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.

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.
**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.

**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.

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.
Advisee Details: Supplemental Tabs

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

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.
**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 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.

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.

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**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.