

# **An Advisor's Guide to** **"My MU Plan" (Student Planning)**



Revised: August 2017

Office of the Registrar

Marymount University

# Table of Contents

Accessing Your Advising Tools .....	2
Introduction.....	2
Logging In To Access Your Advisee List.....	2
Advisee Information .....	4
Selecting an Advisee .....	4
Summary of Functions.....	5
Course Plan – Current Schedule .....	5
Other Functions.....	5
Timeline.....	6
Progress.....	6
Course Catalog .....	7
Notes .....	7
Plan Archive.....	7
Test Scores .....	8
Unofficial Transcript .....	8
Grades .....	8
Course Plan Review & Approving a Schedule for Registration .....	9
Reviewing a Student’s Plan.....	9
Email Notification of Review Request .....	9
Notice in Marynet of Review Request.....	9
Confirming a Student’s Plan Is Complete .....	10
A Completed Timeline .....	10
A Completed Degree Audit.....	11
Approving or Denying Individual Courses .....	12
Protecting Courses Within a Term .....	13
Marking Review Complete & Archiving the Plan.....	14

# Accessing Your Advising Tools

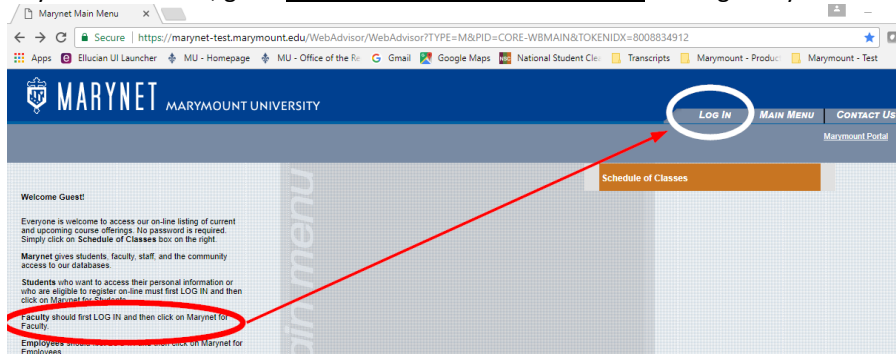
## Introduction

- 1) **Student Planning** is a new tool to assist advisors in advising students and enable students to successfully and accurately plan their personal academic interests, while also meeting the prerequisite requirements and degree requirements needed to graduate. Students are encouraged to plan their **entire** academic career at Marymount as early as possible with the assistance of their advisors. Ultimately, students will be responsible for meeting all requirements and prerequisites in a timely manner whether they plan their entire time or go semester by semester. **Undergraduate students are required to complete a course plan for each semester in order to register for classes. Graduate students are strongly encouraged to do so as well. Undergraduate students will be unable to register for classes without their advisor's approval of their plan.** This guide will give a brief overview of a student's plan from the advisor's perspective, and will provide instructions for approving a student's plan so that they may register for classes. Please also refer to the student guide for a more detailed view of how Student Planning works from the student perspective. Students and advisors are encouraged to work together using these guides to plan their courses.

