

OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR ADVISORS

Welcome to Ocean County College’s Student Planning software. This guide will provide advisors with a step-by-step guide to utilizing Student Planning as an advising tool.

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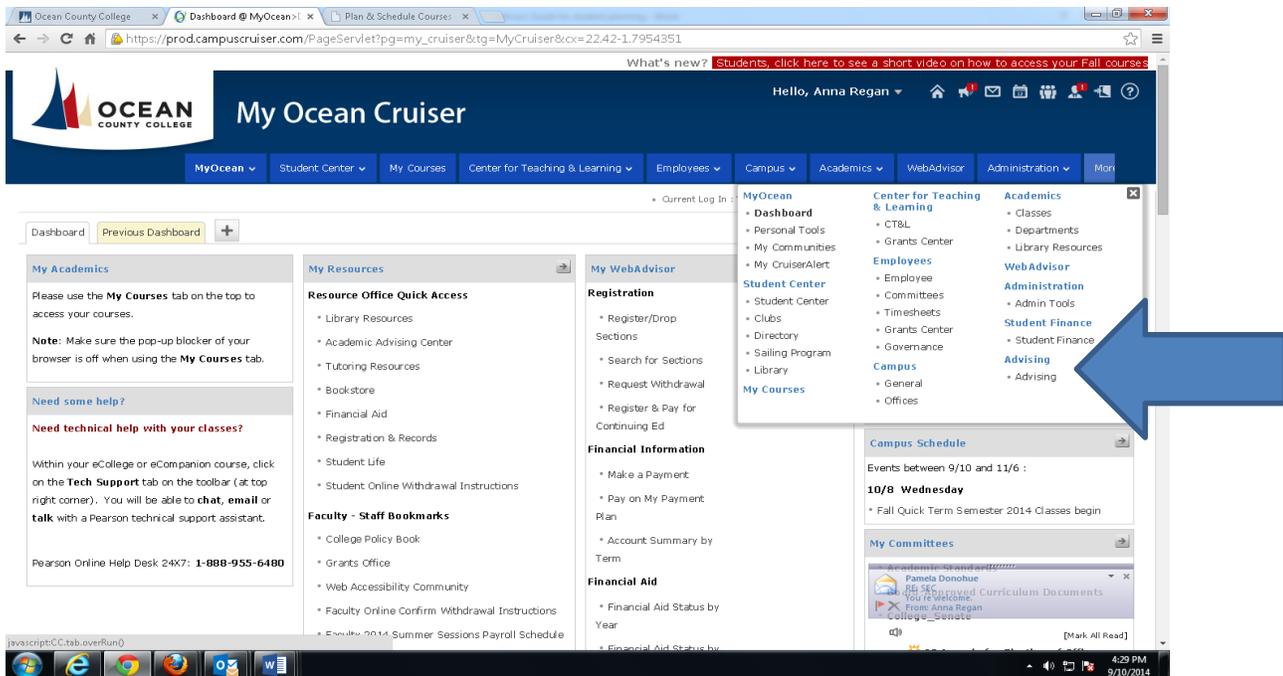
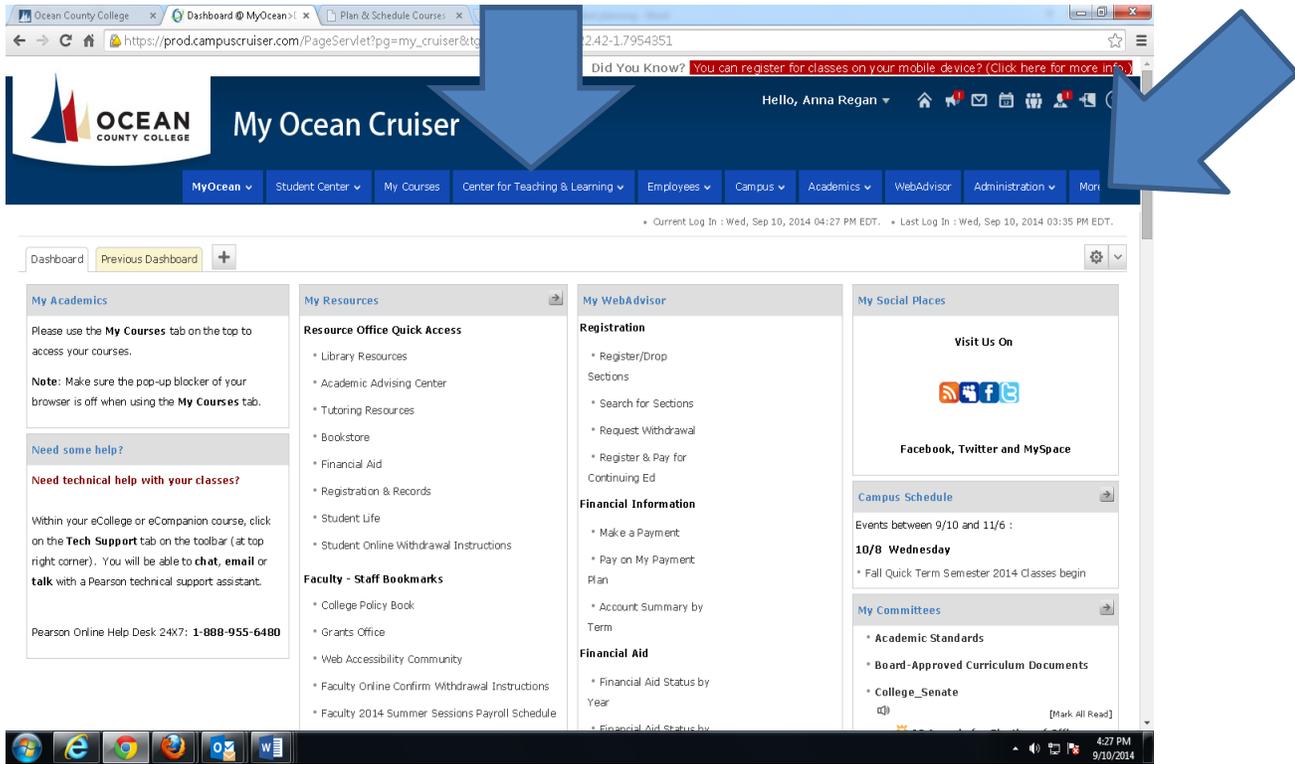
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Accessing Student Planning

Advisors will be able to access Student Planning via Ocean Cruiser.

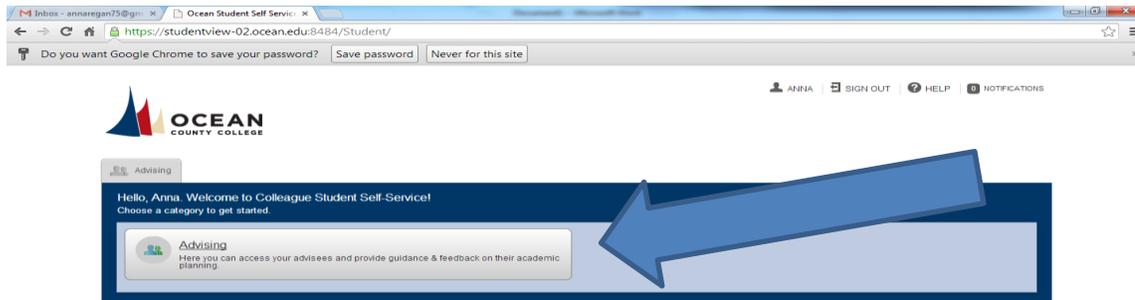
Advisors will see the Advising Tab in the Main Menu. However, if you have too many tabs, you might need to click "More" to see the Advising Tab.



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Welcome Screen

On the Welcome Screen, advisors will only have the option to click on “Advising”. Students will have the option to click on Advising or Financial Information. Should an advisor see both options, he or she should simply click on “Advising”.



Click “Advising”
to access
Student
Planning.

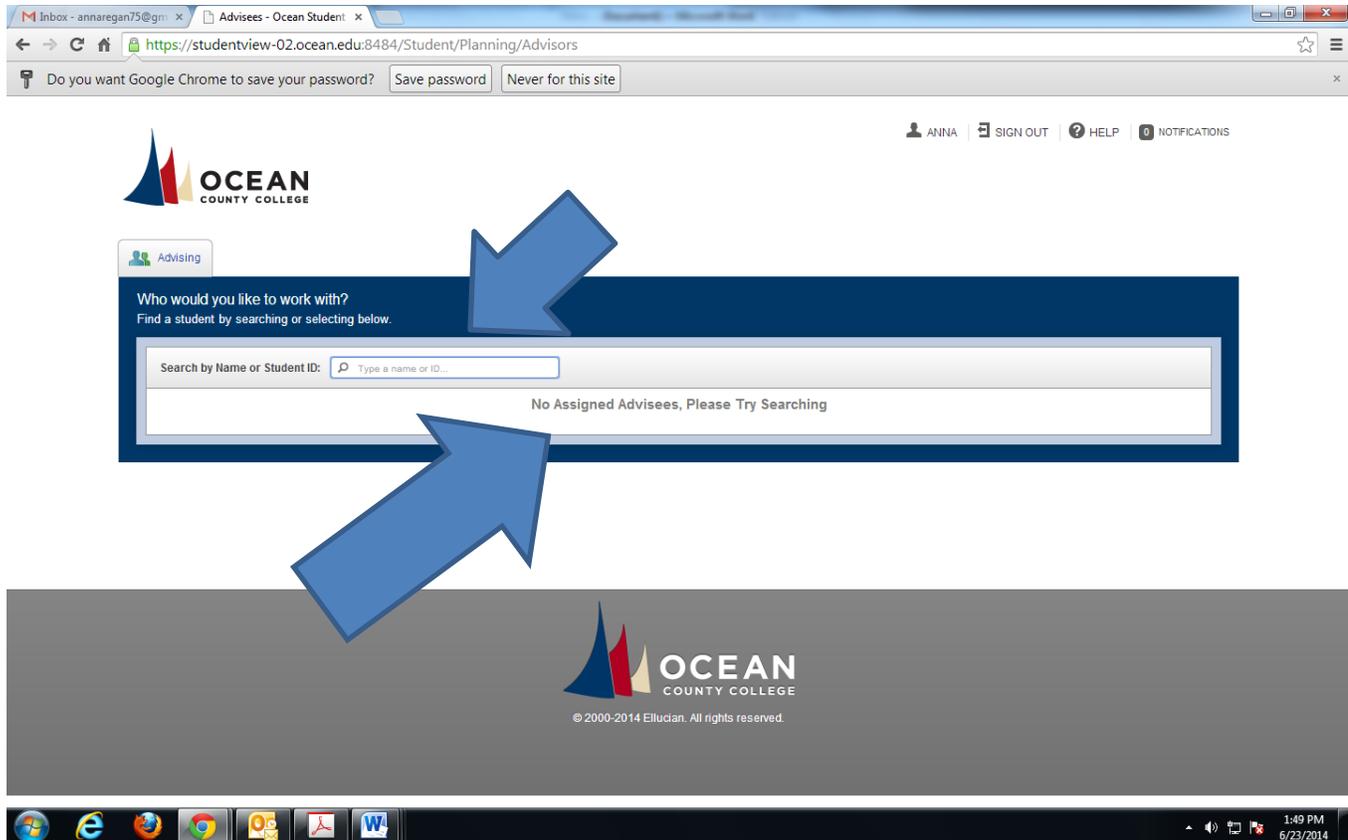


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Accessing Student Information

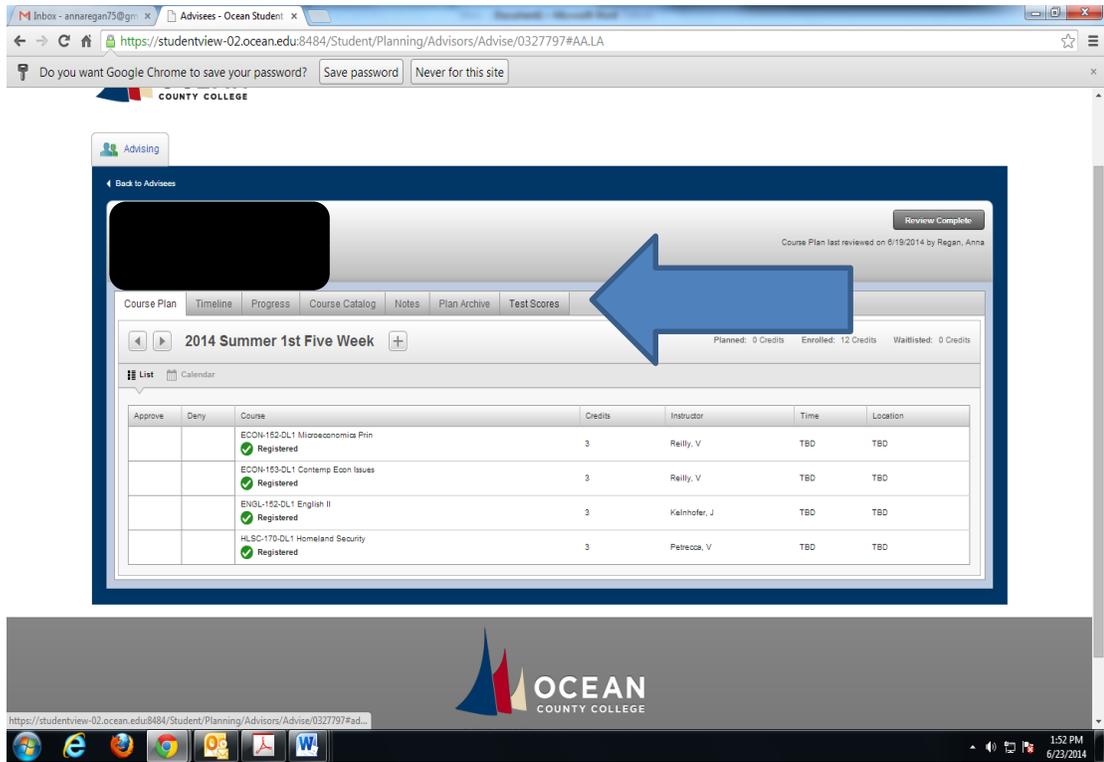
If an advisor has assigned advisees, those students will appear on this screen.

