

# Academic Planner

This training package is meant to provide an overview of the steps both students and advisors take to create, review and approve an academic plan for registration. Once an approved plan is in place, students will be ready to pick sections and register.

## Quick Start

- Click **Start New Plan**
- Click **Edit Plan** to add courses to each term remaining in your program
- Click **Request Approval**
- Review plan with Advisor
- Advisor approves plan
- Click **Pick Sections/Register** from Plan List for approved plan
- Click blue term bar on left side of screen
- For each planned course in the term shown on right side of screen
  - Click on a course
  - Click on a section
  - Click **Add Section**
- Click **Register** for each term, in chronological order, for next academic year (at or after your registration time)

## Special Features

- Keep all the details of your plan available at any time electronically without having to keep track of any papers or folders.
- Create other plans without interrupting your current plan until you're ready.

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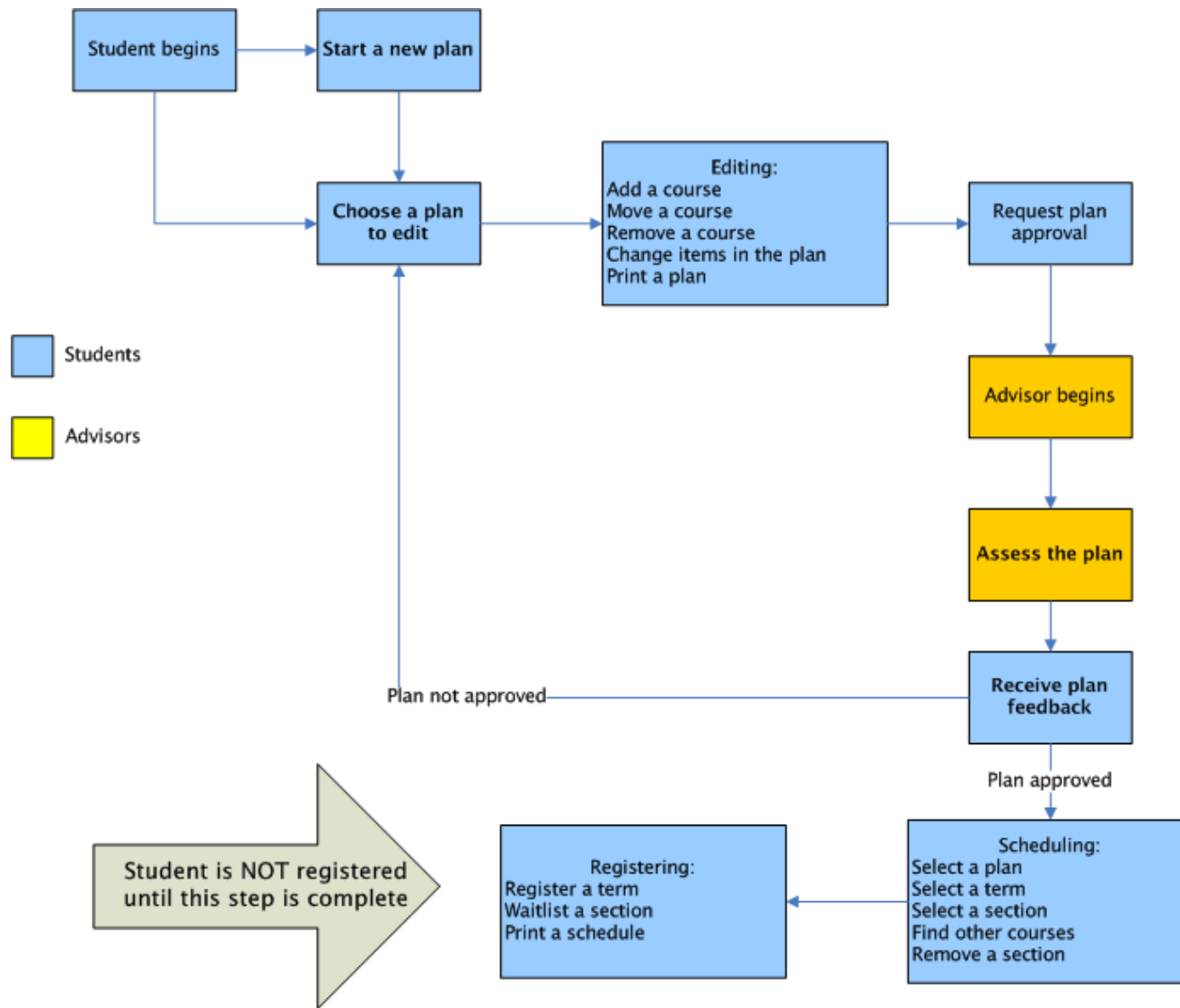
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## Overview of the Process



# Getting Started

The Academic Planner allows students and advisors to electronically save and approve plans for registration. To access the Planner:

- 1 Open your school's website in your web browser.
- 2 Navigate to the Academic Planner portlet.
- 3 Select **Academic Planner**.

You are here: Academic Planner > Default Page

**Academic Planner**  
Default Page

- Academic Planner
- Suggested Academic Plans

Quick Links

- My Courses
- My Pages




**Academic Planner** [Printer Friendly](#)  
**Academic Planner**  
Plan List

Edit Plan  
Copy Plan  
Edit Major/Program, etc  
Print Plan  
Start New Plan  
Delete Plan  
Refresh Plan List

**Suggested Academic Plans**  
Program Undergraduate  
Subprog UNDG Traditional  
Location Jenzabar University

## Understanding the Symbols

Within the Planner, you will see the following symbols. This legend will help you interpret their significance and help you plan your coursework.

-  You have successfully met requirements of the course based on your school's degree audits.
-  Either you completed the course without meeting the requirements or you have not yet planned the course.
-  The course is in the plan or registered but not yet completed.

# Starting a New Plan

As a student, you can create and store multiple plans. Only one plan can be active at a time.

- 1 Click **Start New Plan**.
- 2 Using the dropdowns, fill in the fields appropriate to your academic goals.
- 3 Name your plan.
- 4 Click **Save Options**.  
You are now ready to build a plan.

The image displays two screenshots of the CX Academic Planner web application interface, illustrating the steps to create a new plan.

