

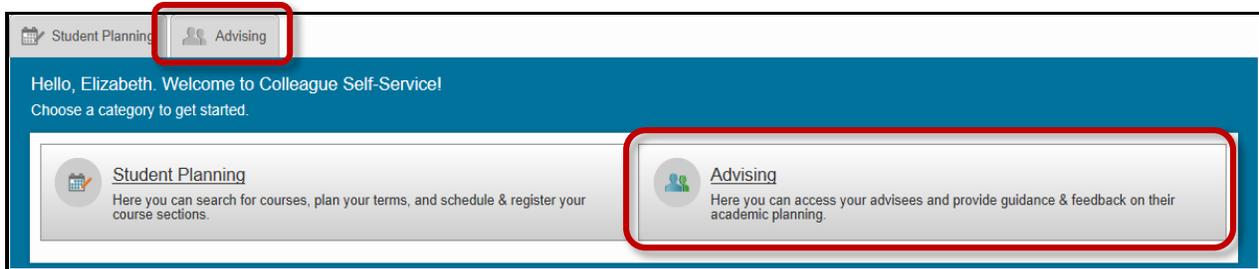
Using the Student Planning Module for Advisors

A new **Student Planning Module** is now available for students to search, plan and register for classes. This new module will take place of the Student Planning and Registration feature in WebAdvisor.

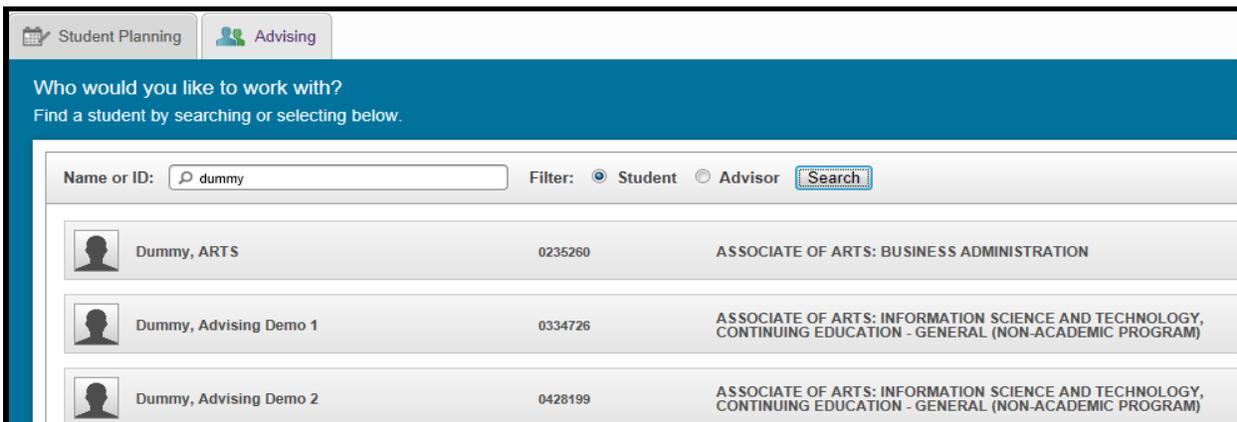
1. To access the **Student Planning Module** that Advisors will use, click the **Go to Bucks Self Service** link on MyBucks located under the WebAdvisor menu. You should automatically be signed into your account.



2. At the next screen, you will click the **Advising** tab at the top or the **Advising** link on the right section of the screen.



3. Once you have clicked the **Advising** link, you will see the list of **Advisees** assigned to you. Click the **Advisee** name from the list to work with a particular student.



- For a quick glimpse at where a student is in their educational plan, click the **Progress** tab to see their progress in fulfilling degree requirements.

Course Plan | Timeline | **Progress** | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript

ASSOCIATE OF ARTS: INFORMATION SCIENCE AND TECHNOLOGY
(1 of 2 programs)

View a New Program | Load Sample Course Plan

At a Glance

Program Completion must be verified by the Registrar.

Progress

Total Credits (18 of 61)
3 15 61

Total Credits from this School (18 of 30)
3 15 30

Cumulative GPA: 3.000 (2.000 required)
Institution GPA: 3.000 (2.000 required)
Degree: Associate of Arts
Majors: Information Science & Tech
Departments: Department of Stem
Catalog: 2013

Description
This major prepares students for upper-division course work leading to a bachelor's degree in computer or information science. The major [More...](#)

Program Notes
[Show Program Notes](#)

- To see additional course requirement information, scroll down the page and check **Program Requirements**. The block text gives the courses required. The status of student completion is provided in the list.

