

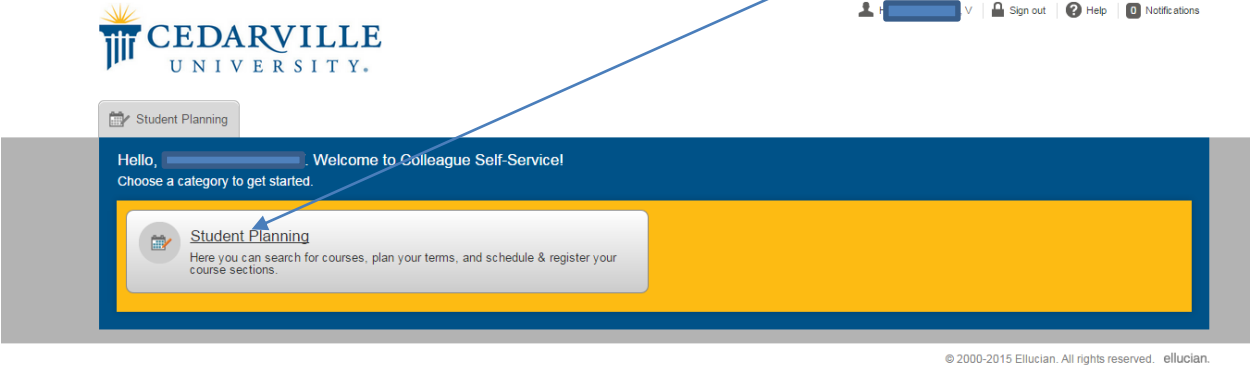
Using Student Planning Student Version

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 bar labeled 'Search for courses...'. The main content area is titled 'Steps to Getting Started' and contains two numbered steps:

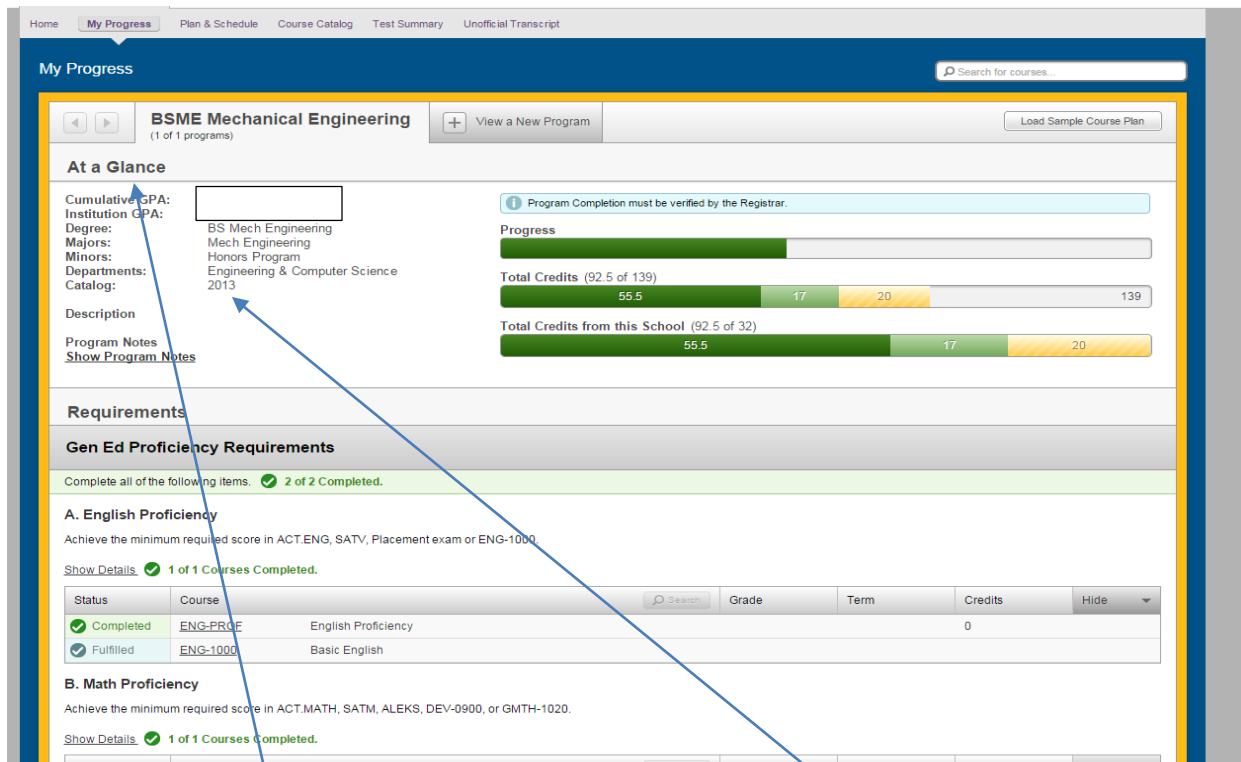
- 1 View Your Progress**
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)
- 2 Plan your Degree & Register for Classes**
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your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

Below the steps, there 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").

