Student Planning Instructions – Advisors

Go to [http://www.lcsc.edu/warriorweb](http://www.lcsc.edu/warriorweb)

Login with User ID & Password

Choose Faculty from the following

- Applicants
- Students
- Faculty
- Employees

Choose Student Planning Link, at the bottom of the list under Faculty Information

- My Advisees (Minors)
- My Prospective Advisees (Eentees)
- Registration Release
- Student Planning
- Graduation Application Approval

Student Planning will default to the “Advising” tab if you are an advisor

Hourglass indicates you have been requested to review a student’s plan
Or, you can search by name or student ID number (make sure to put the ‘0’ in front if searching by the ID number)

Select the student you want to work with.

“Course Plan” tab shows you the list of courses the student has planned for his/her program

Use the arrows to toggle between semesters

Buttons allow you to approve or deny planned courses

* Denying a course does NOT prevent the student from registering for it

** If you deny a course during the planning process, the course will always indicate as denied despite being planned for future semesters

All advisees who have requested a review will show up at the top of your advisee list. Once review is complete they will return to their place in alphabetical order.
“Timeline” tab allows you to view the courses planned over several semesters at once.

The “Progress” Tab outlines degree requirements (much like the Degree Audit) but allows you to view completed, enrolled, and planned courses with regard to major requirements...

Advisors and students can use “View a New Program” to see how credits will work with a new major.
... and, makes it easy to confirm that the student’s plan satisfies degree requirements

**A. English Skills**

English Skills, complete one option.

Complete 1 of the following 2 items. 0 of 1 Complted. ✔️ Fully Planned

1. Take ENGL-101 and 102. Show Details. 0 of 12 Credits Completed. ✔️ Fully Planned

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>In-Progress</td>
<td>ENGL-101</td>
<td></td>
<td>2014FA</td>
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<tr>
<td>Planned</td>
<td>ENGL-102</td>
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<td>2015SP</td>
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The “Course Catalog” tab allows you to search the catalog for courses and see section schedules

Use filters to narrow down search results

Red bars at the bottom of the catalog description alerts you to course offerings during the current registration period

[View Available Sections for KIN 120C]
The “Notes” tab allows you to exchange notes with students.

Once you have reviewed a student’s plan, click the “Review Complete” button.

After completing your review of a student’s plan you are given the option to “Archive” the plan, saving a date and time stamped PDF copy of the student’s plan.

Once a note is saved, it will be date and time stamped and cannot be edited or modified.

Archiving the plan keeps a record of the courses and sequencing you approved for the student.
The “Plan Archive” button allows you to retrieve pdf copies of previously archived plans

The PDF file includes status of courses planned, section numbers, credit totals, and grades as well as date and time of archive

<table>
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<tr>
<th>Course Plan as of 10/15/2014</th>
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<tbody>
<tr>
<td>Student</td>
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<tr>
<td>ID</td>
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<td>Programs</td>
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<td>Reviewed By</td>
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<th>Fall 2014</th>
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<th>Spring 2015</th>
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<td>Planned</td>
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<td>Planned</td>
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If a student decides to change his/her plan without consulting you and the change negatively impacts the student’s progress, you have the option to refer to the archived plan

The “Test Scores” tab contains the student’s GED, ACT, SAT, or Compass scores

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<tr>
<th>Press</th>
<th>Course Catalog</th>
<th>Notes</th>
<th>Plan Archive</th>
<th>Test Scores</th>
<th>Unofficial Transcript</th>
</tr>
</thead>
</table>
The “Unofficial Transcript” tab allows you to download a PDF copy of the student’s unofficial transcript for advising purposes

FAQ

Why should a student do a student plan?

The process of completing a student plan requires the student to give consideration to a number of important components of their chosen major. Among other items, they may:

- review their degree audit/program plan;
- consider placement scores, dual credit, tech prep, and/or transfer credit;
- understand pre/co-requisites for other courses;
- consider the application process for programs requiring one;
- think about the number of credits they are able/willing to take each semester;
- and evaluate how long a degree will take to complete.

Why should an advisor review a student plan?

By reviewing a student plan, the advisor can quickly determine how well the student understands their program. The plan can serve as a basis for conversation about requirements, demands, course availability, and many other advising topics. This conversation helps to ensure that the advisee has a clear picture of the requirements necessary to attain completion in their chosen major.

Why won’t I get an e-mail when a student requests advisor approval of a plan?

At present, Student Planning software does not automatically send an email notification when a student requests an advisor review of their plan. This feature has been requested of the company responsible for development of the software. We are optimistic that it will be included in added features in the
future. In the meantime, encourage your advisee to send an email to you when they request a review so that you are quickly aware that a plan is awaiting your review.

Do I still need to talk to my advisees?

Student Planning is not designed to take the place of face to face interaction with advisees. Rather, the hope is that by developing and storing a completion plan, there will be more time for conversation at a deeper level between advisor and advisee.

If I deny a class does that prevent them from taking it?

It will not. Denying a class simply sends a message to the student that you do not recommend taking the class.

How do I contact a student?

Advisors can continue to contact student through their advising tools in WarriorWeb. In Student Planning, there is an email link under the student’s name that you may use to launch your Outlook email software so that you can contact a student while reviewing their plan.

Can notes be changed or deleted after they have been made?

Once a note in Student Planning is created, it is saved and date stamped. A note cannot be modified or deleted once saved.

Can I release a student to register in Student Planning?

No. You will still need to use the “Registration Release” link in the WebAdvisor menu to release students for registration.