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.

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.

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