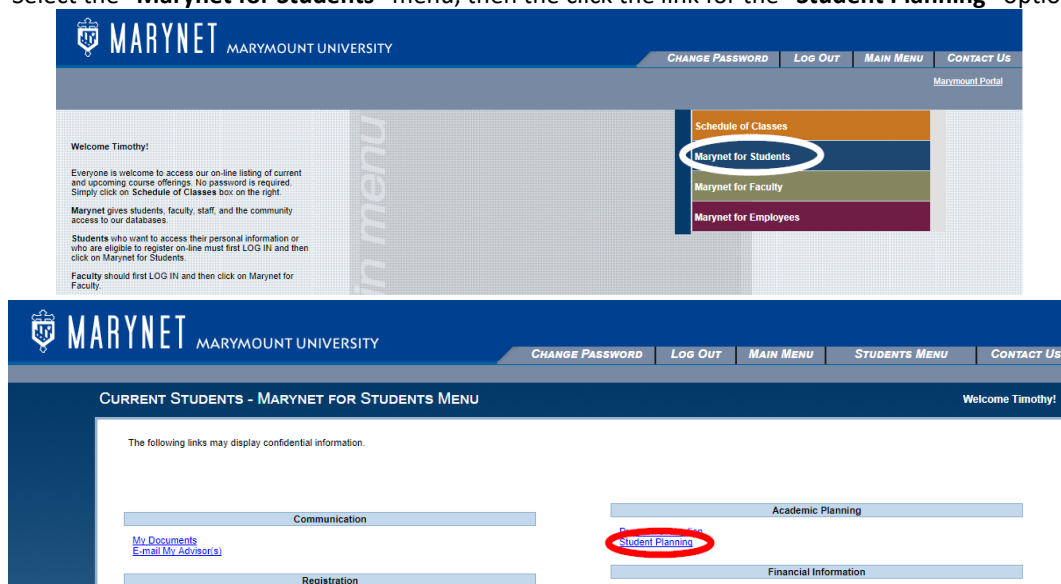
Note: There may be a few differences in how each side looks and where some of the information is kept in the different menus.

## Logging In To Access Your Advisee List

- 2) To access your advisee list, go to <https://marynet.marymount.edu> and login to your account.

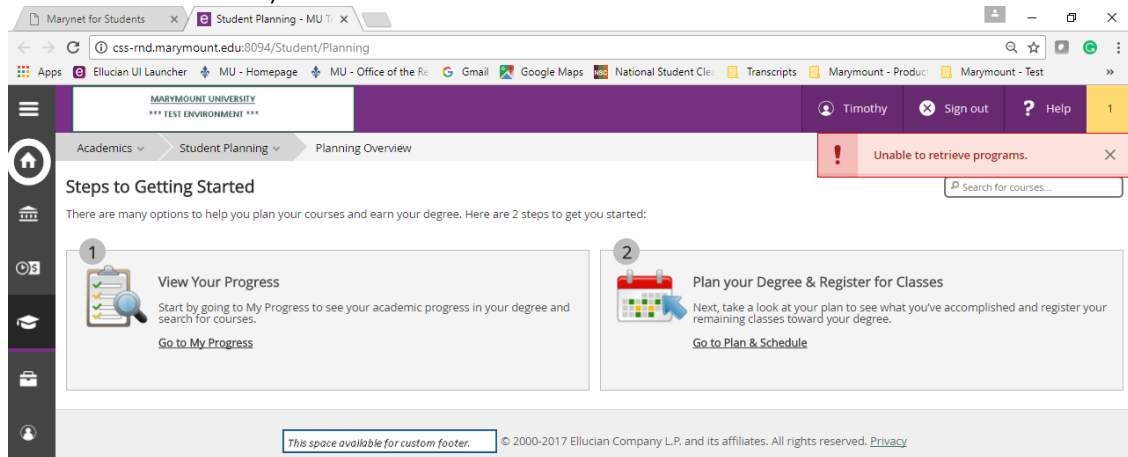


- 3) Select the “Marynet for Students” menu, then the click the link for the “Student Planning” option.

