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.


7. Expand Academic Planning, then select Student Planning. That page will open in a new browser tab.
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.

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 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).
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 Add Section to Schedule. 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 Add Section to Schedule.
4. 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.

5. 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).

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

Plan & Schedule

1. 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.

2. 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.

3. 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
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 Register Now button to officially register for the course. You will notice that it turns green which represents a scheduled course.

4. 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.

5. 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 Save Note button.

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

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.
<table>
<thead>
<tr>
<th>Test</th>
<th>Date Taken</th>
<th>Score</th>
<th>Percentile</th>
<th>Status</th>
<th>Status Date</th>
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<td>Notational</td>
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<td></td>
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<td>1/4/2013</td>
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<td>SAT Writing</td>
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<td></td>
<td>Accepted</td>
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</tr>
</tbody>
</table>

**Placement Tests**

No tests of this type have been recorded.

**Other Tests**

No tests of this type have been recorded.