To access a particular student record, type in the student's name or student ID.



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Menu Options



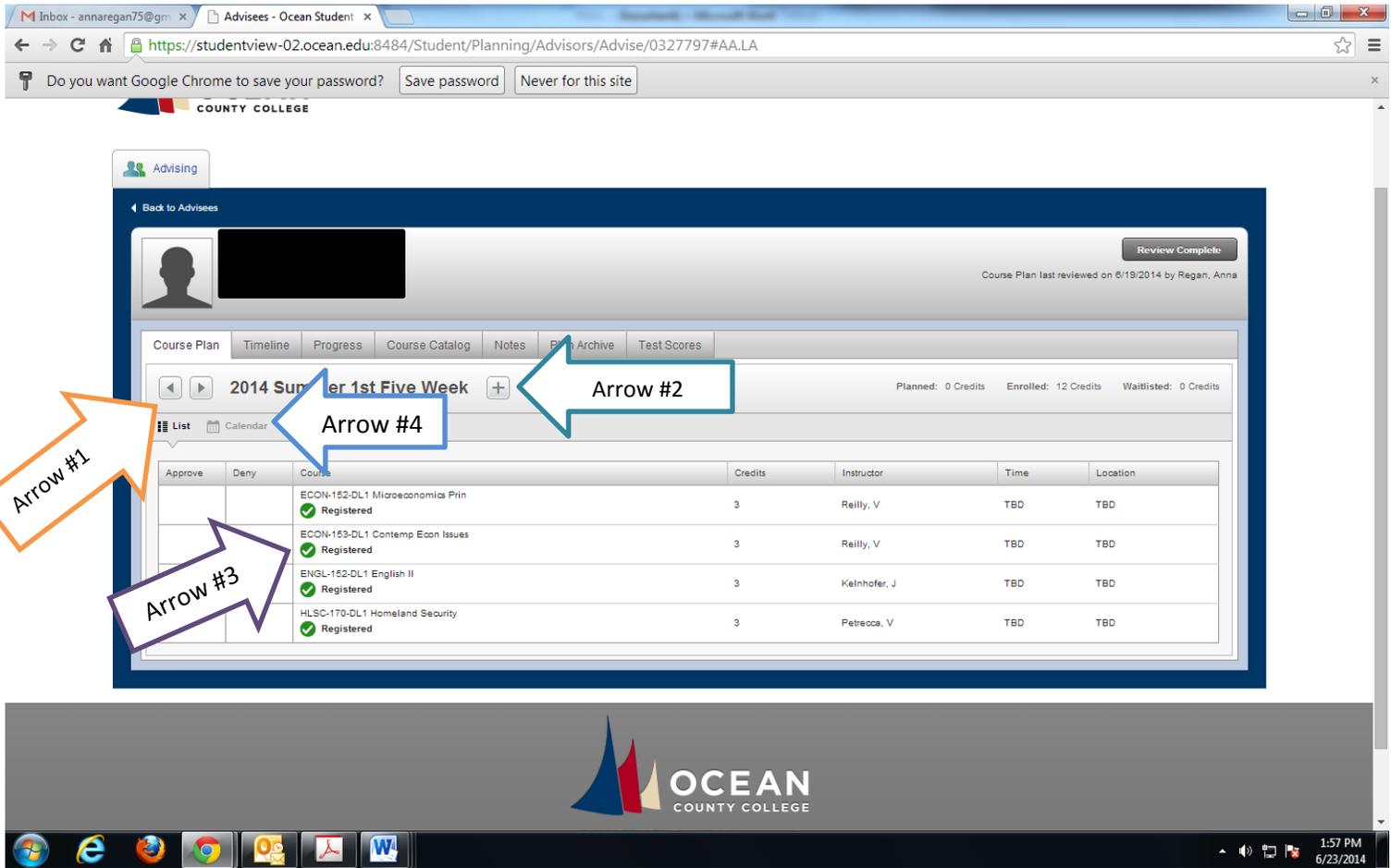
The menu of options appears here. You will be able to select from Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, and Test Scores.

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Course Plan

It is important for students and advisors to remember that Planned Courses are **NOT actually on the student's schedule until the student Registers for the courses.

The first screen will display the student's Course Plan, semester by semester.



Arrow #1

Advisors can click through to view past, current and future semesters.



Arrow #2

Advisors can add semesters to the plan as needed.



Arrow #3

This screen shot shows the current semester, and the student is registered for these courses.



Arrow #4

This screen offers two views: List View and Calendar View. This screen shot shows the List View.

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Coures Plan (continued)

This screen shot shows the Fall 2014 semester, which is not yet in progress.

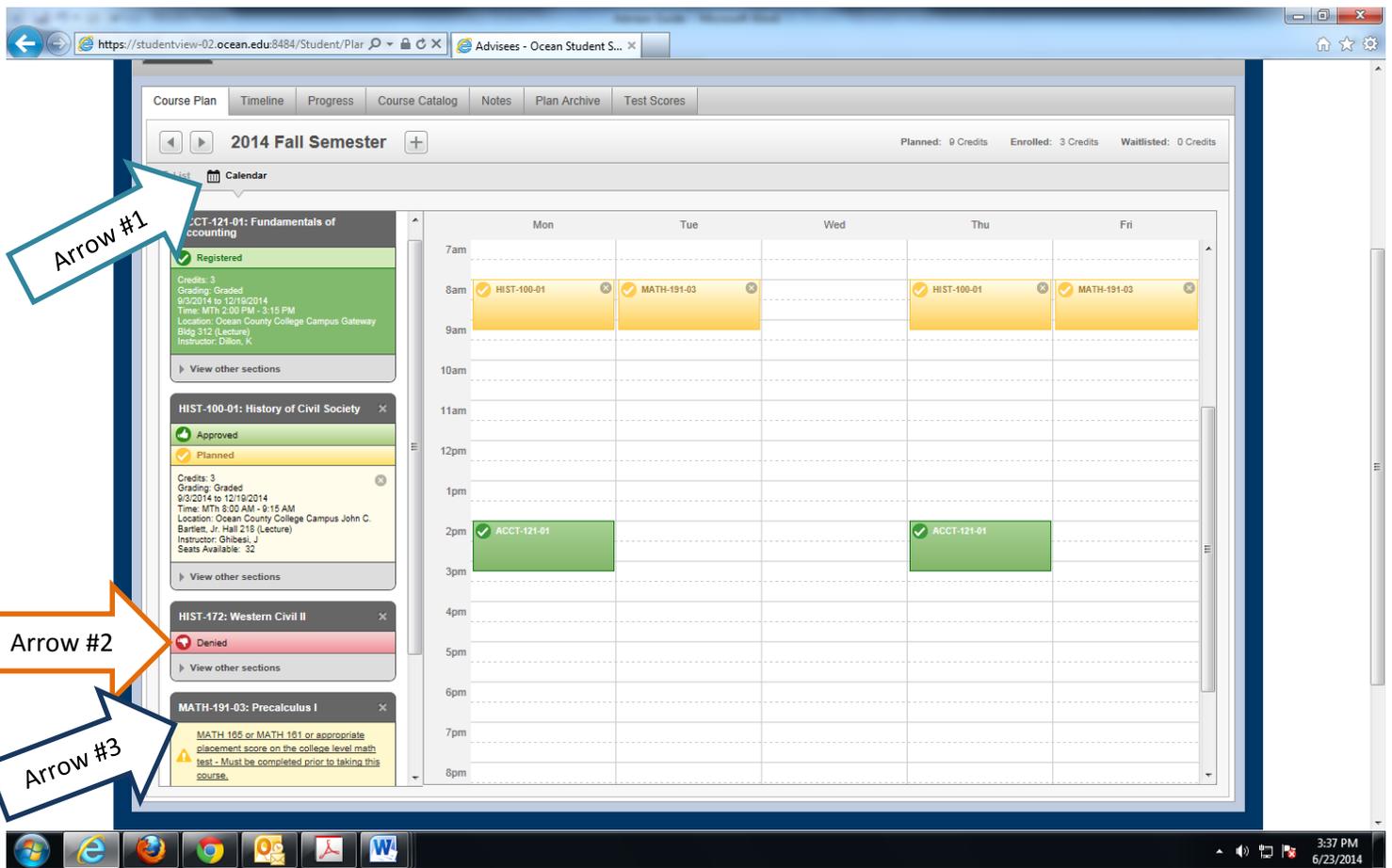
Approve	Deny	Course	Credits	Instructor	Time	Location
<input checked="" type="radio"/>	<input type="radio"/>	ACCT-121-01 Fundamentals of Accounting Registered	3	Dillon, K	MTh 2:00 PM - 3:15 PM 9/3/2014 - 12/19/2014	Ocean County College Campus Gateway Bldg, 312 Lecture
<input checked="" type="radio"/>	<input type="radio"/>	HIST-100-01 History of Civil Society	3	Ghibesi, J	MTh 8:00 AM - 9:15 AM 9/3/2014 - 12/19/2014	Ocean County College Campus John C. Bartlett, Jr. Hall, 219 Lecture
<input type="radio"/>	<input checked="" type="radio"/>	HIST-172-01 Western Civil II	3	Kamaris, C	MTh 9:30 AM - 10:45 AM 9/3/2014 - 12/19/2014	Ocean County College Campus John C. Bartlett, Jr. Hall, 108 Lecture
<input type="radio"/>	<input type="radio"/>	MATH-191-03 Precalculus I <small>MATH 185 or MATH 161 or appropriate placement score on the college level math test - Must be completed prior to taking this course.</small>	3	Henderson, L	TF 8:00 AM - 9:15 AM 9/3/2014 - 12/19/2014	Ocean County College Campus W. Kable Russell Building, 107 Lecture

Arrow #1 → The student is currently registered for ACCT 121

Arrow #2 → The student's advisor has the option of Approving or Denying planned courses. This student's advisor has approved HIST 100 but denied HIST 172. A denial will not prevent a student from registering for the course, but will let the student know the advisor has advised against the course.

Arrow #3 → If a student attempts to plan a course for which he does not have the prerequisite, this warning will appear. The student can still plan for the course, but cannot register for the course without the prerequisite.

Coures Plan (continued)

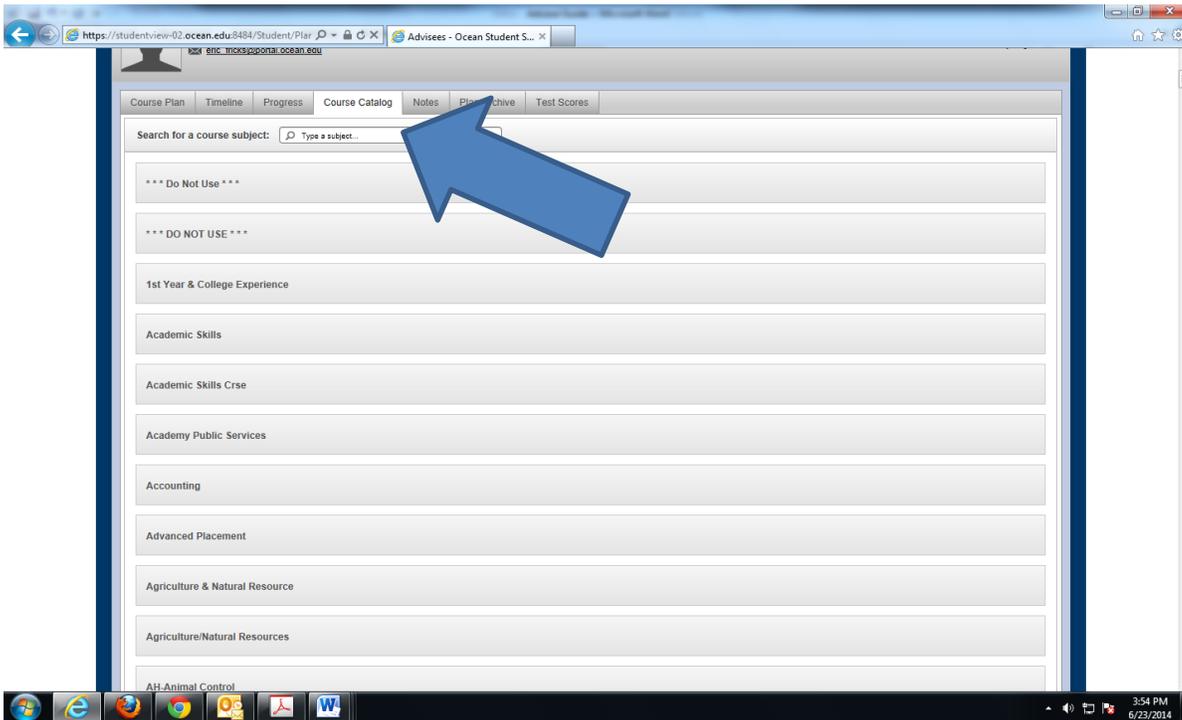


- Arrow #1 This screen shot shows the Course Plan screen with the Calendar View. The Calendar View allows the student and advisor to see the registered and planned courses on a weekly basis.
- Arrow #2 The denied course does not appear on the student's plan.
- Arrow #3 The Course for which the student does not have the prerequisite course appears on the plan. However, if the student attempted to register for the course, he would get an error with a notice that the course requires a prerequisite.

