Student Planning Guide

Student Planning is a system within my.delval.edu which permits you to review graduation requirements, plan courses, and register for course sections. Used in conjunction with regular advisor meetings it is an important tool to ensure a timely graduation. Students should review their progress every semester and note any discrepancy to their advisor and to the Registrar’s office.

Accessing Student Planning

1) Log into my.delval.edu
2) On the right hand side under “Campus Applications” click “Student Self-Service”

3) In order to access Student Planning you must agree to the Student Promissory Note each and every time. Please read it and click on “Enter Student Planning”. Once you enter student planning select “Student Planning” from the menu.
4) The Home page for student planning displays your program, current GPA and the progress (as measured by the number of completed requirements) toward your degree. Also, at the bottom you will find your current weekly schedule displayed.

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1. View Your Progress
   - Start by going to My Progress to see your academic progress in your degree and search for courses.
   - Go to My Progress

2. Plan your Degree & Register for Classes
   - Next, take a look at your plan to see what you’ve accomplished and register your remaining classes toward your degree.
   - Go to Plan & Schedule

Spring 2017 Schedule

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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<tbody>
<tr>
<td>7am</td>
<td>8am</td>
<td>9am</td>
<td>10am</td>
<td>11am</td>
<td>12pm</td>
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5) Access the “My Progress” tab to display your Program Evaluation. This should be used to chart your progress toward degree completion.

![My Progress tab]

6) The top section of “My Progress” displays important information about your degree progress, planned & registered credits, GPA information and current major.

![My Progress display]

There are some important items to note in this section:

- View a New Program: Allows you to see what requirements you would have to take if you switched majors. **Please note that any substitutions will not display using this tool.**
- Load Sample Course Plan: This feature is currently not implemented yet. Please refer to the college catalog and your First Semester Course Sequence Guide to select courses.

7) The remainder of “My Progress” displays the requirements you need to complete in order to graduate. Displayed first are the Core requirements followed by Major Coursework.

   a. Completed and in-progress coursework is marked in green

   ![Course status table]

   b. If you have completed a required section other courses will be marked in blue.
c. If you have planned a section it will appear in yellow and unmet requirements will appear in red. If you have planned a section you will see “Fully Planned” in yellow above it.

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned</td>
<td>CS-3010</td>
<td></td>
<td>2017SP</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Started</td>
<td>CS-3010</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Academic Internship</td>
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</tbody>
</table>

d. To plan or register for a course just click on the course subject and number. Alternatively you can click on the “search” button to display all courses in the requirement. You will be taken to the course catalog where you can add the appropriate section to your plan.

A. Accounting

Take the following courses:

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>BA-3118</td>
<td>Intern Actg I</td>
</tr>
<tr>
<td>Not Started</td>
<td>BA-3209</td>
<td>Auditing</td>
</tr>
<tr>
<td>Not Started</td>
<td>BA-3229</td>
<td>Intern Actg II</td>
</tr>
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</table>

BY-1116 Bio Sci I (3 Credits)

An introduction to the study of life featuring molecular and cellular biology; genetics; metabolism; survey of the animal kingdom; animal organ systems and embryology; survey of the botanical kingdom; basic plant structure, function, and development; behavior; evolution; and ecology. Biological Science I is a prerequisite for Biological Science II. This is the introductory biology sequence for biology majors. Permission of the department chairperson is required for biology majors. 2 Hours Lecture and 3 hours Laboratory each - 3 credits each

Requisites: Take BY-1116L - Must be taken at the same time as this course.

Locations: Main Campus

Offered: All, Every

View Available Sections for BY-1116

Spring 2017

<table>
<thead>
<tr>
<th>Seats</th>
<th>Times</th>
<th>Locations</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>10:25 AM - 1:40 PM</td>
<td>Main Campus, Mandell 217 Lecture</td>
<td>Swartz, D</td>
</tr>
</tbody>
</table>
8) Filter and find the section you want in the term you want and select “Add Section to Schedule”. A box will pop up asking you to verify you want it added to your schedule. Make sure Graded is selected. Once you hit OK it will add the course to your plan. You still have not registered yet. Let’s see how we do that on the Plane and Schedule Tab.

9)

10) Plan and Schedule Tab. On this tab you will be able to view, your weekly schedule by term, planned and registered courses. You will also be able to view any planned courses that are in conflict and register for sections.

   a. Please note: The Advising sub-tab is still a work in progress. Notes left for your advisor there can only be viewed by your advisor when they log into the system. For this reason Email is still the preferred method of communication.

11) Once you have planned your courses, and resolved all conflicts and pre-requisites (make sure your lab courses have labs scheduled!!) you can select “Register now” in the top right hand corner. Any issues will be displayed.

12) Course Catalog tab. On this tab you can search for any course that DelVal offers and add it to current and future terms. Knowing what you want to take a semester, two semesters, or two years out can help you and your advisor make the best decisions for your future. You are encouraged to plan out all of your coursework as early as possible. Just be aware that not all courses may be running when you plan them so make sure to reevaluate your plan as needed.

13) Test Summary tab. Here you can review all of the test scores DelVal has on file for you. These can be useful when making decisions about which course you should register for depending on placement.
14) **Timeline** tab. On this tab you can see all the courses you have taken by term along with grades earned.

15) **Petitions and Waivers** tab. This tab is still a work in progress.

**Where can I go for help selecting courses?**

The best source is yourself and your advisor. One of the hardest things for first time college students is taking **ownership** of their educational experience. Advisors are there to advise you but you must be **responsible** for selecting your own course sections and making sure they fulfill **graduation requirements**. If your department chair authorizes a substitution and you don’t see it on your My Progress screen it is your responsibility to follow up with them to make sure it is entered. If you are taking a course that does not fulfill a requirement but you think it should you should talk to your advisor or the Registrar’s office.

You are your best advocate. We look forward to watching you graduate in the next four years.