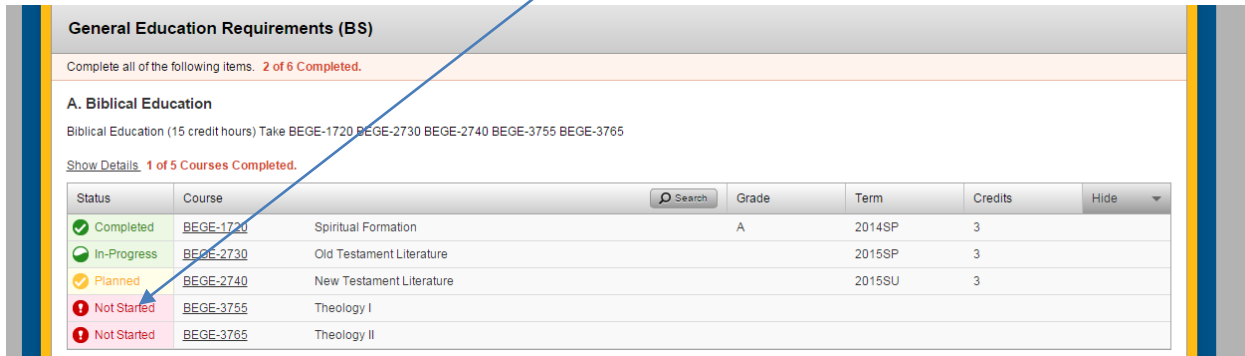
If you think a course has been taken or a requirement has been satisfied that is not indicated on your progress report, you must contact the office of the registrar.

