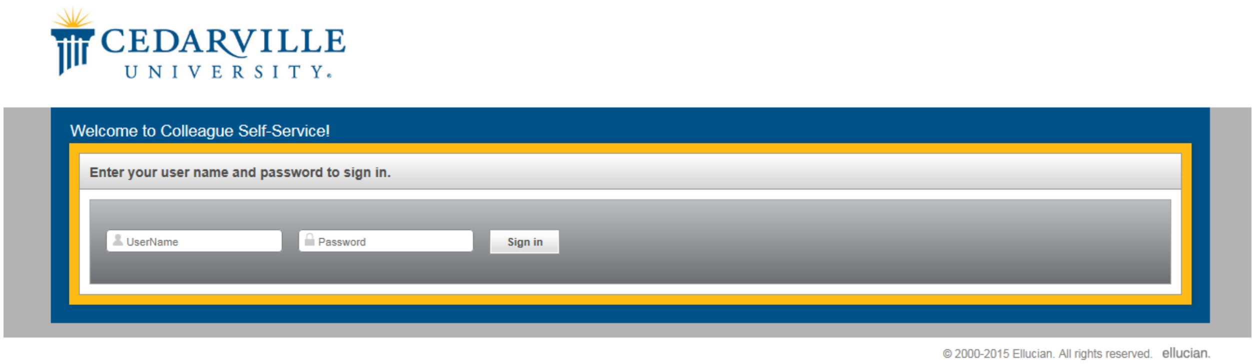
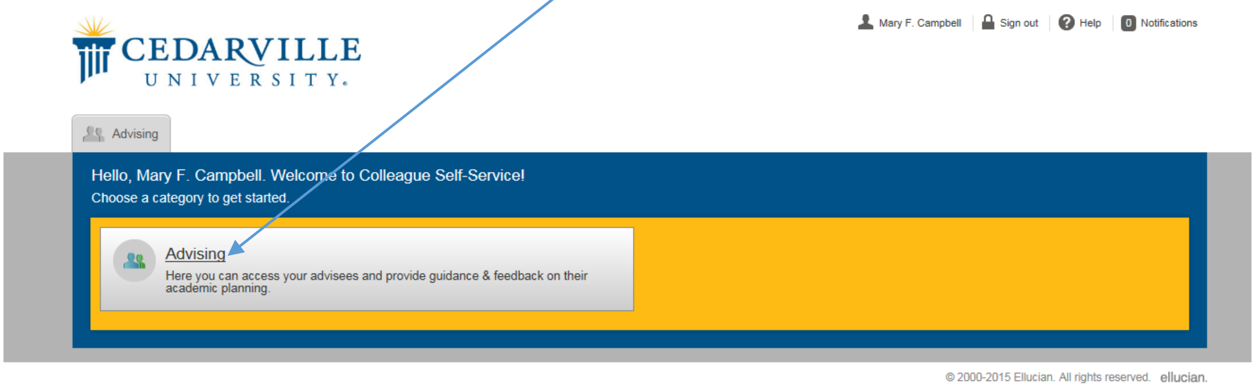
Using Student Planning
Advisor Version

To begin, go to the Cedarville University homepage; login to CedarInfo using your CedarNet user name and password.

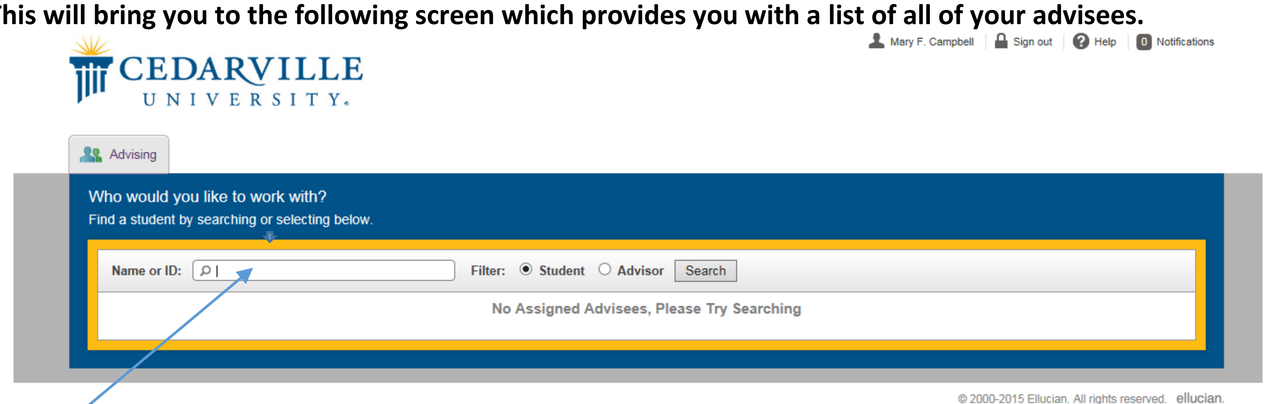
Go to the Advising Transactions menu and click on "Student Planning." This will bring you to the following screen:



Enter your CedarInfo user name and password in the designated fields and click "Sign in."
The following screen will appear. **Click on the <u>Advising</u> link.**

