## **Using Student Planning**

Login to Self Service and select "Student Planning" to begin:



Planning Overview shows your program(s) of study and current schedule. From here you can select "Go to My Progress" or "Go to Plan & Schedule".

=	@ ellucian.					A mcflyerm	C→ Sign out	() Help		
٠	Academics · Student Planning · Planning Overview									
	*** TEST ENVIRONMENT **									
≡ হ	Steps to Getting Starte There are many options to help you	ed plan your courses and earn	your degree. Here are 2 ste	ps to get you started:		Search for courses.		٩		
	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						plished and register y	your		
	Programs	$\mathbf{i}$	C	umulative GPA	Progress					
	Associate in Arts	)	(2	.000 required)						
	CU Fall 2019 Schedule									
	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
	12am							A		

The "Help" button on the right is a great tool to utilize for "How do I" questions you may have when getting started in Student Planning.

≡	Sandhills				8	⇔	⑦ Help	ŕ)	
*	Academics · Student Planning · Planning Overview				Student Planning Help		$\subseteq$	/	
	Steps to Getting Started	> How do I find a course?							
盦	There are many options to help you plan your courses and earn your degree. Here are	> How do I plan my cours	es?						
	1		2		> How do I create a schee	lule?		-	
e	View Your Progress	Plan your Degree &			How do I view a summary of my progress? Reg				
۲	Start by going to My Progress to see your academic progress in your	Next, take a look at you remaining classes tow		ext, take a look at your plan	> How do I register for classes? r plar rd you > How do I submit my course plan to my advisor?				
	Go to My Progress			maining classes toward you to Plan & Schedule					
÷						How do I view my progress towards my degree requirements?		1	
		Cumulative GPA Progress			> How is the Progress bar calculated?				
۲	Programs			Progress	> How do I find an academic program?				
	Associate in General Education	4.000 (2.000 require	d)						

**My Progress** will show you how close you are to completing your degree and the remaining course(s) needed. Each "Requirement" section contains only the courses required for your program - from there you can select course(s) to place on your schedule. You have the ability to map out your entire educational journey by planning courses and then selecting sections to register for as registration periods open up. When you have fulfilled all the requirements for a specific category it will be marked "Completed" in green.

=	Associate in Arts (1 of 2 programs)			View a New Program	Load Sample Course P	lan				
2.25	At a Glance					🖨 Print				
•	Cumulative GPA: Institution GPA: Degree: Majors:	2.750 (2.000 required) 2.750 (2.000 required) Associate in Arts Associate jo Arts	Program Completion	must be verified by the Registrar.						
	Departments: Catalog: Anticipated Completion Date:	Associate in Arts 2018 5/7/2019	Progress							
©)5	Description The Associate in Arts degree shall be granted for more Program Notes Show Program Notes		Total Credits	48	26	74 of 60				
•			Total Credits from this Schoo	48	26	74 of 15				
=	Requirements									
۲	General Education Requirements Complete all of the following items.	🖄 5 of 6 Completed, Fully Planned 📕	le Details							
	A. ENGLISH									
	TAKE ENG-111 AND ENG-112 Complete all of the following items.	TAKE ENG-111 AND ENG-112 Complete all of the following items: ✓ 1 of 1 Completed. Show Details								
	B. HUMANITIES/FINE ARTS ELECT	B. HUMANITIES/FINE ARTS ELECT								
	TAKE 3 OF THE FOLLOWING: MUST Complete all of the following items.	BE FROM 2 DIFFERENT SUBJECTS: ART-11 1 of 1 Completed. <u>Show Details</u>	ART-114 ART-115 COM-231 ENG-231 EN	NG-232 ENG-241 ENG-242 MUS-110 MUS-1	12 PHI-215 PHI-240					
	C. SOCIAL/BEHAV SCI. ELECTIVE	C. SOCIAL/BEHAV SCI. ELECTIVE								
	TAKE 3 OF THE FOLLOWING - MUST Complete all of the following items.	TAKE 3 OF THE FOLLOWING - MUST BE FROM 2 DIFFERENT SUBJECTS: ECO-251 ECO-252 HIS-111 HIS-112 HIS-131 HIS-132 POL-120 PSY-150 SOC-210 Complete all of the following items								