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.**

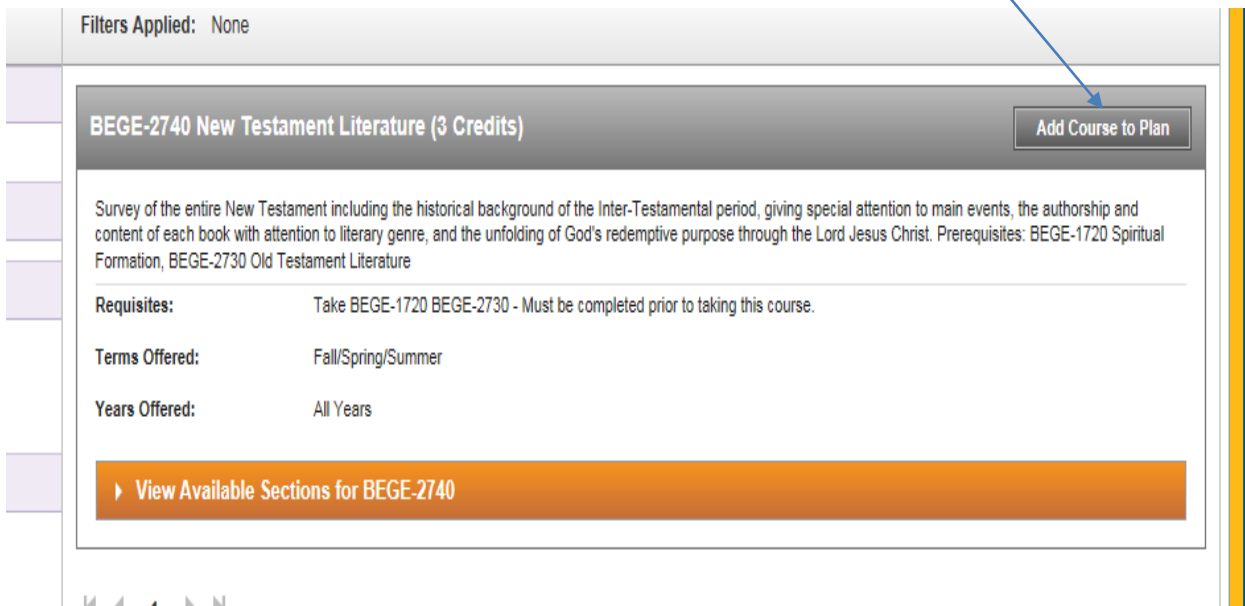
A. Biblical Education

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

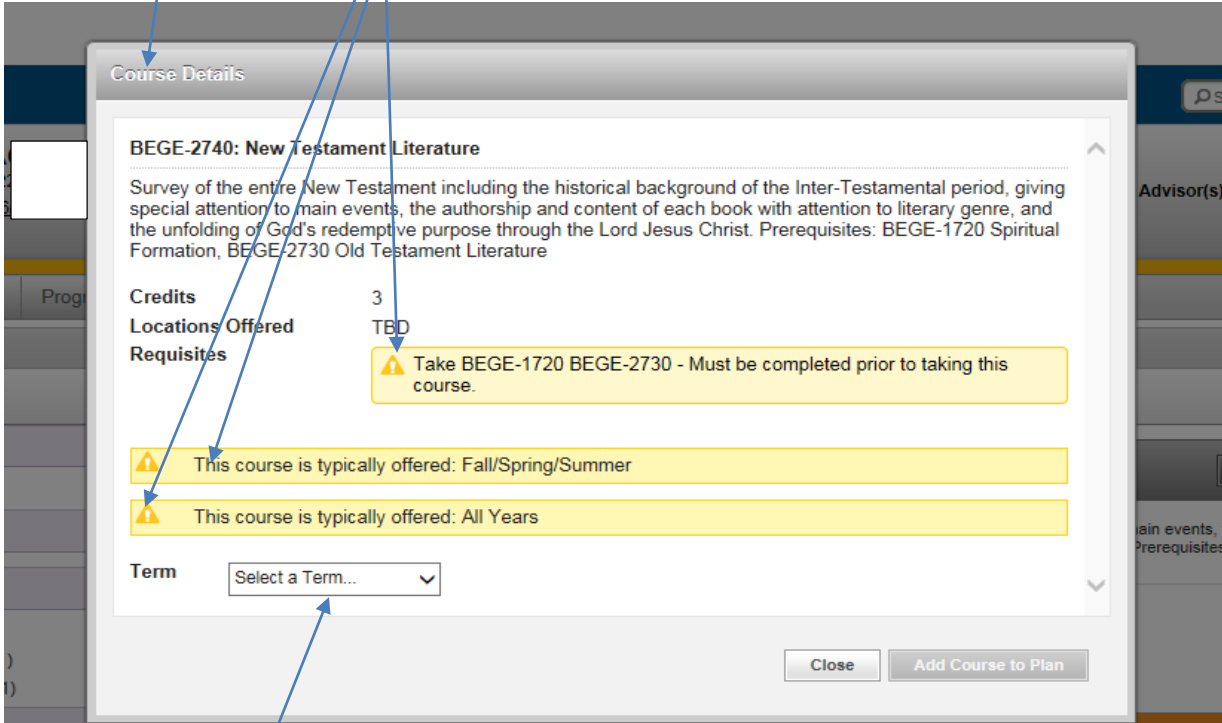
Requisites: Take BEGE-1720 BEGE-2730 - Must be completed prior to taking this course.

