

SEATTLEU

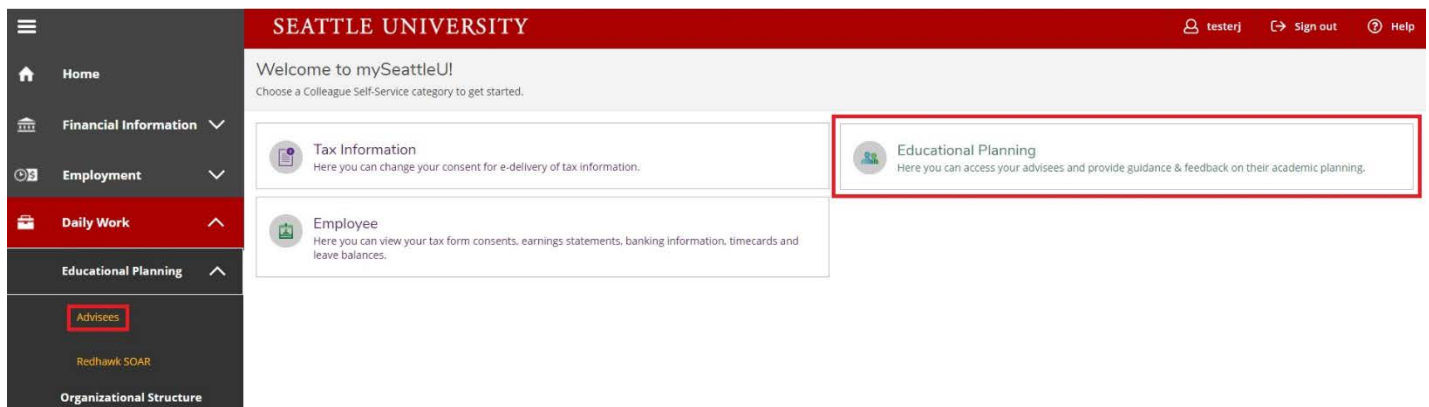
Getting Started: mySeattleU Student Planning for Advisors

Welcome to mySeattleU Student Planning, a web-based solution that helps students plan, track and register for their course of study in order to progress more confidently to a degree. As an advisor, you will use Student Planning to review your advisees planned courses, and if an undergraduate, authorize them to register for upcoming terms. This document will cover the following:

- **Accessing mySeattleU Educational Planning & Advisees**
- **Advisee Details: Course Plan Tab & Timeline Tab**
- **Advisee Details: Program Evaluation Tab**
- **Advisee Details: Supplemental Tabs**
- **Advisee Details: Approving a Student’s Plan, Archiving the Plan, & Approving the Student to Register**

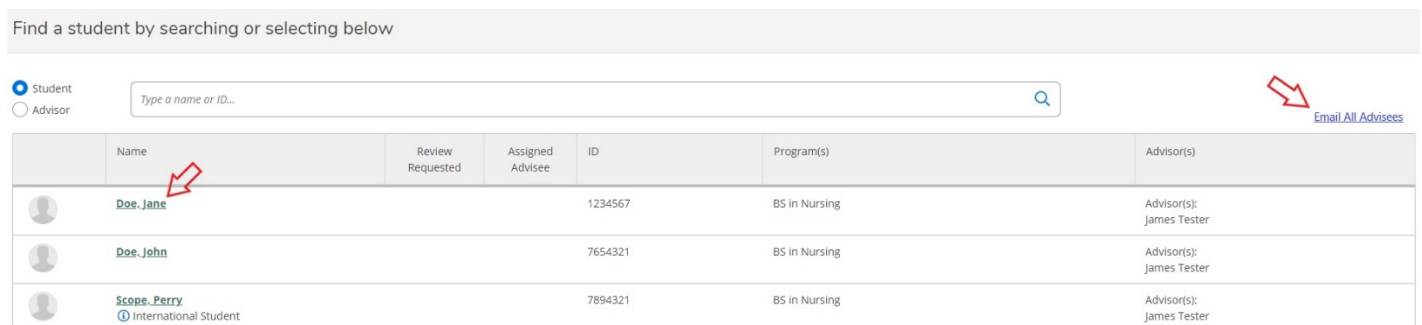
Access to mySeattleU Educational Planning & Advisees

To access mySeattleU Student Planning functionalities, first login to mySeattleU. From the homepage, you can select the “Educational Planning” button on the homepage or select the briefcase icon for “Daily Work” on the navigation pane, then “Educational Planning”, followed by “Advisees”.



Advisees

Once on the “Advisees” page, you will see a list of your current advisees. From this page, you can click on an individual advisee to go to their “Advisee Detail” page or email all your advisees using the provided link above the advisees box.



From the Advisee Detail page you can view general information about the student, their course of study, and all current holds.