**Top Screenshot:** Shows the 'Academic Planner' default page. The left sidebar contains 'Quick Links' for 'My Courses' and 'My Pages'. The main content area, titled 'Academic Planner', features a 'Plan List' section with buttons: 'Edit Plan', 'Copy Plan', 'Edit Major/Program, etc', 'Print Plan', 'Start New Plan', 'Delete Plan', and 'Refresh Plan List'. A line from step 1 points to the 'Start New Plan' button.

**Bottom Screenshot:** Shows the 'Academic Plan Options' form. The form prompts the user to 'Select options for this plan and enter a name for this plan.' It includes pre-filled information: 'Degree: BS - Bachelor of Science' and 'Location: Jenzabar University'. There are dropdown menus for 'Major' (selected: Business Administration), 'Minor', and 'Concentration' (selected: Info Systems Concentrati). There are also input fields for '1st' and '2nd' semesters. A text field asks 'What name do you want to give this plan?'. At the bottom are 'Cancel' and 'Save Options' buttons. Lines from steps 2, 3, and 4 point to the dropdowns, the name field, and the 'Save Options' button respectively.

Footer links include: Privacy Policy | About Us | Contact Us | Campus Directory. Powered by Jenzabar. v7.4.4.

# Editing a Plan

- 1 Select plan to edit.
- 2 Click **Edit Plan**.
- 3 Click **Other Credits** to view Transfer, Waived, Prior Learning, and Exam credits.
- 4 Edit plan as desired. The following pages provide examples.

## Symbols Legend

CR = Credit  
 R = Registered  
 L = Waitlisted  
 IP = In Progress  
 W = Withdrawn  
 X = Did Not Pass  
 AU = Audit  
 NR = Grade Not Reported  
 Vr = Variation from plan

**NOTE:** Courses with any of these symbols, except Vr, cannot be edited.

You are here: Academic Planner > Default Page

### Academic Planner

Printer Friendly

Academic Planner

Default Page

- Academic Planner
- Suggested Academic Plans

Quick Links

- My Courses
- My Pages

Plan List

Plan name	Status
RLin UG11 BUSA	Not Approved

[Edit Plan](#)  
[Copy Plan](#)  
[Edit Major/Program, etc](#)  
[Print Plan](#)

Wilson, Matthew for Registration Matt Wilson HIST/POL Plan Approved

To begin, select a course, on the right, from 1. [Requirements](#) (click plus sign to expand list); OR 2. [Courses](#) (click a discipline to view courses; make selections in Term and Location dropdown boxes to narrow choices); OR 3. [Search](#) by course number.

**Other Credits** [click to collapse](#)

- Transfer (14)
- ES101 (ES101) (2)
- HG101 (HG101) (3)
- LL101 (LL101) (3)
- LL121 (LL121) (3)
- MA110 (MA110) (3)

**2009-2010 Academic Year** [click to expand](#)

**2010-2011 Academic Year** [click to collapse](#)

**Fall 10 (3)**

- CR BUS271 3

**2011-2012 Academic Year** [click to collapse](#)

Fall 11 (20)	Winter Session 12 (3)	Spring 12 (16)	Summer Session 12 (0)
IP ART152 2	R REL212 3	R ART165 3	
IP COR100 3		R COR274 1	
IP ENG102 6		R CSC150 3	
IP HIS141 3		R HIS142 3	
IP HIS230 3		R REL211 3	
IP MUS220 3		R SPA102 3	

[Return to Plan List](#) [to Search](#)  
[Print Plan](#)

**Plan Options**

Select Courses by:

Requirements Courses Search

Please consult the catalog for a Information

**Graduation Credit Requirements**



- Overall Audit - UG10** [C](#)  
124 required hrs/31 hrs earned  
GPA 3.043
- General Education - UG10** [C](#)  
55 required hrs/11 hrs earned  
GPA
- History Major** [C](#)  
35 required hrs/0 hrs earned  
GPA

[Holds & Warnings](#) [Comments](#) [Approvals](#) [Remove](#)

\* You have less than 12.0 credits in Fall 2012  
 \* You have less than 12.0 credits in Fall 2013  
 \* You have less than 12.0 credits in Spring 2014  
 Prerequisites for ENG112 may not be satisfied ([click for details](#))

# Adding a Course

- Find your course using the Requirements, Courses, or Search tab. Examples of each are shown on this page.


On the **Requirements** tab, click on  to expand. The symbol changes to .

**Plan Options** click to expand

Select Courses by:


Requirements Courses Search Grades


GPA


 **Business Administration** click to collapse

53 required hrs/0 hrs earned/0 hrs planned


GPA

 PreRequisite Courses


 Required Accounting

 **Accounting Sequence** click to collapse


(At least 6 credit hours) (At least 2 courses)


 ACC221

Principles of Accounting I

 ACC222

Principles of Auditing II

 Required Business

 Required Economics

- Click **Course Details** to view course information.


ACC221 (3)  
Principles of Accounting I

Prerequisites:  
Before this course:  
MAT101 with a minimum grade of D  
and MAT101 with a minimum grade of D

Select Courses by:


Requirements Courses Search Grades


GPA


 **Business Administration** click to collapse

53 required hrs/0 hrs earned/0 hrs planned


GPA

 PreRequisite Courses


 Required Accounting

 **Accounting Sequence** click to collapse


(At least 6 credit hours) (At least 2 courses)


 ACC221

Principles of Accounting I

 ACC222

Principles of Auditing II

 Required Business

 Required Economics

**ACC221 Principles of Accounting I (3)**

**Course Details**

Term	Location	Method
Fall 2011	Jenzabar University	Lecture - Discussion
Fall 2012	Jenzabar University	Lecture - Discussion
Fall 2013	Jenzabar University	Lecture - Discussion

- Select term to add course.

On the **Courses** tab, select Term and Place from dropdown lists.

**Plan Options** click to expand

Select Courses by:

Requirements Courses Search Grades

Term **Fall 2012** Place **Any**

**Accounting** click to collapse

ACC221 Principles of Accounting I (3)

ACC317 Intermediate Accounting I (4)

ACC391 Individual Taxation (3)

ACC442 Auditing Principles I (3)

ACC447 Advanced Accounting (4)

**Technology** click to expand

**Business** click to expand

**Chemistry** click to expand

**Communications** click to expand

Select course.

**Plan Options** click to expand

Select Courses by:

Requirements Courses Search Grades

Course Code: **Contains**

Title: **Contains**

Program: **Undergraduate**

Location: **Any**

On the **Search** tab, enter course information and click **Search**.