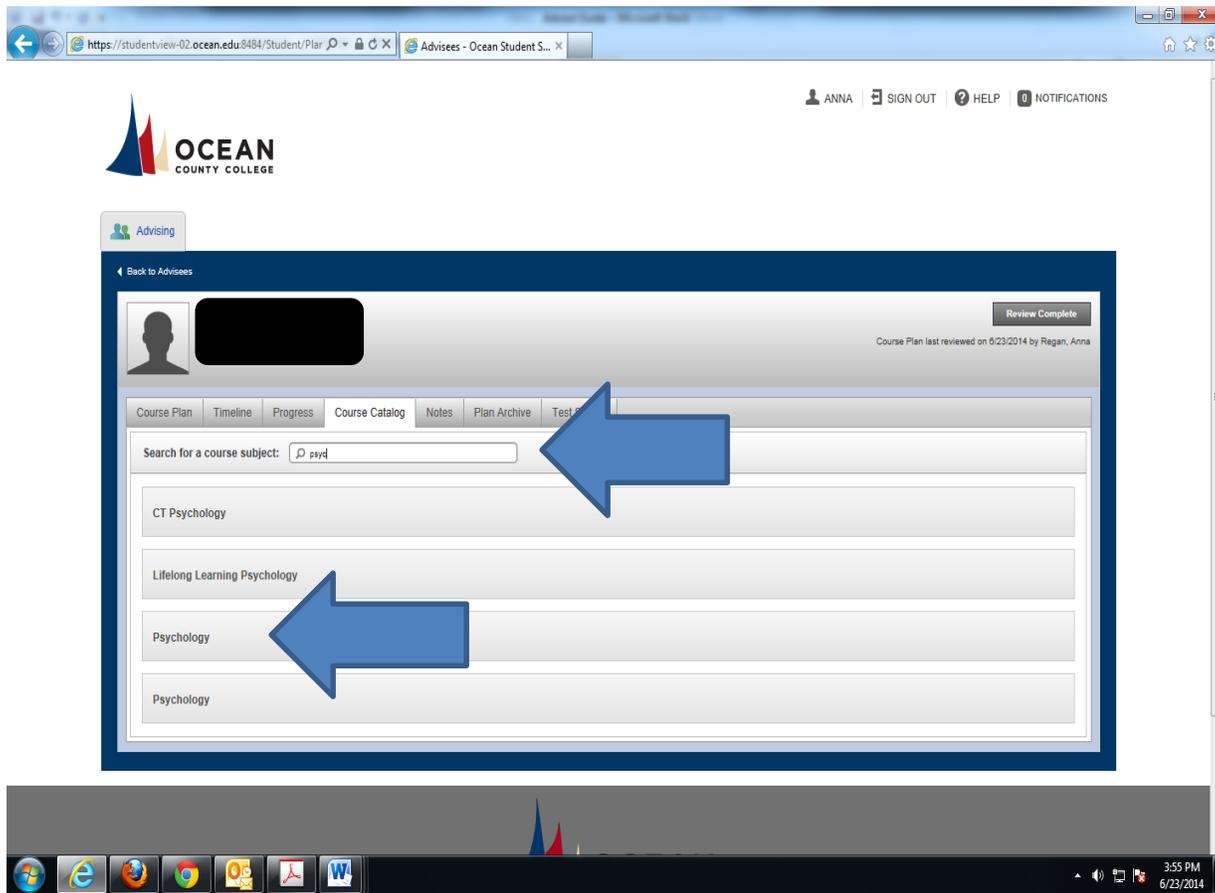
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Adding a Course to the Course Plan

A course can be added to the Course Plan Via the Course Catalog tab.

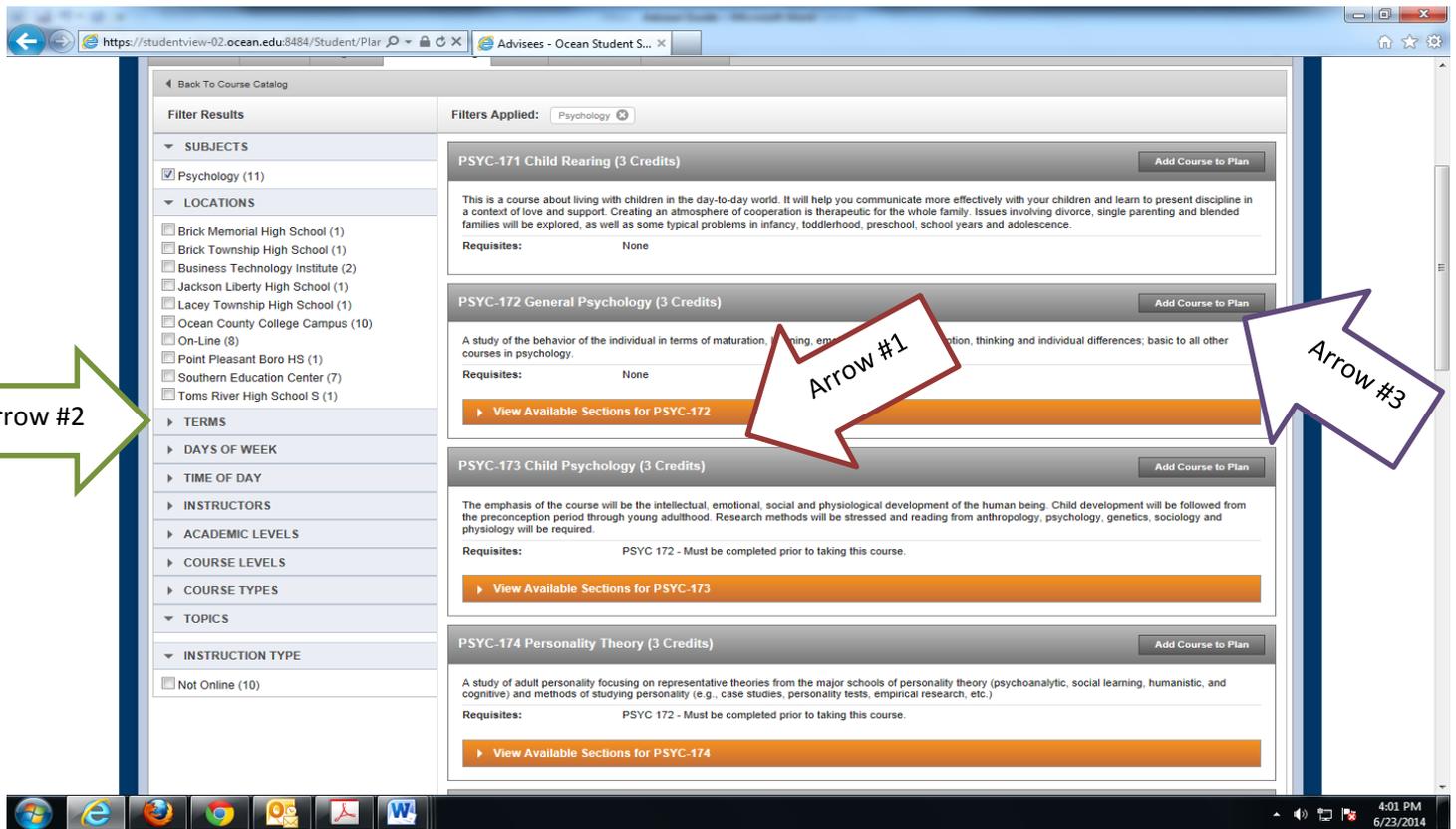


Adding a Course to the Course Plan (continued)



Courses are searchable by discipline.

Adding a Course to the Course Plan (continued)



All of the courses in the discipline can be viewed in the search results.

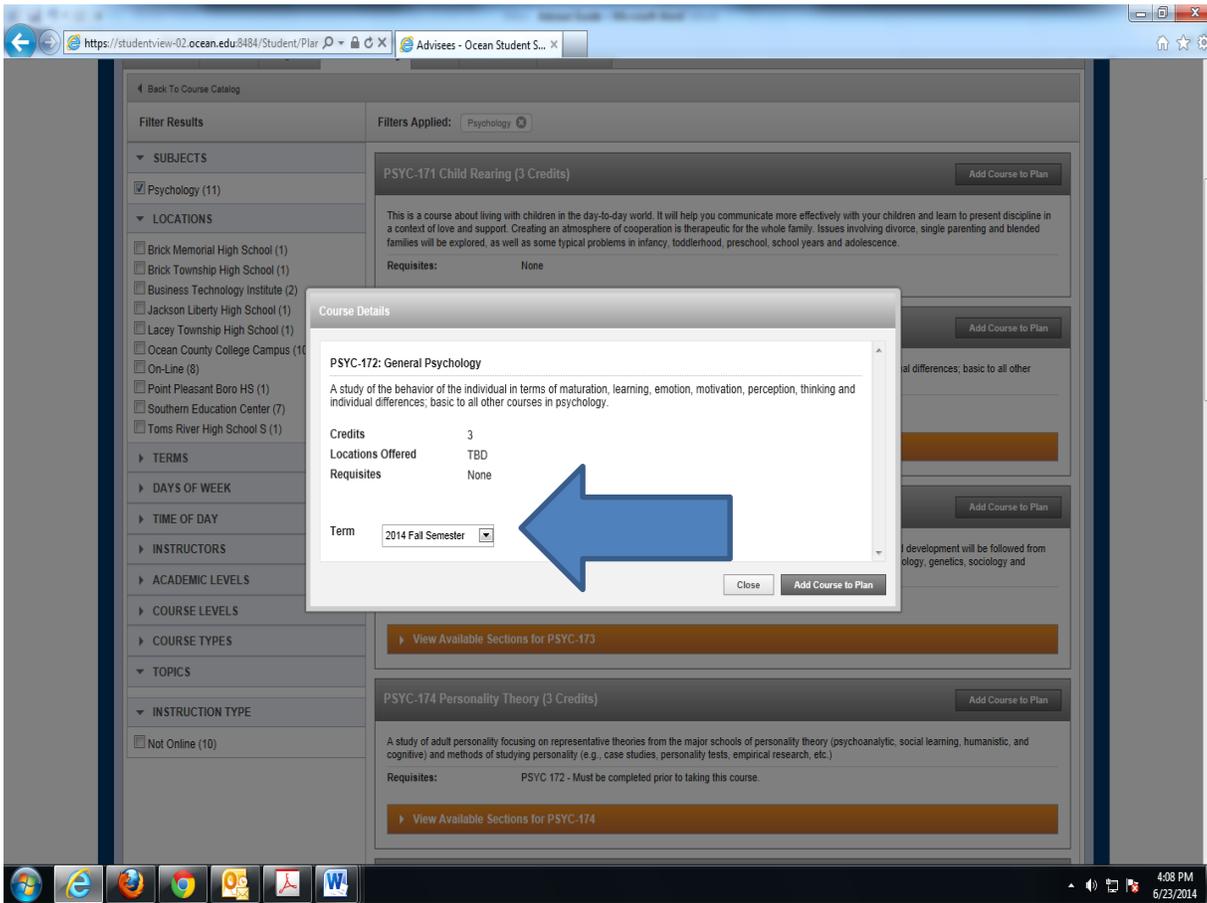


Results are sortable by: Location, Term, Days of the Week, Time of Day, and Instructor.



The course is added to the plan using the “Add Course to Plan” button.

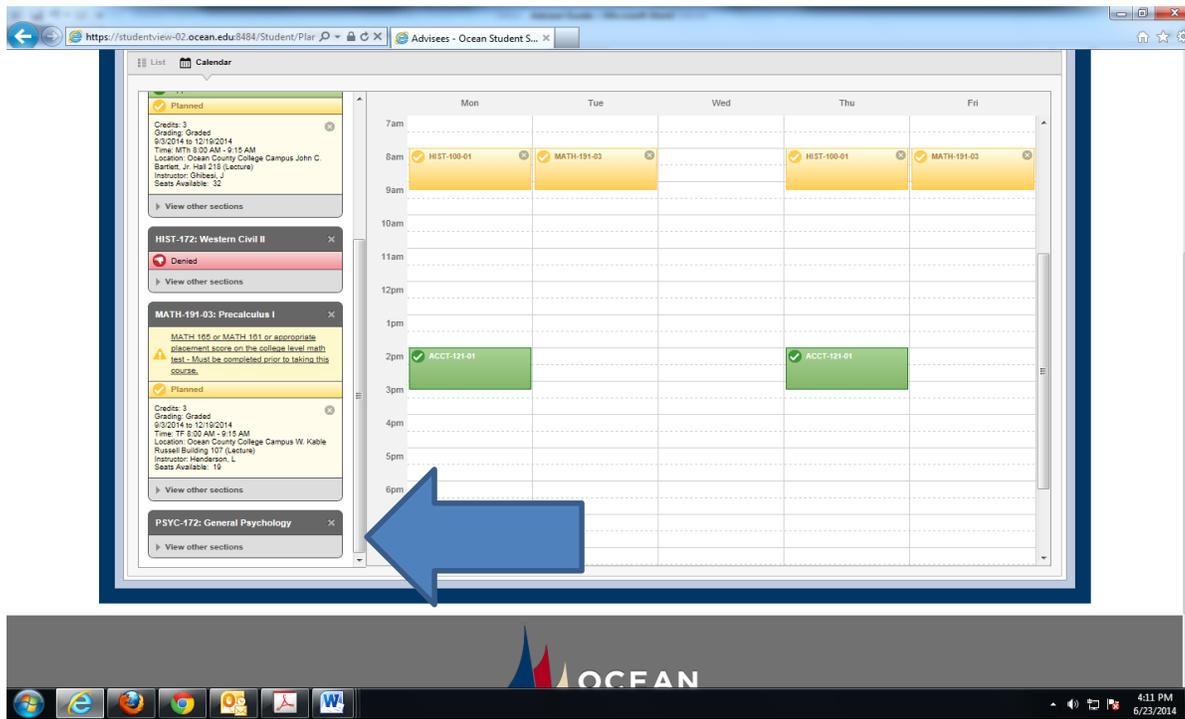
Adding a Course to the Course Plan (continued)



The correct semester is then selected.