Terms Offered: Fall/Spring/Summer

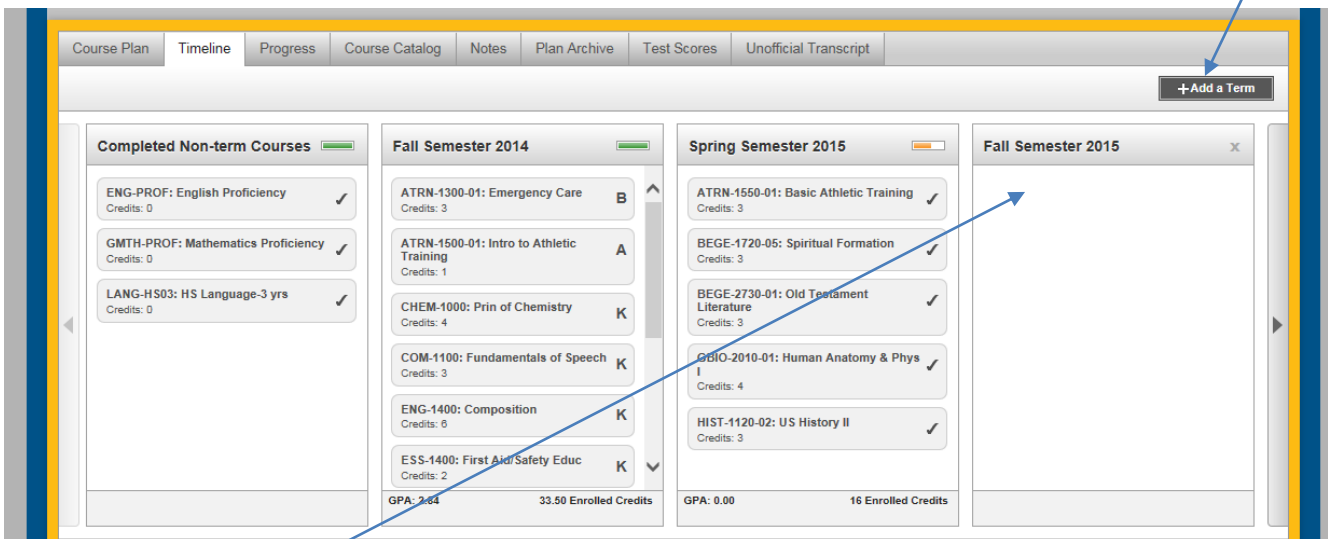
Years Offered: All Years

[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.

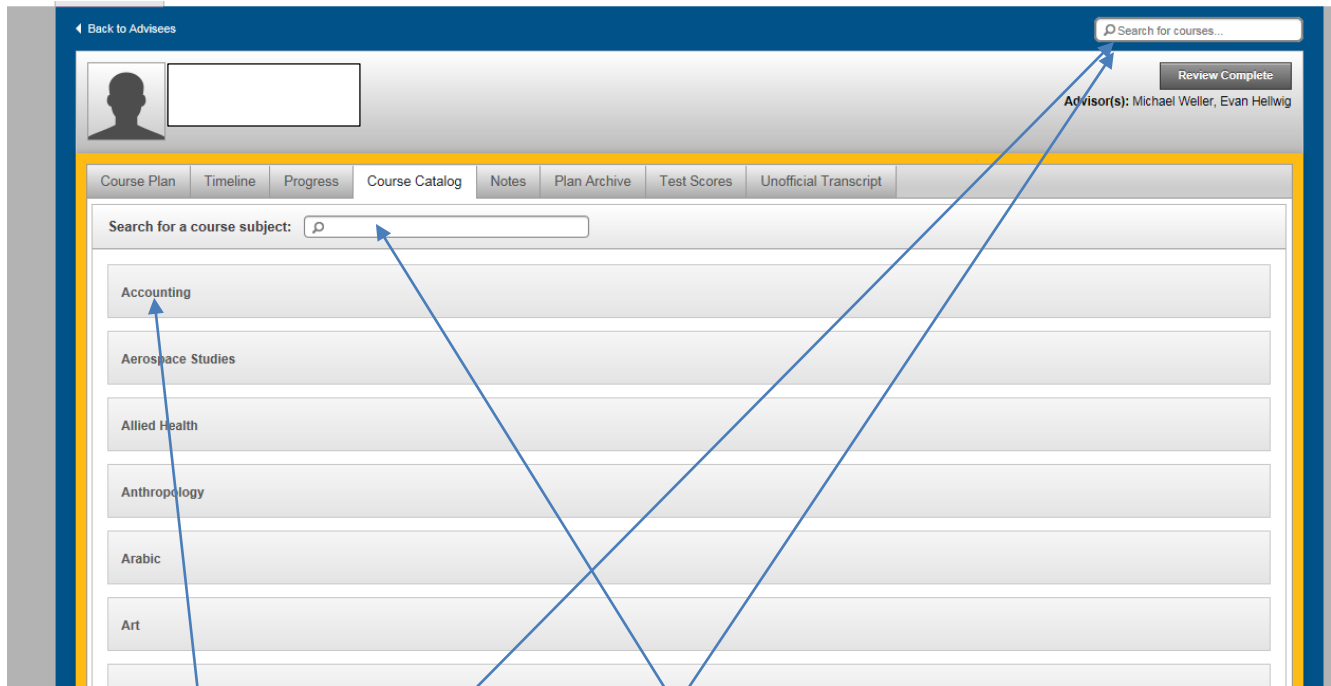


Click on the **“Term” dropdown box** and select the desired term from the list provided, and then click on **“Add Course to Plan.”**



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, or call the office at 937-766-7710.