# Moving a Course

Students can move a course from one term to another in either of two ways.

- 1 Select course to move and drag and drop it into the appropriate term. Terms in which the course is offered will display in green.

**Academic Planner**

Lin, Ruth      RLin UG11 BUSA      Not Approved

CSC150 added to WI 2012 and plan saved.

**Other Credits** [click to expand](#) [click to collapse](#)

**2011-2012 Academic Year**

<b>Fall 11 (9*)</b> IP COR100 3 MAT101 3 ACC221 3	<b>Winter Session 12 (3)</b> CSC150 3	<b>Spring 12 (3*)</b> ACC222 3	<b>Summer Session 12 (0)</b>
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**2012-2013 Academic Year** [click to expand](#)

**2013-2014 Academic Year** [click to expand](#)

**2014-2015 Academic Year** [click to expand](#)

**2015-2016 Academic Year** [click to expand](#)

**2016-2017 Academic Year** [click to expand](#)

**2017-2018 Academic Year** [click to expand](#)

**2018-2019 Academic Year** [click to expand](#)

**Plan Options** [click to expand](#)

Select Courses by:

Requirements Courses Search Grades

☒ MAT101  
 Algebra  
☒ CSC150 (3)  
 Introduction to Computers  
☒ Required Accounting  
☒ Accounting Sequence  
 (At least 6 credit hours) (At least 2 courses)  
☒ ACC221  
 Principles of Accounting I  
☒ ACC222  
 Principles of Auditing II  
☒ ACC222 (3)  
 Principles of Auditing II

**CSC150 Introduction to Computers (3)**

[Course Details](#)

Term	Location	Method
Fall 2011	Jenzabar University	Lecture - Discussion
Winter Session 2012	Jenzabar University	Lecture - Discussion
Spring 2012	Jenzabar University	Lecture - Discussion

**Holds & Warnings** **Comments** **Approvals** [Remove](#)

\* You have less than 12.0 credits in Fall 2011  
Prerequisites for ACC221 may not be satisfied (click for details)  
 \* You have less than 12.0 credits in Spring 2012

2

Alternatively, you can select the course to move as stated in option 1, and then click on the term in this grid. The course will move from the previous term to the newly selected term.

**NOTE:** To move a repeatable class such as music lessons, you must remove the course and then add it to the correct term.



# Removing a Course

**1** Select course to remove.

**Academic Planner**

Lin, Ruth      RLin UG11 BUSA      Not Approved

ACC221 added to FA 2011 and plan saved.

**Other Credits**      click to expand  
click to collapse

2011-2012 Academic Year		2012-2013 Academic Year		2013-2014 Academic Year		2014-2015 Academic Year		2015-2016 Academic Year		2016-2017 Academic Year		2017-2018 Academic Year		2018-2019 Academic Year	
<b>Fall 11 (9*)</b>		<b>Winter Session 12 (3)</b>		<b>Spring 12 (3*)</b>		<b>Summer Session 12 (0)</b>									
IP COR100 3		CSC150 3		ACC222 3											
MAT101 3															
ACC221 3															

**Plan Options**      click to expand

Select Courses by:

Requirements    Courses    Search    Grades

- ☒ MAT101
- ☒ Algebra
- ☒ CSC150 (3)
- ☒ Introduction to Computers
- ☒ Required Accounting
- ☒ Accounting Sequence
- (At least 6 credit hours) (At least 2 courses)
- ☒ **ACC221**
- ☒ Principles of Accounting I
- ☒ ACC222
- ☒ Principles of Auditing II
- ☒ ACC222 (3)
- ☒ Principles of Auditing II

**Remove**

\* You have less than 12.0 credits in Fall 2011  
\* You have less than 12.0 credits in Spring 2012  
[Prerequisites for ACC221 may not be satisfied \(click for details\)](#)

**2** Click **Remove**.

# Adding Comments

While creating the plan and the schedule, you can enter comments viewable by yourself and your advisor.

**Academic Planner**

Lin, Ruth      RLin UG11 BUSA      Not Approved

ACC221 added to FA 2011 and plan saved.

**Other Credits**      click to expand  
click to collapse

2011-2012 Academic Year	Winter Session 12 (3)	Spring 12 (3*)	Summer Session 12 (0)
Fall 11 (9*) IP COR100 3 MAT101 3 ACC221 3	CSC150 3	ACC222 3	

2012-2013 Academic Year      click to expand  
2013-2014 Academic Year      click to expand  
2014-2015 Academic Year      click to expand  
2015-2016 Academic Year      click to expand  
2016-2017 Academic Year      click to expand  
2017-2018 Academic Year      click to expand  
2018-2019 Academic Year      click to expand

**Plan Options**      click to expand

Select Courses by:

Requirements      Courses      Search      Grades

Introduction to Computers

MAT101

Algebra

CSC150 (3)

Introduction to Computers

Required Accounting

Accounting Sequence

(At least 6 credit hours) (At least 2 courses)

ACC221

Principles of Accounting I

ACC222

Principles of Auditing II

ACC222 (3)

Principles of Auditing II

Holds & Warnings      Comments      Approvals      Remove

Save Comments

1 Click **Comments**.

2 Enter comments.

3 Click **Save Comments**.

# Verifying the Plan

You should verify whether the plan includes course graduation requirements before submitting for approval.

- 1 Review hours for each term to make sure course load is appropriate.  
(\* designates outside normal 12-15 hour load.)
- 2 Compare program and credits to graduation requirements for subaudits and courses.

**Academic Planner**

Lin, Ruth      RLin UG11 BUSA      Advisor Suggests Revisions

To begin, select a course, on the right, from 1. [Requirements](#) (click plus sign to expand list); OR 2. [Courses](#) (click a discipline to view courses; make selections in Term and Location dropdown boxes to narrow choices); OR 3. [Search](#) by course number.