Advisee Details Search: (Ex. UCOR, UCOR 1100) 🔍

[Back to Advisees](#)



Doe, Jane
Student ID: 1234567
jdoe@seattleu.edu

Program(s):
BS in Nursing

Advisor(s):
James Tester

[APPROVE STUDENT FOR REGISTRATION](#)

Notifications 1

Title	Details	Link
Advising: Nursing	Contact your Nursing adviser.	

Under these hold notifications you will see a series of tabs that provide you the same view that your advisee has within the Student Planning module.

Advisee Details: Course Plan Tab & Timeline Tab

Course Plan Tab

The “Course Plan” tab is where you can see your advisee’s course schedule, instructors, and credits, including their past terms. What makes Student Planning great, is students can plan courses for future terms as well, which advisors can view as the student plans their academic path. Student Planning is designed to empower students to search and build their own course plan. Although advisors can add terms and courses to a student’s plan, this is highly discouraged.

Approve & Deny Ability: You can select a course that your advisee has included in their plan and approve or deny it. This denial is not a hold and will not stop the student from registering for the course, but will notify them that you think it is a poor selection. This denial will then be noted on a student’s archived plan for recording purposes. Approving or denying a class is optional and not a required action by the advisor.

Protect & Unprotect Ability: You will also see two additional buttons marked Protect and Unprotect. These allow an advisor to lock a course into a specific term in an advisee's plan. This feature will not be used for the Student Planning pilot.

Course Plan | Timeline | Program Evaluation | Search for Classes | Brainstorm | Plan Archive | Test Scores | Unofficial Transcript | Grades | Graduation Application

Fall Quarter 2019 Print Planned: 0 Credits Enrolled: 14 Credits Waitlisted: 0 Credits

List | Calendar

Approve Deny Protect Unprotect

	Approval	Course	Credits	Instructor	Time	Location
<input checked="" type="checkbox"/>		NURS-3390-02: Mental Health Theory ✓ Registered	5 Credits	Teacher, P	MF 7:45 AM - 9:50 AM 9/25/2019 - 12/14/2019	Pigott Building, 304 Lecture
<input type="checkbox"/>		NURS-3391-10: Mental Health Clinical ✓ Registered	5 Credits	Teacher, P Prof. A	TBD 9/25/2019 - 12/14/2019	TBD Practicum/Field Experience
<input type="checkbox"/>		NURS-4590-01: Populations and Communities ✓ Registered	4 Credits	Prof. A	MF 10:15 AM - 11:55 AM 9/25/2019 - 12/14/2019	John and Judy Harding Building, 142 Lecture

Timeline Tab

The “Timeline” tab allows students to drag and drop their courses around on their plan like tiles. Because it operates off registration rules, students will be warned anytime they plan a course in a term when a prerequisite is required. When moving a course from term to term with an advisee, assure that the course is typically offered during the desired term by clicking on the title and checking the Course Details pop-up. Additionally, you will notice that advisees can *plan* more than a full course load per term, allowing them to have backup courses if a first-choice course is unavailable at the time of their registration.

Course Plan | **Timeline** | Program Evaluation | Search for Classes | Brainstorm | Plan Archive | Test Scores | Unofficial Transcript | Grades | Graduation Application

Add a Term

Term	Enrolled Credits	Planned Credits
Fall Quarter 2019	12	
Winter Quarter 2020		15
Spring Quarter 2020		14
Fall Quarter 2020		10
Winter Quarter 2021		15
Spring Quarter 2021		13

Advisee Details: Program Evaluation Tab

Program Evaluation Tab

The “Program Evaluation” tab shows the familiar At-A-Glance features next to your advisee, as well as some progress bars that measure the student’s path toward graduation. The top bar titled Progress shows their overall completion of requirements towards graduation. The middle bar indicates their Total Credits achieved, in progress, and planned. The bottom highlights the number of credits they have earned towards Seattle University’s residency requirement. Additionally, you can search for classes right from this Program Evaluation. You can also “View a Different Program” and see how this student’s courses would fulfill a program evaluation for a different major.

Course Plan | Timeline | **Program Evaluation** | Search for Classes | Brainstorm | Plan Archive | Test Scores | Unofficial Transcript | Grades | Graduation Application

BS in Nursing (1 of 1 programs)

View a Different Program | Load Degree Plan Template

At a Glance

Cumulative GPA: 3.944 (3,000 required)
Institution GPA: 3.944 (2,750 required)
Degree: BS in Nursing
Majors: Nursing
Departments: Nursing
Catalog: 17-18
Anticipated Completion Date: 6/20/2021

Description: Bachelor of Science in Nursing degree
Program Notes: Show Program Notes

Program Completion must be verified by the Registrar.