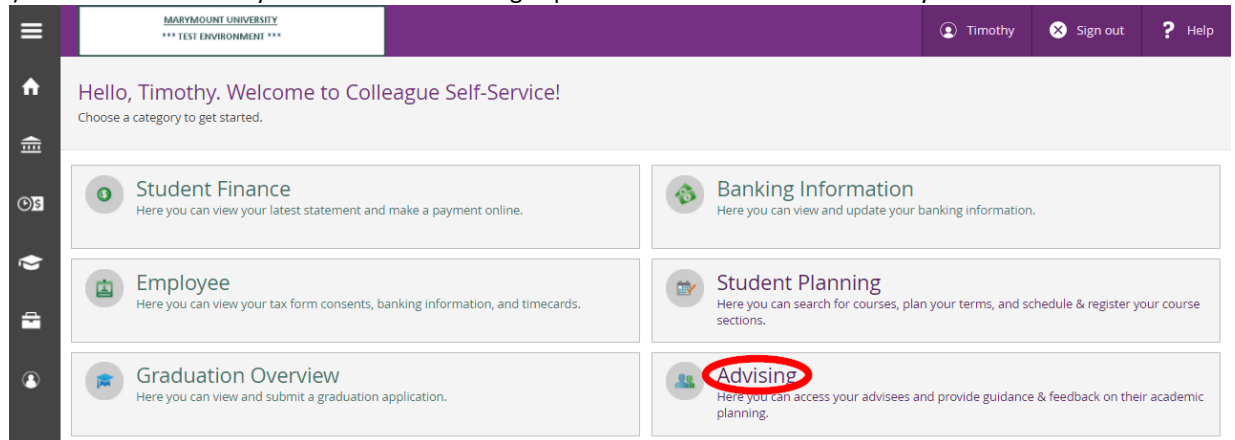


- 4) After selecting “Student Planning”, a new internet browsing tab will open to the “Steps to Getting Started” page where you will see two options: “View Your Progress” and “Plan Your Degree & Register for Classes”. This page is the same view a student sees when they login to Student Planning. As an advisor you will also see the error message “Unable to Retrieve Programs” in the top right corner. This indicates that you are not currently enrolled in a program at Marymount. Should a student receive this message when they login, then they must contact the Admissions Office to confirm they have been successfully enrolled in a program.

To view the Advisor piece of Student Planning, click on the house icon (Home menu) button on the left of your screen. (The “Steps to Getting Started” page is under the graduation cap icon signifying the Academics menu).



- 5) In the Home menu you will see an “Advising” option. Click on this menu to view your advisees.



# Advisee Information

## Selecting an Advisee

6) Select the advisee you wish to see.

MARYMOUNT UNIVERSITY  
\*\*\* TEST ENVIRONMENT \*\*\*

Timothy Sign out Help

Daily Work Advising Advising Overview

Who would you like to work with?

Find a student by searching or selecting below.

Name or ID:  Filter: ☒ Student ☐ Advisor

	<a href="#">Smith, John B.</a>		1234567	Business Administration (BBA)	Advisor(s): Timothy N.
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**Note: When using the Student Planning tool, please avoid using the back arrows in the internet browser as this may not save your previous changes. When moving from one function to the next, please select the function from the corresponding menu or tab. Some functions will have a designated "< Back to..." option that lets you go back to a previous screen.**

For example, to change from one advisee to another, click "< Back to Advisees" to return to your list of advisees. This will take you back to the previous screenshot above.

Daily Work Advising Advising Overview

[< Back to Advisees](#)

**John B. Smith**  
Student ID: 1234567  
Program(s): Business Administration (BBA)  
Advisor(s): Timothy N.  
[registrar@marymount.edu](mailto:registrar@marymount.edu)

Course Plan	Timeline	Progress	Course Catalog	Notes
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## Summary of Functions

### Course Plan – Current Schedule

- 7) After clicking on an advisee's name, Student Planning will default to the "Course Plan" where the student's current schedule is displayed.

The screenshot shows the Marymount University Advising Overview page for student John B. Smith (ID: 1234567). The page is titled "Back to Advisees" and shows the student's profile, including their program (Business Administration (BBA)) and advisor (Timothy N.). The "Course Plan" tab is selected, showing a table of planned courses for the Fall 2017 term. The table has columns for Select, Approval, Course, Credits, Instructor, Time, and Location. One course is listed: ACT-201-A: Principles of Accounting I, with 3 credits, instructor TBD, and a lecture time of MTh 10:15 AM - 11:30 AM on 8/28/2017 - 12/16/2017 at Ballston 4040, 509. The page also shows a "Review Complete" button and a "Register Now" button.

- 8) If a student's course plan has a warning that "No Courses [are] Selected For This Term", just click the right arrow next to the term to display the next term.