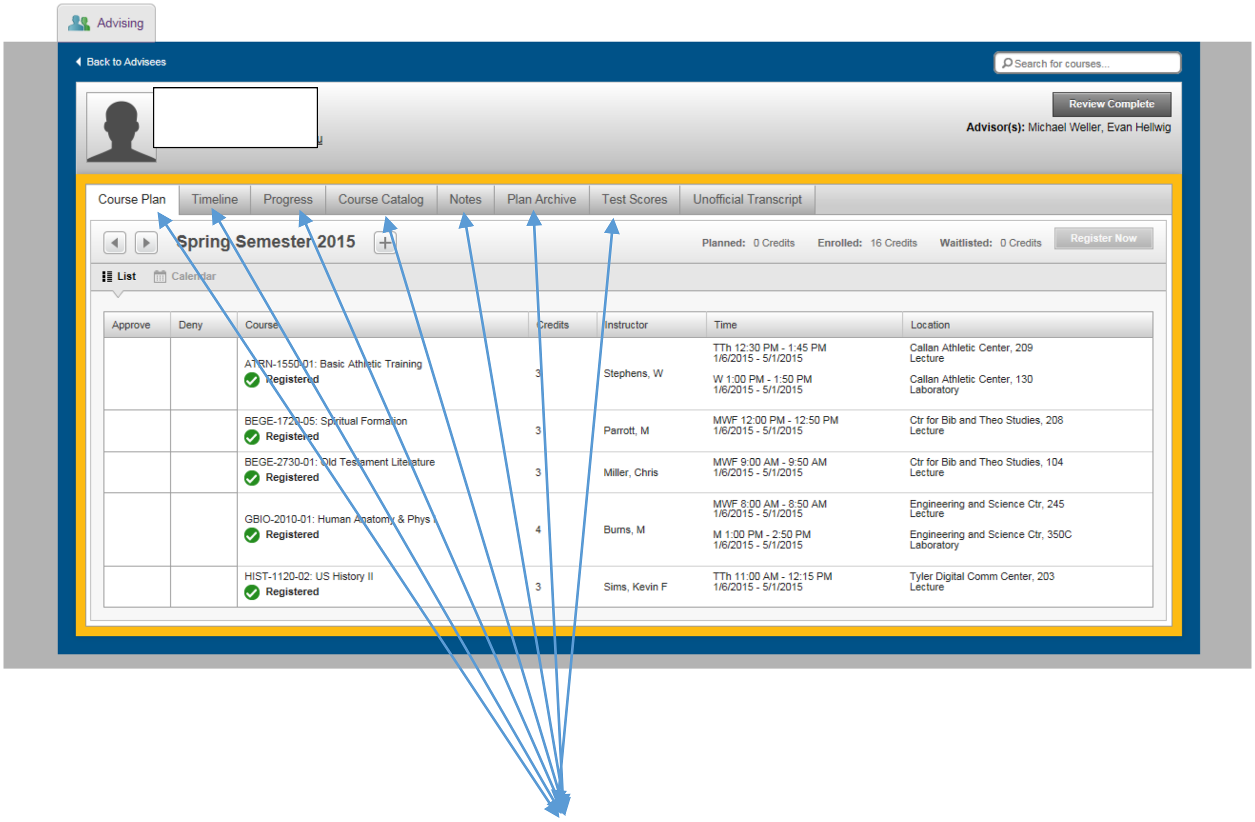


This will bring you to the following screen which provides you with a list of all of your advisees.



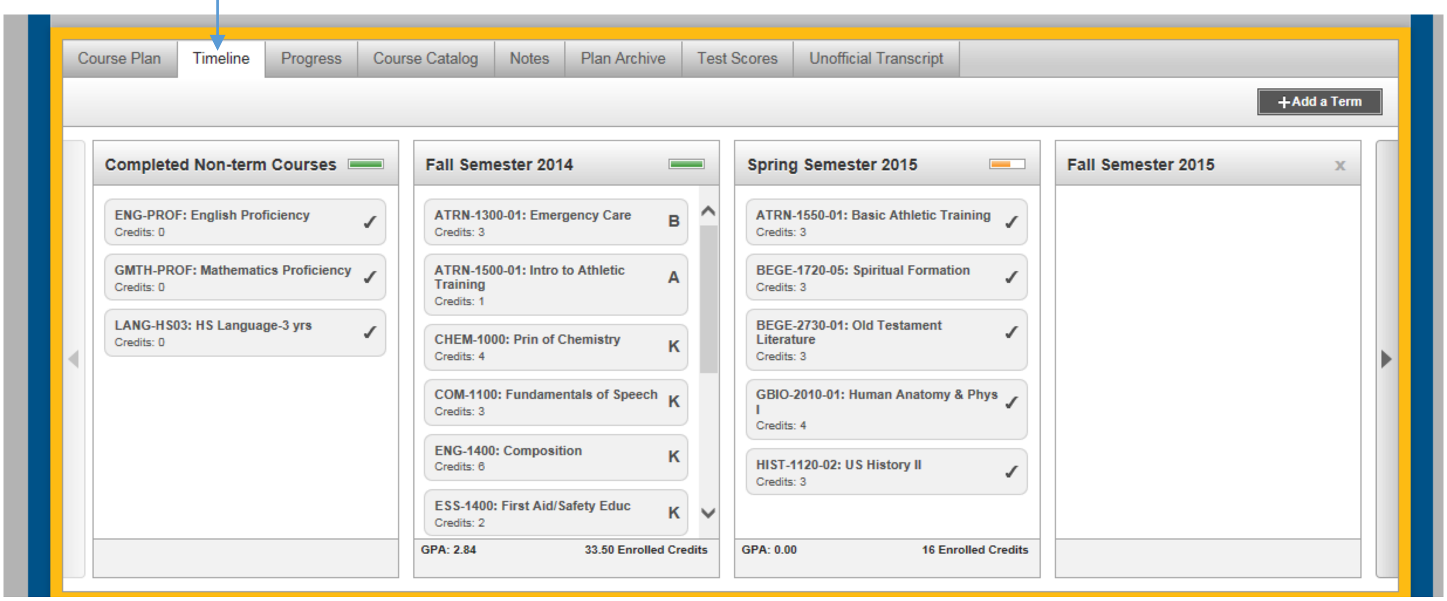
Locate the desired student from the list or enter the student's ID number to go directly to a specific student's record.