To add a course to your schedule or search for sections click on either the course or "Search" from the details of the specific requirement, i.e. Math

G. TA Co	. <b>Math</b> AKE MAT-152 AND TAKE MAT-143 OR MA omplete all of the following items. <u> 0</u> o	-171 f 2 Completed. <u>Hide Details</u>								
	1. Complete 4 credits. Take course MAT-152. 🛕 0 of 4 Credits Completed. Hide Details									
	Status	Course	Grade Grade	Term	Credits					
	<ol> <li>Not Started</li> </ol>	MAT-152 Statistical Methods I								
	2. Complete 3 credits. Choose from the co	urses MAT-143, MAT-171. 🕚 Fully Planned 🛆 0 of 3 Credits	Completed. <u>Hide Details</u>							
	Status	Course	Search Grade	Term	Credits					
	⊘ In-Progress	MAT-143 Quantitative Literacy		20195U	3					
	① Not Started	MAT-171 Precalculus Algebra								

In My Progress you can also select "View a New Program" in the upper right hand corner to see how close you are to completing another degree, diploma, or certificate. Select the program and click "View Program" to run the academic evaluation.

€ (1	Radiography - Guided Studies (1 of 1 programs) At a Glance Cumulative GPA: 2.909 (2.0	Academic Programs View the degree requirements for any program searching and selecting a program below.	you are interested in, by	Program	Load Sample Course Plan
©)S	Institution GPA: 2.909 (2.0 Degree: Associate Malorr: Badiograp	Search for a program:		istrar.	
-	Departments: Radiograf Catalog: 2015		Q		
	Anticipated Completion Date: 5/24/2011	Accounting			
÷	Description The Radiography curriculum prepares the graduate t	Accounting - Bookkeeping Certificate			23 of 7
	Program Notes	<ul> <li>Architectural Technology</li> </ul>			23 of 1
۲	Show Program Notes	<ul> <li>Architectural Technology Certificate</li> </ul>			12
	Requirements	Associate Degree Nursing			
	General Education Requirements	Associate in Arts			
	Must have 2.000 minimum GPA for this requirement. C	<ul> <li>Associate in Engineering</li> </ul>			
	Complete all of the following items. \Lambda 1 of 5 Comp	Associate in Fine Arts in Music			
	A. ENGLISH / COMMUNICATION	Associate in Fine Arts in Visual Arts			
	Take 3 credits: From courses ENG-111 Take 3 credit	Cancel	View Program		

Or you can load a sample course plan by selecting "Load Sample Course Plan". Identify the term you want to start in, choose a program, and "Preview Plan".

Associate in General Educatio (1 of 1 programs)	n-Nursing	View a Ne	ew Program	Load Sample Course Plan
At a Glance	muiced)			🖨 Print
Institution GPA: (2.000 r Degree: Associa Majors: AGE - N Departments: Associa	e n Load Sample Course Plan	· · · · · · · · · · · · · · · · · · ·	Tyistrar.	
Catalog: 2018 Anticipated Completion Date: 5/15/20	21 The course plan allows you to assist your a	advisee in sequencing their courses,		
Description The Associate in General Education (AGE)-Nursing i	providing the ideal path for meeting their a First, choose the first term to use for your court	icademic goals. rse plan:		18 of 60
Program Notes Show Program Notes	CU Spring 2020 • Next, select from one of your enrolled program	ns:	18	18 of 15
Requirements	<ul> <li>Associate in General Education-Nursing</li> <li>Or, choose a different program:</li> </ul>			
Complete all of the following items. 🔬 0 of 7 Con	book			
A. English Composition TAKE ENG-111 AND TAKE ENG-112 OR ENG-114	Accounting - Bookkeeping Certificate	Q		
Complete all of the following items. 🖄 0 of 2 Con	1p Cancel	Preview Plan		

If you select "Load", the plan will be loaded on your Schedule and Timeline as planned courses.