The screenshot shows the Marymount University Advising Overview page for student John B. Smith (ID: 1234567). The page is titled "Back to Advisees" and shows the student's profile. The "Course Plan" tab is selected, showing a table of planned courses for the Summer 2017 term. The table has columns for Select, Approval, Course, Credits, Instructor, Time, and Location. A warning message is displayed: "No Courses Selected For This Term". The page also shows a "Review Complete" button and a "Register Now" button.

### Other Functions

- 9) Besides a student's "Course Plan", you will also see tabs listed as "Timeline", "Progress", "Course Catalog", "Notes", "Plan Archive", "Test Scores", "Unofficial Transcript", and "Grades". All of these functions may aid you in advising a student. A brief summary is listed below. Note: Many of these functions are also available to the student when they login, however, they may be found in different areas in the student's account.

The screenshot shows the Marymount University Advising Overview page for student John B. Smith (ID: 1234567). The page is titled "Back to Advisees" and shows the student's profile. The "Course Plan" tab is selected, and the navigation tabs are visible: Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, and Grades. The "Course Plan" tab is highlighted with a red box.

10) Here is a brief summary of the other functions mentioned above:

**Timeline** – This tab displays the courses the student has planned. They are encouraged to plan out their entire academic career for all semesters. Use the left arrow to toggle between previous terms (includes their previous grades), or use the right arrow to see additional future terms.

Yellow warnings indicate prerequisites that have not been met. (*Note: The two prerequisites below are recommended only*). **Required** prerequisites must be met in order to register for courses. To avoid missing a prerequisite in a student's junior or senior year that may prevent them from graduating on time, students should ensure that all courses are planned out for as many semesters as possible.

The screenshot shows the 'Timeline' tab with five semester panels: Fall 2017, Spring 2018, Fall 2018, Spring 2019, and Fall 2019. Each panel lists planned courses with their credit values. Navigation arrows are present at the top of each panel. A yellow warning box in the Fall 2018 panel highlights a prerequisite requirement for course MA-104.

**Progress** – This tab displays the advisee's degree audit. The student training guide goes into greater detail about each status.

The screenshot displays the 'Progress' tab for a Business Administration (BBA) program. It includes a degree audit summary with GPA information, a program description, and progress bars for total credits (128 of 120) and credits from Marymount University (128 of 36). A requirements section is partially visible at the bottom, showing 'Discover Learning' and 'University Requirements' sections.

[Course Catalog](#) – This tab displays each course subject offered at Marymount. Click on a subject to see the individual courses and course descriptions. You can also view available sections for the next semester, and further refine your search by filtering additional criteria such as term, locations, days of the week, and instructors.

Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	Grades
-------------	----------	----------	----------------	-------	--------------	-------------	-----------------------	--------

Search for a course subject:

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[Accounting](#)

---

[Applied Arts](#)

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[Astronomy](#)

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Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	Grades
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[Back To Course Catalog](#)

Filter Results

> AVAILABILITY

> SUBJECTS
 

☒ Accounting (16)

> LOCATIONS

> TERMS
 

☐ Fall 2017 (8)
 ☐ Summer 2017 (3)

> DAYS OF WEEK
 

☐ Monday (3)
 ☐ Tuesday (2)
 ☐ Wednesday (3)
 ☐ Thursday (4)

> TIME OF DAY
 

Select time range...

> INSTRUCTORS
 

☐ Aiken, S (1)
 ☐ Pomeroy, D (1)
 ☐ Quigley, B (1)

Filters Applied: Accounting x

**ACT-201 Principles of Accounting I (3 Credits)**
Add Course to Plan

An introduction to the basic concepts of financial analysis and recording. Introduction to the entire accounting cycle through preparation of worksheets and financial statements, special journals, and subsidiary ledgers. Prerequisite: MGT 123 or permission of the instructor. (3)

☒ This course is planned.

**Requisites:** Take MGT-123 or permission of instructor - Must be completed prior to taking this course.

**Offered:** ALL SEMESTERS, ALL YEARS

> View Available Sections for ACT-201

Fall 2017

[Principles of Accounting I A](#)
Add Section to Schedule

Runs from 8/28/2017 - 12/16/2017

Seats	Times	Locations	Instructors
25	M/Th 10:15 AM - 11:30 AM 8/28/2017 - 12/16/2017	Ballston, 4040 509 LECTURE	TBD

[Notes](#) – Here you can write a note to your advisee related to his or her course plan (timeline).