When the system has finished loading the student's current plan, you should see the following screen:

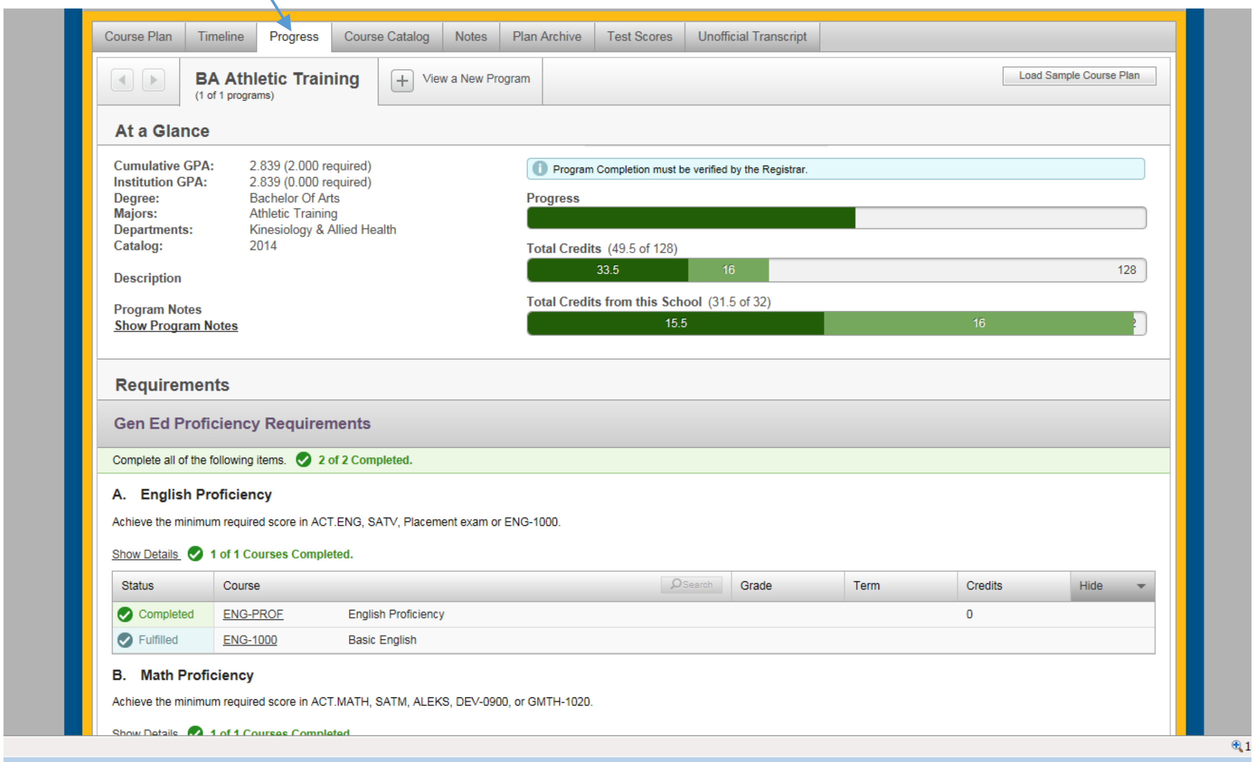


From this screen, you can move to any of the tabs provided to view the **student's timeline**, **progress** toward degree, the **course catalog**, **notes**, previously **archived plans**, and any **test scores** that have been recorded by the registrar's office for that student. At this time, the unofficial transcript tab is not yet working, so it is still necessary for you to view a student's transcript through the CedarInfo menu.

Click on the "Timeline" tab to view a student's term-by-term course plan. Grades will show for courses in past terms; registered courses for a current term are designated with a check mark.



Click on the "Progress" tab to view the student's progress toward degree and also to see what course requirements are still needed.