Requirements

REQUIRED COURSES (1102)

Complete all of the following items. 0 of 2 Completed.

A. 1102

COMPLETE ALL OF THE FOLLOWING COURSES: CISC113 VISUAL BASIC PROGRAMMING I 3 CREDITS CISC115 COMPUTER SCIENCE I 4 CREDITS CISC122 COMPUTER SCIENCE II 4 CREDITS CISC213 COMPUTER SCIENCE III 4 CREDITS COMM110 EFFECTIVE SPEAKING 3 CREDITS COMP110 ENGLISH COMPOSITION I 3 CREDITS COMP111 ENGLISH COMPOSITION II 3 CREDITS INTG285 INTEGRATION OF KNOWLEDGE 3 CREDITS MGMT100 INTRODUCTION TO BUSINESS 3 CREDITS VAMM110 WEB AND INTERACTIVE DESIGN 3 CREDITS

[Show Details](#) 0 of 10 Courses Completed.

Status	Course	Search	Grade	Term	Credits	Hide
Not Started	CISC-113	Visual Basic Program'g I				
Not Started	CISC-115	Computer Science I				
Not Started	CISC-122	Computer Science II				
Not Started	CISC-213	Computer Science III (JAVA)				
Not Started	VAMM-110	Web & Interactive Design				
Not Started	COMM-110	Effective Speaking				
Not Started	COMP-110	English Composition I				
Not Started	COMP-111	Engl Composition II				
Not Started	MGMT-100	Introduction to Business				
Not Started	INTG-285	Integration of Knowledge				

6. Below the required courses are other program requirements. For this student, there are math, cultural perspectives and health.

GENERAL ELECTIVES-3

Complete the following item. 0 of 1 Completed. ✔ Fully Planned

A. ELECT-3

TAKE 3 CREDITS THE FOLLOWING COURSES WILL not FULFILL THIS REQUIREMENT: AESL081 WRITING FUNDAMENTALS FOR INTERNATIONAL STUDENTS AESL083 READING FUNDAMENTALS FOR INTERNATIONAL STUDENTS AESL085 ORAL COMMUNICATION FOR INTERNATIONAL STUDENTS AESL092 LOWER-LEVEL AMERICAN ENGLISH AS A SECOND LANGUAGE AESL101 WRITING SKILLS FOR INTERNATIONAL STUDENTS AESL103 READING SKILLS FOR INTERNATIONAL STUDENTS AESL105 ORAL COMMUNICATION SKILLS FOR INTERNATIONAL STUDENTS COMP085 COMPOSITION SUPPORT SEMINAR COMP090 BASIC WRITING COMP092 BEGINNING COMPOSITION COMP107 INTRODUCTION TO RHETORICAL SKILLS MATH085 MATH SUPPORT LAB MATH089 FAST TRACK MATHEMATICS MATH090 PRE ALGEBRA MATH092 BEGINNING ALGEBRA MATH093 PRE-ALGEBRA/BEGINNING ALGEBRA MATH095 BASIC ALGEBRA MATH103 INTERMEDIATE ALGEBRA READ085 READING SUPPORT SEMINAR READ089 FAST TRACK READING READ090 INTRODUCTION TO COLLEGE READING READ092 BUILDING READING SKILLS

Show Details. 0 of 3 Credits Completed. ✔ Fully Planned

Status	Course	Grade	Term	Credits	Hide
✔ Planned	READ-110	College Reading & Study Skills	14/FA	3	

7. Clicking the **Timeline** tab lets you and the student see what their planned schedule will look like. You can help the student plan a schedule out for years by **Adding a Term**.

Course Plan **Timeline** Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript

+Add a Term

Fall Semester 2013

MUSC-101-N03: Introduction to Music
Credits: 3

Fall Semester, 2014

COMP-107: Intro to Rhetorical Skills
Credits: 3

READ-110: College Reading & Study Skills
Credits: 3

Spring Semester, 2015

MATH-101: Mathematical Concepts I
Credits: 3

MATH-103: Intermediate Algebra
Credits: 3

MATH-110: Math for Technology I
Credits: 3

NOTE: You help students choose courses and sequences. Students register for the class and section.

8. In order to check the student's placement tests scores, click the **Test Scores** tab. The following screen will open.

