Introduction

Student Planning

Colleague® Student Planning is designed to accelerate time-to-degree by offering effective communications, appropriate engagement and intervention, and strategic planning solutions that can help you make measurable progress toward better student outcomes.

With Colleague Student Planning, you can:

• Provide insightful advising that helps students make better decisions and graduate faster

• Free advising staff from administrative duties so they can spend more time with at-risk students

• Deliver clear "on-track" and "on-time" indicators to help students stay on their academic path

• Offer an easy-to-use online solution with mobile capabilities for a convenient, on-demand user   experience

• Map course offerings more effectively

**Provide the support students need to stay engaged**

Colleague Student Planning helps students stay on track to earn a degree by highlighting what a student needs to complete a program as well as what they have taken to date. This gives students a greater sense of control over their academic planning process, and it allows them to explore a wider range of subjects than they might normally choose. And, it frees valuable student advisor resources so they have more time to make the most of their interactions with students.

Student Planning Home

Log into Eagle's Eye and select "Academic Planning" under the Student tab.
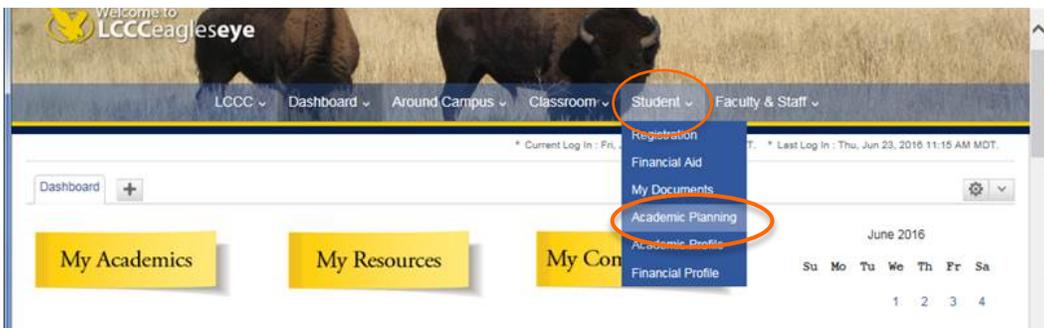
Steps to Getting Started
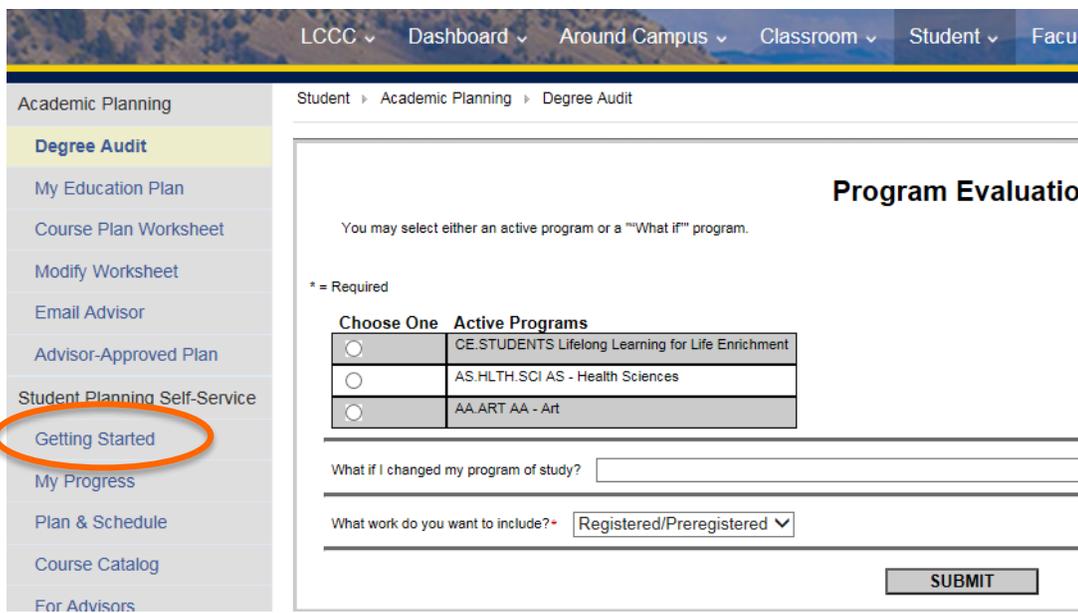
Home Page

A list of your active academic programs along with associated cumulative grade point average and credit information appears on the Home page. Select any program or select My Progress to go to additional information about your progress in your programs.

