

HOW TO . . .



Student Planning

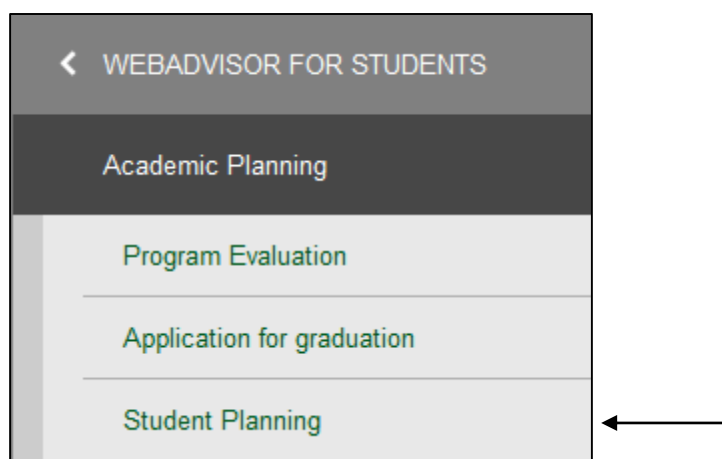
Overview

Marywood students can now plan out their course of study from freshman through senior year as well as while attaining their graduate degrees. While working with their academic advisors, students can plan what classes to take during specific semesters so that they are able to complete their degree in a timely manner. Besides planning out their course load, students may also track their progress and schedule their classes through the student planning tool.

Log On to the MarywoodYOU Portal

1. Open a Web browser (Internet Explorer is recommended) and navigate to <http://www.marywood.edu>.
2. Click on the **MarywoodYou** link at the bottom of the Marywood home page.
3. Type your *User name* and *Password* in the dialog box. Then, click **Log On**.

4. The MarywoodYOU Portal page displays.
5. Locate the **Self-Service Menu**.
6. Select **WebAdvisor for Students**.
7. Expand **Academic Planning**, then select **Student Planning**. That page will open in a new browser tab.



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Home

1. The **Home** section under the *Student Planning* tab provides you with the option to **View Your Progress** (Step 1) or **Plan Your Degree & Register for Classes** (Step 2). It also provides you with a calendar view of your current schedule.

	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					

2. You may navigate to the other sections found on the main menu under the *Student Planning* tab or utilize **Step 1** or **Step 2** to continue with your academic planning session.

My Progress

1. The **My Progress** section of Student Planning allows a you to view your GPA, approximate percentage of program requirements that have been completed, and list the total credits for your program that are *Completed*, *In-Progress*, *Not Started*, or *Planned*. You may also see *Fulfilled* (with respect to *Completed* requirements).

✓	Completed
🔄	In-Progress
📅	Planned
❗	Not Started

B. Ultimate Rltshps
 Complete RST-112 and an additional 3-credit Religious Studies Elective. Complete PHIL-113 and an additional 3-credit Philosophy Elective.
 Complete all of the following items. **2 of 4 Completed.**

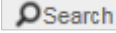
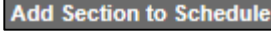
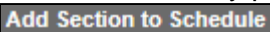
1. Modern Belief [Show Details](#) ✔ **1 of 1 Courses Completed.**

Status	Course	Grade	Term	Credits	Hide
✔ Completed	RST-112 Modern Belief	A	2012FA	3	
2. Religious Studies Elective [Show Details](#) **0 of 3 Credits Completed.**

Status	Course	Grade	Term	Credits	Hide
❗ Not Started					
3. Introduction to Philosophy [Show Details](#) ✔ **1 of 1 Courses Completed.**

Status	Course	Grade	Term	Credits	Hide
✔ Completed	PHIL-113 Introduction to Philosophy	D+	2012FA	3	
4. Philosophy Elective [Show Details](#) **0 of 3 Credits Completed.** ✔ **Fully Planned**

Status	Course	Grade	Term	Credits	Hide
✔ Planned	PHIL-328 Environmental Ethics		2015SP	3	

2. You may add a course (Not Started) to a plan directly from the **My Progress** section which displays your current Degree Audit. Select the  button located within the subject area for the course. This will then take you to the course catalog where it will display courses that fulfill those specific requirement for that section.
3. Locate a course and click **View Available Sections**. Once you have found the section you would like to add to your plan, click . A dialog box will appear with the course information such as day/time of class, available seats, and any prerequisites. If you still would like to add this course to your plan, click .

Section Details

PHIL-113-05: Introduction to Philosophy
 Fall 2015

Instructors Consagra, C (consagra@marywood.edu)

Meeting Information M 5:30 PM - 8:30 PM
 8/24/2015 - 12/12/2015
 Scranton, Liberal Arts Center 121 (Lecture/Discussion)