**Other Credits**      click to expand      click to collapse

**2011-2012 Academic Year**

<b>Fall 11 (18)</b> BUS107 3 IP COR100 3 ENG103 3 ENG104 3 MAT101 3 SPA101 3	<b>Winter Session 12 (3)</b> CSC150 3	<b>Spring 12 (19)</b> ART165 3 BIO281 4 BIO281L 0 HIS142 3 PSY100 4 SPA102 3 SPE100 2	<b>Summer Session 12 (0)</b>
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**2012-2013 Academic Year**      click to collapse

<b>Fall 12 (19)</b> ACC221 3 BUS260 3 BUS271 3 COR200 3 CSC201 4 ECON201 3	<b>Winter Session 13 (3)</b> REL211 3	<b>Spring 13 (17)</b> ACC222 3 BUS268 3 COR274 1 CSC202 4 CSC202L 0 ECON202 3 SOC100 3	<b>Summer Session 13 (3)</b> COR275 3
--	--	---	--

**2013-2014 Academic Year**      click to expand

**2014-2015 Academic Year**      click to expand

**2015-2016 Academic Year**      click to expand

**Plan Options**      click to expand

Select Courses by: Requirements Courses Search Grades

**General Education - UG10**      click to expand

55 required hrs/0 hrs earned/50 hrs planned

GPA

**Business Administration**      click to collapse

53 required hrs/0 hrs earned/44 hrs planned

GPA

☒ PreRequisite Courses

☒ PreRequisite Sequence

(At least 6 credit hours) (At least 2 courses)

☒ CSC150 (3)

☒ Introduction to Computers

☒ MAT101

**Holds & Warnings**      Comments      Approvals      Remove

Prerequisites for ACC318 may not be satisfied (click for details)

Prerequisites for ACC442 may not be satisfied (click for details)

Prerequisites for ENG104 may not be satisfied (click for details)

- 3 Click **Holds & Warnings**. Review and respond to messages, as some may prevent registration.  
**NOTE:** Click on prerequisite warning to see details.
- 4 Verify checkmarks by each course you have selected.

# Requesting Plan Approval

**Academic Planner**

Lin, Ruth      RLin UG11 BUSA      Advisor Suggests Revisions

To begin, select a course, on the right, from 1. [Requirements](#) (click plus sign to expand list); OR 2. [Courses](#) (click a discipline to view courses; make selections in Term and Location dropdown boxes to narrow choices); OR 3. [Search](#) by course number.

**Other Credits**      click to expand  
 2011-2012 Academic Year      click to collapse

Fall 11 (18)	Winter Session 12 (3)	Spring 12 (19)	Summer Session 12 (0)
BUS107 3	CSC150 3	ART165 3	
IP COR100 3		BIO281 4	
ENG103 3		BIO281L 0	
ENG104 3		HIS142 3	
MAT101 3		PSY100 4	
SPA101 3		SPA102 3	
		SPE100 2	

2012-2013 Academic Year      click to collapse

Fall 12 (19)	Winter Session 13 (3)	Spring 13 (17)	Summer Session 13 (3)
ACC221 3	REL211 3	ACC222 3	COR275 3
BUS260 3		BUS268 3	
BUS271 3		COR274 1	
COR200 3		CSC202 4	
CSC201 4		CSC202L 0	
ECON201 3		ECON202 3	
		SOC100 3	

2013-2014 Academic Year      click to expand  
 2014-2015 Academic Year      click to expand  
 2015-2016 Academic Year      click to expand

Holds & Warnings    Comments    Approvals    Remove

Prerequisites for ACC318 may not be satisfied ([click for details](#))  
 Prerequisites for ACC442 may not be satisfied ([click for details](#))  
 Prerequisites for ENG104 may not be satisfied ([click for details](#))

Return to Plan List    Print Plan    Request Approval

**Plan Options**      click to expand  
 Select Courses by:

Requirements    Courses    Search    Grades

**General Education - UG10**      click to expand  
 55 required hrs/0 hrs earned/50 hrs planned  
 GPA

**Business Administration**      click to collapse  
 53 required hrs/0 hrs earned/44 hrs planned  
 GPA

☐ PreRequisite Courses  
☐ PreRequisite Sequence  
 (At least 6 credit hours) (At least 2 courses)

☒ CSC150 (3)  
 Introduction to Computers  
 MAT101

After verifying the plan, click **Request Approval** to send plan to your advisor.

Your advisor will receive a notice that you submitted a plan for approval.

After reviewing the plan with you, your advisor will either approve your plan or suggest revisions. In either case you will see a notice about your advisor's action.

## Other Button Functions

- Click **Return to Plan List** to access options.

Return to Plan List

- Click **Print Plan** to print a copy

Print Plan

## CX Academic Planner

# Approving a Plan – Advisors Only

Navigate to the Academic Plan Approval portlet as it is set up at your institution.

In this example, it appears on the Advisor's tab.

**Jenzabar University** AMERICA'S LEADERSHIP UNIVERSITY

Welcome back **Ralph Richardson Butler** ( [Personal Info](#) | [Logout](#) )

Home AcadPlanner Academic Planner Staff CX Web Links Student Faculty **Advisor** Academics Campus Adm Alumni Finances FinAid My Pages

You are here: Advisor > Default Page

**Advisor**

Default Page

- [Advisee Roster](#)
- [Advisor Meetings](#)
- [CX - Faculty Advisor Portlet](#)
- [Academic Plan Approval](#)

Quick Links

My Courses

My Pages

[Copy Courses](#)

**Advisor**

**Advisee Roster**

Set Options

**Search for Advisee(s)**

You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered,' 'Need Advisor Approval,' 'Need Registration Clearance,' 'New Students' and 'Not Yet Registered.' Selecting one of the other Advisee Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column.

[» Show My Advisees](#)

Advisor:

Advisee Status:

ID:

Last Name:

First Name:

Program:

[Advanced Search](#)

## CX Academic Planner

# Approving a Plan – Advisors Only (continued)

### Advisor

**Academic Plan Approval**

Advisee Plan List

Student ID  [Get Plans](#)

Plan name Plan status

[View Plan](#) [Print Plan](#)

Select an advisee's plan from the list below then click the View Plan button.

Advisee	Plan name	Plan status
Black, Karen S., 203637	KBlack - BUSA	Approved for Registration
Black, Karen S., 203637	BUSA Major	Approved for Registration
Black, Karen S., 203637	BLACK - BUSA/Acct Conc	Approved for Registration
Lin, Ruth, 203653	RLin UG11 BUSA	Pending Advisor Approval
Black, Karen S., 203637	KB from Suggested Plan	Not Approved
Black, Karen S., 203637	Dec 5 2011 Karen Black Plan	Not Approved

[View Plan](#) [Print Plan](#)

[Refresh Plan List](#)

1

Select the student whose plan requires approval.

