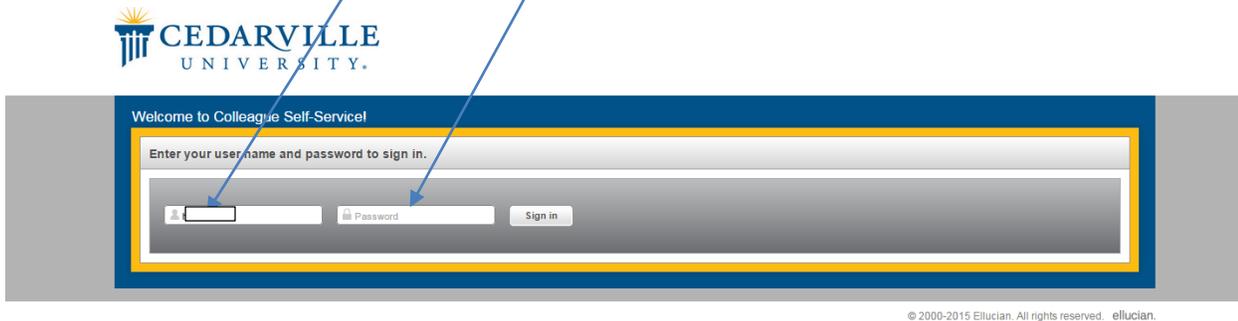


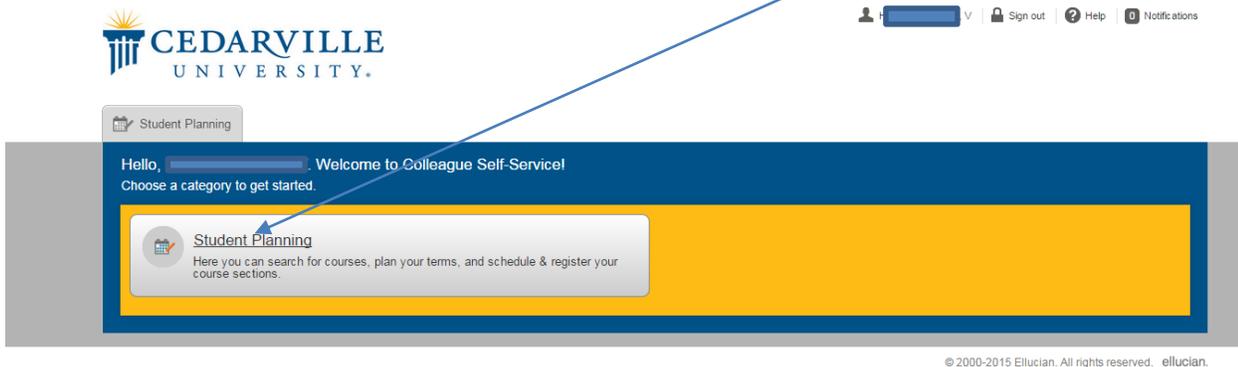
## Using Student Planning Student Version

To access the Student Planning system, go to the Cedarville University homepage and login to CedarInfo using our CedarNet username and password.

At the Student Transactions menu, click on "Student Planning" to get to the following screen; Sign in again using your CedarInfo username (lowercase) and password (case sensitive) .



When you have logged in, the following screen will appear. Click on "Student Planning."



When the system has finished loading your file, you should see the following screen:

**The program defaults to your current term and course calendar.** You may access each of the supplemental screens from the tab bar at the top of the page.