Select "My Progress" from the home page to begin.

My Progress

This is the "dashboard" that shows you your progress towards your degree completion. The program(s) of study you have officially declared will be preloaded. Scroll down the page to see the program requirements laid out by semester and your progress in each area.

The progress bars and an estimate of your progress toward completion and cannot be use as exact measurements. Always work with your advisor to ensure that all the components of your degree and progress toward completing them are reflected accurately.

Program Notes

You can see important notes about your program by choosing the Show Program Notes link. If there is information for you to view, it is displayed in a dialog box that you can scroll through. The information may be different for each program if you have more than one active program. The information may also change from day to day, so it is important to check your Program Notes frequently.
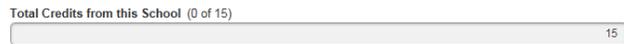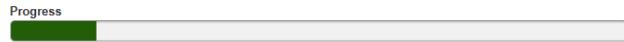
Home   My Progress   Plan & Schedule   Course Catalog   Test Summary   Unofficial Transcript

My Progress

Search for courses...

|< >| **AS - Health Sciences**
(2 of 3 programs)

[+] View a New Program

Load Sample Course Plan

At a Glance

|	
Cumulative GPA:	0.000 (0.000 required)
Institution GPA:	⚠ 0.000 (2.000 required)
Degree:	Associate of Science
Majors:	Health Sciences
Departments:	Biology
Catalog:	2015

Description
The Health Sciences degree is recommended for those students who desire a health science generalist curriculum. It provides the general
More...

Program Notes
Show Program Notes

ⓘ Program Completion must be verified by the Registrar.

Progress

Total Credits (52 of 62)

| 52 | 62 |

Total Credits from this School (0 of 15)

| | 15 |

Load Your Course Plan to Schedule Courses

The course plan will assist you in sequencing your future courses, providing the ideal path in meeting your academic goals. Planning your courses by directly using your program requirements helps ensure that you complete the program in the most expedient way.

Click on Load Sample Course Plan
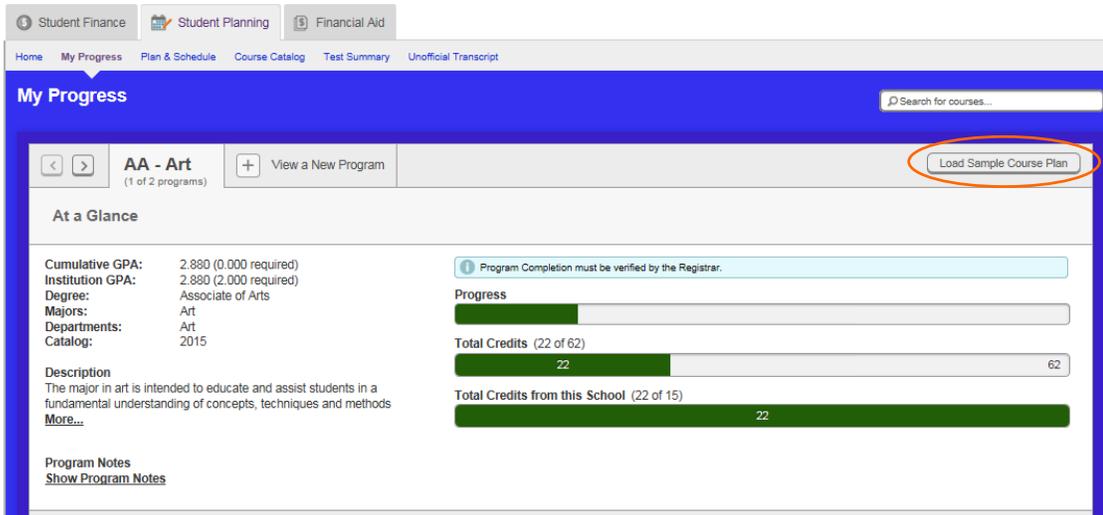
1. Select a term from the dropdown menu.

