

# ACADEMIC PLANNING FOR STUDENTS

## OVERVIEW

With **Student Planning**, registering online is easier than before. As a Marywood student, you can **plan** and **register** for courses straight from the **course catalog** or your **degree audit**. Whichever courses you plan appear in your **interactive schedule** where you and your advisor can **view and edit planned courses**. Student Planning also allows you to **plan courses into future semesters** for easy registration later on. Finally, you can **track your progress** and see a **timeline** of your college career.

## LOG ON TO THE MARYWOODYOU PORTAL

1. Open a web browser and navigate to the Marywood homepage.
2. Click on the **MarywoodYou** link at the bottom of the Marywood homepage.
3. Type your **User Name** and **Password**. Then, click **Sign In**.

Figure 1 Screenshot of Portal Login Page

4. On the page that displays, click **STUDENT** to see the **Student Portal**.
5. Locate the **Self-Service Menu** on the left.
6. Select **WEBADVISOR FOR STUDENTS**.
7. Expand **Academic Planning**, then select **Student Planning**. The page will open in a new browser tab.

## PLANNING OVERVIEW

**Planning Overview** is your homepage for online registration. Here, you can **view** your current semester schedule and **navigate** to different areas of Student Planning.

- There are two options at the top: [View Your Progress](#) and [Plan your Degree & Register for Classes](#). **View Your Progress** brings you to your **degree audit**, while **Plan Your Degree** brings you to your **interactive class schedule**.
- Below these options is a **calendar view** of your current semester.

	Mon	Tue	Wed	Thu	Fri
10am					
11am					
12pm		✓ BUS-422-02		✓ BUS-422-02	
1pm	✓ BUS-312-01	✓ BUS-471-01	✓ BUS-312-01	✓ BUS-471-01	✓ BUS-312-01
2pm					
3pm					
4pm					
5pm					
6pm	✓ BUS-301-02		✓ BUS-334-01		
7pm					
8pm					
9pm					

Figure 2 Screenshot of Current Semester Plan

- Hover over the [Student Planning](#) tab at the top of the page to access **My Progress**, **Plan & Schedule**, and **Course Catalog**. You can add courses to your plan using any of these links.
  - **My Progress:** your degree audit. Navigate to the Course Catalog from here by clicking on **specific courses**, using the **search box**, or clicking the **Search command**.
  - **Plan & Schedule:** a calendar view of **planned** and **registered courses** from the past, present, and future. You can **register/drop** courses, **switch** course sections, and **view** a timeline of your college career.
  - **Course Catalog:** the entirety of Marywood's course offerings, sorted by subject. Use the **filters** to narrow your search to the **semester**, **time**, and **academic level** you desire.

## ADDING COURSES FROM MY PROGRESS

The **My Progress** section of Student Planning serves as your **degree audit**. It allows you to view your **GPA**, approximate **percentage of completed program requirements**, and the **total credits** for your program. Classes listed in My Progress are labeled as **Completed**, **In-Progress**, **Not Started**, or **Planned**. You may also see **Fulfilled** (with respect to **Completed** requirements).

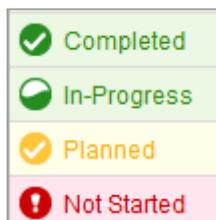


Figure 3 Screenshot of Progress Labels

There are a few ways to search for courses through the **My Progress** section.

1. Modern Belief <span>✓ 1 of 1 Courses Completed.</span> <span>✓ Hide Details</span>					
Status	Course	<input type="text" value="Search"/>	Grade	Term	Credits
✓ Completed	<a href="#">R-ST-112</a> MODERN BELIEF		A-	2010FA	3
2. Religious Studies Elective <span>✓ 3 of 3 Credits Completed.</span> <span>✓ Hide Details</span>					
Status	Course	<input type="text" value="Search"/>	Grade	Term	Credits
✓ Completed	<a href="#">R-ST-235</a> DEATH&AFTERLIFE		B+	2012SI	3

Figure 4 Screenshot of My Progress

- Select the  button located within the subject area for the course. This will take you to the **Course Catalog** where courses that fulfill that specific requirement will display.
- Select a specific course by **clicking** the course name. This will take you to that course's entry in the catalog.
- Type a **keyword** into the  box to **search** the course catalog.

Any of the above will bring you to the **Course Catalog** where you can add courses to your plan. See page 4 for more information.

At any point in your search, hover over the **Student Planning** tab to navigate to the different areas of the module.

## ADDING COURSES FROM THE COURSE CATALOG

1. If you are accessing the Course Catalog from the Student Planning menu, narrow your search by **selecting a subject**. Then, use the **Filter Results** checkboxes to further narrow the search by term and other areas.
2. Locate a course and click **View Available Sections**. All available sections for the chosen course will appear with information such as **day/time of class**, **available seats**, and any **prerequisites**.
3. Once you find the section you would like to add to your plan, click **Add Section to Schedule**. A dialog box will appear. If you still would like to **add this course to your plan**, click **Add Section**.
4. If there are **no sections available** for the upcoming semester for this course, you may click **Add Course to Plan** to **add the course to future semesters**.
5. After clicking **Add Course to Plan**, a dialog box will display. This window contains any **prerequisites** that must be completed before registering for that particular course, as well as **important notes** such as the semester the course is typically offered in.