The screenshot shows the 'Student Planning' interface. At the top, there is a navigation bar with tabs: Home, My Progress, Plan & Schedule, Course Catalog, Test Summary, and Unofficial Transcript. Below the navigation bar is a search box labeled 'Search for courses...'. The main content area is titled 'Steps to Getting Started' and contains two numbered steps:

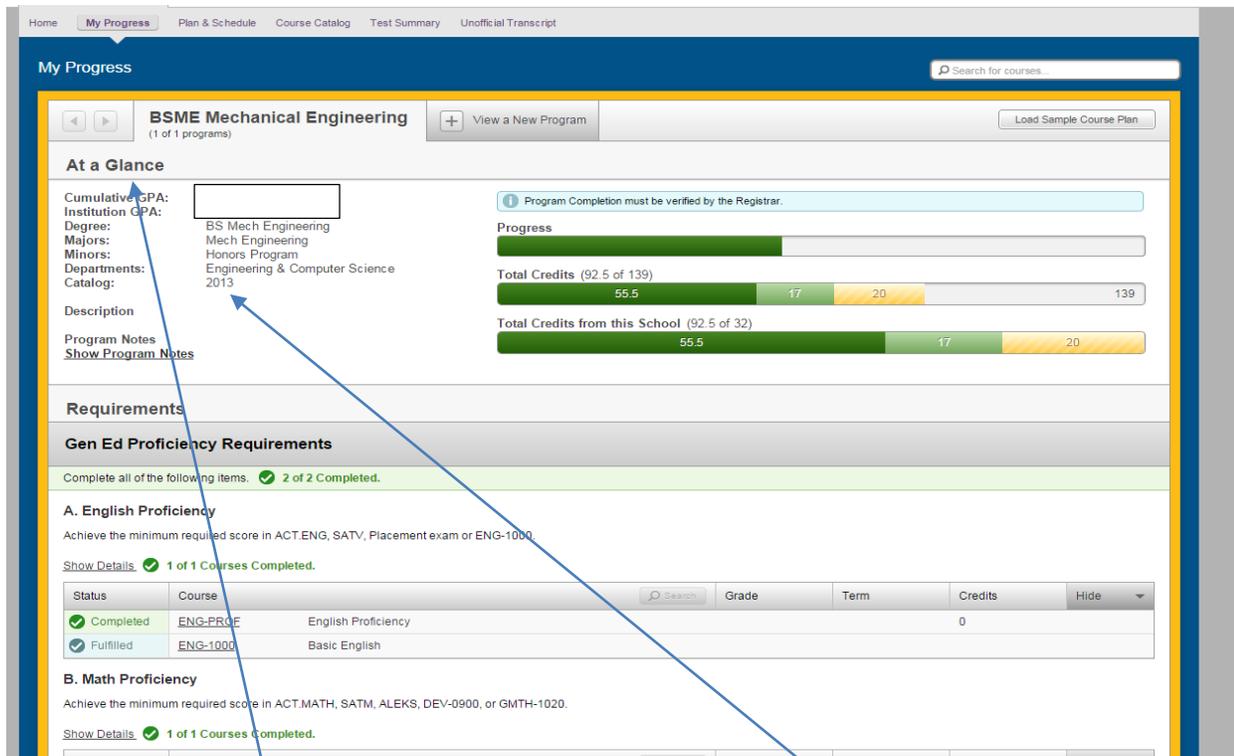
- 1 View Your Progress**  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)
- 2 Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

Below the steps is a summary section for 'BSME Mechanical Engineering' with a 'Cumulative GPA' of 3.831 (2.000 required) and a 'Progress' bar. Below that is a 'Spring Semester 2015 Schedule' table:

	Mon	Tue	Wed	Thu	Fri
7am					
8am	✓ EGEE-2630-02		✓ EGEE-2630-02		✓ EGEE-2630-02
9am	✓ EGME-2630-02		✓ EGME-2630-02		✓ EGME-2630-02
10am					
11am	✓ MATH-2710-01	✓ BEGE-2730-03	✓ MATH-2710-01	✓ BEGE-2730-03	✓ MATH-2710-01
12pm					
1pm	✓ EGME-2630-01	✓ EGME-2630-01	✓ EGME-2630-01	✓ EGME-2630-01	

Click on **“Go to My Progress”** to view your progress toward completing your degree program. Use the **“Go to Plan & Schedule”** link to access your timeline and course plan.

When you click on "Go to My Progress," the following screen will appear:



Please notice the "At a Glance" Summary of your academic information that is listed at the top of the screen and verify that it is correct.

The academic requirements that are listed on your progress report are based on the **Catalog Year** that is listed for you in the administrative computer system. Contact the office of the registrar to request assistance for updating any of this information.

