



Need help?

- a) Contact your Academic Advisor or the Student Planning Team at studentplanning@saintpeters.edu
- b) Contact Client Services at (201) 760-7800 or servicedesk@saintpeters.edu

STUDENT PLANNING: FREQUENTLY ASKED QUESTIONS (FAQs) for STUDENTS

What is Student Planning?

Student Planning is a comprehensive tool to improve advising, increase student engagement in degree planning, registration and communication between students and academic advisors. This tool can track and plan academic progress towards degree completion to ensure that students graduate on time.

How do I log into Student Planning?

You can access Student Planning by visiting Spirit Online and clicking on the Student Planning link or log directly into <https://www.selfsvc.saintpeters.edu/Student>

When will I have access to the system?

Effective October 2, 2019, all day undergraduate students now have access to Student Planning to create a plan for the upcoming semester(s).

How do I plan my schedule for the next semester?

Log into Student Planning. Click on the My Progress tab to review your degree audit information. Click on one of the courses that is associated with an unmet requirement. Then click on "Add Course to Plan."* Repeat this process until you have filled out a complete schedule. You can review your plan via the Plan and Schedule tab, and you can search for classes directly via the Course Catalog tab.

** By adding a course to your plan, you are not restricted to a specific section. Once approved by your advisor(s), you can then choose the sections in which you wish to register during your registration period.*

If I add a course/section to my plan, does it mean I am registered for that class?

No. Adding a section to your plan does not guarantee a seat in that section. You will have to select the "Register Now" button during your registration period to successfully register. When you attempt to register for the section, the registration system will validate that the course is still open and that you have met all of the pre-requisites. When you have successfully registered, the class section will have a green check mark in the upper left-hand corner on your plan.

What happens if my advisor has approved my course plan, but I want to make changes?

Any changes made to your course plan will require your advisor's approval. If you have been approved and you are adding/dropping a different course, please submit another "Request Review" so that your advisor will be notified to review your revised course plan.

My advisor has protected a course. What does this mean?

A "protected" course suggests that your advisor is making it mandatory for you to take the course in a specific semester. Please speak with your advisor for further details.

The course I want to register for is closed. What should I do?

Follow the same steps that you would to register. A button will appear to "waitlist" . This course will then appear in the course plan as Waitlisted. There is also a breakdown of Planned, Enrolled and Waitlisted courses on top.

How will I know if I have a restriction on my account?

If you have a restriction on your account, a notification will appear in the upper right-hand corner indicating the reason for the restriction and the way to resolve it. In most cases, you will not be able to register if you have a restriction on your account.

I still need help. Where can I go?

If you have general questions regarding the use of Student Planning or wish to schedule a training, please contact the Student Planning Implementation Team at studentplanning@saintpeters.edu.