Notice the color coding:

- Dark green indicates that the course or requirement is completed & satisfied
- Lighter green indicates the course is in progress
- Yellow indicates that the course is planned
- Red indicates that the course has not been started or that the requirement has not yet been completed

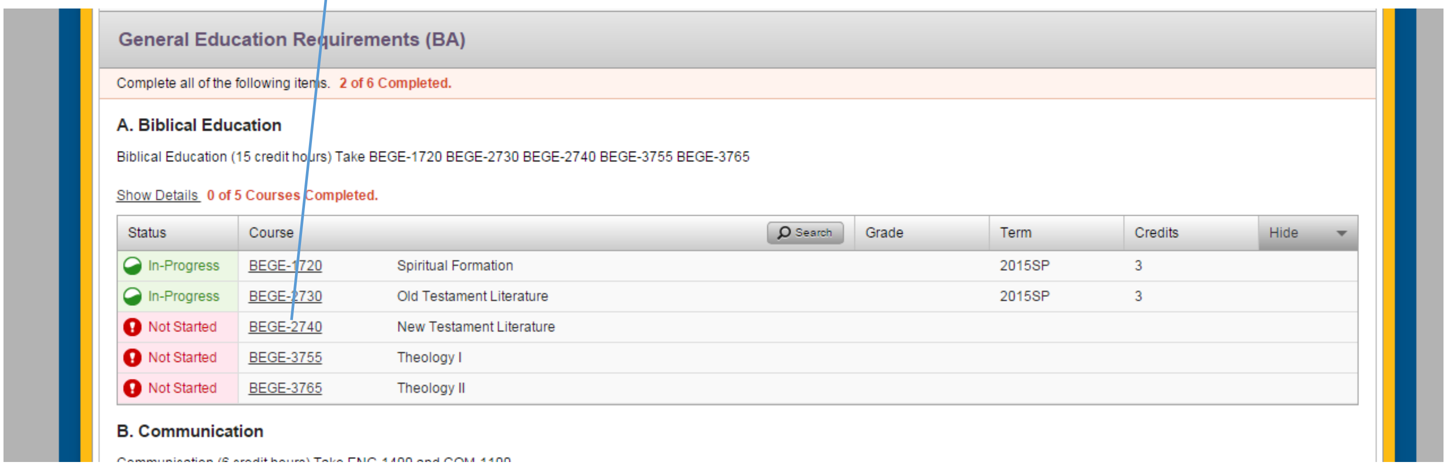
The academic requirements that are listed on the progress report reflect the catalog year that is listed for that student in the administrative computer system. If the catalog year is not correct, the student needs to contact the office of the registrar.

All courses a student has taken, is taking, or has planned will show on the progress report.

- **This includes credit earned by examination (grade of "CE") or through transfer (grade of "K").**
- **If you or the student thinks a course has been taken or a requirement satisfied that is not indicated on the progress report, the student needs to contact the registrar's office.**

To add a course to the student's plan or timeline from the Progress tab:

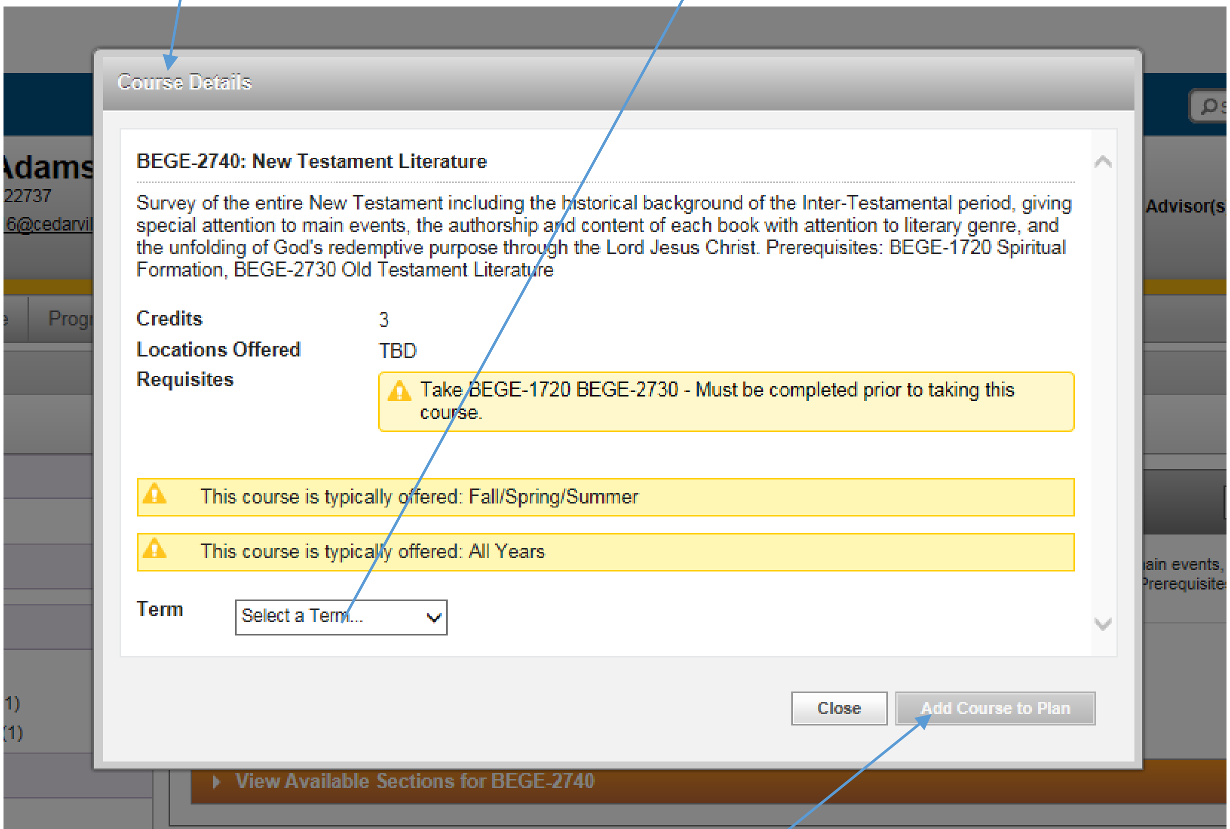
1. Click on the course number for a "**Not Started**" course from the listing on the progress tab