Below your summary information, you will be able to view a listing of the general education and major requirements for the degree program that you are pursuing.

All courses that you have taken, are presently taking, or have planned for a future term will show on your progress report.

This includes credit earned by examination (grade of "CE") or by transfer (grade of "K").

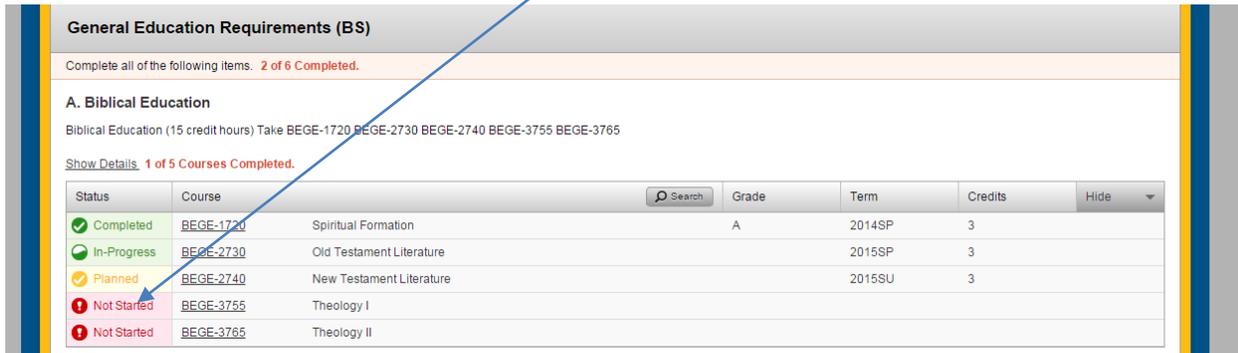
If you think a course has been taken or a requirement has been satisfied that is not indicated on your progress report, you must contact the office of the registrar.

Notice the color coding:

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

You may add a course to your timeline from the progress tab.

To do so, click on the course number for the “Not Started” course you want to add to your plan.