Dates 8/24/2015 - 12/12/2015

Seats Available 25 of 25 Total

Credits 3

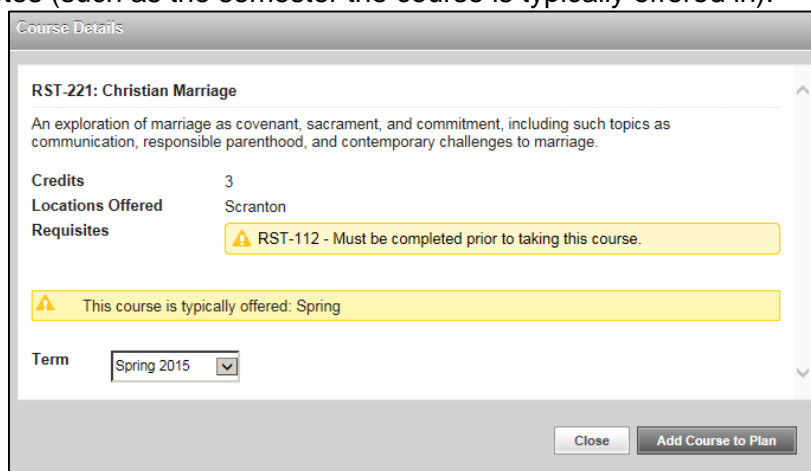
Grading Graded

Requisites None

An introduction to the broad range of thinkers and issues that constitute philosophy. Students will examine critically the accumulated wisdom about God, nature, and humanity in order to evaluate their own life positions and objectives to make ethical decisions in a post-independent world.

Close
Add Section to Schedule

- If there are no sections available for the upcoming semester for this course, you may click the **Add Course to Plan** button to have the course added to future semesters as a planned course.
- After clicking on **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).



Course Details

RST-221: Christian Marriage

An exploration of marriage as covenant, sacrament, and commitment, including such topics as communication, responsible parenthood, and contemporary challenges to marriage.

Credits 3

Locations Offered Scranton

Requisites **⚠ RST-112 - Must be completed prior to taking this course.**

⚠ This course is typically offered: Spring

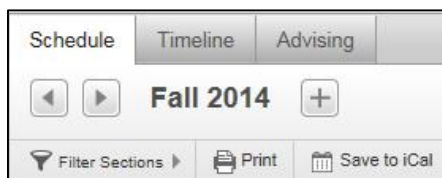
Term

Close **Add Course to Plan**

- The class is added to the Course Plan, Timeline, and Progress tabs.

Plan & Schedule

- The **Plan & Schedule** section 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.
- On the **Schedule** tab, you can use the left and right arrows to move back and forth through semesters. You may also utilize the **Print** button underneath the semester title to print out the displayed schedule. The **Schedule** tab also allows you to filter sections and add your courses to iCal. You may also click the **Drop** button on the left hand side to drop a future course that you have scheduled. If you select to drop a registered course, it will prompt you to verify that you wish to drop the course. If this is correct, click the **Update** and your schedule will be modified.



Schedule Timeline Advising

◀ ▶ **Fall 2014** +


Filter Sections ▶ Print Save to iCal

- To schedule a planned course that shows up in the course listings for an upcoming semester, click on **View Other Sections** to see the sections that are being offered for this course. Once you find the section that you would like to take, click on that section to display

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the section details. If this is the correct course that you would like to register for, click **Add section to schedule**. When it is added to your schedule and displayed in yellow, click the  button to officially register for the course. You will notice that it turns green which represents a scheduled course.

- The **Timeline** tab displays a list of courses by semester. You can navigate to past or future semesters by clicking on the left or right arrows. Grades and GPA information for completed courses/semesters can be quickly viewed in the Timeline.

Spring 2013	Summer I 2013	Fall 2013
BUS-111-01: Principles of Marketing Credits: 3 B+	BUS-123-01: Management and Career Options Credits: 3 B+	BUS-431-03: Accounting I Credits: 3 B+
ENGL-100-01: Introduction to World Literatu Credits: 3 B		BUS-252-01: Legal Environment of Business/ Credits: 3 A-
HIST-101-02: Global History of the Twentieth Credits: 3 A		FA-101-02: Music and Theatre Credits: 3 A
MATH-120-02: Mathematics in the Liberal Art Credits: 3 B-		MATH-216-03: Statistics for the Behavioral Credits: 3 A-
		SPAN-101-05: Elementary Spanish I Credits: 3 B
GPA: 3.25 12 Enrolled Credits	GPA: 3.33 3 Enrolled Credits	GPA: 3.53 15 Enrolled Credits

NOTE: Planned courses in future semesters can be removed in the Timeline. Simply click the “X” (Remove) button next to a course’s name.

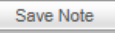
ENGL-336A: International Film
Credits: 3

- The **Advising** tab allows you or your advisor to enter comments about the advisor-student meetings. Please note that Notes **CANNOT** be deleted. Type the note in the *Compose a Note* dialog box. Click the  button.

Compose a Note

Take a religion in Spring 2015.

↑ ↓



NOTE: Notes are visible to the student, advisor, and other relevant administrators at Marywood University. Other offices will use this feature (to enter information about language requirements, etc.)

Test Summary

The **Test Summary** section will list any Admissions tests, such as SAT scores, or placement tests.

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Admission Tests					
Test	Date Taken	Score	Percentile	Status	Status Date
SAT Total	1/4/2013	1610 of 2400		Notational	1/4/2013
SAT Critical Reading	1/4/2013	540 of 800		Accepted	1/4/2013
SAT Math	1/4/2013	530 of 800		Accepted	1/4/2013
SAT Writing	1/4/2013	540 of 800		Accepted	1/4/2013
Placement Tests					
No tests of this type have been recorded.					
Other Tests					
No tests of this type have been recorded.					