2. At the next screen, click on "Add Course to Plan"

3. After you click on "**Add Course to Plan**," you will come to the Course Details screen.

4. When the **Course Details** screen appears, click in the **Term dropdown box** and select the desired term:

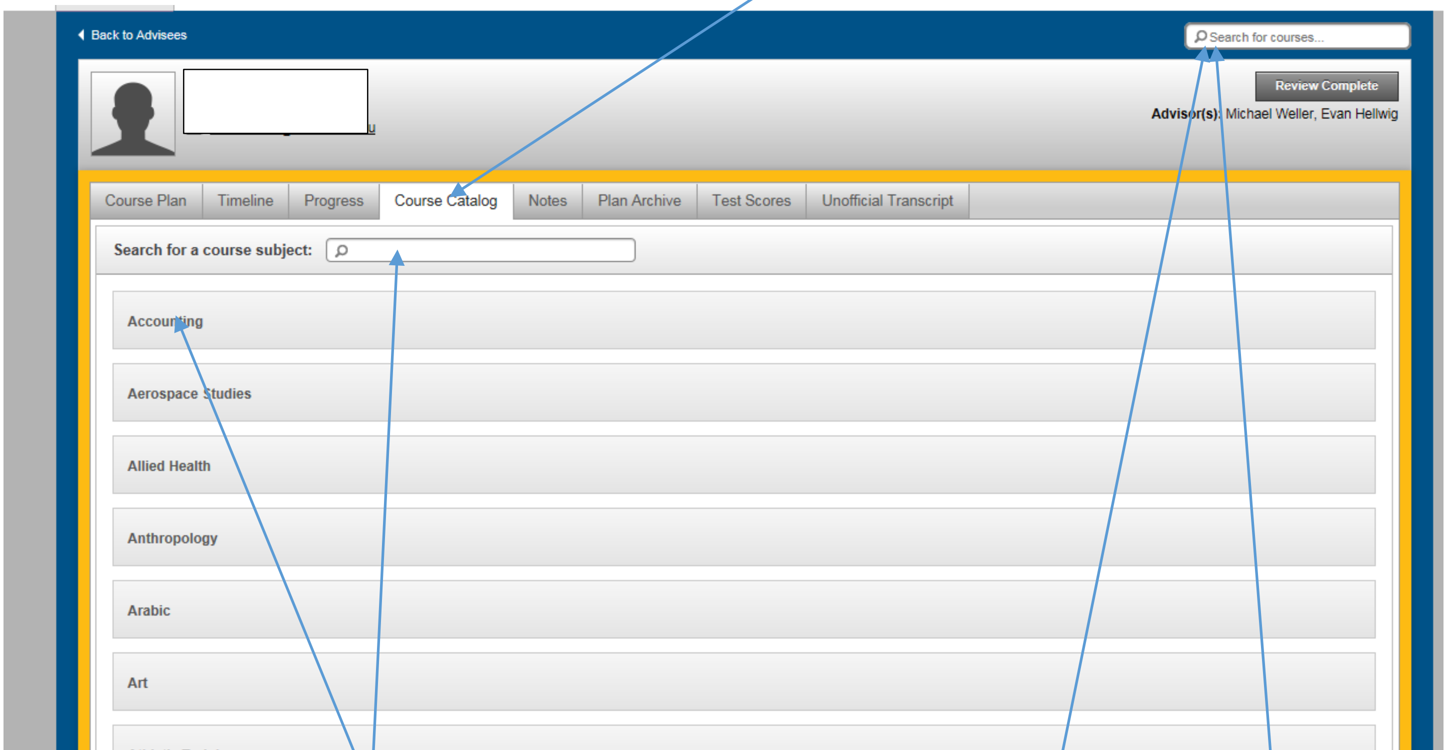


5. When the desired term has been selected, click on "**Add course to plan**."

6. Repeat this process, as needed, to complete a student's plan for one or more terms on the timeline.

7. You may also add a course to the student's timeline from the "**Course Catalog**" tab. To do so, complete the steps on the following page.

Adding a course to the student's timeline from the Course Catalog tab:



Here you can search by the **subject** grouping of the course or you may search by the **course number** or by **words** in the course title.

After choosing a course from the catalog, follow the same steps provided in the preceding section to assign the course to the desired term in the student's timeline.

