

Student Planning FAQ – for Advisors

What is Student Planning?

Student Planning is a resource that will allow students and their advisors to review their progress at Manhattanville College, and also to plan for future semesters.

What is “Progress?”

Progress is similar to Program Evaluation (or Degree Audit), but will include the courses that a student has planned for future semesters, to indicate where he or she needs to take action for planning and registration.

What do the different statuses mean?

- Planned- the requirement/ course is planned, but not registered for or completed
- Not Started- the requirement/ course is not planned, not registered for, nor completed
- Completed- the requirement/ course is completed (with a posted grade)
- In Progress- the requirement/ course has been started in some capacity, but not completed.

How does a student plan a course?

There are several ways that a student can plan a course.

- From the “Progress” tab - click on the search (magnifying glass) in a specific requirement, or enter a course in the search box at the top, right of the page.
- From “Progress” - click on the specific course
- From Course catalog- search by course
- From Course catalog- search by subject
- From Course catalog – search by General Education requirement

From the Course Plan, what is the difference between the course plan (list or calendar view) and timeline?

The difference between the course plan (calendar view) and the timeline is simply how the information displays. The calendar view of the schedule allows for you to see where the various sections would fall on the student schedule, for visual conflict confirmation. The timeline view allows the student to see multiple semesters, side-by-side, allowing the student or advisor to see future (or past) semesters of courses that have been planned, and in some cases completed.

While in the Course plan (calendar view), what do the different colors mean?

- Green- This means that the planned course (and subsequently the section) has been registered for.
- Yellow (solid) - This means that the planned course (and subsequently the section) has been planned.
- Yellow (shaded) - This occurs when you view other sections (from the left side – from the course), and it 'lays' them on the schedule for visual accessibility.

When in the timeline view, how can a course be moved from one semester to another?

To change a course from being planned in a semester to another semester, the student can simply click on the title of the course. This will bring a pop-up window, where the student will have the option to select an alternate term for the course to reside in. Once the new term has been selected, it will need to be saved. To remove a course from a plan, the student will simply click on the 'x' in the corner of the course box. He or she will then be asked to confirm the removal, and then click on remove.

How can the student or advisor view a new program? (What if?)

To see how a student's current coursework would fulfill requirements in another program, you have the option to select and view a 'What If' scenario. To do this, you would start in 'Progress'. You would click on the tab to select another program. When done, this will provide a pop up window for you to select the program you wish to review. It is important to

note that this does not change your program; rather, it just provides you a view of what it would look like if you were to officially change your program. Please note that the 'what if' analysis will run based on the catalog year on your student record. The student should speak with his or her advisor for additional information.

Can students register from Student Planning?

Yes, students can register from Student Planning. Student Planning will follow all of the same set up and rules that WebAdvisor followed, ensuring that prerequisites, restrictions and designated dates for registration activities are all followed accordingly.

How do students register?

To register for coursework, the student will start from the Plan and Schedule tab. The next step is to select the semester to register for just as WebAdvisor would allow a student to register for the entire semester as planned, or for a single course at a time. To register for the entire semester as planned (*note sections must have been selected), the student will click on the Register icon that is in the upper left corner of the planning window. To register for a specific course/ section, the student will click on the register icon that is directly on that course/section (on the left side of the planning window).

What are 'Notes' used for?

Notes are a way for students to communicate with their assigned academic advisor, and they back to the student. This is not an instant messaging service, nor does it act like email. At this time, for an advisor to see a student's message, they will need to log into Student Planning to retrieve the message. However, the advisor would receive an email notification that a message has been sent to them in Student Planning.

How can a student send a note to an advisor (and the advisor respond to the student)?

To send a note to an advisor, students will start from Plan & Schedule. They will notice that there is a Calendar, Timeline, and Notes tab. They will click on the Notes tab, and begin typing into the box. Once they click submit, it will send a message to the advisor. When the advisor responds, the student will then receive a notification upon logging into Student Planning, and the response will display in conversation view.

What does “request review” mean?

With Student Planning students have the ability to create a plan, and have their assigned academic advisor review that plan. The academic advisor will have the ability to approve or deny courses, and even make recommendations by adding to the student’s plan (or sending an advising note). Please note that “denying” a course does not prevent a student from registering for a course if they are eligible to do so. However, it does give them your recommendation (and the note can explain the reason).

How does a student request a review?

To request a review, the student will start at “Progress.” On the right hand side, there is a button to click reading ‘Request Review.’ Once the student clicks this, the assigned academic advisor will receive a message upon logging into Student Planning that there is a request for review.