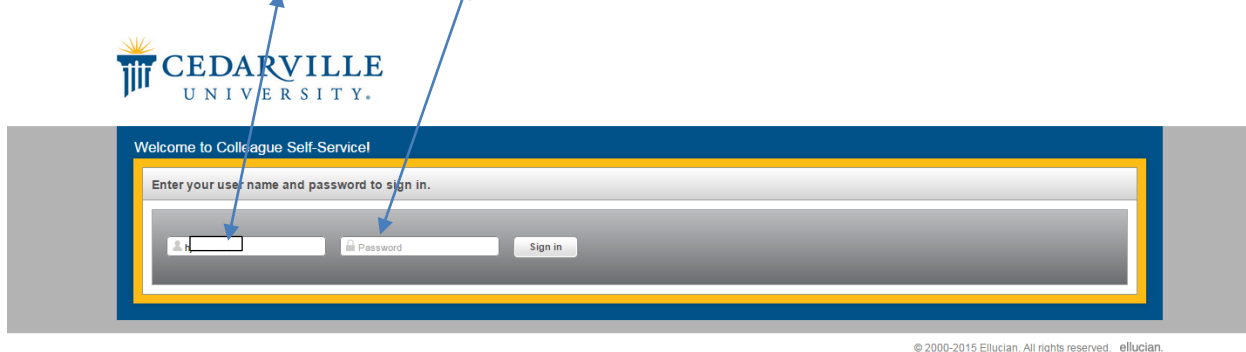
This concludes the introduction to “Using Student Planning.” Instructions for using Student Planning to select course sections and activate a registration are provided in our guide, entitled, “Registering with Student Planning.”

Registering with Student Planning

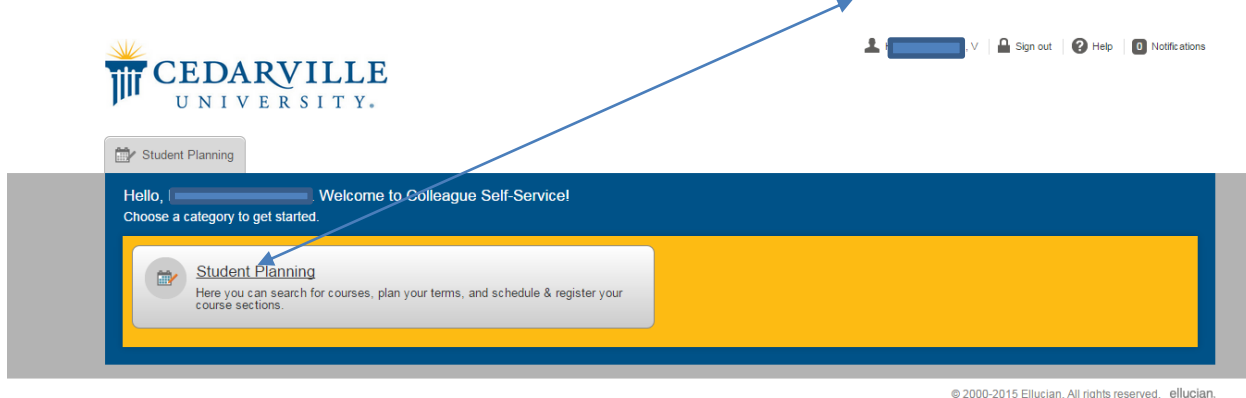
When the semester course schedule for the upcoming term is activated to the Cedarville University website a couple of weeks before registration opens, you can use Student Planning to select course sections for courses that are listed on your timeline for the upcoming term(s).

To access the Student Planning system, go to the Cedarville University homepage and login to CedarInfo (cedarville.edu/cedarinfo) using your 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 current plan, you should see the following screen:

Steps to Getting Started
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](#)

Programs | **Cumulative GPA** | **Progress**

BSME Mechanical Engineering | 3.831 (2.000 required) |

Spring Semester 2015 Schedule

	Mon	Tue	Wed	Thu	Fri
7am					
8am	EGEE-2050-02		EGEE-2050-02		EGEE-2050-02
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-2050-01	EGME-2050-01	EGME-2050-01	EGME-2050-01	

As referenced in the introductory video, click on **“Go to My Progress”** to view your progress toward completing your degree program, or use the **“Go to Plan & Schedule”** link to access your timeline and course plan.

Click on the **Go to Plan & Schedule** link to access the courses that you have planned in your **timeline**; scroll to the upcoming term using the navigation arrows, as needed.

