

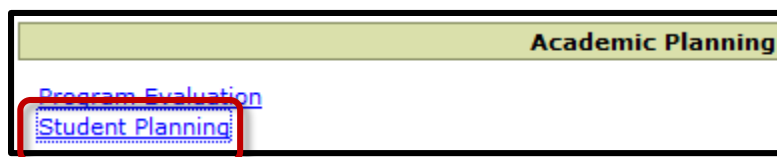
## Using the New Student Planning Module

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.

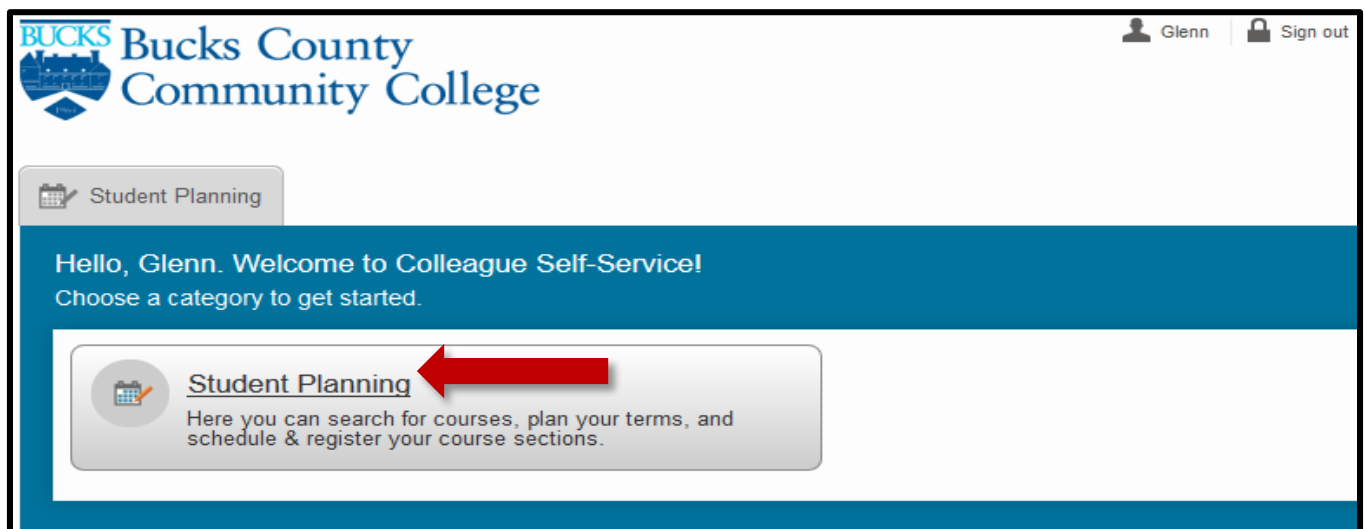
### MyBucks



### WebAdvisor



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



- When the module page opens, there are the **Steps to Getting Started**. First, you 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.

The screenshot shows the 'Student Planning' section of a web application. At the top, there are navigation tabs for 'Student Finance' and 'Student Planning'. Below these are sub-tabs: 'Home', 'My Progress', 'Plan & Schedule', 'Course Catalog', 'Test Summary', and 'Unofficial Transcript'. The main heading is 'Steps to Getting Started', with a red arrow pointing to it. Below the heading, there are two numbered steps:

- 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](#)

Below the steps, there is a table with three columns: 'Programs', 'Cumulative GPA', and 'Progress'. The first row shows 'CERTIFICATE: COMPUTER NETWORKING TECHNOLOGY' with a cumulative GPA of '4.000 (2.000 required)'. Below this is a section for the 'Fall Semester, 2014 Schedule' which is a table with columns for days of the week (Mon, Tue, Wed, Thu, Fri) and rows for times (8am, 9am, 10am).

Programs	Cumulative GPA	Progress			
CERTIFICATE: COMPUTER NETWORKING TECHNOLOGY	4.000 (2.000 required)				
Fall Semester, 2014 Schedule					
	Mon	Tue	Wed	Thu	Fri
8am					
9am					
10am					

- 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**.
- 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.

[Student Finance](#)
[Student Planning](#)

[Home](#)
[My Progress](#)
[Plan & Schedule](#)
[Course Catalog](#)
[Test Summary](#)
[Unofficial Transcript](#)

## My Progress

Search for courses...