2. Select your enrolled program.

3. Click Preview Plan

This will generate the suggested plan for completing your degree.
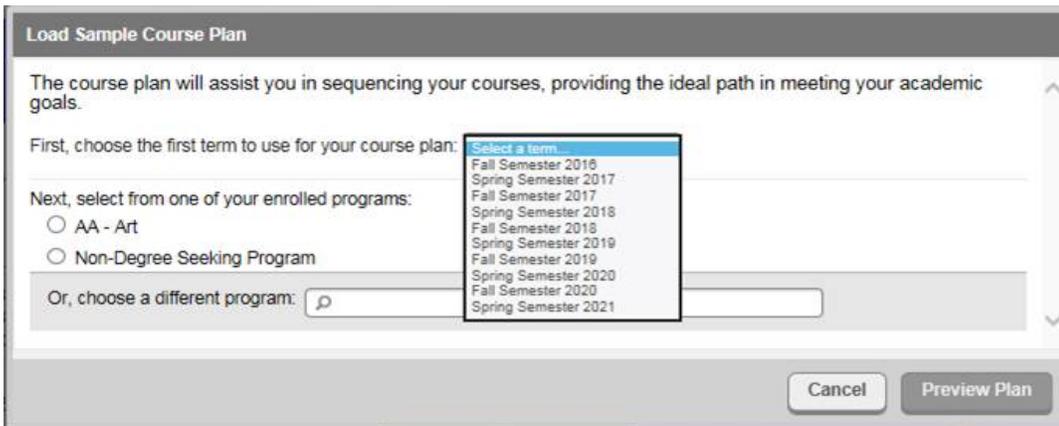
If you are a continuing student under a catalog prior to 2015, you will need to work with your advisor to craft this plan as it won't automatically load.

Timeline View

Click on Timeline for a visual look at your course plan. Completed courses will appear to the left. Future courses will appear in the semesters to the right.

You may remove a planned course or planned section from a current or future term on you plan by using one of the following methods:

- To remove individual courses, select the Schedule or the Timeline view from the Plan & Schedule tab. Select the x next to the course or section names to remove the item from the plan.

- To remove all the planned courses, select the Schedule or the Timeline view from the Plan & Schedule tab. Next select Remove Planned Courses. The Remove Planned Courses dialog box is displayed. From there you will need to verify that you want to remove the planned courses as indicated.

You may not remove a course or section from the plan once you have registered for a section of it in that term or if the course has been marked as protected by your advisor.

Compare course plans
If you have multiple declared programs, you can see the layouts in the Timeline at the same time. However, they will display together, but not indicate which course is for which program. This can be confusing and may require you to work with your advisor to clear overlapping courses and create a functional plan.

Change academic program
You cannot change your program in Student Planning. However, you can use View a New Program as a "what if" scenario. Once you select a program from the list, you will be shown a temporary "My Progress" view of where you currently stand in the program you selected, based on your completed coursework and future planned courses. If you want to permanently make a program change, you will need to do so through your EaglesEye account.

Plan & Schedule: Schedule View

The Plan and Schedule tab is where you can schedule and register for your courses. The Schedule view shows a semester plan. You can only view semesters that are open for registration in this view.

Search for course sections
You can search for course sections that are available to add to open terms in your course plan by using the Search for courses field or the Course Catalog. The following are options when using the search:

- You can use the Search for courses field by entering a specific course, such as math-101, or by entering a keyword that appears somewhere in the course information, such as in the course title.

- You can use the Course Catalog to view all of the available courses by clicking into the search box and pressing enter or for a subject by first browsing a list of subjects, then filtering within subject.

- You can add a section to your schedule from your search results by clicking "Add Course To Plan".