2

Click **View Plan**.

3

Review each term to make sure course load is appropriate.

4

Compare program and credits to graduation requirements.

5

Verify there are checkmarks by the required courses.

**Academic Plan Approval**

Lin, Ruth RLin UG11 BUSA Pending Advisor Approval

To begin, select a course, on the right, from 1. Requirements (click plus sign to expand list); OR 2. Courses (click a discipline to view courses; make selections in Term and Location dropdown boxes to narrow choices); OR 3. Search by course number.

[Print Plan](#) [Return to Plan List](#)

[Needs Revising](#) [Approve](#)

**Plan Options** [click to expand](#)

Select Courses by:

Requirements Courses Search Grades

**Business Administration** [click to collapse](#)

53 required hrs/0 hrs earned/6 hrs planned

GPA

☒ PreRequisite Courses

☒ Required Accounting

☒ Accounting Sequence

(At least 6 credit hours) (At least 2 courses)

☒ ACC221

☒ Principles of Accounting I

☒ ACC222 (3)

☒ Principles of Auditing II

☒ Required Business

☒ Required Economics

**Other Credits** [click to expand](#) [click to collapse](#)

**2011-2012 Academic Year**

Fall 11 (9\*) Winter Session 12 (3) Spring 12 (3\*) Summer Session 12 (0)

ACC221 3 IP COR100 3 MAT101 3 CSC150 3 ACC222 3

**2012-2013 Academic Year** [click to expand](#)

**2013-2014 Academic Year** [click to expand](#)

**2014-2015 Academic Year** [click to expand](#)

**2015-2016 Academic Year** [click to expand](#)

**2016-2017 Academic Year** [click to expand](#)

**2017-2018 Academic Year** [click to expand](#)

**2018-2019 Academic Year** [click to expand](#)

**Holds & Warnings** **Comments** **Approvals** [Remove](#)

\* You have less than 12.0 credits in Fall 2011.  
\* You have less than 12.0 credits in Spring 2012.  
Prerequisites for ACC221 may not be satisfied ([click for details](#))

6

Review any messages in the **Holds & Warnings** tab.

7

Enter your feedback to the student under the **Comments** tab. Feedback is required if the student needs to revise the plan.

8

Update status:

- If plan is acceptable, click **Approve**.
- If plan needs changes, click **Needs Revising**. Advisors cannot make changes to plans.

## CX Academic Planner

# Receiving Plan Feedback

- 1** After advisor reviews the plan:
- The status updates in the Plan List.
  - You may need to click **Refresh Plan List** to see updated status.

- 2** Click on both the **Comments** and **Approvals** tabs to review.

### If Approved

You are ready to pick sections when schedules are available. You can then register when registration is open.

### If Not Approved

Adjust your plan as needed by adding, moving, or removing sections.

**Academic Planner**

Plan List

Plan name	Status
<input checked="" type="radio"/> RLin UG11 BUSA	Advisor Suggests Revisions

[Edit Plan](#)  
[Copy Plan](#)  
[Edit Major/Program, etc](#)  
[Print Plan](#)  
[Start New Plan](#)  
[Delete Plan](#)  
[Refresh Plan List](#)

[Pick Sections/Register Drop and Add](#)

Advisor: Butler, Ralph Richard

**Academic Planner**

Lin, Ruth RLin UG11 BUSA Advisor Suggests Revisions

[Return to Plan List](#) [Print Plan](#) [Request Approval](#)

**Plan Options** [click to expand](#)

Select Courses by:

Requirements Courses Search Grades

Please consult the catalog for additional information

**Graduation Credit Requirements**

☒ **Overall Audit - UG10** [click to expand](#)

124 required hrs/0 hrs earned/143 hrs planned  
GPA 0.000

☒ **General Education - UG10** [click to expand](#)

55 required hrs/0 hrs earned/50 hrs planned  
GPA

☒ **Business Administration** [click to expand](#)

53 required hrs/0 hrs earned/44 hrs planned  
GPA

**2011-2012 Academic Year** [click to expand](#) [click to collapse](#)

Fall 11 (18)	Winter Session 12 (3)	Spring 12 (19)	Summer Session 12 (0)
BUS107 3	CSC150 3	ART165 3	
IP COR100 3		BIO281 4	
ENG103 3		BIO281L 0	
ENG104 3		HIS142 3	
MAT101 3		PSY100 4	
SPA101 3		SPA102 3	
		SPE100 2	

**2012-2013 Academic Year** [click to collapse](#)

Fall 12 (19)	Winter Session 13 (3)	Spring 13 (17)	Summer Session 13 (3)
ACC221 3	REL211 3	ACC222 3	COR275 3
BUS260 3		BUS268 3	
BUS271 3		COR274 1	
COR200 3		CSC202 4	
CSC201 4		CSC202L 0	
ECON201 3		ECON202 3	
		SOC100 3	

**2013-2014 Academic Year** [click to collapse](#)

Fall 13 (19)	Winter Session 14 (3)	Spring 14 (19)	Summer Session 14 (3)
ACC317 4		ACC318 4	

[Holds & Warnings](#) [Comments](#) [Approvals](#) [Remove](#)

Prerequisites for ACC318 may not be satisfied ([click for details](#))  
 Prerequisites for ACC442 may not be satisfied ([click for details](#))  
 Prerequisites for ENG104 may not be satisfied ([click for details](#))

## CX Academic Planner

# Deleting a Plan

**1** Select the plan to delete.

**2** Click **Delete Plan**.

**NOTE:** Only plans with a status of Not Approved can be deleted.

**3** Click **OK** to verify delete action.

**Academic Planner**

Plan List

Plan name	Status
<input type="radio"/> BUSA Major	Approved for Registration
<input type="radio"/> KBlack - BUSA	Approved for Registration
<input type="radio"/> BLACK - BUSA/Acct Conc	Approved for Registration
<input checked="" type="radio"/> Dec 5 2011 Karen Black Plan	Not Approved
<input type="radio"/> KB from Suggested Plan	Not Approved

Advisor: Butler, Ralph Richardson

**Message from webpage**

Are you sure you want to delete Dec 5 2011 Karen Black Plan?



## CX Academic Planner

# Changing Components of the Plan

Students can change or add majors, minors, concentrations, and special academic interests within a plan.