[View a New Program](#)
[Load Sample Course Plan](#)

### CERTIFICATE: COMPUTER NETWORKING TECHNOLOGY

(1 of 1 programs)

#### At a Glance

<b>Cumulative GPA:</b> 4.000 (2.000 required)	<b>Program Completion must be verified by the Registrar.</b>
<b>Institution GPA:</b> 4.000 (2.000 required)	
<b>Majors:</b> Computer Network Tec	<b>Progress</b>
<b>CCDs:</b> Certificate	<input type="text"/>
<b>Departments:</b> Department of Stem	<b>Total Credits (7 of 35)</b>
<b>Catalog:</b> 2013	<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: green; margin-right: 5px;"></div> <span style="margin-right: 10px;">7</span> <div style="width: 100%; height: 20px; border: 1px solid gray; background-color: #f0f0f0; position: relative;"> <span style="position: absolute; right: 5px; top: 5px;">35</span> </div> </div>
<b>Description</b>	<b>Total Credits from this School (7 of 17)</b>
This certificate prepares students for a career position as a Network Technician, Network Administrator, Sales Support and related.	<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: green; margin-right: 5px;"></div> <span style="margin-right: 10px;">7</span> <div style="width: 100%; height: 20px; border: 1px solid gray; background-color: #f0f0f0; position: relative;"> <span style="position: absolute; right: 5px; top: 5px;">17</span> </div> </div>

## Requirements

### REQUIRED-3133

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

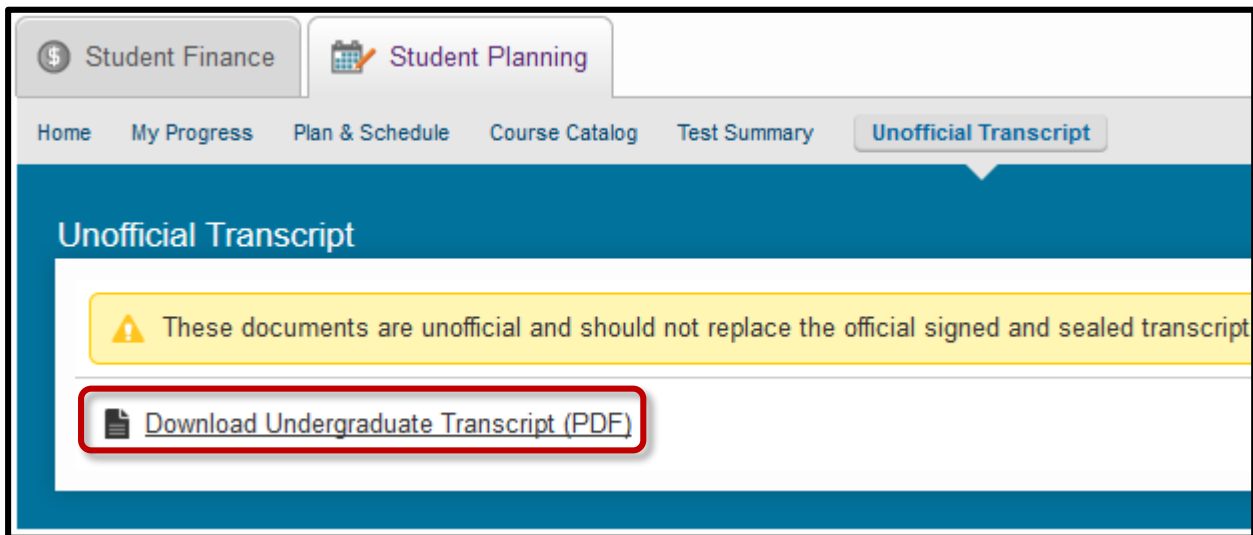
#### A. 3133

NOTE: EFFECTIVE WITH THE 2009 -2010 ACADEMIC YEAR, ANY COMPUTER COURSE FIVE (5) YEARS OR OLDER MUST BE REVIEWE 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