**Note:** Comments made in the note function are permanent records and should only be used to communicate about a student's course plan (such as to elaborate on reasons for denying or protecting an individual course on their Timeline). Notes related to retention issues should continue to be entered in Starfish.

[Plan Archive](#) – The guide will go into more detail on this function in [step 14](#) as part of the advising process.





## Course Plan Review & Approving a Schedule for Registration

The following steps will guide you through reviewing and approving a student's schedule so that they are able to register for classes. The required steps outlined below will replace the current practice of placing an advisor hold on each student's account prior to registration. Each fall and spring semester students will be required to submit their plans for approval, and advisors will be required to approve their advisees' plans. Before a student can register for the next fall or spring term, the advisor will need to approve their plan during each of the following advising windows. (Note: Summer registration does not require advisor approval)

Advisor approval window for spring registration: October-January

Advisor approval window for fall registration: March-September

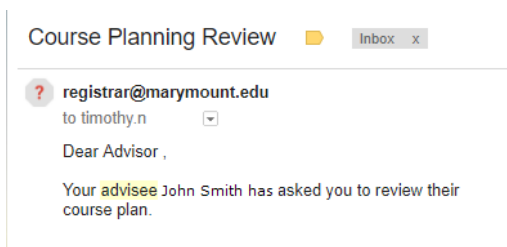
Students are able to register for summer classes starting the month of February through the last day to add a course for the 2<sup>nd</sup> summer term.

Advisors may choose to approve a student's entire plan, or individually approve, deny or protect individual courses within a student's plan. Steps 11-15 and 19-21 will guide you through approving the entire plan. Advisors may choose to also utilize steps 16-18 if they wish to approve, deny or protect individual courses.

### Reviewing a Student's Plan

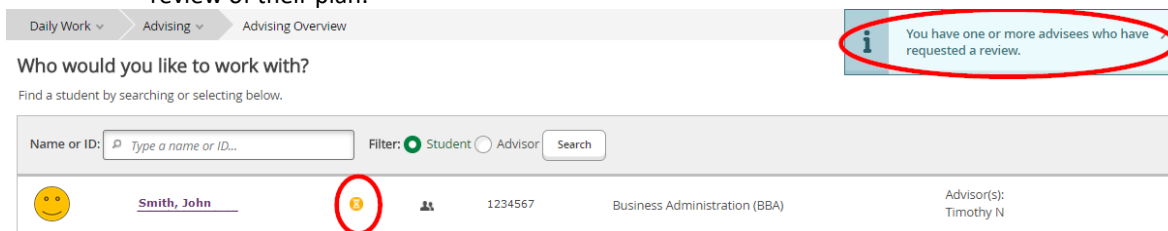
#### Email Notification of Review Request

- 11) Once a student has completed their course plan, they must request a review of their plan in order to register for the courses they have selected. When they click the "Request Review" button, an email is sent to their advisor informing them that their advisee has requested a review.



#### Notice in Marynet of Review Request

- 12) A yellow hourglass will also appear next to their name under your advisee list and you will see a pop-up in the right hand corner indicating that one or more of your advisees have requested a review. Additionally, an advisee's name will move to the top of your advisee list if they have requested a review of their plan.



## Confirming a Student's Plan Is Complete

- 13) To review the plan, simply click on the student's name, then view their "Timeline" to confirm that all prerequisites have been met and that each semester has at least 12 credits planned for a full-time load (unless the student notes they wish to be part-time). Then, go to the "Progress" tab to confirm that all degree requirements will be met with their proposed schedule, and that they have the minimum number of Marymount credits (Residency rule) and overall credits required to graduate. Course substitutions should be requested prior to the term start to ensure the degree audit is accurate and so that financial aid can be dispersed properly. Courses that fall under "Other Courses" at the bottom of the Degree Audit may not be eligible for financial aid.