**1** Select the plan to change.

**2** Click **Edit Major / Program, etc.**

**3** Using the dropdowns, fill in the fields appropriate to your academic goals.

**4** Confirm your plan name.

**5** Click **Save Options**.

You are now ready to build a plan.

The image shows two screenshots of the CX Academic Planner interface. The top screenshot displays the 'Plan List' with a table of plans and a list of action buttons. The bottom screenshot shows the 'Academic Plan Options' form where a student can select their degree, location, major, minor, concentration, and plan name.

**Plan List**

Plan name	Status
<input type="radio"/> BUSA Major	Approved for Registration
<input checked="" type="radio"/> KBlack - BUSA	Approved for Registration
<input type="radio"/> BLACK - BUSA/Acct Conc	Approved for Registration
<input type="radio"/> KB from Suggested Plan	Not Approved

Buttons: Edit Plan, Copy Plan, Edit Major/Program, etc., Print Plan, Start New Plan, Delete Plan, Refresh Plan List, Pick Sections/Register Drop and Add

Advisor: Butler, Ralph Richardson

**Academic Plan Options**

Select options for this plan and enter a name for this plan.

Degree: BS - Bachelor of Science  
Location: Jenzabar University

	1st	2nd
Major	Business Administration	
Minor		
Concentration	Accounting	

What name do you want to give this plan? KBlack - BUSA

Buttons: Cancel, Save Options

## CX Academic Planner

# Scheduling Planned Courses

- 1** Select the plan to schedule.

**NOTE:** Only an approved plan can be scheduled.

- 2** Click **Pick Sections / Register/Drop and Add**.

The screenshot shows the 'Academic Planner' interface. At the top is a blue header bar with the text 'Academic Planner'. Below the header is a section titled 'Plan List'. Under this title, there are two columns: 'Plan name' and 'Status'. A single plan is listed: 'RLin UG11 BUSA' with a status of 'Approved for Registration'. To the left of the plan name is a radio button. Below the plan list is a vertical stack of buttons: 'Edit Plan', 'Copy Plan', 'Edit Major/Program, etc', 'Print Plan', 'Start New Plan', 'Delete Plan', and 'Refresh Plan List'. At the bottom of the interface is a button labeled 'Pick Sections/Register Drop and Add'. Below this button, the text 'Advisor: Butler, Ralph Richardson' is displayed. Two callout lines originate from the numbered instructions on the left. Line 1 points to the radio button next to the plan name. Line 2 points to the 'Pick Sections/Register Drop and Add' button.

Plan name	Status
<input type="radio"/> RLin UG11 BUSA	Approved for Registration

Edit Plan  
Copy Plan  
Edit Major/Program, etc  
Print Plan  
Start New Plan  
Delete Plan  
Refresh Plan List

Pick Sections/Register Drop and Add

Advisor: Butler, Ralph Richardson

## CX Academic Planner

# Viewing Planned Courses by Term

**1** Click on the term bar to view the selected term.


**2** View planned courses for the selected term.

The screenshot displays the CX Academic Planner interface. At the top, the user's name 'Lin, Ruth' and ID 'RLin UG11 BUSA' are shown, along with the status 'Approved for Registration'. Below this, a 'View By:' dropdown menu is set to 'Term'. A list of terms is displayed, with 'Fall 2011' selected and highlighted in blue. To the right of the term list, a '3 credits registered' status is shown. Below the term list, a grid shows the course schedule for the selected term. The grid has columns for days of the week (Mon, Tue, Wed, Thu, Fri, Sat) and rows for time slots (7:00 am to 7:00 pm). The course 'COR100' is scheduled for 2:00 pm on Monday, Wednesday, and Friday. To the right of the grid, a 'Plan Options' section is visible, showing a list of courses with their status (Planned, Registered, or Add to Waitlist). The courses listed are: BUS107 Foundations of Leadership (3) Planned, COR100 Discovery in the Liberal Arts (3) Registered in section 02, ENG103 Basic Writing (3) Planned, ENG104 College Writing (3) Planned, MAT101 Algebra (3) Planned, and SPA101 Elementary Spanish I (3) Planned. At the bottom of the interface, there are buttons for 'Add Section', 'Audit Section', and 'Add to Waitlist', and a 'Course Details' section with a table showing 'Term', 'Location', and 'Method'.

## CX Academic Planner

# Selecting a Section

**1** Click on the course to view related sections.

**2** Click on the section.  
**NOTE:** Click on  to view section details.

**3** Click **Add Section**.

**4** Verify the section was added to the schedule.

**NOTES:**  
if you cannot find a section to fit your schedule, you may choose to replace it with another course.

Your schedule may look different if your school's website does not show days and times.

**5** Repeat steps 1-4 for each course.


**6** Repeat steps 1-5 for each term.

**Plan Options** [click to expand](#)

Select Courses by:

Plan Requirements Courses Search

Grades





- BUS107 Foundations of Leadership (3)  
Planned
-  COR100 Discovery in the Liberal Arts (3)  
Registered in section 02
- ENG103 Basic Writing (3)  
Planned
- ENG104 College Writing (3)  
Planned
- MAT101 Algebra (3)  
Planned
- SPA101 Elementary Spanish I (3)  
Planned

**Plan Options** [click to expand](#)

Select Courses by:

Plan Requirements Courses Search

Grades

- BUS107 Foundations of Leadership (3)  
Planned
-  01 null -M-W-F- 9:00a-9:50a ERIK Chambers,R  
Location: Jenzabar University
-  02 null -M-W-F- 9:00a-9:50a SNYD Peck, D.  
Location: JBar U of the ROCKIES
-  COR100 Discovery in the Liberal Arts (3)  
Registered in section 02
- ENG103 Basic Writing (3)  
Planned
-  01 null --T---- 6:30p-8:45p COOP Jones, A  
Location: Jenzabar University
- ENG104 College Writing (3)

Add Section Audit Section Add to Waitlist

**Academic Planner**

Lin, Ruth RLin UG11 BUSA Approved for Registration

To begin, click on a term.