① You can search for and add course sections to your schedule from terms that are available for registration. For example, you can view all of the available sections for a subject by browsing a list of subjects in the Course Catalog. You can also search for a section by keyword from the Search for courses field. When adding a section to your schedule from your search results, you can: See page 19

② - Add different sections of the same course to your schedule in the same term.

- Add the same course or section to more than one term in your schedule. However, you cannot add the same section to the same term multiple times.

- Add a section to your schedule whether or not the course is already on your course plan.

- If the course is already on your plan, use the View other sections link to add sections to your schedule.

- Add sections with no meeting time (online courses). These will appear at the bottom of the view.

View and filter available sections for courses on course plan

You can view and filter available sections by term for active course sections. Choose a term on your schedule to view all of the courses added to that term.

- After adding a section to your schedule, you can choose a different section from the list of available sections.

- You can add more than one section for the same course to preview on your schedule. After you select one, the others will disappear from your calendar.

- If you preview all of the available sections for a course on your schedule, you can review any conflicts such as unmet requisite course requirements.

- You can choose variable credits, when needed, from the list of available sections.

- You can select Filter Sections and then select the criteria by which you want to filter the available sections. For example, select Location to view certain locations or Open Sections to view only available sections only.

View and filter planned course sections

You can view and filter the course sections you have planned for a term as follows:

- Select a term in the Schedule to view planned sections in your course plan.

- Switch between terms to view planned course work and scheduled sections per term.

- Select a future term to view planned course plan course options on your course plan. In the list, the corresponding sections are shown for each course.

- Select a course section to view course section information including the section number, section name, etc. See page 19

- You can select Filter Sections and then select the criteria by which you want to filter your planned sections. For example, select Days of Week, Time of Day, or Instructor.

Search for Courses and Course Sections

Enter Course to Search **1**

🔍 engl-101

Filter Results

4 Filter Results

Filters Applied: None

Add Course to Plan

SUBJECTS

☑ English (3)

ENGL-101 English Composition I (3 Credits)

Add Course to Plan

LOCATIONS

☐ Main Campus (1)

No description available.

Req... rior to or at the same time as this course.

Select to View Available Sections **2**

TERMS

☐ Spring Term 2016 (3)
☐ Fall Semester 2016 (1)

› **View Available Sections for ENGL-101**

DAYS OF WEEK

☐ Monday (2)
☐ Tuesday (2)
☐ Wednesday (2)
☐ Thursday (2)
☐ Friday (2)
☐ Saturday (1)

ENGL-101 Fundamentals of English Lit. (3 Credits)

Select to Add Section to Schedule

Spring Term 2016

English Composition I JVG

3

Add Section to Schedule

Seats	Times	Locations	Instructors
2	T/Th 9:30 AM - 10:50 AM 1/11/2016 - 4/22/2016	TBD Lecture	TBD

TIME OF DAY

Select time range... ▾

INSTRUCTORS

☐ Burger, K (1)
☐ Tomlin, D (1)
☐ Vangilder, J (1)

ENGL-101 Composition (3 Credi...

No description available.

Requisites: None

Terms Offered: Fall + Sp...

› View Available Sections for E...

|◁ ◁ **1** ▷ ▷|

Section Details

ENGL-101-JVG: English Composition I
Spring Term 2016

Instructors	TBD
Meeting Information	TuTh 9:30 AM - 10:50 AM 1/11/2016 - 4/22/2016 TBD (Lecture)
Dates	1/11/2016 - 4/22/2016
Seats Available	2 of 2 Total
Credits	3
Grading	Graded ▾
Requisites	⚠ Take ENGL-099. - Must be taken either prior to or at the same time as this course.

ACADEMIC LEVELS

☐ Undergraduate (3)

COURSE LEVELS

☐ First Yr (3)

COURSE TYPES

☐ English Speech (1)
☐ Standard (1)

TOPICS

INSTRUCTION TYPE

☐ Not Online (3)

Close   **Add Section to Schedule**

Add Section to Schedule

5

Remove planned courses from course plan
You may remove a planned course or planned section from a current or future term on your plan by using one of the following methods:

- To remove individual courses, select the Schedule or the Timeline view from the Plan & Schedule tab. Select the X next to the course or section names to remove the item from the plan.