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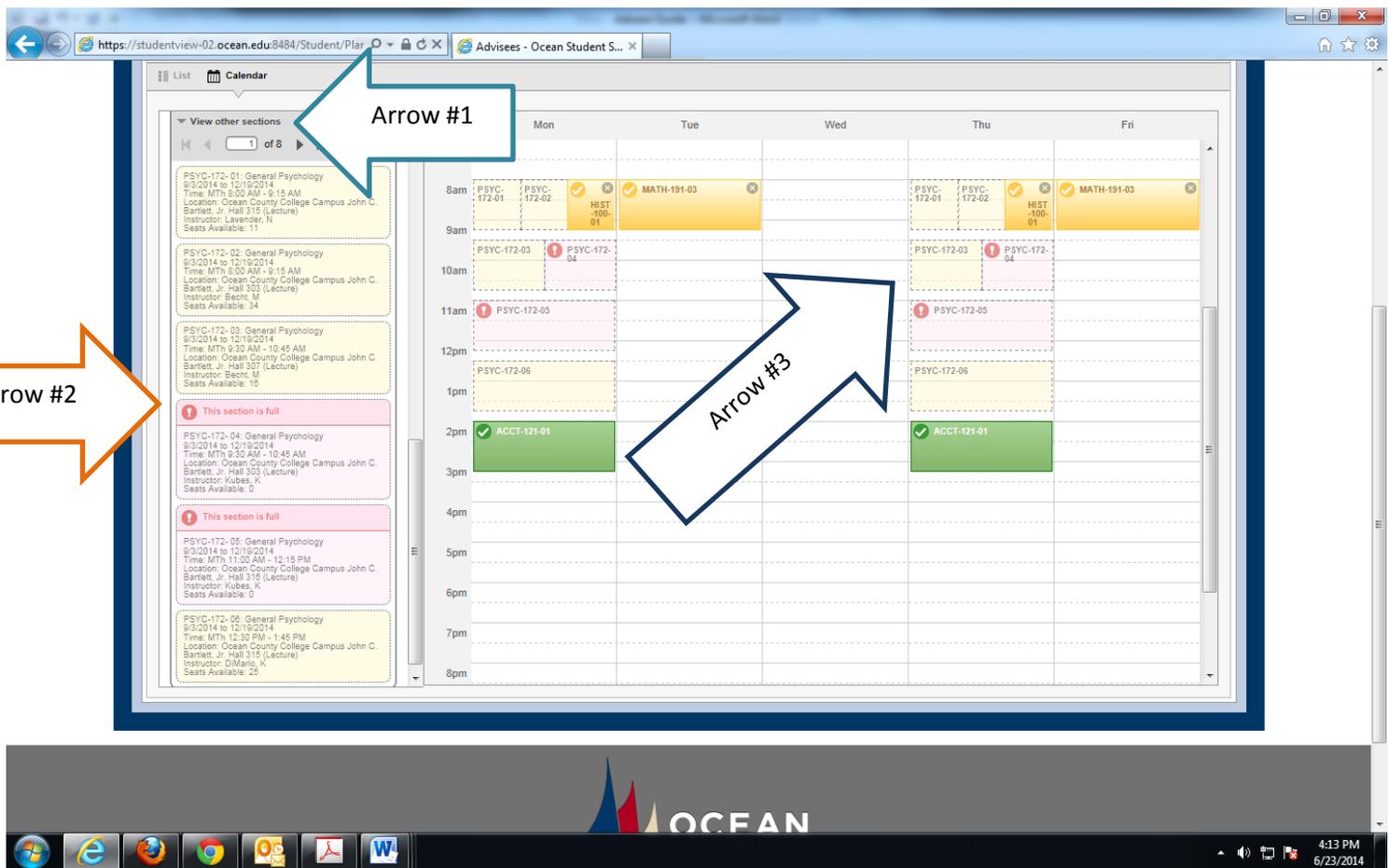
Adding a Course to the Course Plan (continued)



The course is then added to the plan.

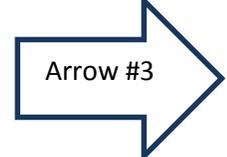
****Advising Note:** While the next few screen shots show how to add a specific section, it should be noted that an advisor can simply help a student add the course to the plan. The student is then responsible for selecting sections.

Adding a Course to the Course Plan (continued)

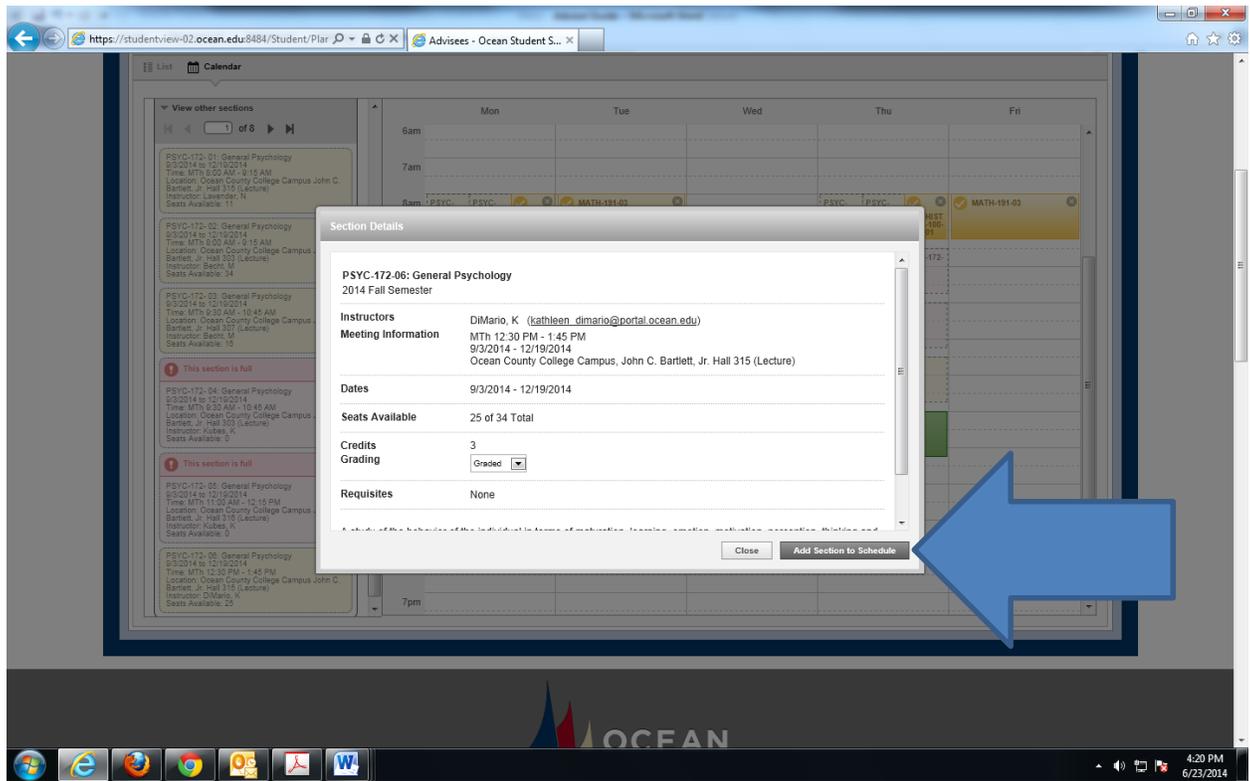


-  Arrow #1 The sections of the course can be viewed by selecting “View other sections”.
 **Note: This function is only available for the next semester, after the schedule is published.

-  Arrow #2 All the section information will be displayed, including an alert when a section is full.

-  Arrow #3 All the sections are also displayed on the calendar, allowing students and advisors to quickly see which sections fit into the student’s schedule.

Adding a Course to the Course Plan (continued)



A course section is then added to the plan by clicking on the course and then selecting "Add Section to Schedule."

Adding a Course to the Course Plan (continued)

The screenshot shows a web browser window with the URL <http://studentview-02.ocean.edu:8484/Student/Plan>. The page title is "Advises - Ocean Student S...". The main content area is titled "2014 Fall Semester" and shows a course plan. On the left, there is a list of courses with their status: "ACCT-121-01: Fundamentals of Accounting" (Registered), "HIST-100-01: History of Civil Society" (Approved/Planned), "HIST-172-01: Western Civil II" (Denied), and "MATH-191-03: Precalculus I" (Warning). The main area is a calendar grid showing the schedule for Monday through Friday. Courses are represented by colored blocks: yellow for HIST-100-01, MATH-191-03, and PSYC-172-06; green for ACCT-121-01. A blue arrow points to the ACCT-121-01 block on Thursday at 3pm. The bottom of the screen shows a Windows taskbar with various application icons and a system tray showing the time as 4:24 PM on 6/23/2014.

The course is then added to the plan.

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Adding a Course to the Course Plan (continued)

Courses can also be added to the Course Plan via the Progress Screen Search function.

MATHEMATICS - SCIENCE - TECHNOLOGY (12 credits): Students must select one math course (course type: GMAT), one lab science course (course type: GSCL) and one technology course (course type: GTEC) and complete the 12 credit requirement with any additional math, science or technology course from the list of Approved General Education Courses. Students may attempt to "test out" of the technology requirement. If successful, student must take an additional course(s) in math, science or technology from the List of Approved General Education Courses.

Show Details ✔ 3 of 3 Credits Completed.

Status	Course	Grade	Term	Credits	Hide
✔ Completed	MATH-151 A Survey of Mathematics	A	2014SP	3	

B. Lab Science

Complete 4 credits. Courses must be from rule(s): DA.GSCL. 0 of 4 Credits Completed. ✔ Fully Planned

Status	Course	Grade	Term	Credits	Hide
✔ In-Progress	BIOL-161 General Biology I		2014FA	4	

C. Technology

Complete 3 credits. Courses must be from rule(s): DA.GTEC. 0 of 3 Credits Completed. ✔ Fully Planned

Status	Course	Grade	Term	Credits	Hide
✔ In-Progress	CSIT-110 Computer Literacy			3	

D. Math/Lab Science/Tech

Complete 3 credits. Courses must be from rule(s): DA.MAST. 0 of 3 Credits Completed.

Status	Course	Grade	Term	Credits	Hide
❌ Not Started					

OCC Requirement

Complete the following item. ✔ 1 of 1 Completed.

A. OCC Requirement

OCC Requirement (3 credits): Any course from the list of Approved General Education courses OR ACAD-155 OR Any HEHP course(s)

Complete 1 of the following 3 items. ✔ 1 of 1 Completed.



This student still needs to take the second math or lab science course to complete the Math/Science/Technology requirement.