View By: Day Week Month

**Fall 2011** 3 credits chosen 3 credits registered


	Mon	Tue	Wed	Thu	Fri	Sat
7:00 am						
8:00 am						
9:00 am	BUS107		BUS107		BUS107	
10:00 am						
11:00 am						
12:00 pm						
1:00 pm						
2:00 pm	COR100		COR100		COR100	
3:00 pm						
4:00 pm						
5:00 pm						
6:00 pm						
7:00 pm						

**Plan Options** [click to expand](#)

Select Courses by:

Plan Requirements Courses Search

Grades

- BUS107 Foundations of Leadership (3)  
Section 01 chosen
-  COR100 Discovery in the Liberal Arts (3)  
Registered in section 02
- ENG103 Basic Writing (3)  
Planned
- ENG104 College Writing (3)  
Planned
- MAT101 Algebra (3)  
Planned
- SPA101 Elementary Spanish I (3)  
Planned

Add Section Audit Section Add to Waitlist

## CX Academic Planner

# Finding Other Courses

If a course does not fit into your schedule, consider other courses. Conduct a course search as described on page 7, *Adding a Course*.

## CX Academic Planner

# Removing a Section

**1** Click the section you want to remove.

**2** Click **Remove**.

**3** Verify ☒ is not next to the course, and that the course is not in the schedule.

The screenshots show the CX Academic Planner interface for a student named Lin, Ruth, in the RLin UG11 BUSA program, approved for registration. The interface includes a top navigation bar with 'Return to Plan List', 'to Planner', and 'Register' buttons. Below this is a 'View By' section with 'Day', 'Week', and 'Month' tabs. The main area displays a weekly schedule for Fall 2011, showing 3 credits chosen and 3 credits registered. The schedule includes sections for BUS107 (Foundations of Leadership) and COR100 (Discovery in the Liberal Arts). A 'Plan Options' sidebar on the right lists the courses and their status (Planned, Registered, or Chosen). A 'Remove' button is visible at the bottom of the schedule area.

**Top Screenshot:** The section BUS107 is selected in the schedule. The 'Remove' button is highlighted. The 'Plan Options' sidebar shows BUS107 as 'Section 01 chosen' and COR100 as 'Registered in section 02'.

**Bottom Screenshot:** The section BUS107 has been removed from the schedule. The 'Remove' button is no longer present. The 'Plan Options' sidebar shows BUS107 as 'Planned' and COR100 as 'Registered in section 02'.

## CX Academic Planner

# Registering a Term

You can register courses when one or more courses for a term are scheduled and your registration time is open. There are two ways to register; the method below shows the registration of an entire term. If you are already registered in one or more courses, you can also register for an additional course by selecting it and clicking **Add Section**.

**Academic Planner**

Lin, Ruth      RLin UG11 BUSA      Approved for Registration

To begin, click on a term.

View By: Day Week Month

**Fall 2011**      15 credits registered

	Mon	Tue	Wed	Thu	Fri	Sat
7:00 am						
8:00 am						
9:00 am	BUS107	MAT101	BUS107	MAT101	BUS107	
10:00 am						
11:00 am						
12:00 pm						
1:00 pm	SPA101		SPA101		SPA101	
2:00 pm	COR100		COR100		COR100	
3:00 pm						
4:00 pm						
5:00 pm						
6:00 pm		ENG103				
7:00 pm						

**Plan Options**      click to expand

Select Courses by:

Plan Requirements Courses Search

Grades

- ✓ BUS107 Foundations of Leadership (3)  
Registered in section 01
- ✓ COR100 Discovery in the Liberal Arts (3)  
Registered in section 02
- ✓ ENG103 Basic Writing (3)  
Registered in section 01
- ENG104 College Writing (3)  
Planned
- ✓ MAT101 Algebra (3)  
Registered in section 01
- ✓ SPA101 Elementary Spanish I (3)  
Registered in section 01

Add Section Audit Section Add to Waitlist

**1** Click **Register**.

**2** Verify ✓ is next to the courses, and the status changes to Registered.

Check for messages under **Holds & Warnings**.

**Note:** If a section is full, either choose another section or course or add yourself to the waitlist or the section.

**3** Repeat steps 1-3 for each term.

**NOTE:** Register terms in chronological order.

**Holds & Warnings**      **Comments**      Remove

Prerequisites for ENG104 may not be satisfied (click for details)

## CX Academic Planner

# Waitlisting a Section

**Academic Planner**

Lin, Ruth      RLin UG11 BUSA      Approved for Registration

To begin, click on a term.

View By: Day Week Month

	Mon	Tue	Wed	Thu	Fri	Sat
7:00 am						
8:00 am	ACC221		ACC221		ACC221	
9:00 am	BUS260		BUS260		BUS260	
10:00 am	BUS271		BUS271		BUS271	
11:00 am						
12:00 pm						
1:00 pm						
2:00 pm						
3:00 pm						
4:00 pm						
5:00 pm						
6:00 pm						
7:00 pm						
8:00 pm						

Holds & Warnings    Comments    Remove

Return to Plan List    to Planner    Register

**Plan Options** click to expand

Select Courses by:

Plan    Requirements    Courses    Search

Grades

Section 01 chosen

BUS271 Business Law I (3)

Section 01 chosen

COR200 Christian Faith: Issues and (3)

Planned

01 null -M-W-F- 9:00a-9:50a AH Thornton D

Location: Jenzabar University

02 null --T-R-- 8:00a-8:50a AH Thornton D

Location: Jenzabar University

FULL; waitlist available

CSC201 Foundations of Computing I (4)

Planned

ECON201 Principles of Economics - (3)

Planned

Add Section    Audit Section    Add to Waitlist

COR200 Christian Faith: Issues and (3)

Course Details

Term	Location	Method
Fall 2011	Jenzabar University	Lecture - Discussion

- 1 Click on the course.
- 2 Click on the section; note that the section is full.
- 3 Click Add to Waitlist.



## CX Academic Planner

# Waitlisting a Section (continued)

Select the section to swap with COR200, section 02, if a seat becomes available.

02 null No Swap

Location: Jenzabar University

**4** Click the section to be dropped should a seat become available in the waitlisted section.

In this example there are no such sections, so you would select **No Swap**.

**Academic Planner**

Lin, Ruth RLin UG11 BUSA Approved for Registration

To begin, click on a term.