≡	@ ellucian.						A mcflyerm	C→ Sign out	() Help
•	Academics · Student Planning · My Progr	ess							
	*** TEST ENVIRONMENT ***	-			_				
(E	My Progress		Load Sample Course Plan				Search for courses		Q
ģ	Associate in Arts (1 of 1 programs)		This is an example of the sequence program. Press the Load button to a the Back button to select a different	of course work to complete the pply these courses to the course sample plan.	selected e plan. Press	Program		oad Sample Course P	Han
۲	At a Glance		Accounting - Bookkeeping Certifica	te					8 Print
	Cumulative CDA:	12 000 сали	CU Spring 2020	Completed/Enrolled	Credits				
	Institution GPA:	2.000 requi	ACA-115: Success & Study Skills		1 Credits	istrar			
	Degree:	Associate in	ACC-120: Prin of Financial Accounting		4 Credits				
	Majors:	Associate in	CU Summer 2020	Completed/Enrolled	Credits				
	Catalog:	2018	ACC-121: Prin of Managerial Accounti	w.	4 Credits				
	Anticipated Completion Date:	5/15/2021	ACC-140: Payroll Accounting		2 Credits				
			ACC-149: Intro to ACC Spreadsheets		2 Credits				30 of 60
	The Associate in Arts degree shall be granted for	or more	ACC-150: Accounting Software Appl		2 Credits				
	The Associate in Aris degree and the Brance for an IIIS		ACC-180: Practices in Bookkeeping		3 Credits				20.4145
	Program Notes		(Co	Dest.	(LANA)		10		30 01 15
	Show Program Nokes		Cancel	васк	.oad	1	10		
					-				

Using "Timeline" you can drag courses to another semester to best fit your needs or to accommodate when the courses are offered. Below is how it loaded:

=	~	You have successfully added courses to the	plan.				
•	Sched	dule Timeline Advising Petitic	ins & Waivers				
曲	6	Add a Term Remove Planned O	ourses				
ġ							_
		CU Fall 2019	CU.Spring.2020 ×	CU Summer 2020 ×	CU Fall 2020 UPDA	TE DATES ×	
•		ACA-122-MN34: College Transfer Success  Credus: 1 Credus	ACA-115: Success & Study Skills X Gradua: 1 Gradina	ACC-121: Prin of Managerial × Accounting Credits: 4 Credits			
		Credits 2 Credits	Accounting Creates 4 Creates	ACC-140: Payroll Accounting X Credits			
	<	Credits: 3 Credits HEA-112-FH1: First Aid & CPR		ACC-149: Intro to ACC Spreadsheets × Credes: 2 Credes			>
		Credits: 2 Credits		ACC-150: Accounting Software Appl × Credits 2 Credits			
		Credits 2 Credits PED-163-H01: Kayaking-Basic		ACC-100: Practices in Bookkeeping X Credits: 3 Credits			
		Credital TCredita	E Blanned Credite	12 Blowned Condito			· · · · ·
		The time of enders	a ranneo creata	13 Finited Greats			_
۰	Academ	ics			~	ACC-121 has been moved to DATES.	CU Fall 2020
â	(1)	Your registration period for CU Summer 20	19 begins on 4/2/19 at 1:00 PM (CU Sumi	mer 2019) Your registration period for CU	Fall 2019 begins on 4/2/	(19 at 1:00 PM (CU Fall 2019)	
۲	Plan	your Degree and Schedule	your courses			Search for courses	
۲							
	×	You have successfully added courses to t	he plan.				_
	Sche						
		dule Timeline Advising Pet	itions & Waivers				_
		Add a Term Remove Planned	d Courses				
		Add a Term Remove Planner  CU Fall 2019	d Courses	× <u>CU Summer 2020</u>	× <u>Clurall 2020</u>	UPDATE DATES ×	
		Add a Term Remove Planner  Add a Term Remove Planner  CUI Fail 2019  ACA-122-MN34: College Transfer Success	CU Spring 2020 ACA-115: Sprcess & Study Shills Codes: Codes	CU Summer 2020     ACC140 Paynell Accounting     Creates 2 Creates	× <u>CU all 2020</u> × ACC-121: pri	UPDATE DATES ×	
		Cul Fall 2019           Add a Term         Remove Plannet           Cul Fall 2019         Immage: Cul Fall 2019           ACA-122-MNS4: College Transfer Success J         Credits: C	CU Spring, 2020     AcA-115: Success & Study Skills     Crotics I Coulds     AcC-120: Pring of Financial     Counting	CU Summer 2020     ACC-140: Paynell Accounting Creates 2 Creates     ACC-140: To ACC Spreadsheets ACC-140: To ACC Spreadsheets     ACC-140: To ACC Spreadsheets	× CLU sil 2020 × ACC-121 Pri ACC-121 Pri	UPDATE DATES ×	
	<	CLI Fail 2019         CLI Fail 2019           CCU Fail 2019         Construction           Construction 1 Credits         Construction           Construction 2 Credits         Construction           Construction 2 Credits         Construction           Construction 2 Credits         Construction	CU Spring 2020 CU Spring 2020 ACA-115: Sprces & Study Skills Credits Coardis Accounting Credits & Creates	CU Summer 2020     ACC-140 Payroll Accounting     Credits 2 Credits     ACC-140: Intro to ACC Spreadsheets     ACC-140: Intro to ACC Spreadsheets     ACC-140: Credits 2 Credits	× CU all 2020 × Accounting Codes Codes ×	UPDATE DATES × n of Managerial ×	

**Plan & Schedule** is where you go to view your plan and register for classes. You will land on the "Schedule" page where you can register for or drop classes.

	Plan your Degree and Schedule your co	ourses	Searc	ch for courses	
	Schedule Timeline Advising Petitions & W	/aivers			
≞	<ul> <li>CU Fall 2019 +</li> </ul>			Register Now	
©)S	Filter Sections	al Print	Planned: 3 Credits	Enrolled: 6 Credits	Waitlisted: 0 Credits
Ś	ACA-122-MN31: College Transfer Success	Sections with no meeting time			
-	✓ Registered, but not started	✓ ACA-122 College Transfer Success Section MN31 Faculty: Skura, C			
	Credits: 1 Credits Grading: Graded Instructor: Skura, C 10/16/2019 to 12/17/2019				
	V Meeting Information				
	Drop				

When you have completed your registration you will receive a notification in the upper righthand corner of the page notifying you either that you are successfully registered, or that your registration was not processed. For restricted courses (Health Science, Work Based Learning, etc.) you will see a message "Advisor approval is required to register for this class", and you will need to "Request Review".

Within Plan and Schedule there are links to "Timeline", and "Advising". The "Advising" section shows your advisor with an email link on the left – "Request Review" on the right.

-	Plan your Degree and Schedule your courses	Search for courses Q	•
() () ()	Schedule Timeline Advising Petitions & Waivers       My Advisors       Elinda Chandler (Program)       Composes a Ninte	Request Review Last review requested on 9/26/2019	)
<b>₽</b>			
	Save Note View Note History		

Both you and your advisor can utilize the "Compose a Note" section – notes are permanent, and visible to your advisor so be careful when using this function.

"Petitions & Waivers" will show any petitions or requisite waivers that have been processed.

## \*Remember "Help" is always available in the upper right-hand corner!