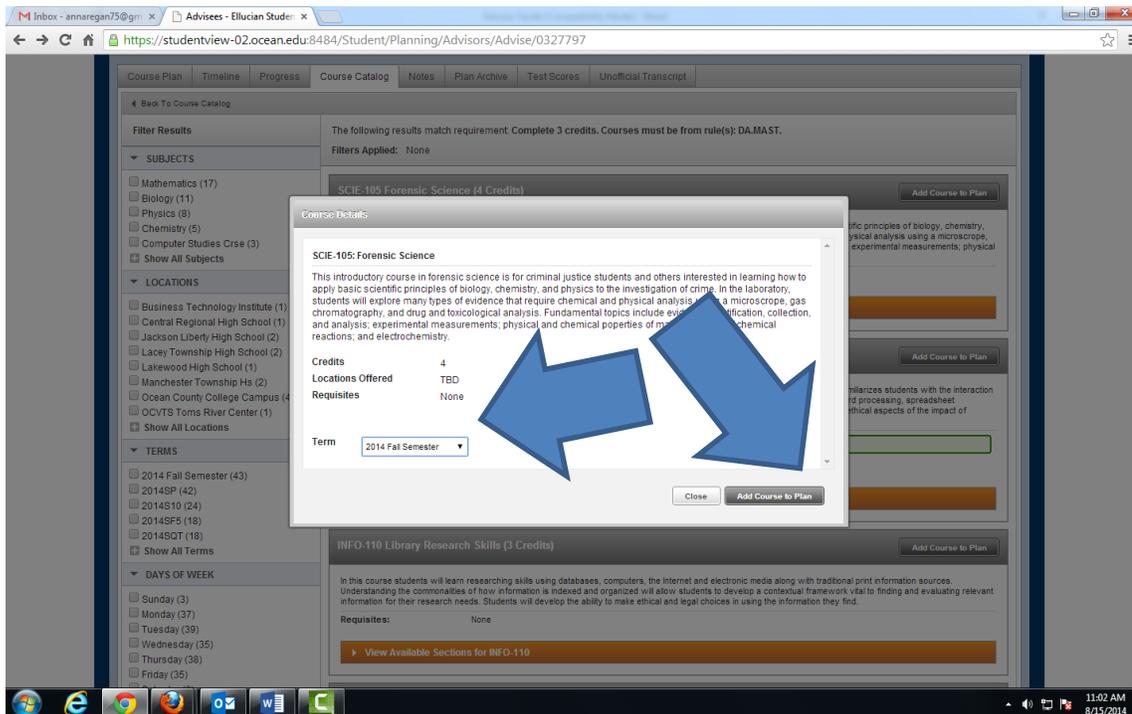
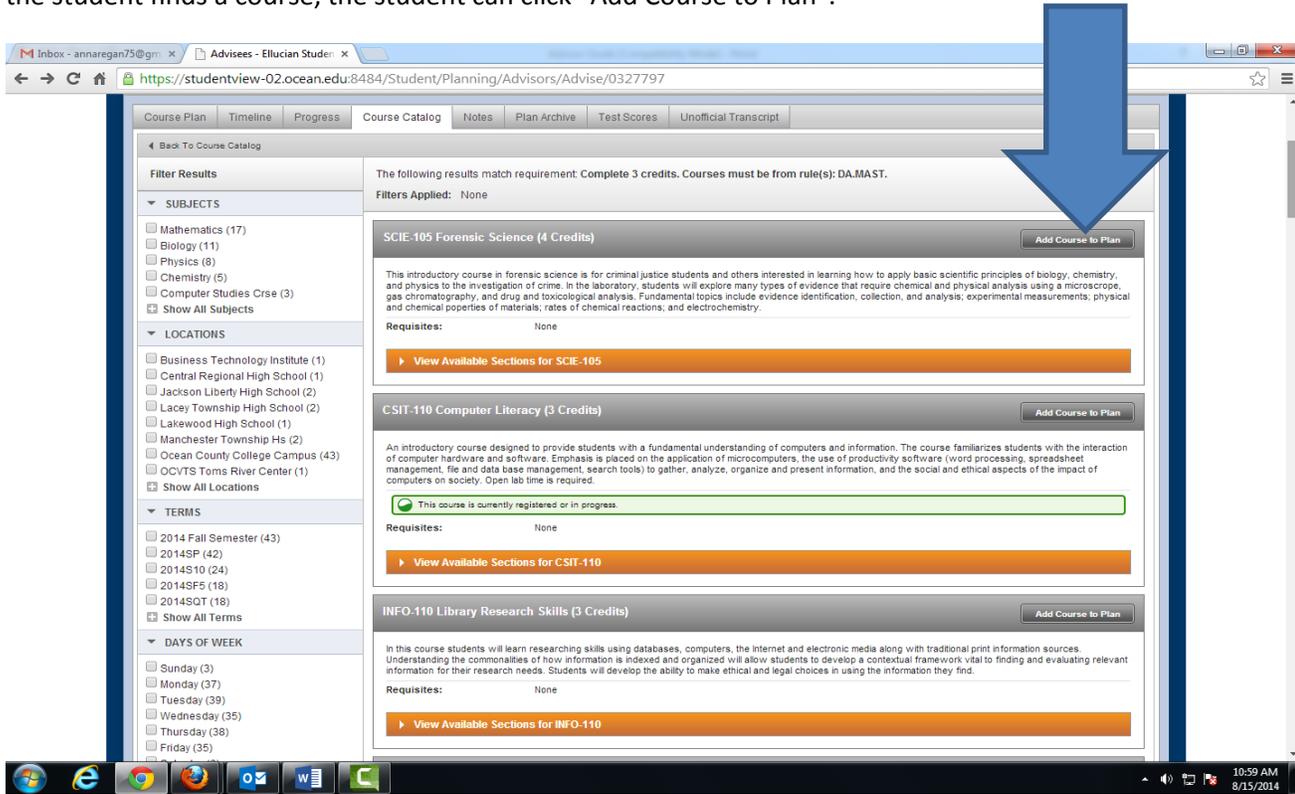


The Search function can be used to help the student search for a course that meets this requirement.

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Adding a Course to the Course Plan (continued)

Once the Search function tab is clicked, Student Planning will display all the courses that meet that requirement. When the student finds a course, the student can click “Add Course to Plan”.



The student then selects the correct term and clicks “Add Course to Plan.”

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Adding a Course to the Course Plan (continued)

The student can then go back to the Course Plan tab and select the Calendar View.

The screenshot shows a web browser window with the URL <https://studentview-02.ocean.edu:8484/Student/Planning/Advisors/Advise/0327797>. The page title is "Advising" and the user is identified as "Advisor(s): Jason Ghbesi". The main content area is titled "2014 Fall Semester" and shows a "Calendar" view of the course plan. The calendar grid displays the following course sections:

Time	Mon	Tue	Wed	Thu	Fri
8am					
9am					
10am	✓ CSIT-110-02			✓ CSIT-110-02	
11am	✓ HIST-171-05			✓ HIST-171-05	
12pm					
1pm					
2pm	✓ BIOL-161-06				
3pm					
4pm				✓ BIOL-161L-15	
5pm					
6pm					

The left sidebar shows course details for three courses:

- ENGL-255-DL-1: World Literature I**
Grading: Graded
Instructor: George, D
9/3/2014 to 12/15/2014
Meeting Information
View other sections
- HIST-171-05: Western Civil I**
Registered
Credits: 3
Grading: Graded
Instructor: Robin, J
9/3/2014 to 12/19/2014
Time: TBD
Location: On-LineTBD
View other sections
- HIST-171-05: Western Civil I**
Registered
Credits: 3
Grading: Graded
Instructor: Kathleen, N
9/3/2014 to 12/19/2014
Meeting Information
View other sections

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Adding a Course to the Course Plan (continued)

The course then appears in the list of planned courses, and the “View Other Sections” function can be used to add a specific section of the course to the plan.

The screenshot shows a web browser window with the URL <https://studentview-02.ocean.edu:8484/Student/Planning/Advisors/Advise/0327797>. The interface is titled "Calendar" and displays a weekly grid for Monday through Friday. The grid shows the following course sections:

Time	Mon	Tue	Wed	Thu	Fri
11am	✓ HIST-171-05			✓ HIST-171-05	
12pm					
1pm					
2pm	✓ BIOL-161-06			✓ BIOL-161-06	
3pm					
4pm				✓ BIOL-161-15	
5pm					
6pm					
7pm					
8pm					
9pm					
10pm					
11pm					

Below the calendar, there is a section titled "Sections with no meeting time" which lists:

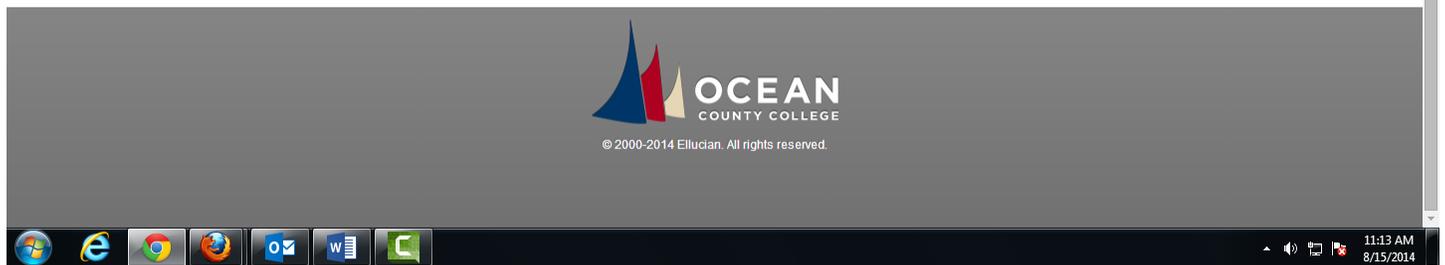
- ✓ ENGL-255 World Literature I Section DL1 Faculty: Rolon, J
- ✓ PHIL-192 Ethical Issues Section DL1 Faculty: Sieben, K

On the left side of the interface, there is a list of planned courses. A blue arrow points to the "SCIE-105: Forensic Science" entry. The list includes:

- Grading: Graded
Instructor: George, D
9/3/2014 to 12/19/2014
Meeting Information
View other sections
- ENGL-255-DL1: World Literature I
Registered
Credits: 3
Grading: Graded
Instructor: Rolon, J
9/3/2014 to 12/19/2014
Time: TBD
Location: On-LineTBD
View other sections
- HIST-171-05: Western Civil I
Registered
Credits: 3
Grading: Graded
Instructor: Kethley, N
9/3/2014 to 12/19/2014
Meeting Information
View other sections
- PHIL-192-DL1: Ethical Issues
Registered
Credits: 3
Grading: Graded
Instructor: Sieben, K
9/3/2014 to 12/19/2014
Time: TBD
Location: On-LineTBD
View other sections
- SCIE-105: Forensic Science
View other sections

Adding a Course to the Course Plan (continued)

The screenshot shows a web browser window with the URL <https://studentview-02.ocean.edu:8484/Student/Planning/Advisors/Advise/0327797>. On the left, a sidebar displays a list of sections for SCIE-105: Forensic Science. One section is highlighted with a red border and a message: "This section is full". A green arrow labeled "Arrow #2" points to this section. The main area shows a calendar grid with time slots from 3pm to 11pm. A section is added to the 4pm slot, and a blue arrow labeled "Arrow #1" points to it. Below the calendar, there is a section titled "Sections with no meeting time" containing two entries: "ENGL-255 World Literature I Section DL1 Faculty: Rolon, J" and "PHIL-192 Ethical Issues Section DL1 Faculty: Sieben, K".



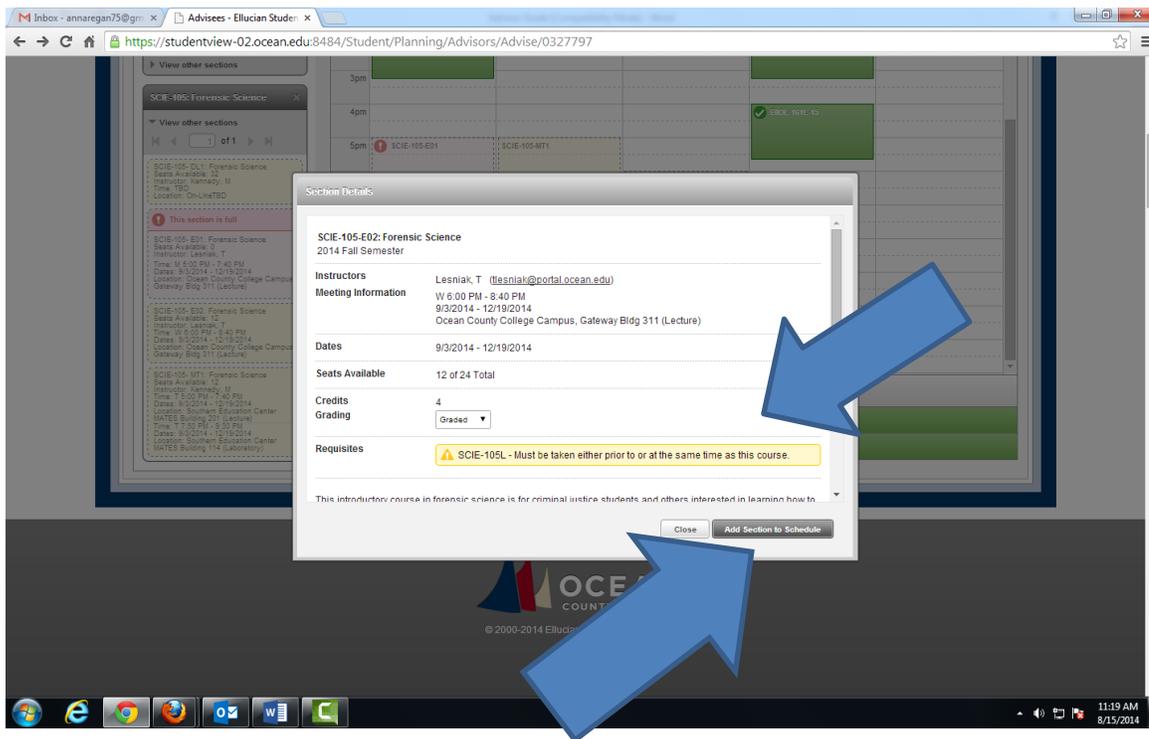
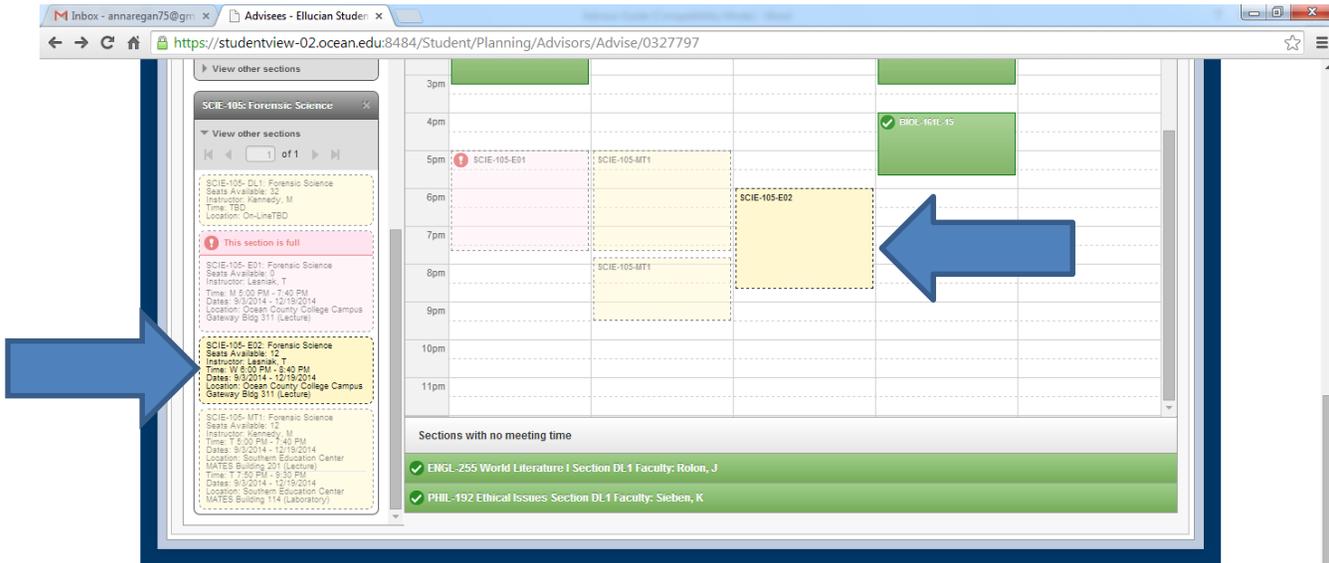
Arrow #1 → All the sections will display on the calendar, allowing the student to easily see what will fit into the current schedule.