Course Plan Timeline Progress Course Catalog Notes Plan Archive **Test Scores** Unofficial Transcript

Admission Tests

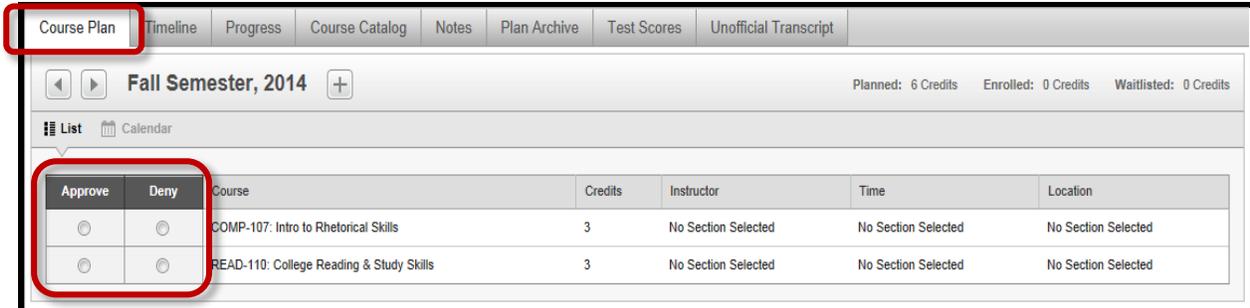
No tests of this type have been recorded.

Placement Tests

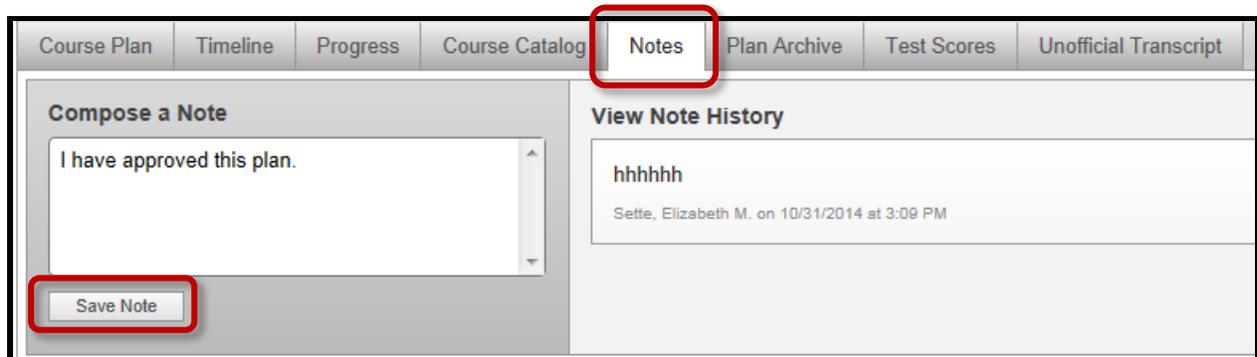
Test	Date Taken	Score	Percentile	Status	Status Date
Math Assessment Test	7/1/2005	7 of 11		i Notational Only	7/1/2005
Math Assessment Test	4/2/2014	3 of 11		i Notational Only	4/2/2014
Math Assessment Test	4/2/2014	5 of 11		✔ Accepted	4/2/2014
Reading Assessment Test	7/1/2005	37 of 54		✔ Accepted	7/1/2005
Reading Assessment Test	4/3/2014	2 of 3		✔ Accepted	4/3/2014
Writing Assessment Test	7/1/2005	4 of 9		✔ Accepted	7/1/2005

9. Once the student has their schedule planned, they will ask you to review their plan. Once you review their plan, you will either **Approve** or **Deny** their choice of classes.

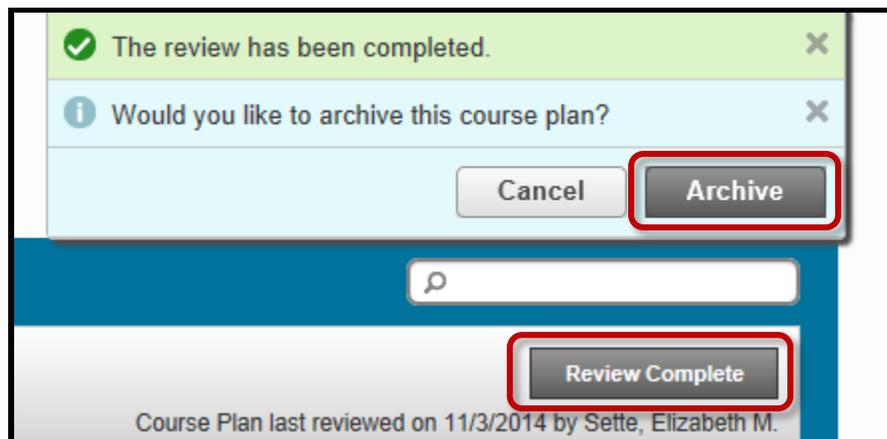
NOTE: This is the same as entering the advising code. Once a course has been approved or denied, the student will be able to register for their classes.