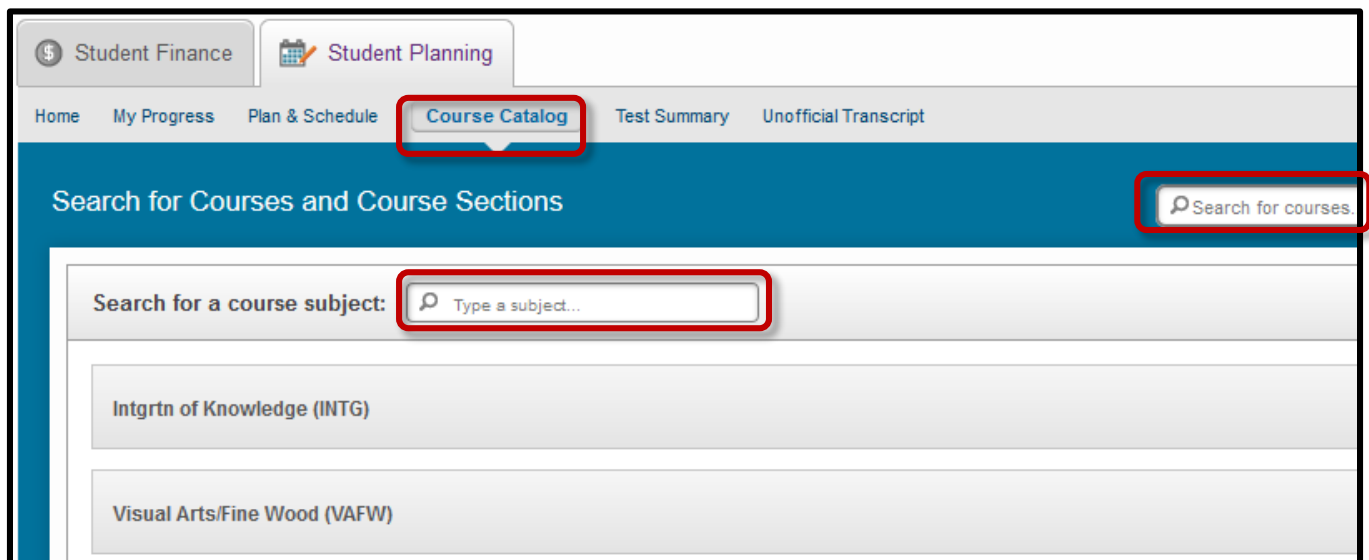
[Show Details](#) **1 of 9 Courses Completed.**

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.

Student Finance Student Planning

Home My Progress Plan & Schedule **Course Catalog** Test Summary Unofficial Transcript

Search for Courses and Course Sections

**Filter Results**

**Filters Applied:** Accounting (ACCT) ✕

**SUBJECTS**

- Accounting (ACCT) (17)

**LOCATIONS**

- Community Sites (3)
- Lower Bucks Campus (3)
- Newtown Campus (11)
- Online Learning/Elearning (7)
- Upper County Campus (3)

**TERMS**

- Fall Semester, 2014 (11)
- Spring Semester, 2015 (9)
- Intersession, 2015 (3)

**DAYS OF WEEK**

- Monday (5)
- Tuesday (6)

**ACCT-103 Introductory Accounting (3 Credits)** **Add Course to Plan**

This course provides an introduction to the principles and concepts of financial accounting. This course focuses on bookkeeping and accounting procedures through the accounting cycle for service and merchandising businesses, including special journals. This course presumes no previous knowledge of accounting.

**Requisites:** None

**Locations:** Online Learning/Elearning, Lower Bucks Campus, Newtown Campus, Community Sites, Upper County Campus

**Terms Offered:** All terms

**Years Offered:** All Years

[View Available Sections for ACCT-103](#)

**ACCT-105 Financial Accounting (4 Credits)** **Add Course to Plan**

This course provides an introduction to the objectives, principles, assumptions and concepts of financial accounting. It focuses on procedures and practices from the accounting cycle through financial statement presentation with an emphasis on recognizing, valuing, reporting, and disclosing assets, liabilities, and equity. This course presumes no previous accounting

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**.

Course Details

**ACCT-103: Introductory Accounting**

This course provides an introduction to the principles and concepts of financial accounting. This course focuses on bookkeeping and accounting procedures through the accounting cycle for service and merchandising businesses, including special journals. This course presumes no previous knowledge of accounting.

**Credits** 3

**Locations Offered** Online Learning/Elearning Lower Bucks Campus Newtown Campus Community Sites Upper County Campus

**Requisites** None

**This course is typically offered:** All terms

**This course is typically offered:** All Years

**Term** Spring Semester, 2015

**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**.

**Search for Courses and Course Sections**

Search for courses...