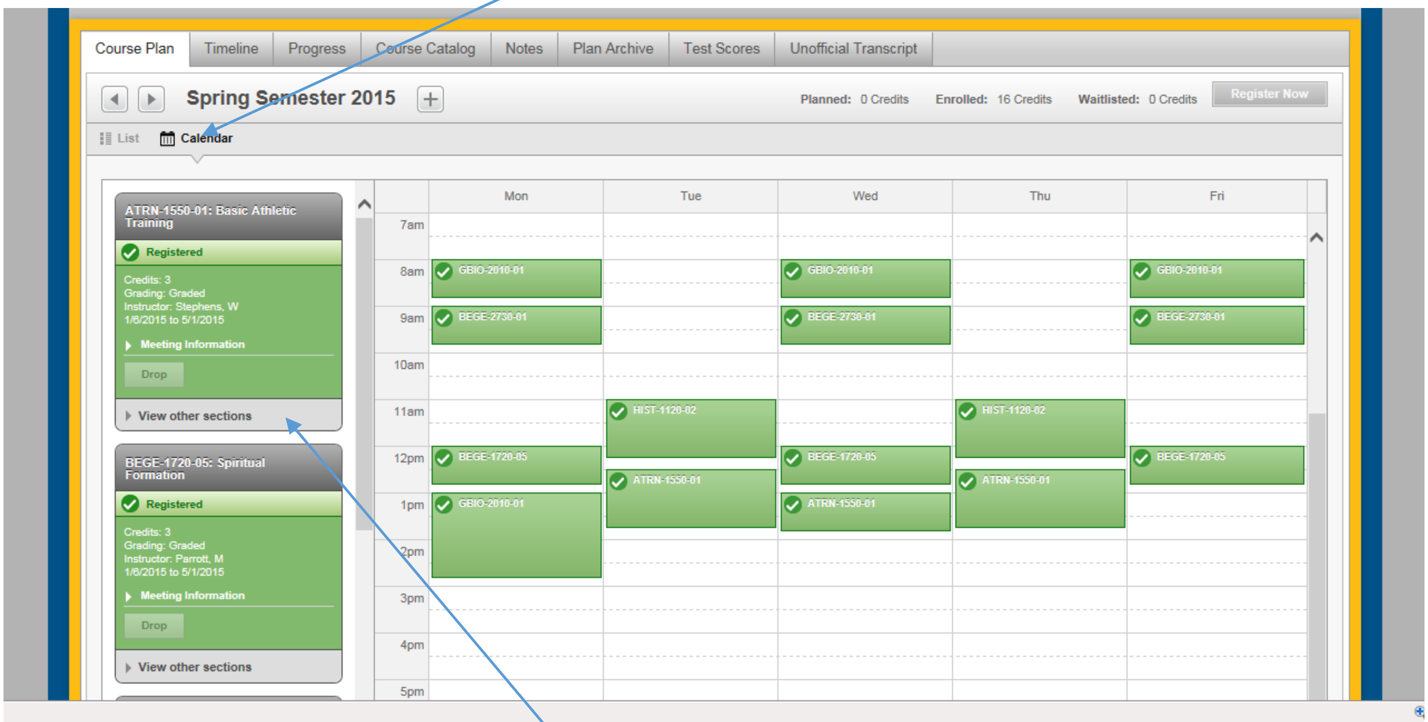
Developing a student's timeline may be completed at any time, and is not limited to the "formal" registration period. Advisors should encourage students to develop course plans for future terms as early as possible in their program of study.

➔ **Important note: When you add <u>courses</u> to the student's timeline for one or more future terms, you are only developing a plan for when the student expects to take those courses; you are not activating a course schedule or registering the student for specific course sections in those terms.**

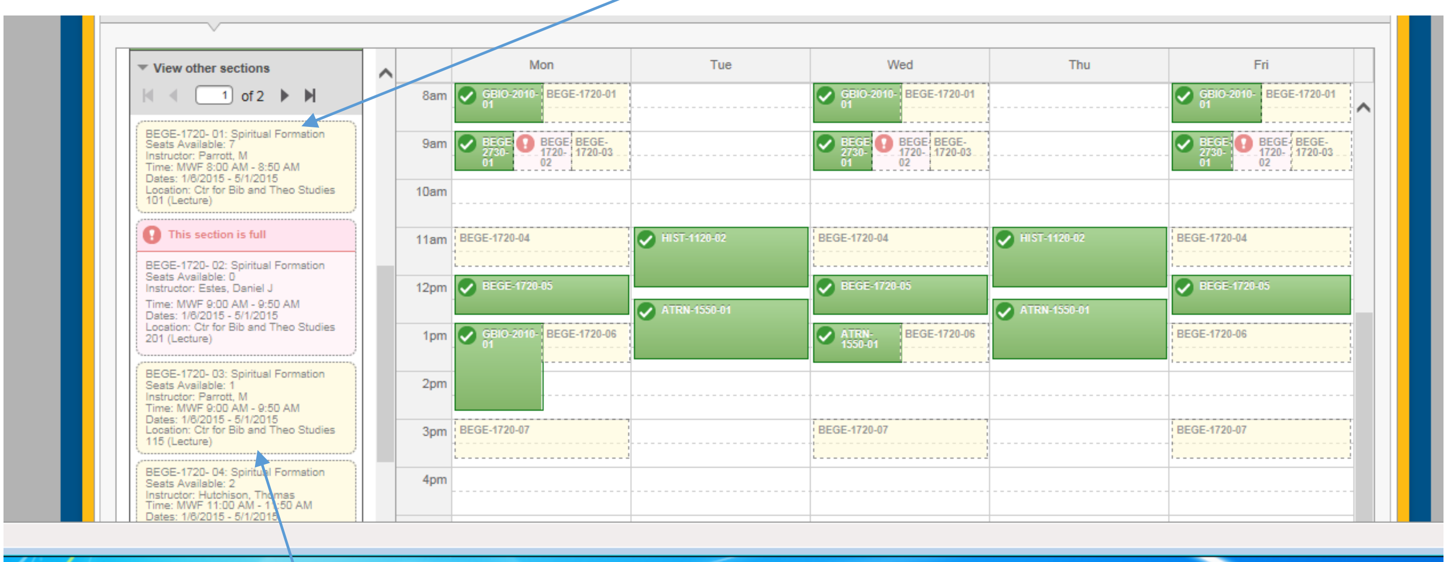
Registering a Student for Courses in Student Planning:

When the semester course schedule is activated to the website a couple of weeks before the registration process, the advisor and/or the student can use Student Planning to select course sections for the courses that are listed on the student's timeline for the upcoming term, as follows:

Go to the "Course Plan" tab and click on the "Calendar" link to access the following screen:

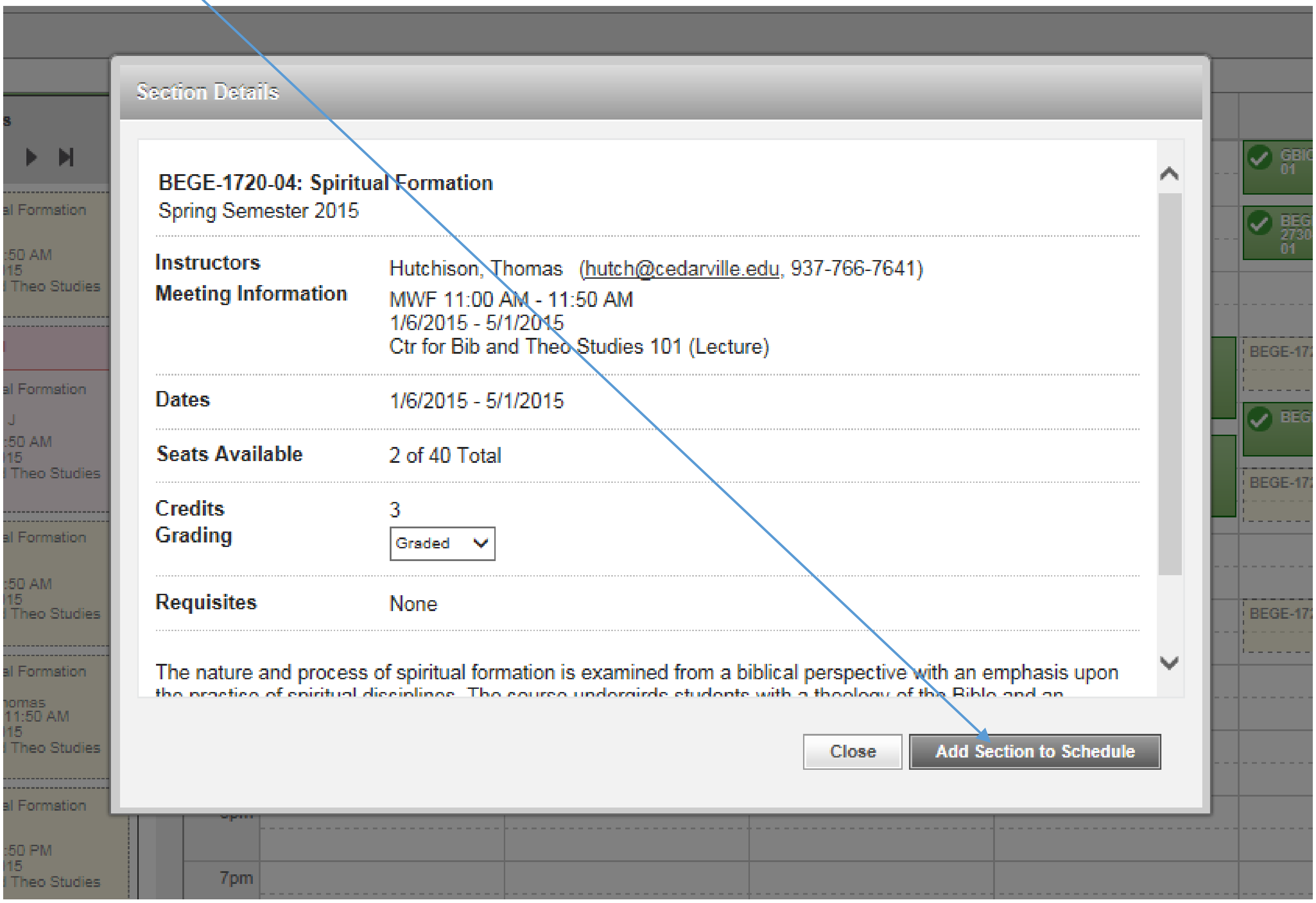


Go to the desired course and click on "View … sections" to obtain a list of all available sections, along with their respective times, instructor names, and current status (filled, waitlist, etc.). The computer will show all sections on your calendar to enable you to see where time conflicts may occur.



