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

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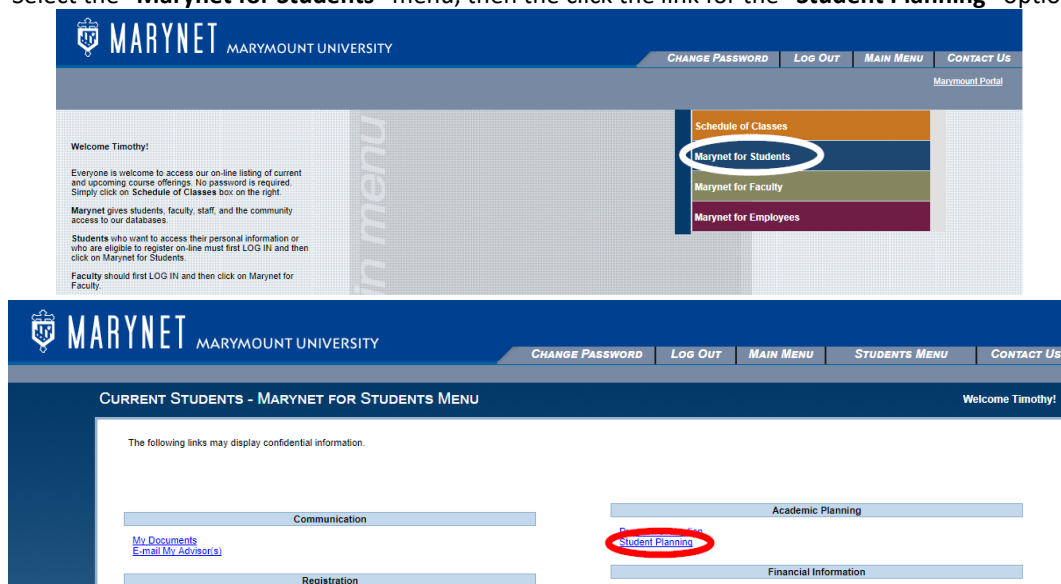
   Note: There may be a few differences in how each side looks and where some of the information is kept in the different menus.

Logging In To Access Your Advisee List

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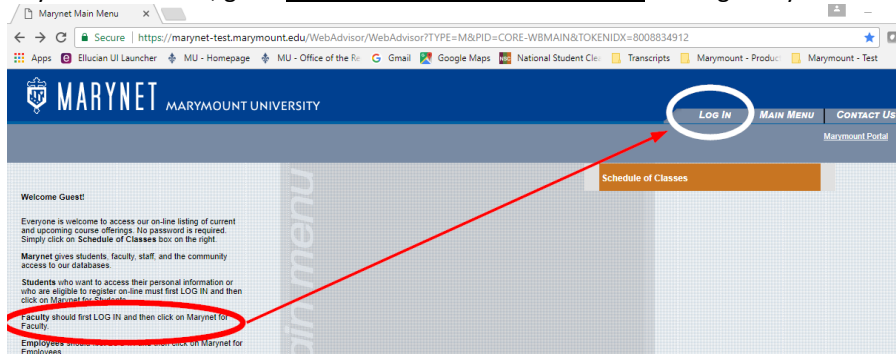

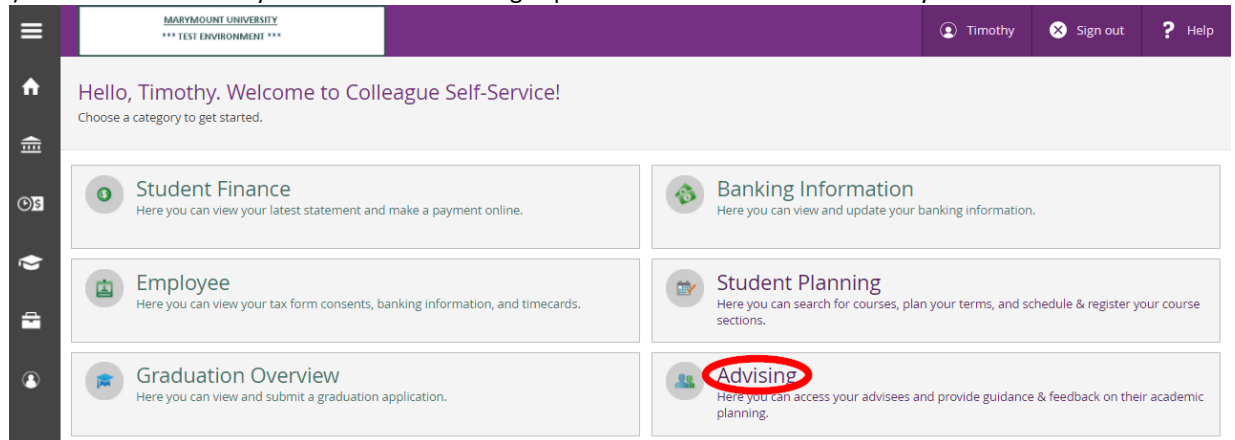3) Select the "**Marynet for Students**" menu, then the click the link for the "**Student Planning**" option.