Plan your Degree and Schedule your courses

Schedule | **Timeline** | Advising

Spring Semester 2015

- BEGE-2730-03: Old Testament Literature (Credits: 3)
- EGEE-2050-02: Circuits & Instrumentation (Credits: 4)
- EGME-2050-01: Computational Methods (Credits: 4)
- EGME-2630-02: Dynamics (Credits: 3)
- MATH-2710-01: Calculus III (Credits: 3)

GPA: 0.00 | 17 Enrolled Credits

Summer Session 2015

- BEGE-2740-02: New Testament Literature (Credits: 3)
- GSS-1100-03: Politics & American Culture (Credits: 3)

6 Planned Credits

Fall Semester 2015

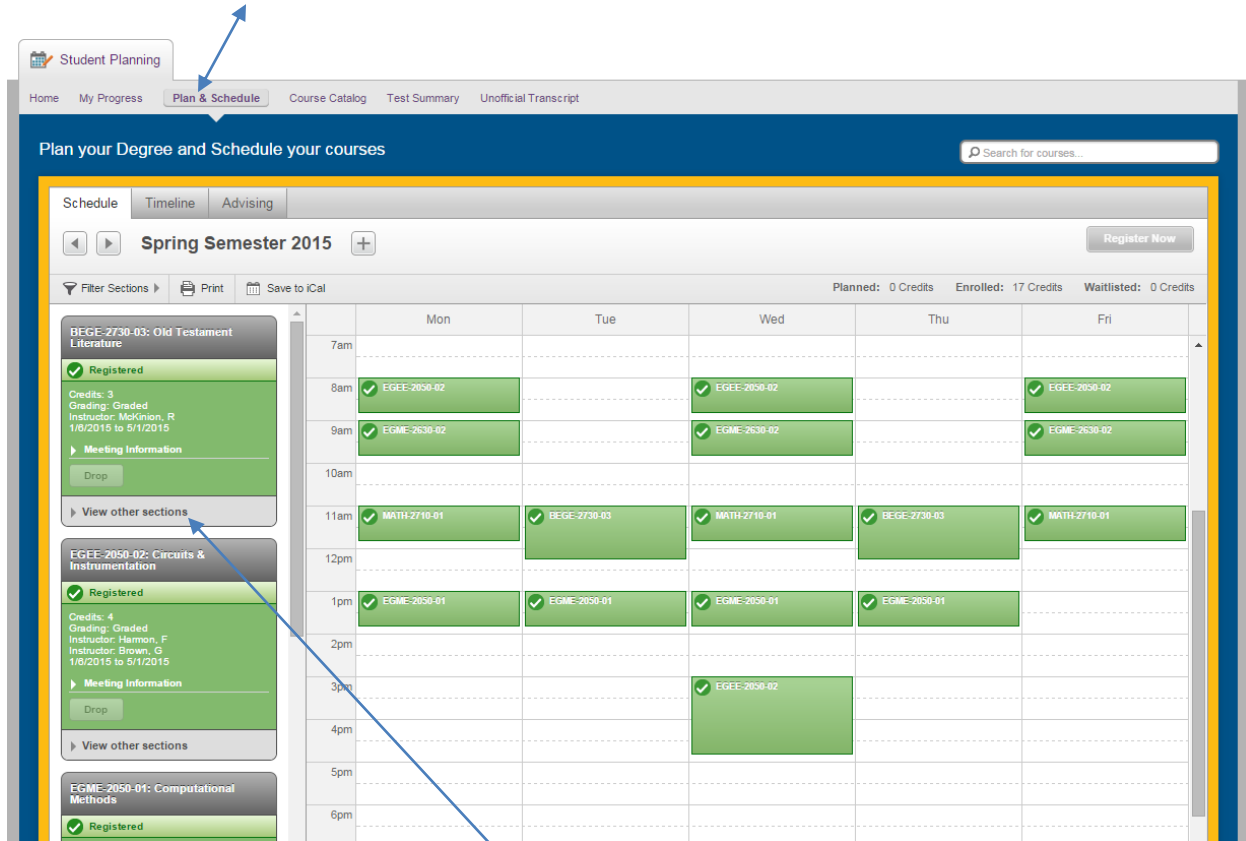
- EGME-2410-02: Prop Engineering Material (Credits: 4)
- EGME-3010-02: Mechanical Engr Lab I (Credits: 2)
- EGME-3110-01: Thermodynamics (Credits: 5)
- EGME-3210-01: Fluid Mechanics (Credits: 3)