**Filter Results**

**Filters Applied:** Accounting (ACCT) Online Learning/Elearning Fall Semester, 2014

**ACCT-103 Introductory Accounting (3 Credits)** Add Course to Plan

This course provides an introduction to the principles and concepts of financial accounting. This course focuses on bookkeeping and accounting procedures through the accounting cycle for service and merchandising businesses, including special journals. This course presumes no previous knowledge of accounting.

**Requisites:** None

**Locations:** Online Learning/Elearning, Lower Bucks Campus, Newtown Campus, Community Sites, Upper County Campus

**Terms Offered:** All terms

**Years Offered:** All Years

**View Available Sections for ACCT-103**

**Fall Semester, 2014**

**Introductory Accounting E59** Add Section to Schedule

Seats	Times	Locations	Instructors
10	TBD 8/27/2014 - 12/19/2014	Online Learning/Elearning, Info: www.bucks.edu/welcome N/A eLearn'g online instruction	Grady L

10. A preview window with any applicable details for this course will appear. Click **Add Section to Schedule**.

**Section Details**

**ACCT-103-E59: Introductory Accounting**  
Fall Semester, 2014

**Instructors** Grady L (Lori.Grady@bucks.edu, 215-968-8320)

**Meeting Information** Times TBD  
8/27/2014 - 12/19/2014  
Online Learning/Elearning, Info: www.bucks.edu/welcome N/A (eLearn'g online instruction)

Times TBD  
8/27/2014 - 12/19/2014  
Online Learning/Elearning, TBD (Canvas)

**Dates** 8/27/2014 - 12/19/2014

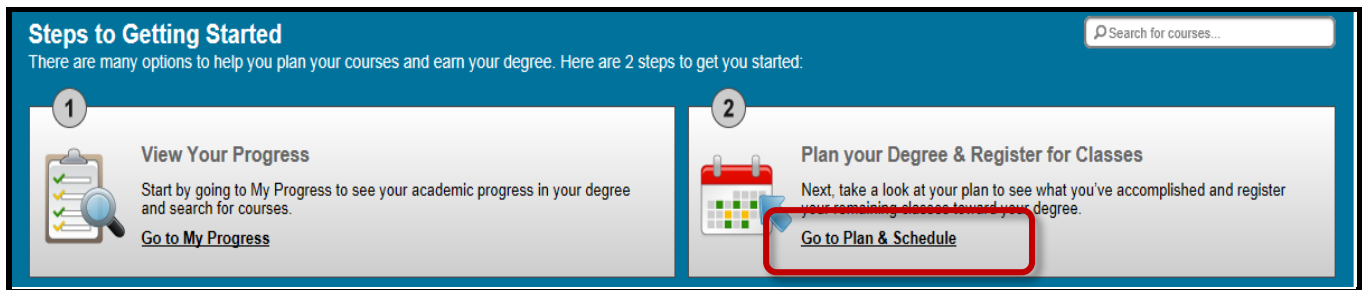
**Seats Available** 10 of 30 Total

**Credits** 3

**Grading** Graded

Close 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.