**General Education Requirements (BS)**

Complete all of the following items. **2 of 6 Completed.**

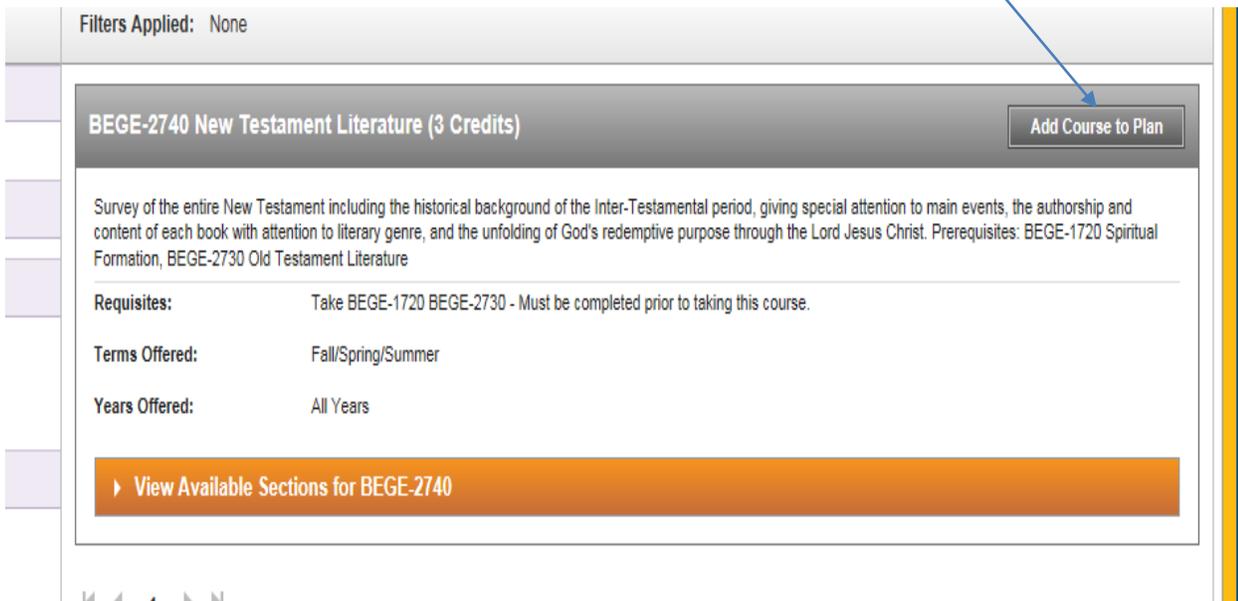
**A. Biblical Education**

Biblical Education (15 credit hours) Take BEGE-1720 BEGE-2730 BEGE-2740 BEGE-3755 BEGE-3765

Show Details **1 of 5 Courses Completed.**

Status	Course	Grade	Term	Credits	Hide
Completed	BEGE-1720	Spiritual Formation	2014SP	3	
In-Progress	BEGE-2730	Old Testament Literature	2015SP	3	
Planned	BEGE-2740	New Testament Literature	2015SU	3	
Not Started	BEGE-3755	Theology I			
Not Started	BEGE-3765	Theology II			

Information from the course catalog will appear on your screen. Click on “Add Course to Plan.”



Filters Applied: None

**BEGE-2740 New Testament Literature (3 Credits)** [Add Course to Plan](#)

Survey of the entire New Testament including the historical background of the Inter-Testamental period, giving special attention to main events, the authorship and content of each book with attention to literary genre, and the unfolding of God's redemptive purpose through the Lord Jesus Christ. Prerequisites: BEGE-1720 Spiritual Formation, BEGE-2730 Old Testament Literature

**Requisites:** Take BEGE-1720 BEGE-2730 - Must be completed prior to taking this course.

**Terms Offered:** Fall/Spring/Summer

**Years Offered:** All Years

[View Available Sections for BEGE-2740](#)

Additional **Course Details** and **cautions** regarding the selected course will appear on your screen. Pay particular attention to any cautions that are provided.

**Course Details**

**BEGE-2740: New Testament Literature**

Survey of the entire New Testament including the historical background of the Inter-Testamental period, giving special attention to main events, the authorship and content of each book with attention to literary genre, and the unfolding of God's redemptive purpose through the Lord Jesus Christ. Prerequisites: BEGE-1720 Spiritual Formation, BEGE-2730 Old Testament Literature

**Credits** 3

**Locations Offered** TBD

**Requisites**

- Take BEGE-1720 BEGE-2730 - Must be completed prior to taking this course.
- This course is typically offered: Fall/Spring/Summer
- This course is typically offered: All Years

**Term** Select a Term...

Close Add Course to Plan

Click on the **“Term” dropdown box** and select the desired term from the list provided, and then click on **“Add Course to Plan.”**