View By: Day Week Month

	Mon	Tue	Wed	Thu	Fri	Sat
7:00 am						
8:00 am	ACC221	COR200	ACC221	COR200	ACC221	
9:00 am	BUS260		BUS260		BUS260	
10:00 am	BUS271		BUS271		BUS271	
11:00 am						
12:00 pm						
1:00 pm						
2:00 pm						
3:00 pm						
4:00 pm						
5:00 pm						
6:00 pm						
7:00 pm						
8:00 pm						

Plan Options click to expand

Select Courses by:

Plan Requirements Courses Search

Grades

- ACC221 Principles of Accounting I (3)
  - Section 01 chosen
- BUS260 Microcomputer Applications (3)
  - Section 01 chosen
- BUS271 Business Law I (3)
  - Section 01 chosen
- COR200 Christian Faith: Issues and (3)
  - On waitlist for section 02
- CSC201 Foundations of Computing I (4)
  - Planned
- ECON201 Principles of Economics - (3)
  - Planned

Add Section Audit Section Add to Waitlist

Holds & Warnings Comments Remove

**5** Verify the section was added to the waitlist.

Note the change in highlighting in the schedule.

## CX Academic Planner

# Dropping a Course

**1** Click the course to drop.

**Academic Planner**

Lin, Ruth RLin UG11 BUSA Approved for Registration

To begin, click on a term.

View By: Day Week Month

**Fall 2011** 15 credits registered click to expand

**Winter Session 2012** 16 credits registered click to expand

**Spring 2012**

	Mon	Tue	Wed	Thu	Fri	Sat
7:00 am						
8:00 am	HIS142		HIS142		HIS142	
9:00 am				BIO281L		
10:00 am	BIO281		BIO281		BIO281	
11:00 am						
12:00 pm						
1:00 pm	SPA102	SPE100	SPA102	SPE100	SPA102	
2:00 pm						
3:00 pm		PSY100		PSY100		
4:00 pm						
5:00 pm						

Holds & Warnings Comments **Remove**

**2** Click **Remove**.

Message from webpage

Are you sure you want to drop PSY100?

OK Cancel

**3** Confirm your intention to drop.

Return to Plan List

**Plan Options**

Select Courses by:

Plan Requirements Grades

Planned

- ✓ BIO281 Environmental Science (4) Registered in section 01
- ✓ BIO281L Environmental Science Lab (0) Registered in section 01
- ✓ HIS142 United States Since 1877 (3) Registered in section 01
- ✓ PSY100 Introduction to Psychology (4) Registered in section 02

**4** Verify ☐ is not next to the course, and the course is not in your schedule and is Planned, not Registered.

**Academic Planner**

Lin, Ruth RLin UG11 BUSA Approved for Registration

To begin, click on a term.

View By: Day Week Month

**Fall 2011** 15 credits registered click to expand

**Winter Session 2012** 12 credits registered click to expand

**Spring 2012**

	Mon	Tue	Wed	Thu	Fri	Sat
7:00 am						
8:00 am	HIS142		HIS142		HIS142	
9:00 am				BIO281L		
10:00 am	BIO281		BIO281		BIO281	
11:00 am						
12:00 pm						
1:00 pm	SPA102	SPE100	SPA102	SPE100	SPA102	
2:00 pm						
3:00 pm						
4:00 pm						
5:00 pm						

Holds & Warnings Comments **Remove**

**Plan Options** click to expand

Select Courses by:

Plan Requirements Courses Search

Grades

Planned

- ✓ BIO281 Environmental Science (4) Registered in section 01
- ✓ BIO281L Environmental Science Lab (0) Registered in section 01
- ✓ HIS142 United States Since 1877 (3) Registered in section 01
- ✓ PSY100 Introduction to Psychology (4) Registered in section 02
- Planned
- ✓ SPA102 Elementary Spanish II (3) Registered in section 01
- ✓ SPE100 Oral Communication (2) Registered in section 02

Add Section Audit Section Add to Waitlist

## CX Academic Planner

# Dropping from Waitlist

**Academic Planner**

Lin, Ruth RLin UG11 BUSA Approved for Registration

To begin, click on a term.

View By: Day Week Month

**Fall 2011** 15 credits registered click to expand

**Winter Session 2012** click to expand

**Spring 2012** 12 credits registered click to expand

**Summer Session 2012** click to expand

**Fall 2012** 6 credits chosen 9 credits registered

	Mon	Tue	Wed	Thu	Fri	Sat
7:00 am						
8:00 am	ACC221	COR200	ACC221	COR200	ACC221	
9:00 am	BUS260		BUS260		BUS260	
10:00 am	BUS271	ECON201	BUS271	ECON201	BUS271	
11:00 am						
12:00 pm						
1:00 pm						
2:00 pm						
3:00 pm						

Holds & Warnings Comments **Remove**

**Plan Options** click to expand

Select Courses by:

Plan Requirements Courses Search

Grades

- ACC221 Principles of Accounting I (3) Registered in section 01
- BUS260 Microcomputer Applications (3)
- Section 01 chosen
- BUS271 Business Law I (3) Registered in section 01
- COR200 Christian Faith: Issues and (3)
- On waitlist for section 02
- CSC201 Foundations of Computing I (4) Planned
- ECON201 Principles of Economics - (3)

**Academic Planner**

Lin, Ruth RLin UG11 BUSA Approved for Registration

To begin, click on a term.

View By: Day Week Month

**Fall 2011** 15 credits registered click to expand

**Winter Session 2012** click to expand

**Spring 2012** 12 credits registered click to expand

**Summer Session 2012** click to expand

**Fall 2012** 3 credits chosen 9 credits registered

	Mon	Tue	Wed	Thu	Fri	Sat
7:00 am						
8:00 am	ACC221		ACC221		ACC221	
9:00 am	BUS260		BUS260		BUS260	
10:00 am	BUS271	ECON201	BUS271	ECON201	BUS271	
11:00 am						
12:00 pm						
1:00 pm						
2:00 pm						
3:00 pm						

Holds & Warnings Comments **Remove**

**Plan Options** click to expand

Select Courses by:

Plan Requirements Courses Search

Grades

- ACC221 Principles of Accounting I (3) Registered in section 01
- BUS260 Microcomputer Applications (3)
- Section 01 chosen
- BUS271 Business Law I (3) Registered in section 01
- COR200 Christian Faith: Issues and (3) Planned
- CSC201 Foundations of Computing I (4) Planned
- ECON201 Principles of Economics - (3) Registered in section 02

Add Section Audit Section Add to Waitlist

- 1 Click the course to drop from the waitlist.
- 2 Click **Remove**.
- 3 Confirm that the course is removed from the waitlist.