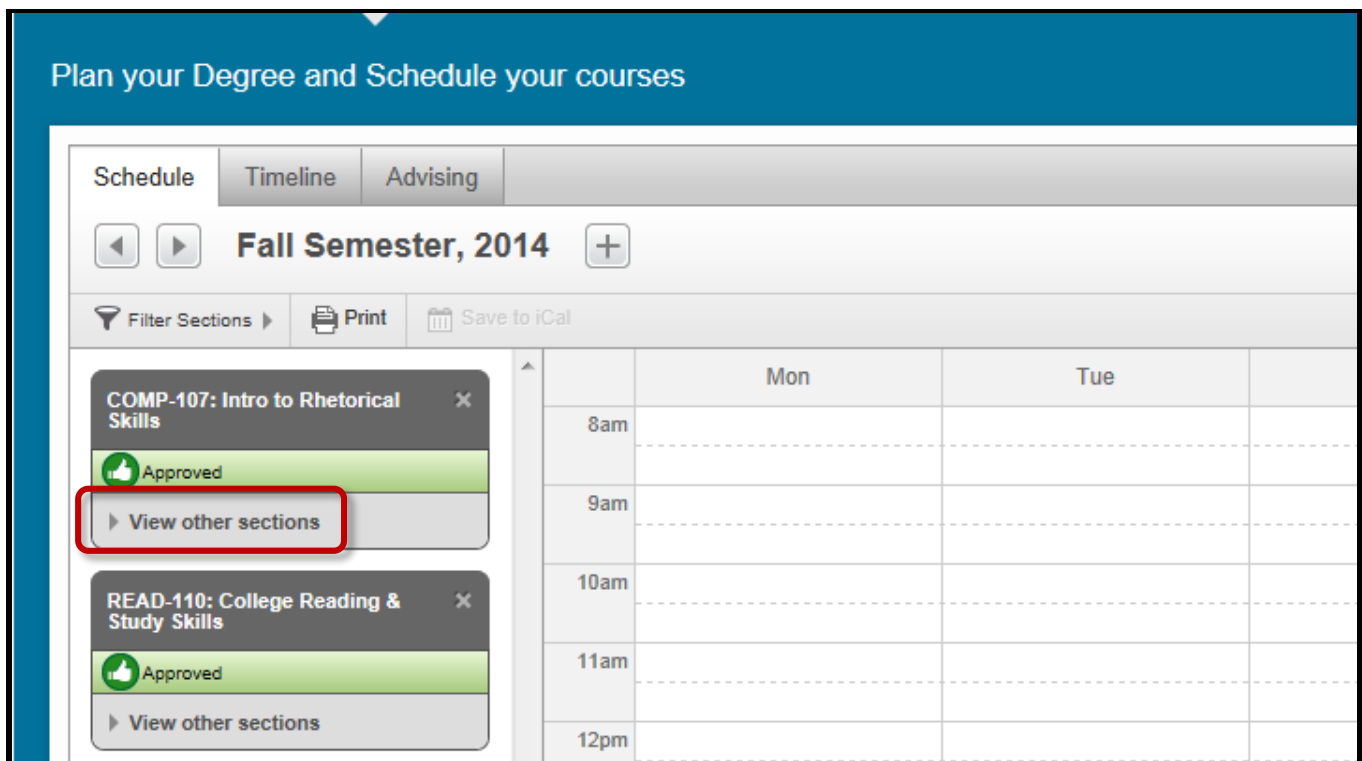


**Steps to Getting Started** Search for courses...

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

- 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

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

**COMP-107: Intro to Rhetorical Skills** ×  
Approved  
[View other sections](#)

**READ-110: College Reading & Study Skills** ×  
Approved  
[View other sections](#)

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

**ACCT-103-E59: Introductory Accounting**

Planned

Credits: 3  
Grading: Graded  
Instructor: Grady L  
1/21/2015 to 5/19/2015  
Seats Available: 30

Meeting Information

Time: TBD  
Dates: 1/21/2015 - 5/19/2015  
Location: Online Learning/Elearning Info: [www.bucks.edu/welcome](http://www.bucks.edu/welcome) N/A (eLearn'g online instruction)

Register

View other sections

1 of 2

ACCT-103-B81: Introductory Accounting  
Seats Available: 24  
Instructor: Bieg B  
Time: M 6:00 PM - 8:30 PM  
Dates: 1/21/2015 - 5/19/2015  
Location: Lower Bucks Campus Lower Bucks County Campus TBA (Lecture)

ACCT-103-N02: Introductory Accounting  
Seats Available: 22  
Instructor: Moy R  
Time: MW 9:00 AM - 10:15 AM  
Dates: 1/21/2015 - 5/19/2015  
Location: Newtown Campus Founders Hall 214 (Lecture)

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**.

**Section Details**

**ACCT-103-B81: Introductory Accounting**  
Spring Semester, 2015

**Instructors** Bieg B ([Bernard.Bieg@bucks.edu](mailto:Bernard.Bieg@bucks.edu), 215-968-8146 xbus)

**Meeting Information** M 6:00 PM - 8:30 PM  
1/21/2015 - 5/19/2015  
Lower Bucks Campus, Lower Bucks County Campus TBA (Lecture)

**Dates** 1/21/2015 - 5/19/2015

**Seats Available** 24 of 24 Total

**Credits** 3

**Grading** Graded

**Requisites** None

This course provides an introduction to the principles and concepts of financial accounting. This course focuses on bookkeeping and accounting procedures through the accounting cycle for service and

Close **Add Section to Schedule**

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