- To remove all the planned courses, select the Schedule or the Timeline view from the Plan & Schedule tab. Next select Remove Planned Courses. The Remove Planned Courses dialog box is displayed. From there you will need to verify that you want to remove the planned courses as indicated. See next page

Remove Planned Courses

You may not remove a course or section from the plan once you have registered for a section of it in that term or if the course has been marked as protected.

Plan & Schedule: Timeline View

View and modify my course plan

1 You can view and modify the academic terms and courses in your current course plan. At first, a default course plan is displayed, including default terms and without any courses specified. As you update your course plan, the last term that displays when you scroll to the right is determined by your anticipated completion date. You can: See above

- Add a term that falls between existing terms.

- Add a term that falls after your anticipated completion date.

- Add a term that was previously removed.

2
- Remove a future term that does not contain any planned courses. If you remove a future term with planned courses, a message will confirm your action. If the future term has any protected courses you will not be able to remove the term. See above

3 **Note:** You cannot delete a past or current term from your course plan or delete a term that has one registered course, you must detail to the calendar for that term and drop the registered course or delete the planned courses. See above

If your degree plan includes protected courses, you can plan sections for the protected courses, remove any planned sections, register, and drop sections for planned courses. You cannot remove the course or move the course from one term to another. If you need to make changes to protected courses, contact your advisor.

Register if schedule contains available sections for more than one course
When your schedule contains available sections for more than one course, determine which sections you want and select Register Now.

Register when some sections on schedule are available and others are not
You have the following options to register for the available courses:

1

- Select Register Now. When you submit a schedule that contains some available and some unavailable sections, you will be registered for the available sections only. Then you can search for the remaining available sections that you need.

- Select Register for the section you want to register for in the course container. If the section is not available, the register option is not displayed.

If you are trying to register for courses that are currently unavailable, you will not be able to register for it at this time. You can choose to be added to the waitlist, if wait listing is an option in that instance, or to look for a different available section of the course.

Register for a section that has a prerequisite
Select Register Now. When you submit a section for registration that has a prerequisite course, you will be registered for the section if you have already met the prerequisite requirement. Otherwise, you will not be registered for the section.

Add a course section to registration
You can add a section during the registration Add/Drop period without submitting your entire schedule for registration. Select a section from your currently planned schedule and submit it for registration by selecting Register.

Option to register for courses
You may only be able to register for courses during a specific time period based upon your registration status. If it is before or after your registration time slot, you will not have the option to register for any courses.

Drop a registered section

① You can drop a registered section during the Add/Drop period. Select a section from your current schedule and drop it from your registration by selecting Drop. The Register and Drop Sections dialog box is then displayed where you can select any additional sections you want to drop and you can also choose to register for any other planned sections at the same time. Select Update when you have completed your selections and you will be registered and dropped from the sections you specified. The planned section will remain on your schedule, but it will no longer show that you are registered for the course if the drop was successful.   See below

Add self to the waitlist of a closed section

② If a section is full, you can add the unavailable section to your schedule by opening the section and selecting Add Section to Schedule. To the left of your schedule, you can see a list of courses and sections. Select Waitlist on the planned section. You can waitlist even if a date/time conflict exists with a course for which you are currently registered. See below

Remove yourself from a waitlist
You can remove a section you previously added to a waitlist. The section will remain as Planned on your schedule. To the right of your schedule, you can see a list of courses and sections. Select a Waitlisted section and remove it by selecting Drop Waitlist.

Note: After you receive permission to register, the Drop Waitlist option is replaced with Register.
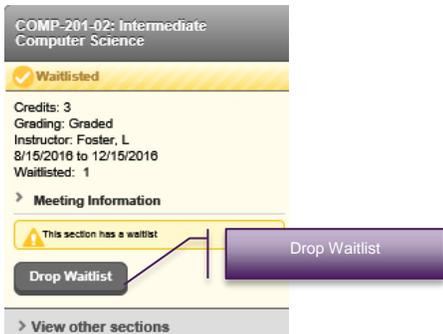
Plan & Schedule: Advising Tab

1

Submit your schedule to advisor for approval
You can submit your schedule to your advisor by selecting Advising.