Click on the desired course section to access the following box:

Click on "Add Section to Schedule."



This action will add this specific course section to the student's timeline for the term. Repeat this process for each course on the student's plan to develop the desired schedule for that term.

➔ ***Important Note: The student's registration is still <u>not</u> active at the conclusion of this process.***

The additional steps for activating a student's registration are provided in the following section.

Activating a Student's Registration from Student Planning

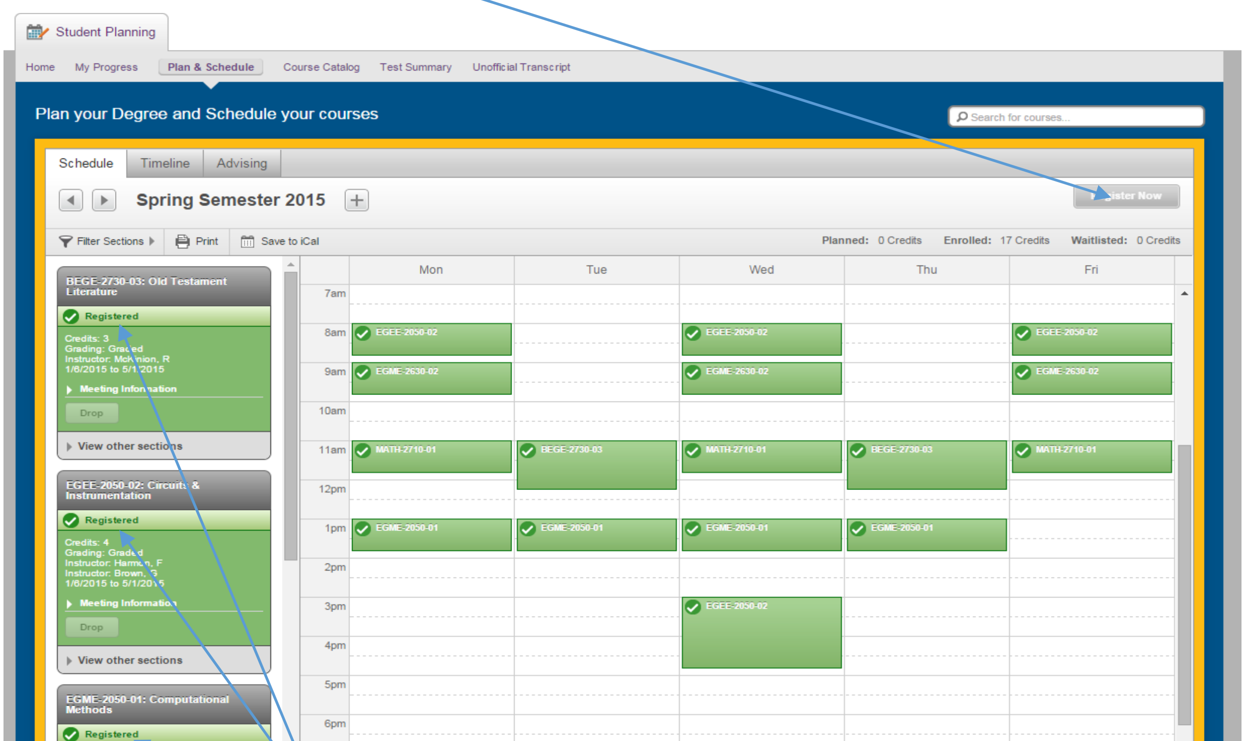
1. Approximately 1-2 weeks prior to the beginning of the early registration period, the office of the registrar sends an e-mail to notify faculty that registration set-ups are in place.

2. Upon receipt of this notification and when the advisor is ready to clear a student for registration, he/she should:
   a. Login to CedarInfo
   b. Go to the Advising Transactions menu
   c. Click on "Advisee List & Registration Approval"

3. When the advisee list appears, the advisor will be able to see an "Approve" button for each student, along with that student's registration day and time and any holds that may prevent the student from activating a schedule.

4. The advisor should click on the "Approve" button for each student that is being cleared to register in Student Planning.
   Note: Advisors who prefer to assist students with the registration process should <u>not</u> use the CedarInfo process to "Approve" those students for registration. If no approval is given, the students will have to meet with their advisors to activate their schedules.

5. Once the student's registration day and time has arrived, the advisor or the student may login to Student Planning and click on the "**Register Now**" button at the top, right section of the screen.



6. The student will then be **registered** for all open class sections that are on his/her planned schedule.

7. The status of a course section that is filled at the time of registration will show as "Class Filled" and the student will have to request waitlisting or choose an alternative class or section.

8. ***Contact the office of the registrar if you experience difficulty in using the Student Planning process.***