## A Completed Timeline

- 14) Here is an example of a timeline where all required prerequisites will be met (The two yellow warnings are for recommended prerequisites only) and the student has planned at least 12 credits for each term.

each term:

Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	Grades	
								Remove Planned Courses	Add a Term
Fall 2017		Spring 2018		Fall 2018		Spring 2019		Fall 2019	
<div>ACT-201-A: Principles of Accounting I Credits: 3</div> <div>ECO-211-B: Principles of Macroeconomics Credits: 3</div> <div>HI-103-A: Western Civilization I Credits: 3</div> <div>LA-248-A: Business Law I Credits: 3</div> <div>MA-151-B: Math Methods for Bus Credits: 3</div> <div>Take MA-095; minimum grade of C- Recommended prior to taking this course, but is not required.</div>		<div>ACT-202: Principles of Accounting II Credits: 3</div> <div>ACT-202L: Principles of Accounting Lab Credits: 1</div> <div>HI-204: European History II Credits: 3</div> <div>IT-110: IT in the Global Age Credits: 3</div> <div>LA-249: Business Law II Credits: 3</div> <div>MGT-223: Sophomore Business Seminar Credits: 1</div> <div>TRS-382: The Church in the Modern World</div>		<div>ECO-431: Contemporary Issues in Econ. Credits: 3</div> <div>FIN-301: Financial Management Credits: 3</div> <div>MA-132: Statistical Analysis Credits: 3</div> <div>Take EN-101 MA-094 MA-095; minimum grade of C- Recommended prior to taking this course, but is not required.</div> <div>MGT-304: Organizational Management Credits: 3</div> <div>MKT-301: Principles of Marketing Credits: 3</div> <div>PL-005: Business Ethics</div>		<div>FA-121: Music History I Credits: 3</div> <div>GEOL-102: Principles of Geology Credits: 3</div> <div>MGT-323: Junior Business Seminar Credits: 1</div> <div>MSC-300: Business Statistics Credits: 3</div> <div>MSC-337: Operations Management Credits: 3</div> <div>TRS-380: History of the Early Church Credits: 3</div>		<div>EN-225: Literary Studies Credits: 3</div> <div>GEO-201: Introduction to Geography Credits: 3</div> <div>GER-101: Introduction to German Credits: 3</div> <div>HI-310: Modern European History Credits: 3</div> <div>HI-311: Modern European History Credits: 3</div> <div>MGT-451: Strategic Management Credits: 3</div>	
18 Planned Credits		17 Planned Credits		18 Planned Credits		16 Planned Credits			

## A Completed Degree Audit

- 15) This example shows a condensed view of the student's degree audit where all requirements have been fully met or planned and the student will meet both the Residency requirement and the minimum credits needed for degree completion. ([To complete your plan review without individually approving courses proceed to step 19](#))

Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	Grades
<div> <div>Business Administration (BBA)</div> <div>(1 of 1 programs)</div> <div>View a New Program</div> <div>Load Sample Course Plan</div> </div>								
<h3>At a Glance</h3> <div> <div> <div>Cumulative GPA:</div> <div>3.320 (2.000 required)</div> </div> <div> <div>Institution GPA:</div> <div>3.320 (2.000 required)</div> </div> <div> <div>Degree:</div> <div>Bachelor of Business Administration</div> </div> <div> <div>Majors:</div> <div>Business Administration</div> </div> <div> <div>Departments:</div> <div>School of Business Admin.</div> </div> <div> <div>Catalog:</div> <div>2016</div> </div> </div> <div> <div>Description</div> <div>Program Notes</div> <div>Show Program Notes</div> </div> <div> <div>Progress</div> <div> <div>Total Credits</div> <div>128 of 120</div> </div> <div> <div>Total Credits from Marymount University</div> <div>128 of 36</div> </div> </div> <div> <div>Program Completion must be verified by the Dean's office of the school.</div> </div>								
<h3>Requirements</h3> <div> <div>Discover Learning</div> <div>Complete the following items. 1 of 1 Completed. <a href="#">Show Details</a></div> </div> <div> <div>University Requirements</div> <div>Complete all of the following items. 1 of 4 Completed. <a href="#">Fully Planned</a> <a href="#">Show Details</a></div> </div> <div> <div>Liberal Arts Core</div> <div>Complete all of the following items. 0 of 7 Completed. <a href="#">Fully Planned</a> <a href="#">Show Details</a></div> </div> <div> <div>Business Core</div> <div>Must have 2.000 minimum GPA for this requirement. Current GPA: 3.700</div> <div>Complete all of the following items. 0 of 2 Completed. <a href="#">Fully Planned</a> <a href="#">Show Details</a></div> </div>								