10. After approving or denying the schedule, the Advisor should create a note for future reference that indicates what you have suggested to the student. Click the **Notes** tab to **Compose a Note**, **Save Note** and **Archive** a note.



11. After creating the note, click the **Save Note** button on the bottom left of the screen. Next, click the **Review Complete** button on the upper right of the screen. Once the **Review Complete** has been clicked, you will be asked if you would like to archive this course plan and of course, you do! To do so, click the **Archive** button. Once archived, a message appears saying that **An archive has been created.**



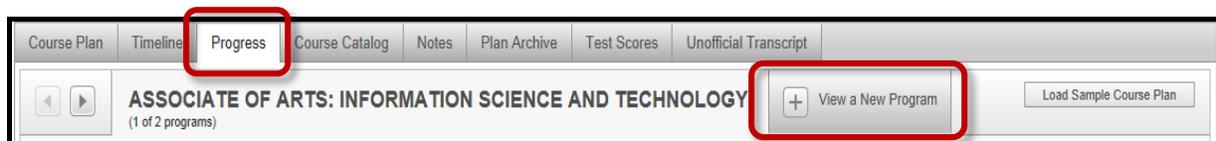


12. The **Archived** note can be reviewed by clicking the **Plan Archive** tab. Once the screen opens, select the note that you would like to review. The notes are PDF files that will be downloaded once selected.

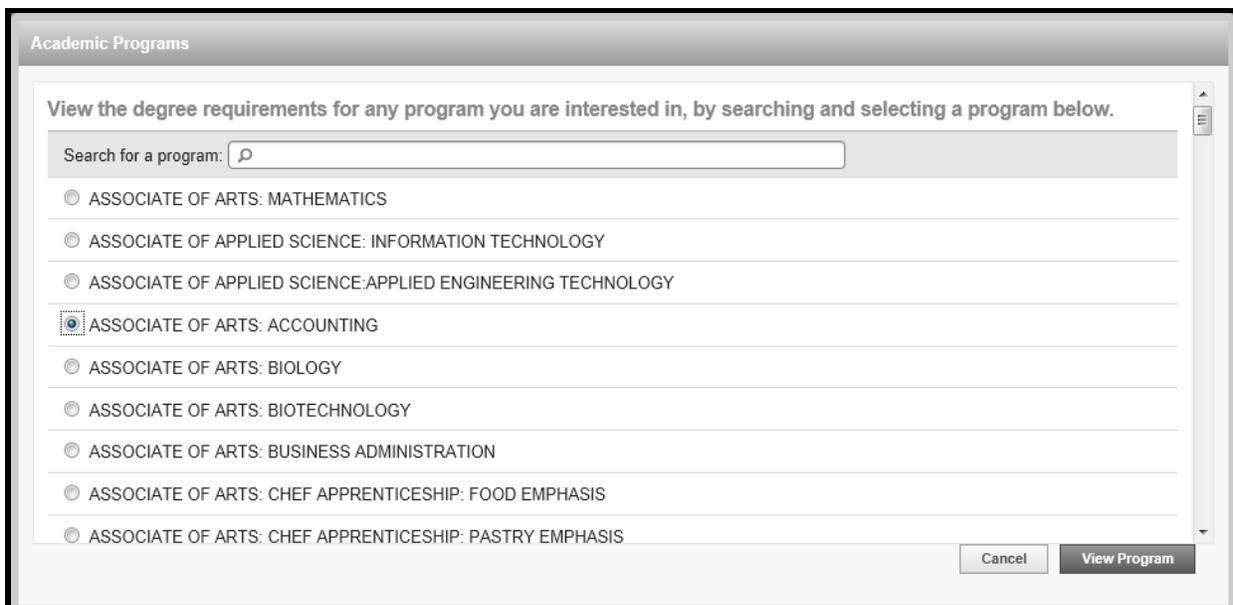
Archived PDF	Archive Date	Archived By
Download PDF	11/3/2014 11:38:22 AM	Sette, Elizabeth
Download PDF	10/30/2014 2:15:27 PM	Sette, Elizabeth
Download PDF	10/27/2014 1:26:54 PM	Carter, Karl

13. An advantage of the **Note** feature is that the Advisor notes remain in the student's path, even if they change their major or advisor.

14. If a student is interested in changing their major, they are able to plan the requirements of that major by clicking the **View a New Program** link found under the **Progress** tab.



15. The following screen will provide a list of all available majors. Click the radio button to the left of the major and then click the **Review Program** button.



16. Once the Advisor has reviewed and approved or denied the student's plan, it is now up to the student to add their sections and register for their classes.