Arrow #2 → Note that Student Planning will alert the student that a section is full.

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Adding a Course to the Course Plan (continued)

The student can then select a section that works with the current schedule.



Note that Student Planning will alert the student when a lab section must be selected in conjunction with a lecture for a lab science course.

The "Add Section to Schedule" button is clicked to add the section to the plan.

Adding a Course to the Course Plan (continued)

The screenshot displays a web browser window with the URL <https://studentview-02.ocean.edu:8484/Student/Planning/Advisors/Advise/0327797>. On the left, a sidebar lists course cards. The card for SCIE-105-E02: Forensic Science is highlighted with a purple arrow labeled "Arrow #2". The card shows it is "Planned" and includes a warning: "You must also take SCIE-105L". The main area is a grid with time slots from 8am to 9pm. A yellow block for SCIE-105-E02 is placed in the 6pm-7pm slot, indicated by a blue arrow labeled "Arrow #1". Other courses are shown in green blocks: CSIT-110-02 (9am-10am), HIST-171-05 (10am-11am), BIOL-161-06 (11am-12pm), CSIT-110-02 (12pm-1pm), HIST-171-05 (1pm-2pm), BIOL-161-06 (2pm-3pm), and BIOL-161-15 (3pm-4pm). Below the grid, a section titled "Sections with no meeting time" lists ENGL-255 and PHIL-192. The Windows taskbar at the bottom shows the time as 11:25 AM on 8/15/2014.

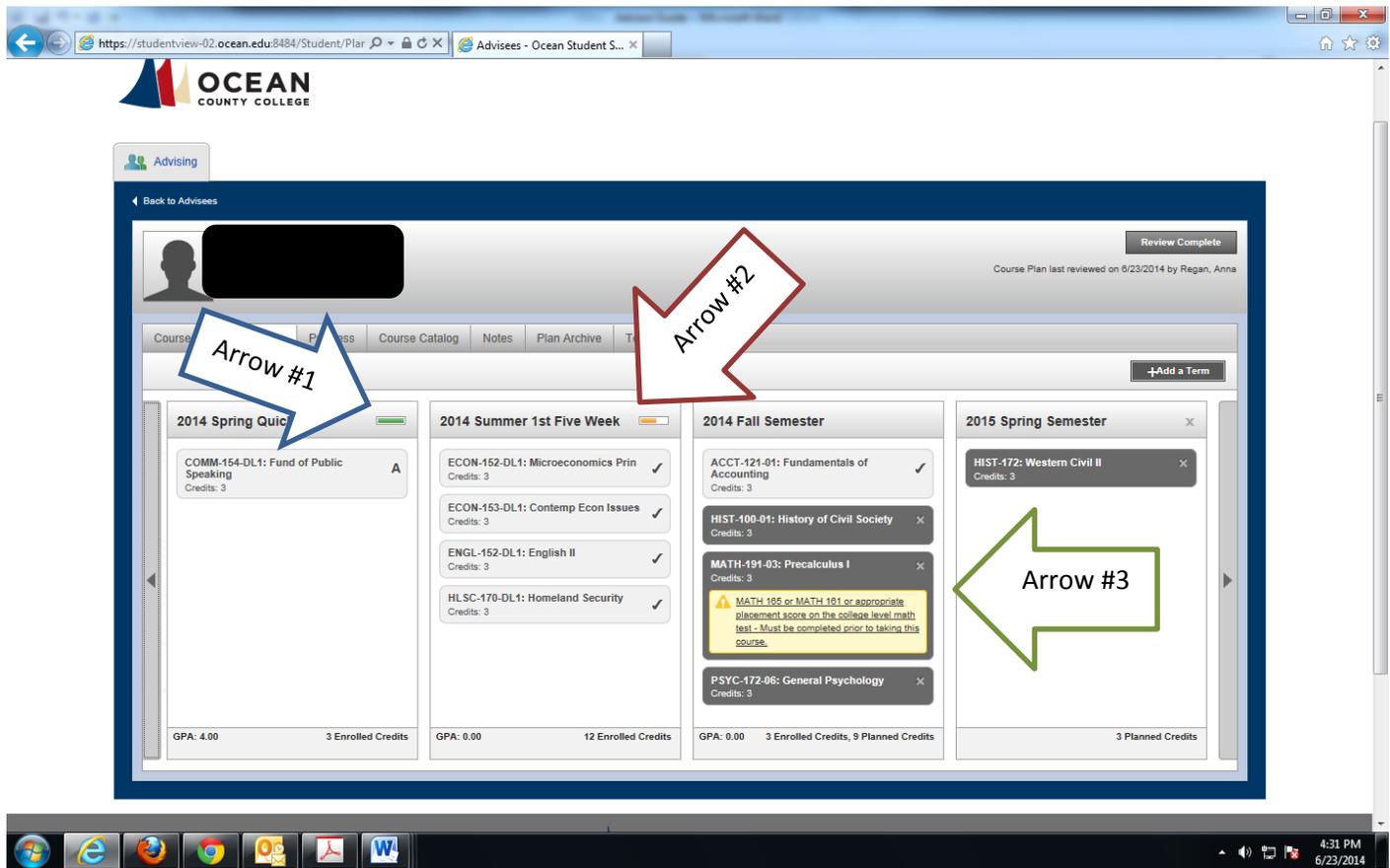
Arrow #1 → The course is then added to the plan.

Arrow #2 → Student Planning will alert again that a lab section must be added to the plan.
**It is important to note that while the lecture can be added to the plan without the lab, the student would not be able to register for the lecture without the lab.

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Timeline

The Timeline Menu Option shows a semester by semester view of the student's courses.



- Arrow #1 COMM 154 was completed in the Spring 2014 Quick Term. The green progress bar indicates the course is complete.
- Arrow #2 The Summer 2014 courses are in progress, which is indicated by the orange progress bar.
- Arrow #3 Courses planned for future semesters are shown in dark gray. Courses for which a student has registered are shown in light gray. Notice the prerequisite warning for the MATH 191 course appears on this screen as well.

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Progress

The Progress screen is the student's degree audit. This Degree Audit will replace the old "Program Evaluation".

The screenshot displays the 'Progress' screen for a student's degree audit. The page is titled 'Liberal Arts (1 of 1 programs)'. The 'At a Glance' section shows the student's cumulative GPA (3.645), institution GPA (3.645), degree (Associate in Arts), major (Liberal Arts), and departments (Humities and Fine Arts). The 'Progress' section features three horizontal bars: the top bar shows overall progress (31/64 credits), the middle bar shows total credits (31/64), and the bottom bar shows total credits from this school (31/64). The 'Requirements' section is titled 'Developmental Studies' and indicates that 2 of 2 items are completed. The 'Progress' section also includes a note: 'Program Completion must be verified by the Registrar.'

- Arrow #1: The top of the Degree Audit shows the student's academic summary, including Degree Program, GPA, and Catalog Year.
- Arrow #2: The progress bars provide a visual representation of the student's progress toward the degree. The top bar shows overall progress, combining consideration for total credits and degree requirements. The middle bar shows total credits, and the bottom bar shows total OCC credits. ****It is IMPORTANT for students and advisors to note that the credits totals INCLUDE DEVELOPMENTAL (REMEDIAL) CREDITS. Students and advisors MUST SUBTRACT DEVELOPMENTAL CREDITS FROM THIS TOTAL.**
- Arrow #3: Completed credits are represented in dark green, in progress credits are represented in light green, planned credits are represented in yellow, and credits not completed, in progress or planned have no color.

Progress (continued)

The Developmental Studies requirements display at the top of the Degree Audit.

The screenshot shows a web browser window with the URL <https://studentview-02.ocean.edu:8484/Student/Planning/Advisors/Advise/0327797#AA.LA>. At the top, a progress bar shows 'Total Credits from this School (58 of 34)' with segments for 31, 15, and 12 credits. Below this, the 'Requirements' section is displayed. The 'Developmental Studies' section is highlighted and shows 'Complete all of the following items. 2 of 2 Completed.' A blue arrow labeled 'Arrow #2' points to this status. Under 'A. English Development', there is a table of completed courses:

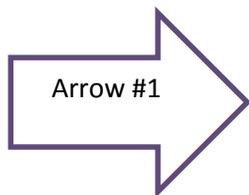
Status	Course	Grade	Term	Credits
Completed	ENGL-091	Reading & Writing I		0
Completed	ENGL-095	Reading & Writing II	2013FA	4

A purple arrow labeled 'Arrow #1' points to the 'Completed' status of the ENGL-095 course. Below this, under 'B. Math Development', there is another table of completed courses:

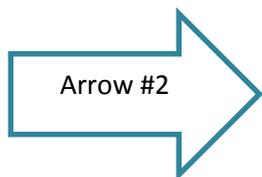
Status	Course	Grade	Term	Credits
Completed	MATH-011	Intro to Algebra I		0
Completed	MATH-012	Intro to Algebra II	2013FA	3

The 'Communication (GCOM)' section below shows 'Complete the following item. 0 of 1 Completed. Fully Planned' and a table for 'A. GCOM Communications' with one completed course:

Status	Course	Grade	Term	Credits
Completed	ENGL-151	English I	2014SP	3



Developmental courses that are not needed will display as “Completed”, yielding no credits. Completed developmental courses will show as “Completed”, but will show earned credits. **These credits do not count toward the degree and must be subtracted from the credit total!



The audit shows that 2 of 2 requirements have been met for Developmental Studies. Each section is then broken down, and the audit shows 2 of 2 English courses are completed, and 2 of 2 Math courses are completed.

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Progress (continued)

The screenshot displays a student's progress in completing requirements. The interface is divided into sections for different requirements:

- Communication (GCOM):** Shows a requirement to complete 1 item, with 0 completed and 1 fully planned. Below, a table lists three courses: ENGL-151 (Completed), COMM-154 (Completed), and ENGL-152 (In-Progress).
- History 6 credits--Gen Ed (GHIS):** Shows a requirement to complete 6 items, with 3 completed and 3 fully planned. Below, a table lists two courses: HIST-173 (Completed) and HIST-172 (Planned).
- Humanities 9 credits--Gen Ed (GHUM):** Shows a requirement to complete 9 items, with 0 completed.

Status	Course	Grade	Term	Credits
Completed	MATH-011			0
Completed	MATH-012	B	2013FA	3
Completed	ENGL-151	B+	2014SP	3
Completed	COMM-154	A	2014SQT	3
In-Progress	ENGL-152		2014SF5	3
Completed	HIST-173	C+	2013FA	3
Planned	HIST-172		2015SP	3

Arrow #1

The audit displays the three required Communications courses as a unit. Therefore, even though two courses are complete, the requirement displays as "0 of 1 completed". However, because one course is in progress, the requirement displays as "Fully Planned".

Arrow #2

Here, the audit shows that 2 of 3 courses for this requirement are completed, and that the requirement is Fully Planned.

Arrow #3

Two courses show as "Completed", and the course in progress shows as "In Progress".

Arrow #4

For the History requirement, the student has completed one course, and the other course is planned. Therefore, the requirement displays "3 of 6 Credits Completed", but "Fully Planned".

Progress (continued)

The screenshot shows a web browser window with the URL <https://studentview-02.ocean.edu:8484/Student/Planning/Advisors/Advise/0327797#AA.LA>. The interface displays a list of completed and planned courses at the top. Below this, three requirement sections are shown:

- Humanities 9 credits--Gen Ed (GHUM)**: A summary bar indicates "Complete the following item. 0 of 1 Completed." Below this, section "A. Humanities" states "Humanities General Education (9 credits): Courses satisfying this requirements must be taken from the list of Approved General Education Humanities courses (course type: GHUM)." and "Show Details. 3 of 9 Credits Completed." A table below shows one completed course:

Status	Course	Grade	Term	Credits	Hide
Completed	SPAN-151 Elem Spanish I	A	2014SP	3	
- Diversity (GDIV)**: A summary bar indicates "Complete the following item. 0 of 1 Completed." Below this, section "A. Diversity" states "DIVERSITY (3 credits): Take one (1) Diversity course selected from the list of Approved General Education Diversity courses (course type GDIV). (May also count as another general education requirement. However, credit will only count one time.)" and "Show Details. 0 of 3 Credits Completed." A table below shows one "Not Started" course:

Status	Course	Grade	Term	Credits	Hide
Not Started					
- Social Science 6 credits -- Gen Ed (GSOC)**: A summary bar indicates "Complete the following item. 1 of 1 Completed." Below this, section "A. Social Science" states "Social Science General Education (6 credits): Courses satisfying this requirement must be taken from the list of Approved General Education Social Science courses (course type: GSOC)." and "Show Details. 6 of 6 Credits Completed." A table below shows six completed courses.

Arrow #1

For the Humanities requirement, the audit displays “0 of 1 Completed”, because it counts the 9 required credits as one unit. It then displays “3 of 9 credits Completed”. It is important for the student and advisor to note that the audit does not “hold a space” for the remaining 6 credits. The student and advisor must read the audit carefully to see that more credits are required.

Arrow #2

The Diversity requirement is not completed, in progress or planned. Therefore, the audit displays the requirement as “Not Started”.

Progress (continued)

The screenshot shows a web browser window with the URL <https://studentview-02.ocean.edu:8484/Student/Planning/Advisors/Advise/0327797#AA.LA>. The page displays a table of planned courses and two requirement sections.