14 Planned Credits

Spring Semester 2016

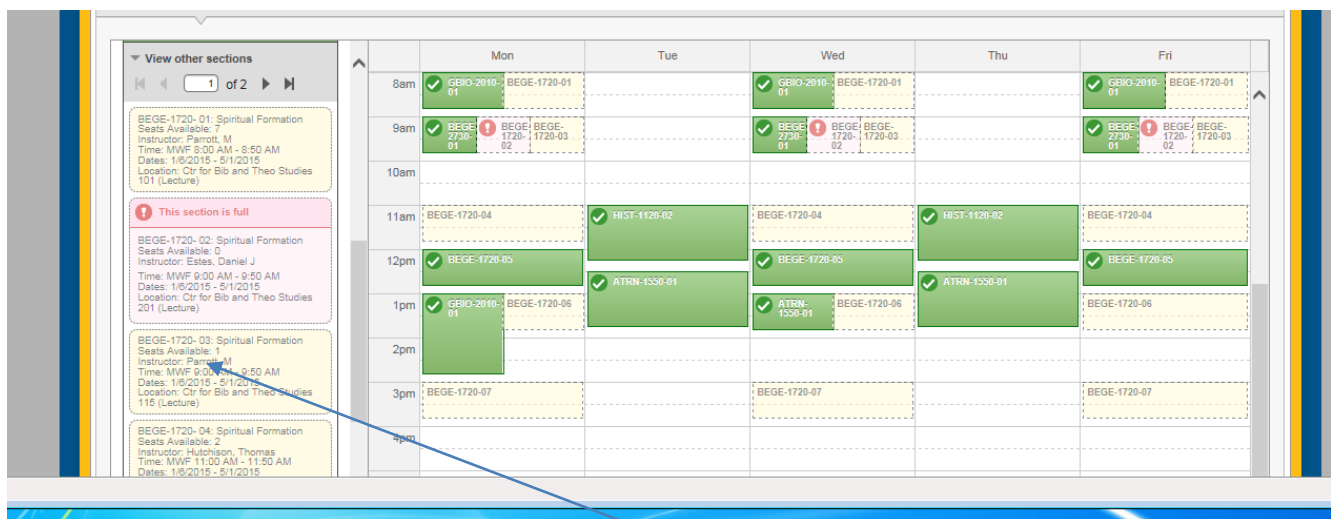
+ Add a Term

Go to the "Plan & Schedule" tab



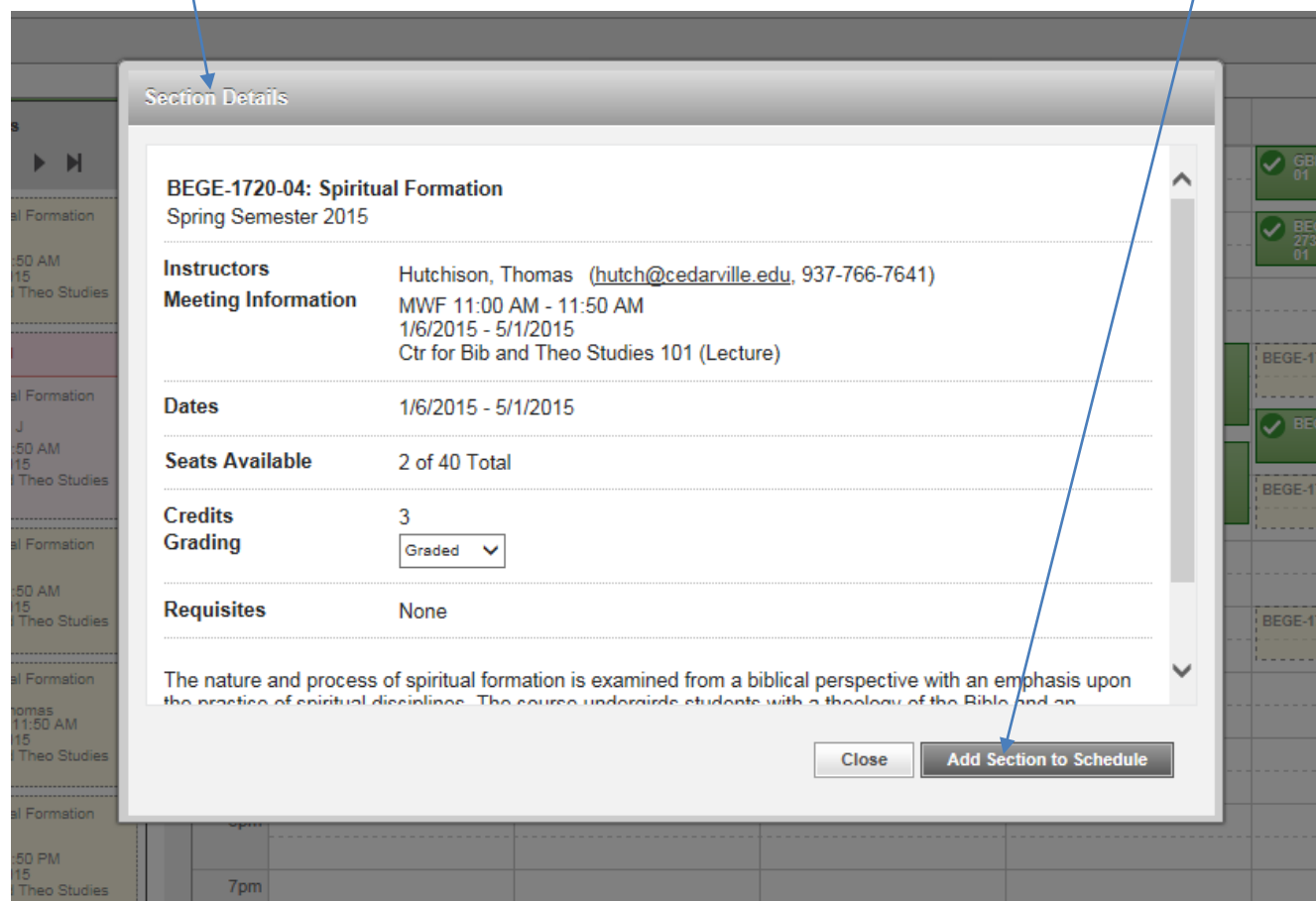
Select a course from the list and click on "View...sections." This will enable you to see a list of all sections of that class being offered for that term, along with their respective times and instructor names. It will also indicate when a section is filled or has a waitlist.