2

Select Request Review. Your full plan (including all terms) is submitted. Your advisor may approve or deny any course in any planned term. Or, your advisor may just make comments about your plan that you can review by selecting Advising.

3

View notes to and from my advisor
You view notes to and from your advisor by selecting Advising. You can review notes from your advisor and add notes for your advisor using the Compose a Note section.
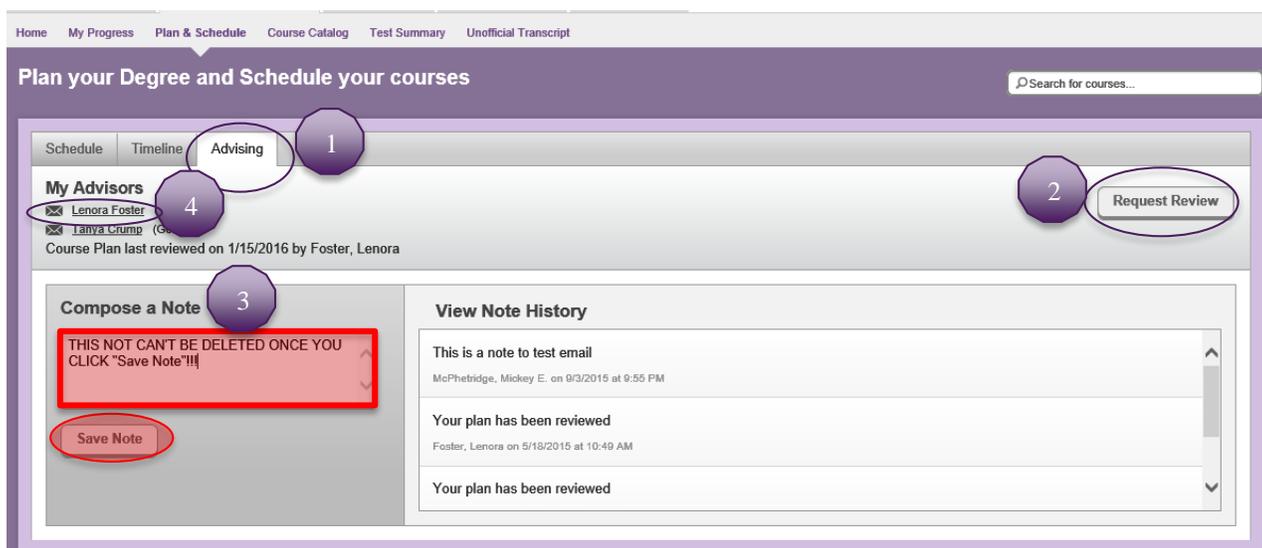*Please be advised these notes can't be deleted once you select "Save Note".*

4

Email advisor
You can email your advisor by selecting Advising and then click on the name of your advisor in the My Advisors section.

Course Catalog: Search Results

Filter the results of a search for courses that are available to add to course plan

You can filter search results to view course and section information.

- Refine your search results by applying filters from the categories on the left side of the page. For example, you could filter your search results by subject, location, and course level.
- You can add and remove any or all filters on your search results

View course details and available sections

Select a course from the search results to expand and review the course details. You can also expand and review the available sections, if applicable.

Search for a course by subject

You can use the Course Catalog to locate courses.

Return to the Course Catalog and in the Search for a course subject window, enter the first letter or letters of the subject to refine the list. After you select a subject, you can then select an item from the list to view the course search details.

Unofficial Transcript

View unofficial transcript

When you want to view your unofficial transcript, click the link for the transcript you want to view, and when prompted by your browser, open the PDF to see all the details of the unofficial transcript. If you have multiple transcripts, a separate link is displayed for each of the transcripts. Select the link for the transcript you want to view.