Progress

Category	Completed	In Progress	Planned	Total
Program Completion	100%	0%	0%	100%
Total Credits	111	12	67	190 of 180
Institutional Credits	90	12	67	169 of 169

Below you will see your advisees’ graduation requirements. In each area, you can show or hide the details of the requirement section. Notice the helpful color representations that match the student’s status in that area. Green items are in progress and completed courses, red items are not started, withdrawn or dropped, and yellow items are classes that the student has planned or registered.

Nursing Major

Must have 3.000 minimum GPA for this requirement. Current GPA: 4.000

Complete all of the following items. 1 of 2 Completed, Fully Planned [Hide Details](#)

A. Department Pre-Reqs

In order to progress into the nursing sequence courses (NURS) in the winter of the sophomore year for SU traditional students or in the fall of the junior year for transfer students, all prerequisite courses must be completed. Additionally the student must maintain a cumulative GPA of 2.75 and a GPA of 3.0 in the nursing prerequisite courses before an accepted student may enroll in any undergraduate nursing program course.

3.000 Minimum GPA Required. Current GPA: 4.000

Complete all of the following items. 4 of 4 Completed [Show Details](#)

B. Nursing Major Reqt

Complete the following:

Complete all of the following items. 2 of 9 Completed, Fully Planned [Hide Details](#)

1. Pre-Nursing Sequence 2 of 2 Courses Completed [Show Details](#)
2. First Quarter 4 of 4 Courses Completed [Show Details](#)
3. Second Quarter Fully Planned 0 of 3 Courses Completed [Hide Details](#)

Status	Course	Grade	Term	Credits
In-Progress	NURS-3705 Nutrition		19FQ	2
Planned	NURS-3390 Mental Health Theory		20SQ	5
Planned	NURS-3391 Mental Health Clinical		20SQ	5

4. Third Quarter Fully Planned 0 of 2 Courses Completed [Hide Details](#)

Status	Course	Grade	Term	Credits
In-Progress	NURS-3590 Reproductive Health Theory		19FQ	5
Not Started	NURS-3591 Reproductive Health Clinical			5

Advisee Details: Supplemental Tabs

There are additional tabs that provide even more information about the student, without ever leaving the Advisee Details page.

Notifications 0

Course Plan | Timeline | Program Evaluation | Search for Classes | **Brainstorm** | Plan Archive | Test Scores | Unofficial Transcript | Grades | Graduation Application

BS in Nursing (1 of 1 programs) View a Different Program Load Degree Plan Template Print

At a Glance

Cumulative GPA: 3.944 (3.000 required)
 Institution GPA: 3.944 (2.750 required)
 Degree: BS in Nursing
 Majors: Nursing
 Departments: Nursing
 Catalog: 17-18
 Anticipated Completion Date: 6/20/2021

Description: Bachelor of Science in Nursing degree

Program Notes: [Show Program Notes](#)

Progress

Program Completion must be verified by the Registrar.

Category	Completed	Remaining	Total
Total Credits	111	67	190 of 180
Institutional Credits	90	67	169 of 45

Brainstorm Tab

The "Brainstorm" tab will not be used for advising notes as those should be tracked in Redhawk SOAR. On the student's view of Student Planning, the **Brainstorm** tab serves as a place they can share a thought or course-related comment they would like to send along with a request for you to review their academic plan. Students are informed that this space is not the location for time sensitive requests.

Plan Archive Tab

The “Plan Archive” tab is where you can see all previous academic plans the student has submitted and had approved across their academic career. Information about how to archive a plan is covered below in the “Approving a Student’s Plan, Archiving the Plan, and Approving the Student to Register” section.

Test Scores Tab

The “Test Scores” tab provides you with all your advisee’s test scores. You can see their admission tests, as well as other placement tests and AP or IB scores and the dates they were taken.

Unofficial Transcript Tab

The “Unofficial Transcript” tab houses the student’s transcript in PDF form for you to download to your device for viewing or printing.

Grades Tab

The “Grades” tab is a great resource as well, as it summarizes all information about a student’s grades across all terms at Seattle U.

Graduation Application Tab

The “Graduation Application” tab is where advisees apply to graduate during their final year. While this feature is not applicable for the pilot period, it will be operating for the university-wide launch in Spring Quarter 2020.

Advisee Details: Approving a Student’s Plan, Archiving the Plan, & Approving the Student to Register

When one of your advisees has completed an academic plan in Student Planning and sent it to you for your approval to register, you will notice an icon that appears next to their name on the Advisees page. When you click on that advisee, and go to their advisee detail page, you can see the plan the student has prepared.