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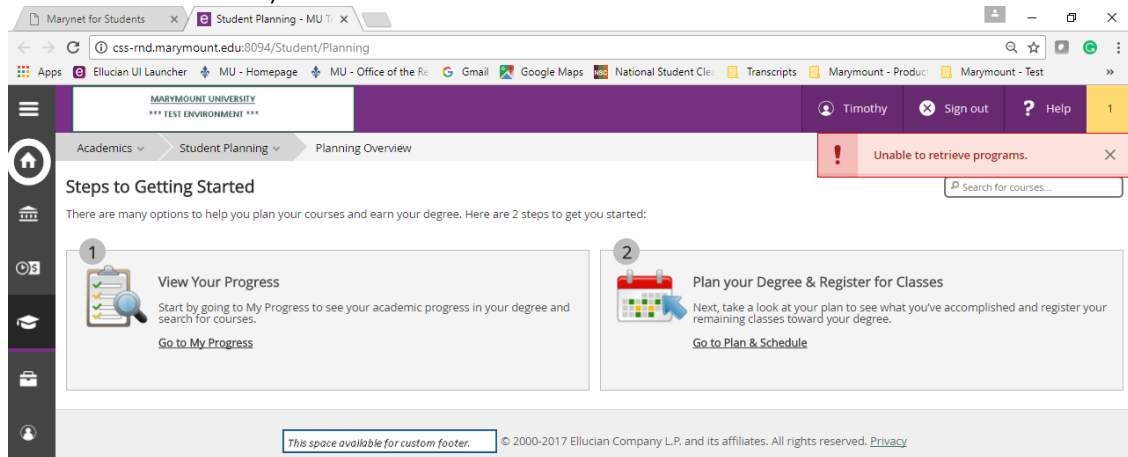
5) In the Home menu you will see an "Advising" option. Click on this menu to view your advisees.

Advisee Information

Selecting an Advisee

6) Select the advisee you wish to see.

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.

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.

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.

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.

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.

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

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: 🔍 Type a subject...

Accounting

Applied Arts

Astronomy

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

‹ Back To Course Catalog

Filter Results

Filters Applied: (Accounting ×)

> 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)

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 as part of the advising process.

Test Scores – A student's test scores (if applicable) can be found here.

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

Admission Tests

No tests of this type have been recorded.

Placement Tests

No tests of this type have been recorded.

Other Tests

No tests of this type have been recorded.

Unofficial Transcript – This tab generates a pdf copy of a student's unofficial transcript, which should be used for reference only. Please do not print out a student's unofficial transcript as an official document. Students can access their own unofficial transcripts in their own account, or they may request an official transcript through the Office of the Registrar.

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

⚠ These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.

Grades – This tab will show a student's Marymount grades, including their Midterm grades (if applicable), the number of credits in each term, and the student's term GPA. Please refer to a transcript for a student's cumulative GPA.