## Approving or Denying Individual Courses

- 16) In addition to just reviewing a student's entire plan, advisors may choose to approve or deny individual courses as an additional advising tool. A denied course does not prevent registration, but it can be used to facilitate a discussion with the student to make adjustments to their plan. Advisors should contact the student and use the note function to notify the student of their reason for denying a course. A reason for denying a course may include suggesting the student take another course instead, or if they have a low grade in a prerequisite course, the student may want to consider retaking the prerequisite.

Advisors are not required to approve or deny each individual course in order for a student to register. However, by marking a plan review as complete (step 19), you have approved the entire plan and all courses.

To deny a course, go to the "Course Plan" tab and select the course, then click "Deny". **Note: You must first approve or deny a course for the term you are viewing (ex. Fall 2017), before moving to the next term and approving/denying a course in another term (ex. Spring 2018).**

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

Fall 2017 | Planned: 24 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits | Remove Planned Courses | Register Now

Approve Deny Protect Unprotect

Select	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		ACT-201-A: Principles of Accounting I	3	TBD	MTh 10:15 AM - 11:30 AM 8/28/2017 - 12/16/2017	Ballston 4040, 509 LECTURE
<input checked="" type="checkbox"/>		CMD-100: Introduction For Media Comm.	3	No Section Selected	No Section Selected	No Section Selected
<input type="checkbox"/>		CMD-101: Public Speaking	3	No Section Selected	No Section Selected	No Section Selected
<input type="checkbox"/>		ECO-211-B: Principles of Macroeconomics	3	TBD	TF 10:15 AM - 11:30 AM 8/28/2017 - 12/16/2017	Ballston 4040, 301 LECTURE

The course will now appear with a red "Thumbs Down" icon next to it.

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

Fall 2017 | Planned: 24 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits | Remove Planned Courses | Register Now

Approve Deny Protect Unprotect

Select	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		ACT-201-A: Principles of Accounting I	3	TBD	MTh 10:15 AM - 11:30 AM 8/28/2017 - 12/16/2017	Ballston 4040, 509 LECTURE
<input checked="" type="checkbox"/>		CMD-100: Introduction For Media Comm.	3	No Section Selected	No Section Selected	No Section Selected

Approved courses will show a "Thumbs Up" icon.

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

Fall 2017 | Planned: 24 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits | Remove Planned Courses | Register Now

Approve Deny Protect Unprotect

Select	Approval	Course	Credits	Instructor	Time	Location
<input checked="" type="checkbox"/>		ACT-201-A: Principles of Accounting I	3	TBD	MTh 10:15 AM - 11:30 AM 8/28/2017 - 12/16/2017	Ballston 4040, 509 LECTURE

## Protecting Courses Within a Term

- 17) Advisors also have the option of protecting and unprotecting courses within a term. When a course is protected, then a student cannot move that course to another semester on their timeline unless the advisor unprotects the course. To protect courses in the plan, select each course and click the “Protect” button. For example, if a student must take a certain course in a specific semester, then the advisor may choose to protect the course.

If you are protecting courses for multiple terms, you must first protect courses in the term you are currently viewing (ex. Fall 2017), before moving to the next term (ex. Spring 2018). See step 18 to confirm a course is protected before moving to the next term.