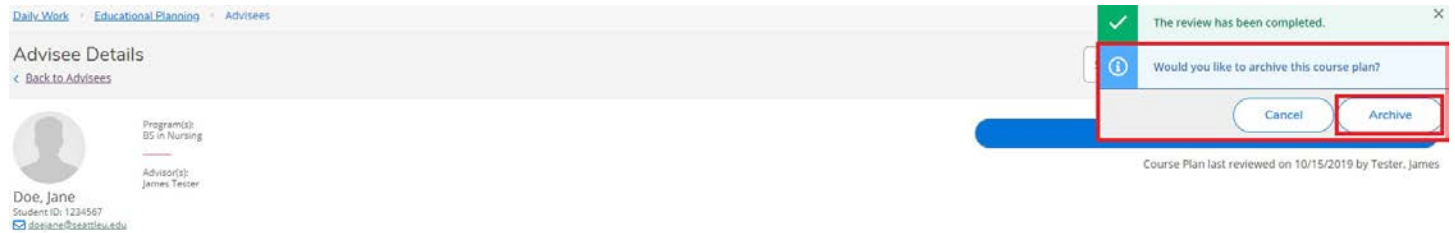
Approving a Student’s Plan & Approving them to Register

If you think that the student’s plan for registration is not ideal and requires additional follow up prior to registration, you can click the embedded email link under the student’s name to reach out to them for advising. Once all questions are addressed and the student has prepared a sound plan for the coming quarter, you may click to APPROVE STUDENT FOR REGISTRATION, allowing them to register for next quarter if they have no additional holds. Remember, you as an advisor can see these holds within the gray notifications box on the Advisee detail page. The release associated with pushing this button replaces departmental and advising holds and is only required for undergraduate students. Once clicked, Student Planning will notify the advisee that their plan has been reviewed and they are approved for registration.

The screenshot shows the 'Advisee Details' page for a student named Jane Doe. At the top left, there is a link to 'Back to Advisees'. On the right, there is a search bar with the placeholder text 'Search: (Ex. UCOR, UCOR 1100)'. The student's name 'Doe, Jane' is displayed, along with her 'Student ID: 1234567' and 'Program(s): BS in Nursing'. Below the name is an email link 'doejane@seattleu.edu' with a red arrow pointing to it. To the right of the email link, the 'Advisor(s): James Tester' is listed. A prominent blue button with a red border is labeled 'APPROVE STUDENT FOR REGISTRATION'. At the bottom of the page, there is a 'Notifications' section with a red circle containing the number '1' and a dropdown arrow.

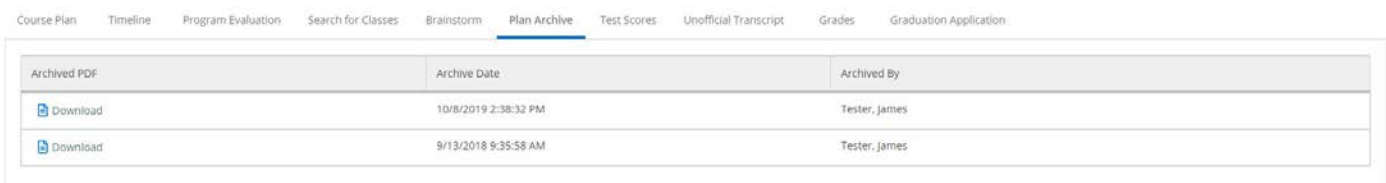
Archiving the Plan

Once the APPROVE STUDENT FOR REGISTRATION button is pushed you will be prompted to archive this course plan. By clicking Archive, Student Planning will make a record of this approved plan and save it for future reference.





The screenshot shows the 'Advisee Details' page for Jane Doe, a BS in Nursing student advised by James Tester. A confirmation dialog box is displayed, asking 'Would you like to archive this course plan?' with 'Cancel' and 'Archive' buttons. A green notification banner at the top right states 'The review has been completed.' Below the dialog, it notes 'Course Plan last reviewed on 10/15/2019 by Tester, James'.

The archived plans stay with the student's record, so if they change academic programs or advisors, these archived plans will be accessible via the Plan Archive tab.



The screenshot shows the 'Plan Archive' tab with a table of archived plans. The table has columns for 'Download', 'Archive Date', and 'Archived By'.

Download	Archive Date	Archived By
 Download	10/8/2019 2:38:32 PM	Tester, James
 Download	9/13/2018 9:35:58 AM	Tester, James

To see an archived plan, click the download icon on the left to view it on your device. These plans provide a record of what was planned and changed over their academic career, as well as the instances when a class was added to the plan, by whom, and whether the advisor approved or expressed disagreement with a course selection through use of the deny feature.



Thank You!

This course plan review process assures that a student is pursuing academic advising and that an advisor has given their consent to register. With that, your advisee is ready to register for classes and you have a record of their course plan! We hope you enjoy Student Planning, Seattle University's new course tracking and registration tool. For questions about Student Planning, please reach out to the Office of the Registrar.