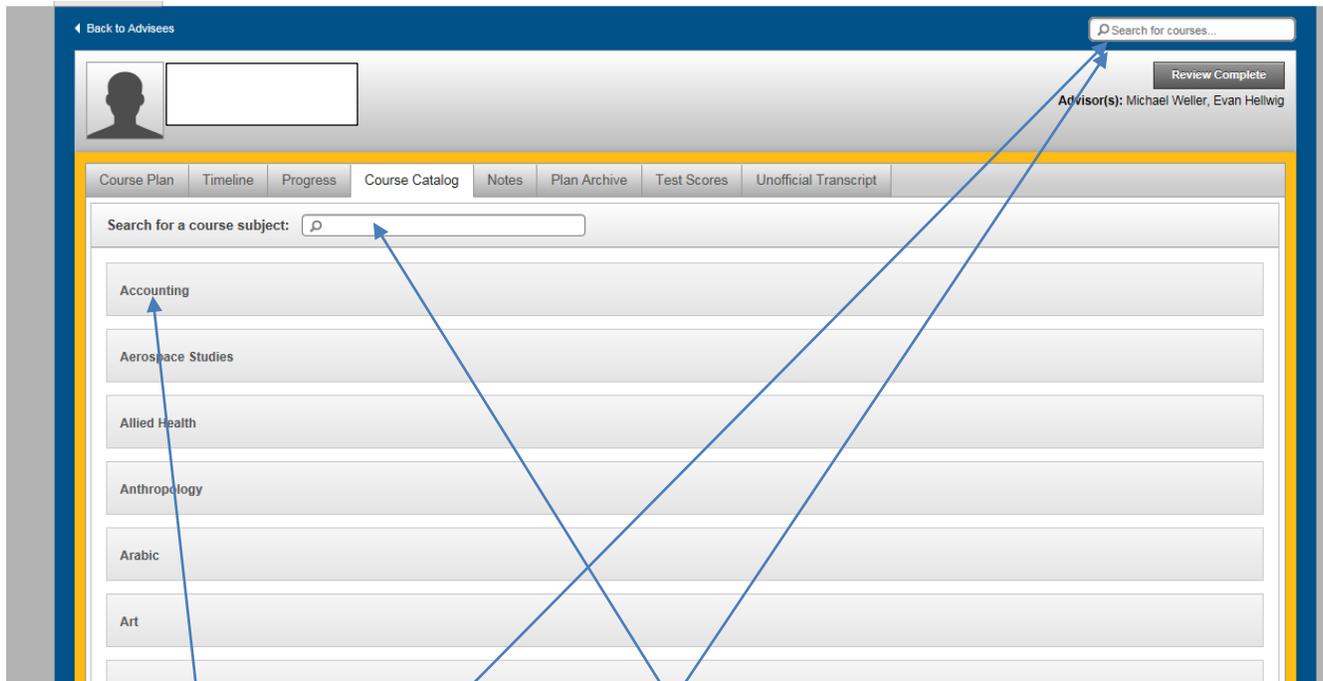
Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript

+ Add a Term

Completed Non-term Courses	Fall Semester 2014	Spring Semester 2015	Fall Semester 2015
ENG-PROF: English Proficiency Credits: 0 ✓	ATRN-1300-01: Emergency Care Credits: 3 B	ATRN-1550-01: Basic Athletic Training Credits: 3 ✓	
GMTH-PROF: Mathematics Proficiency Credits: 0 ✓	ATRN-1500-01: Intro to Athletic Training Credits: 1 A	BEGE-1720-05: Spiritual Formation Credits: 3 ✓	
LANG-HS03: HS Language-3 yrs Credits: 0 ✓	CHEM-1000: Prin of Chemistry Credits: 4 K	BEGE-2730-01: Old Testament Literature Credits: 3 ✓	
	COM-1100: Fundamentals of Speech Credits: 3 K	BIO-2010-01: Human Anatomy & Phys Credits: 4 ✓	
	ENG-1400: Composition Credits: 0 K	HIST-1120-02: US History II Credits: 3 ✓	
	ESS-1400: First Aid/Safety Educ Credits: 2 K		
	GPA: 2.64 33.50 Enrolled Credits	GPA: 0.00 16 Enrolled Credits	

The selected course will then appear on your timeline in the selected term.

You may also add a course to your timeline from the Course Catalog tab.



Click on the **subject grouping** from the list provided or **type a selected subject** in the “**Search for a course subject**” box to obtain a list of all courses with a desired subject.

You may also **search by course number** or by **words** in the course title by typing in the “Search for Courses” box at the top right side of the screen.

**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 your timeline.**

You may create or modify your timeline at any time. You do not have to wait until registration opens each term to complete this process.

It is important to note that when you add courses to your timeline for one or more future terms, you are only developing a plan for when you expect to take those courses. You are not activating a course schedule or registering for specific course sections in those terms.

***If you have questions or experience difficulty when using Student Planning, please contact your advisor, stop into the office of the registrar (SSC-132), e-mail [registrar@cedarville.edu](mailto:registrar@cedarville.edu), or call the office at 937-766-7710.***

This concludes the introduction to “Using Student Planning.” Instructions for using Student Planning to select course sections and activate a registration are provided in our guide, entitled, “Registering with Student Planning.”