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

Spring 2017 ⌄

Fall 2016
Term GPA: 3.667 ⌃

Course Section	Title	Final Grade	Midterm 1	Credits
DSC-101-S 8/29/2016 - 12/17/2016	Inventing Frugally for Leader	A		3
EN-101-R 8/29/2016 - 12/17/2016	Composition I	B+		3
MGT-123-B 8/29/2016 - 12/17/2016	The Business Experience	A-	B+	3
SOC-131-B 8/29/2016 - 12/17/2016	Principles of Sociology	A-	A-	3
TRS-100-E 8/29/2016 - 12/17/2016	Theological Inquiry	A	A	3

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 2nd 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.
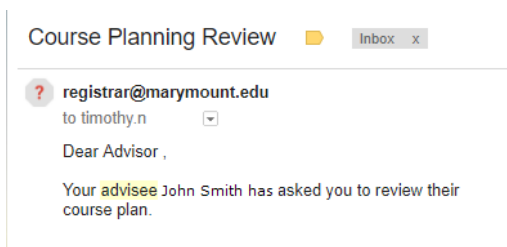
Notice in Marynet of Review Request

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.
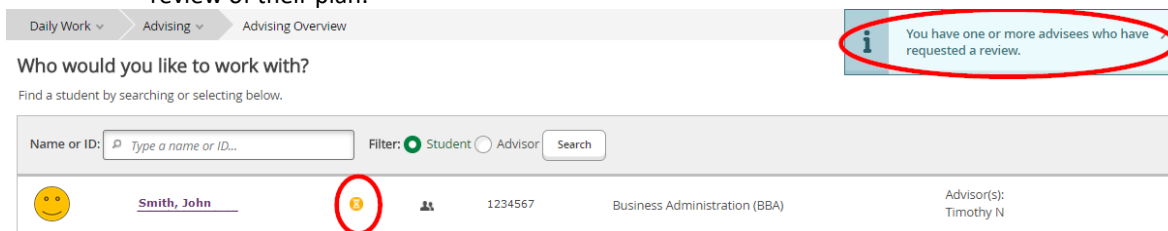
Confirming a Student's Plan Is Complete

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.

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)

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).**

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

Approved courses will show a "Thumbs Up" icon.

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.

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.

Marking Review Complete & Archiving the Plan

19) Once you have reviewed a student's plan, click the "Review Complete" button.
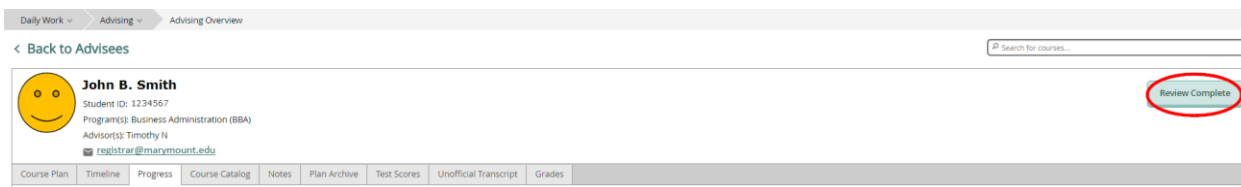
20) After a short processing time you will see a green confirmation pop-up in the right corner stating "the review has been completed" and underneath the pop-up you will see a message that says "Course Plan last reviewed on Today's Date by Your Name Here"

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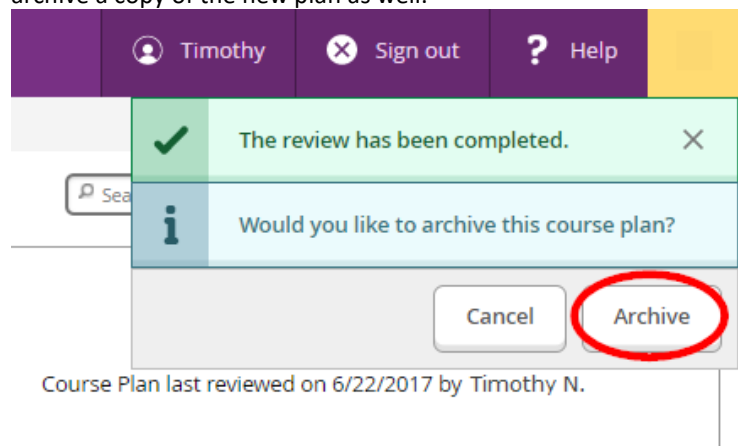
21) Once you have approved their plan, the student may then proceed with registering for the next term.