Status	Course	Grade	Term	Credits	Hide
Planned	MATH-191	Precalculus I	2014FA	3	

OCC Requirement
 Complete the following item. ✔ 1 of 1 Completed.

A. OCC Requirement
 OCC Requirement (3 credits): Any course from the list of Approved General Education courses OR ACAD-155 OR Any HEHP course(s)
 Complete 1 of the following 3 items. ✔ 1 of 1 Completed.

- Complete 3 credits. Choose from the subject of Health & Human Performance. ✔ 3 of 3 Credits Completed.

Status	Course	Grade	Term	Credits	Hide
Completed	HEHP-237	Sports Officiating	2014SP	3	

- Take course ACAD-155. ✔ Fulfilled
- Complete 1 course. Courses must be from rule(s): DA.GENED. ✔ Fulfilled

Electives - Liberal Arts: 16 Credits
 Complete the following item. ✔ 0 of 1 Completed. ✔ Fully Planned

A. Electives 16 crs
 Electives (to total 64 or more credits): 16 credits. Developmental courses may not be used to satisfy this requirement. The Liberal Arts degree can include no more than 6 credits of business courses. Specific Areas of Interest Available to A.A. in Liberal Arts Students: The Liberal Arts degree does not require an academic major. While attending OCC, students may begin to explore specific areas of interest that they may pursue at a four-year institution. Areas of interest include: Education, English, Exercise Science/Sports Medicine/Sports Management, Film Studies, Fine Arts, Health/Human Performance, History, Languages, Mathematics, Middle Eastern Studies, Music, Political Science, Psychology, Social Science, Sociology, Speech and Theater and Women's Studies.
 Show Details. ✔ 0 of 17 Credits Completed. ✔ Fully Planned

Status	Course	Grade	Term	Credits	Hide
In-Progress	ECON-152	Microeconomics Prin	2014SF5	3	
In-Progress	ECON-153	Contemp Econ Issues	2014SF5	3	
In-Progress	HLSC-170	Homeland Security	2014SF5	3	

Arrow #1

Arrow #2

Arrow #1

The OCC Requirement can be fulfilled by a General Education course, an HEHP course, or ACAD 155. All the options are listed, and when a student fulfills one of them, the other options display as “Fulfilled”. **Note –The OCC requirement is removed from all degrees starting with Catalog Year 14-15. Students on older Catalogs will still need the OCC requirement.

Arrow #2

The Electives category requires 17 credits. Again, these credits are displayed as one unit - “0 of 1 Completed”, and then as “0 of 17 Credits Completed”.

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Progress (continued)

The screenshot shows a web browser window with the URL <https://studentview-02.ocean.edu:8484/Student/Planning/Advisors/Advise/0327797#AA,LA>. The page displays a progress bar for '3. Complete 1 course. Courses must be from rule(s): DA.GENED. Fulfilled'. Below this, a section titled 'Electives - Liberal Arts: 16 Credits' shows '0 of 1 Completed' and 'Fully Planned'. Underneath, 'A. Electives 16 crs' is detailed with a paragraph explaining the requirements. A table lists the following courses:

Status	Course	Grade	Term	Credits	Hide
In-Progress	ECON-152	Microeconomics Prin	2014SF5	3	
In-Progress	ECON-153	Contemp Econ Issues	2014SF5	3	
In-Progress	HLSC-170	Homeland Security	2014SF5	3	
In-Progress	ACCT-	Fundamentals of Accounting	2014FA	3	
Planned	PSY-	General Psycho	2014FA	3	
Planned	HIS		2014FA	3	

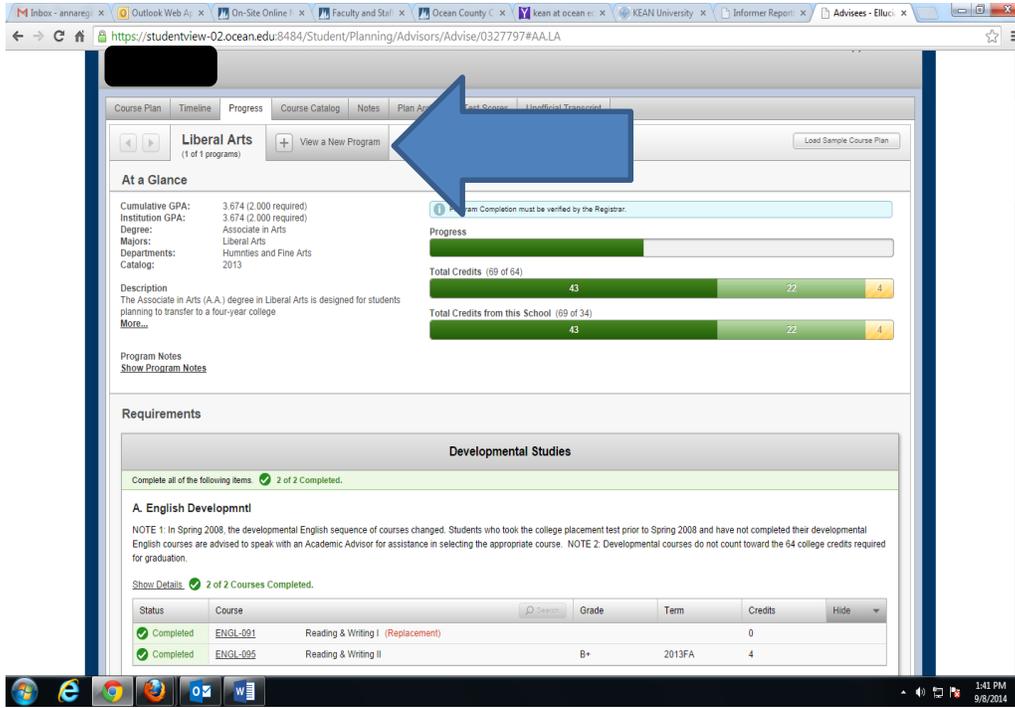
Below the table is a section for 'Other Courses' which states 'There are no Other Courses to display'. A large blue arrow points from the 'Other Courses' section towards the 'Electives' table.

This student has no courses in "Other Courses". Courses that are failed, repeated, or withdrawn will display here. Courses taken in excess of degree requirements will also display in "Other Courses".

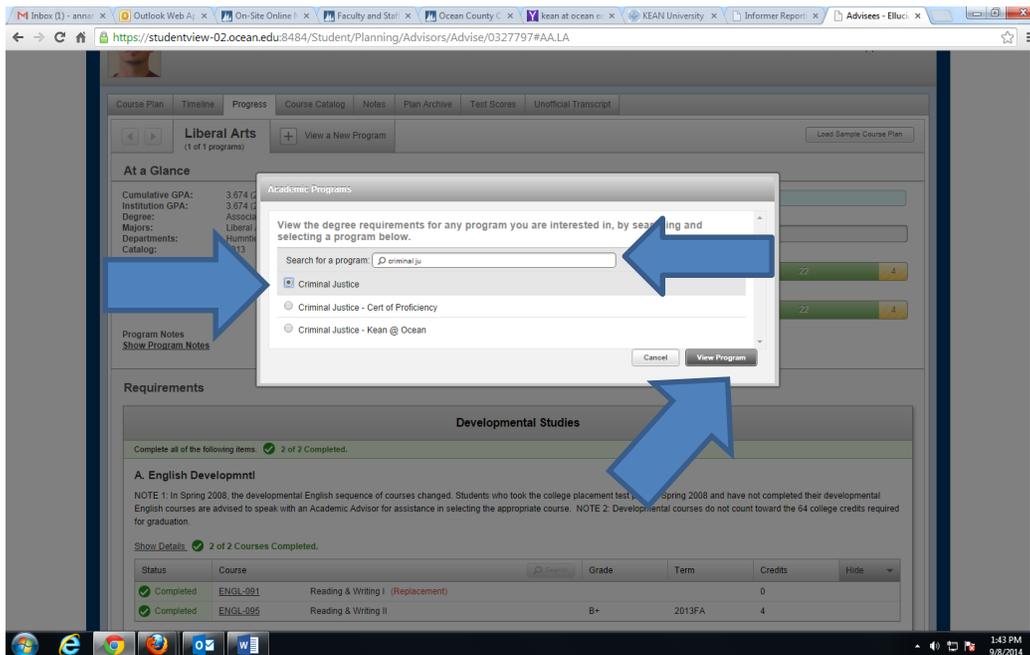
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Progress: View a New Program (What if?)

The “View a New Program” option on the Progress, or Degree Audit, screen, is often called the “What If” function. This function allows students and advisors to select a different degree program, to see what is required and what courses remain in that degree for the student.



Select the “View a New Program” option at the top of the Progress screen.



Type in the name of the program, then select the correct program. When the correct program is selected, click “View Program”.

Progress: View a New Program (What if?) (continued)

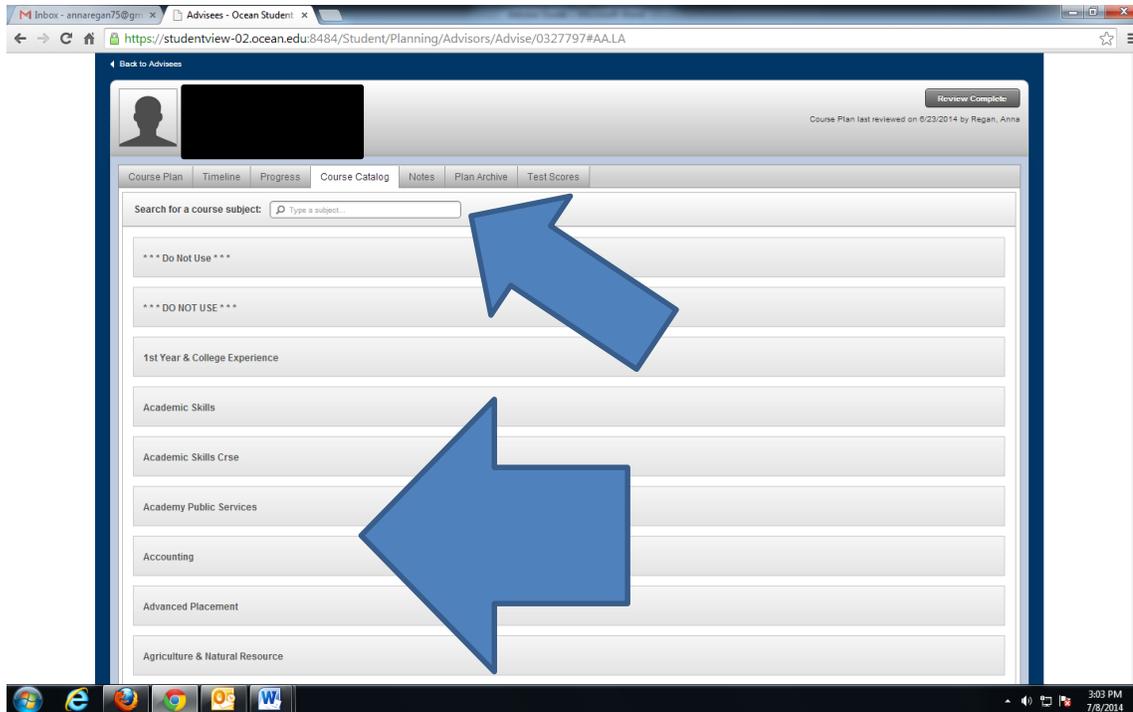
The screenshot shows a web browser window with the URL <https://studentview-02.ocean.edu:8484/Student/Planning/Advisors/Advise/0327797#AS.CJ>. The page title is "Criminal Justice (2 of 2 programs)". A yellow alert banner at the top states: "Student is not enrolled in this program. The display of this program information is temporary and it will be removed as you leave or refresh this page." Below the alert, the "At a Glance" section shows student statistics: Cumulative GPA: 3.674 (2.000 required), Institution GPA: 3.674 (3.000 required), Degree: Associate in Science, Majors: Criminal Justice, Departments: Criminal Justice, Catalog: 2014. A progress bar shows "Total Credits (69 of 64)" with 43 credits completed (green) and 22 credits remaining (grey). Below this, "Total Credits from this School (69 of 34)" shows 43 credits completed (green) and 22 credits remaining (grey). The "Requirements" section is titled "Developmental Studies" and states "Complete all of the following items. 2 of 2 Completed." Under "A. English Developmntl", a note explains that developmental English courses are required for graduation. A table shows two completed courses: ENGL-091 (Reading & Writing I) and ENGL-095 (Reading & Writing II). Under "B. Math Developmntl", no courses are listed.

The student and advisor can then view the student's progress in this degree program. Note the alert that states: "Student is not enrolled in this program. The display of this program information is temporary and it will be removed as you leave or refresh this page."

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Course Catalog

The Course Catalog tab allows students to search the database of OCC courses. See the **Adding a Course to the Course Plan** section of this guide for information on adding courses to a student's plan via the Course Catalog.



Students and advisors can search for courses by name or by department.