As you view the list, the program also indicates where each section would appear on your calendar. This enables you to easily see where course conflicts occur.



When you have decided on the section that you want, click on that section in your list.

The “**Course Details**” screen will now appear. To add this course section to your timeline, click on “**Add Section to Schedule**” button at the bottom of the screen.



Repeat this process for the remaining courses listed on your timeline to build the schedule that you desire for the term.

As you continue to select the sections for which you desire to register, pay particular notice to any courses that overlap on your calendar.

The Student Planning program will allow you to place conflicting courses on your timeline. However, when you attempt to process your registration, it will not allow you to activate a schedule which includes a course conflict.

Even though you have now selected the list of course sections that you wish to take in the upcoming term, you are not yet registered for those sections. The additional steps for activating your registration are provided in the following section.

Activating Your Registration from Student Planning

Approximately 1-2 weeks prior to the beginning of the early registration period for the upcoming term, the office of the registrar will send an e-mail to notify faculty and students when registration preparations have been completed.

Upon receipt of this e-mail, you may login to CedarInfo and click on “Class registration date and time,” located on the Student (Academic) Transactions menu. This provides the time that you will be able to activate your registration for the designated terms.

The screenshot shows the Cedarville University website interface. At the top left, there is a "Home" link. Below it is a dark blue header with "Cedarville University" in white. The main heading is "Registration Date and Time". Below this, there are two lines of text: "You may start online registration for 2015SU on 03/16/2015 at 12:48PM." and "You may start online registration for 2015FA on 03/16/2015 at 12:48PM." Below these are several paragraphs of text, including "An online registration code for each term can be obtained from your advisor(s) listed below. This code is needed before you can register for any class." and "Please contact [The Office of the Registrar](#) if you have any questions regarding the above registration information." Blue arrows point from the text above to the "Home" link, the "Registration Date and Time" heading, and the two registration dates.

This screen also indicates any restrictions (or holds), such as a past due financial obligation, which will prevent you from activating your registration.

Note: You must reconcile all restrictions and you must complete the *Financial Agreement process before you will be permitted to register.*

You do not need a registration code to register in Student Planning. However, your advisor does have to complete a process to approve you to register.

After your advisor has approved you to register, and your assigned registration day and time has arrived, you will follow the steps to login to the Student Planning program, as provided previously. Note that you may complete this process at a desktop computer or from a mobile device.

When you have arrived to the **Plan & Schedule** tab, find and click the **“Register Now”** button in the upper, right section of the screen.

Your registration for all requested sections that are open and have no waitlist will be activated as of that time.

View the status of each requested section to ensure that it is now marked **“Registered.”**

If any sections that you requested were filled or conflicted with another section when you attempted to register, you will need to repeat the steps provided previously to view and select alternative sections or courses.

When your registration is active, all of the courses for which you have registered will now appear as **“planned”** (yellow font) on your progress tab.

Status	Course	Grade	Term	Credits	
Completed	BEGE-1720	Spiritual Formation	A	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			

Congratulations! You have successfully registered for next semester using Student Planning!