**Note: Since students can still choose not register for a protected course, the advisor should use the Notes function to communicate their reasoning behind their decision to protect a course, so that students are aware of any consequences of not taking the course at that time.**

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

Fall 2017 | Planned: 24 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits | Remove Planned Courses | Register Now

Approve | Deny | **Protect** | Unprotect

Select	Approval	Course	Credits	Instructor	Time	Location
<b>Select</b>		ACT-201-A: Principles of Accounting I	3	TBD	MTh 10:15 AM - 11:30 AM 8/28/2017 - 12/16/2017	Ballston 4040, 509 LECTURE

- 18) A protected course will show a “Locked” icon on the right hand side. Additionally, the course will show in the student’s timeline as a protected course.

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

Fall 2017 | Planned: 24 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits | Remove Planned Courses | Register Now

Approve | Deny | Protect | Unprotect

Select	Approval	Course	Credits	Instructor	Time	Location
		ACT-201-A: Principles of Accounting I	3	TBD	MTh 10:15 AM - 11:30 AM 8/28/2017 - 12/16/2017	Ballston 4040, 509 LECTURE

Course Plan | Timeline | Progress | Course Catalog

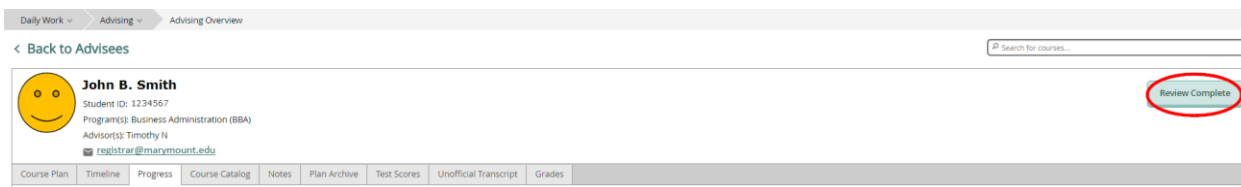
Fall 2017

- ACT-201-A: Principles of Accounting I  
Credits: 3  
**Protected**
- CMD-100: Introduction For Media Comm.  
Credits: 3
- CMD-101: Public Speaking  
Credits: 3
- ECO-211-B: Principles of Macroeconomics  
Credits: 3
- HI-103-A: Western Civilization I  
Credits: 3
- JA-245-A: Business Law I

24 Planned Credits

## Marking Review Complete & Archiving the Plan

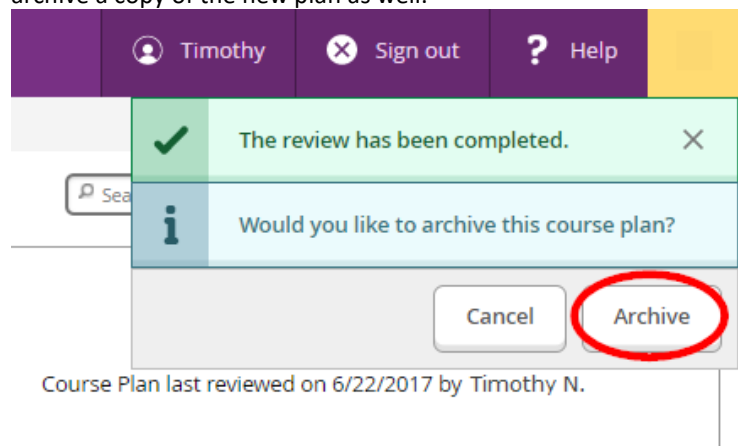
19) Once you have reviewed a student's plan, click the "Review Complete" button.



20) After a short processing time you will see a green confirmation pop-up in the right corner stating "the review has been completed" and underneath the pop-up you will see a message that says "Course Plan last reviewed on Today's Date by Your Name Here"

You will also see a blue message asking "Would you like to archive this course plan?" Click the "Archive" button to save the plan you have approved. This saves the approved plan for future reference. Any changes a student makes to their plan going forward, that might affect their degree completion date, is now the student's responsibility. Archived plans can be found under the "Plan Archive" tab.

A student may resubmit their plan for review at a later point and if it is satisfactory, then you can archive a copy of the new plan as well.



21) Once you have approved their plan, the student may then proceed with registering for the next term.