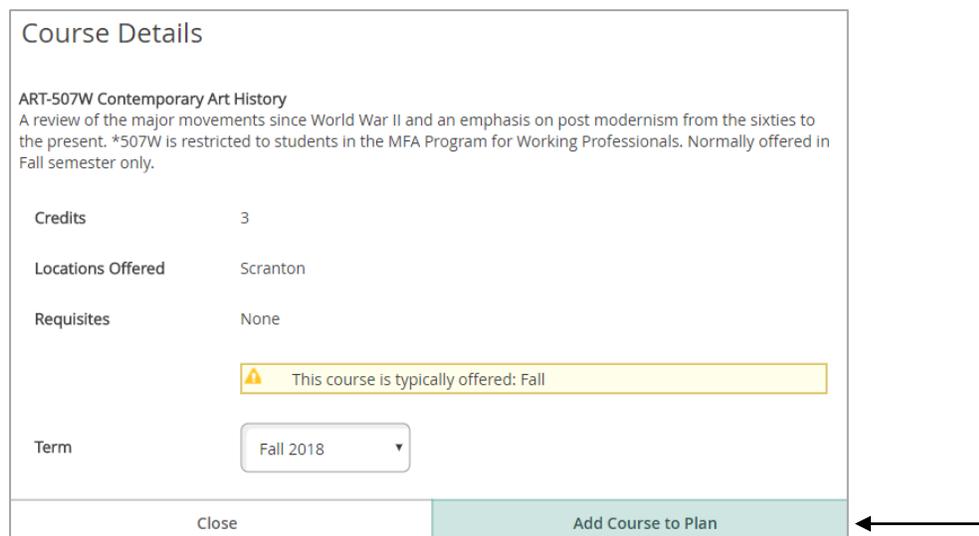


Figure 5 Screenshot of Course Detail

6. The class is added to the **Course Plan**, **Timeline**, and **Progress** tabs as **Planned**. For information on how to register for courses, see page 5.

## PLAN & SCHEDULE

The **Plan & Schedule** section (AKA the **Course Plan**) allows you to see your **current, future, or past schedules**, **view a timeline** of the semester you have attended or plan to attend, and **view** or **add notes** that you and your academic advisor can add to your academic plan.

### SCHEDULE TAB

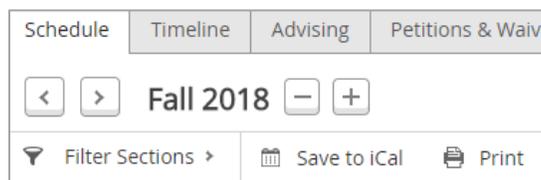


Figure 6 Screenshot of Schedule Tab

- Use to **move** between semesters.
- Click **Print** to **print** out the displayed schedule.
- **Filter sections** using the command under the semester title.
- To **schedule a planned course**, click to see the sections offered for the course and click when you find one you like.
- Click the button on the left-hand side to **drop a future course** that you have scheduled. If you **drop a registered course**, it will **prompt you to verify** that you wish to drop the course. If this is correct, click **Update** and your schedule will be modified.
- Click to **register for your planned courses**. If successful, your courses will turn from **yellow to green** on your schedule. You **will** need your advisor to release you in order to register each semester. Once registered, your schedule will look similar to the one pictured below.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							

Figure 7 Screenshot of Registered Courses

## TIMELINE TAB

- The **Timeline** tab displays a **list of courses by semester**. Use   to move between semesters. **Grades** and **GPA** information for completed courses/semesters appear here.
- Click the **name of any course** to see the **section details**, including **instructor, location, time, and course description**.

Fall 2012	Spring 2013	Fall 2013
ENGL-399-01: St: Writing Creative Nonfictio Credits: 3 A	ENGL-170-01: Introduction to Literary Studi B+	ENGL-339-01: Children's Literature Credits: 3 A
HIST-H100-01: Roots of the Modern World Credits: 3 A-	ENGL-360-01: Medieval and Early Modern Brj A-	ENGL-364-01: British Literature II Credits: 3 A
MATH-110-02: Mathematics for Contemporary S Credits: 3 A	ENGL-399-03: Special Topics Credits: 3 A-	ENGL-H399-01: ST: Hamlet and its Afterlives Credits: 3 A
RST-112-01: Modern Belief Credits: 3 A	PHIL-H410-01: Philosophy of Emotion Credits: 3 A-	ENVS-261-01: Earth Science I - Geology Credits: 3 A
SPAN-223-01: Spanish for Reading and Review A	RST-H215-01: Foundations of Christian Moral A-	HIST-250B-01: Gender in Asia Credits: 3 A
UNIV-H100-01: Living Responsibly in an Inter A-		
GPA: 3.918 16 Enrolled Credits	GPA: 3.602 15 Enrolled Credits	GPA: 4.000 15 Enrolled Credits

Figure 8 Screenshot of Timeline

**NOTE:** You can **remove planned courses** for future semesters in the Timeline. Simply **click the "X" button** next to a course's name.



Figure 9 Screenshot of Planned Course in Timeline