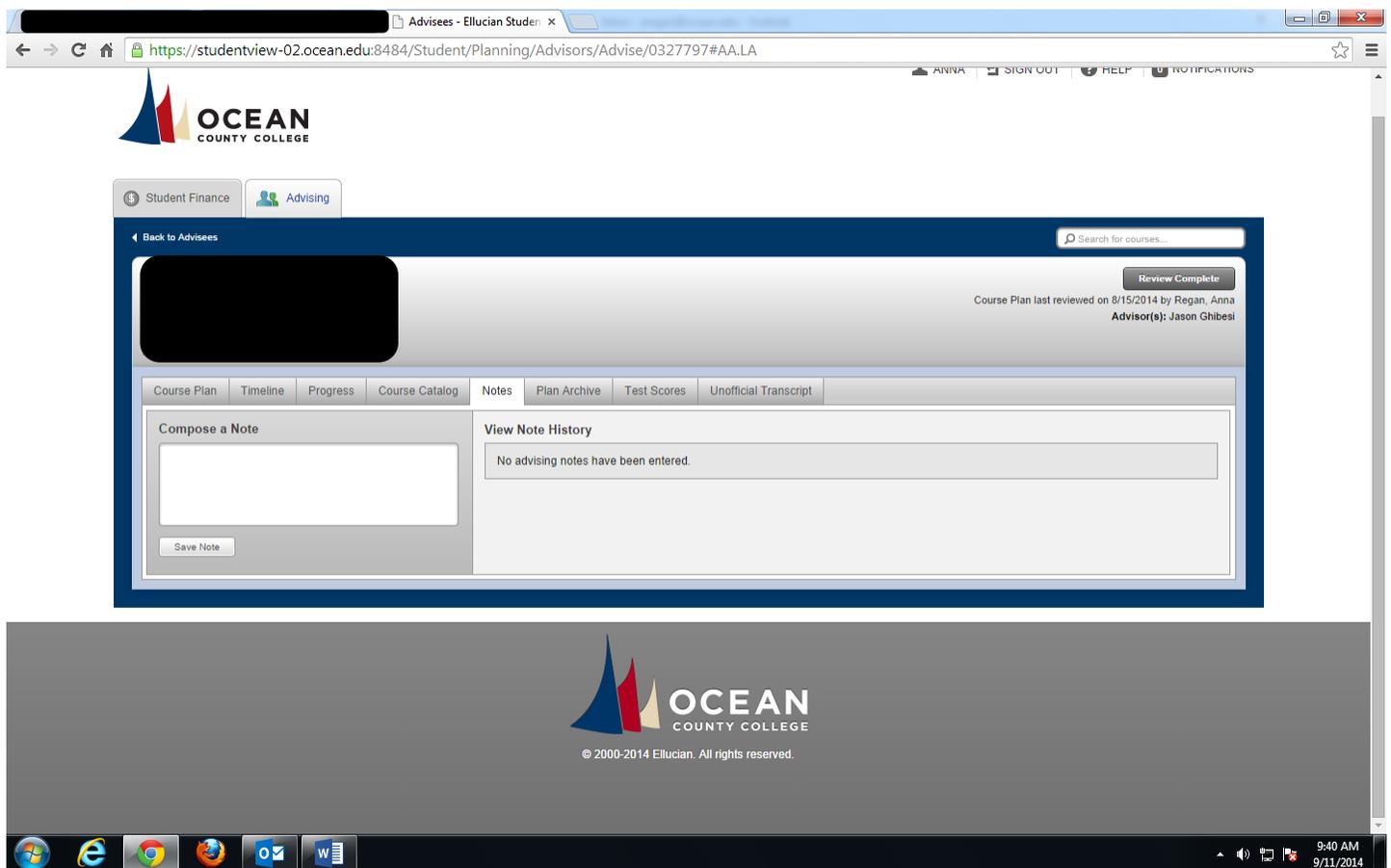
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Notes

The Notes function allows advisors to leave advising notes after meeting with a student, or to communicate some information to the student.

Please note: Students have access to these notes, so advisors should not enter any information that should not be seen by the student. Students will be able to view these notes only by logging into Student Planning and going to their "Advising Tab".

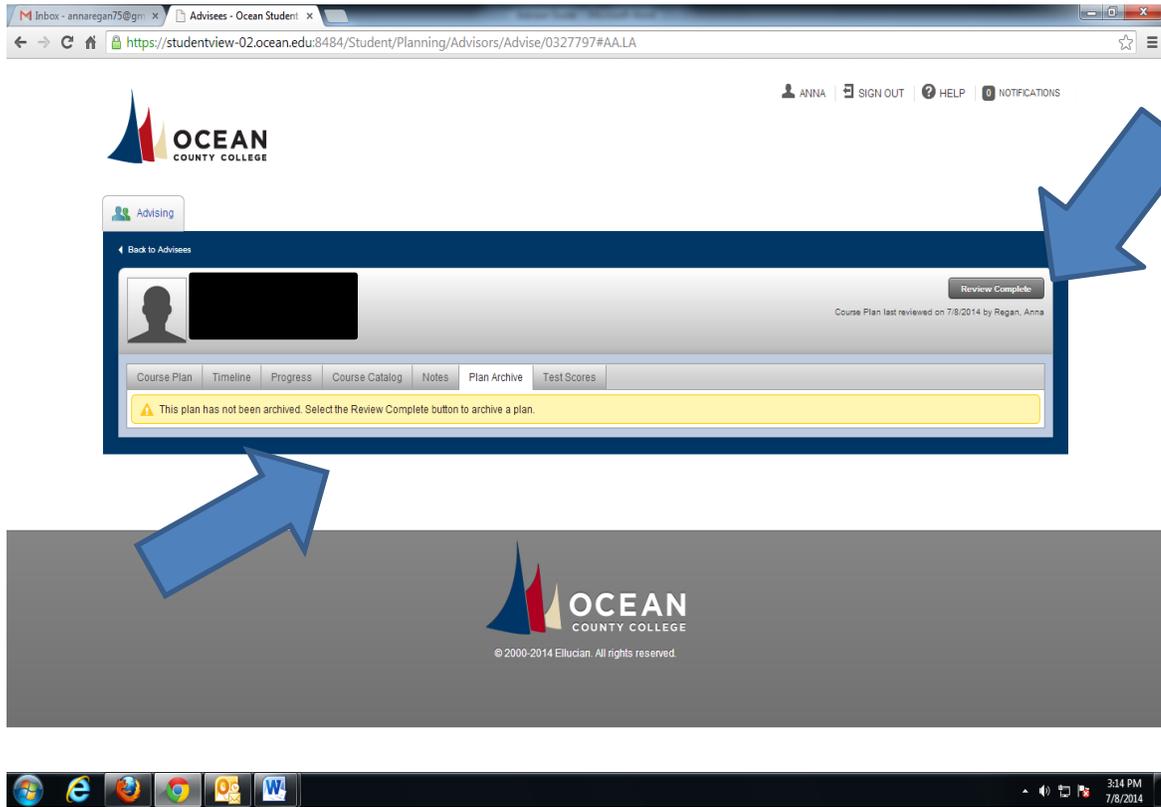
Students will have the ability to review the advisor's notes, but will not have the ability to enter notes. If students have an assigned advisor, they will be able to email them directly via this page.



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Plan Archive

The Plan Archive allows advisors to save a plan for a student, for advising purposes.

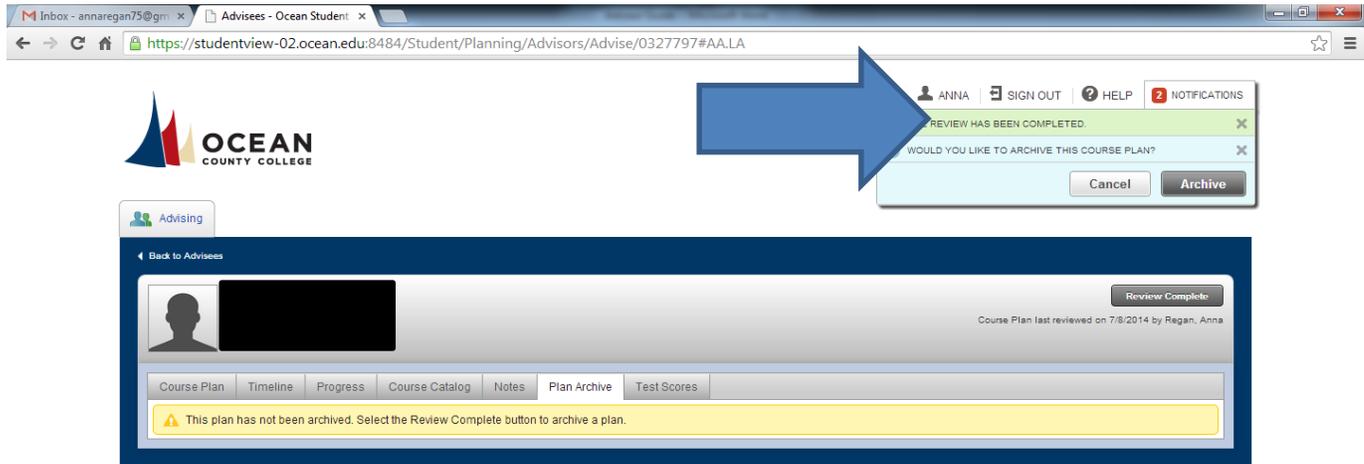


Upon completion of an advising session, advisors can click the "Review Complete" button to archive the plan.

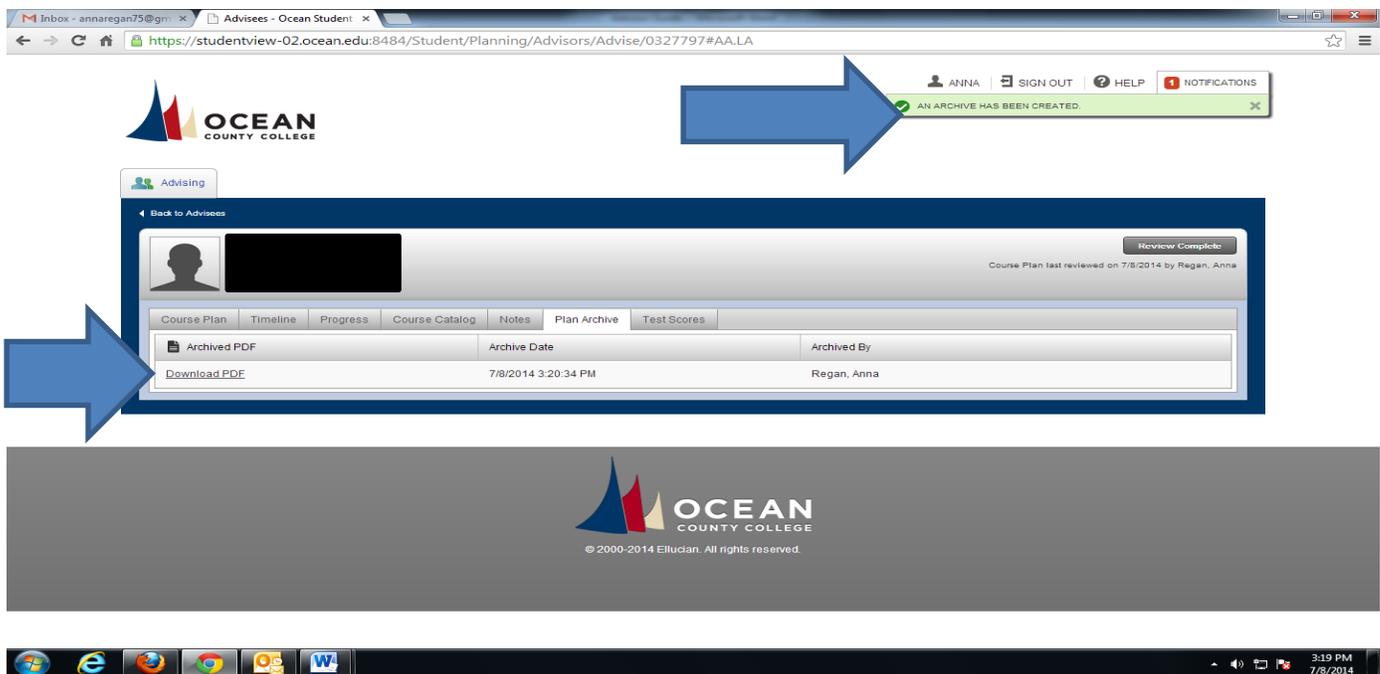
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Plan Archive(continued)

Once the review is completed, the advisor is given the option to Archive the Course Plan.



The plan is then archived in the student's account.



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Plan Archive(continued)

The plan can then be downloaded as a pdf.

The screenshot shows a PDF document titled "Course Plan as of 7/8/2014". The document contains a table of course listings for four different terms. A large black redaction box covers the top portion of the document, likely containing student information. The table columns are: Status, Registered, Courses/Sections, Credits, CEUs, Added to Plan By, and Approved/Denied By.

2013 Fall Semester						
Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
Yes		HIST-173 US History I	3			
Yes		SOCI-181 Intro Sociology	3			
Yes		ENGL-095 Reading & Writing II	4			
Yes		MATH-012 Intro to Algebra II	3			

2014 Spring Semester						
Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
Yes		MATH-151 A Survey of Mathematics	3			
Yes		ENGL-151 English I	3			
Yes		ECON-151 Macroeconomic Princ	3			
Yes		SPAN-151 Elem Spanish I	3			
Yes		HEHP-237 Sports Officiating	3			

2014 Spring Quick Term						
Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
Yes		COMM-154 Fund of Public Speaking	3			

2014 Summer 1st Five Week

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Test Scores

Advisors can also access a student's test scores.

The screenshot shows a web browser window with the URL <https://studentview-02.ocean.edu:8484/Student/Planning/Advisors/Advise/0327797#AALA>. The page displays a student's profile and a navigation menu with tabs for Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, and Test Scores. The 'Test Scores' tab is active, showing a table of test results. The table includes columns for Test, Date Taken, Score, Percentile, Status, and Status Date. All tests listed are marked as 'Accepted'.

Test	Date Taken	Score	Percentile	Status	Status Date
Accuplacer Algebra	5/28/2013	37 of 120		Accepted	5/29/2013
Accuplacer Essay	5/28/2013	5 of 12		Accepted	5/29/2013
Accuplacer Exemption	5/28/2013	120 of 134		Accepted	5/29/2013
Accuplacer Exemption	7/25/2013	120 of 134		Accepted	7/26/2013
Accuplacer Reading	5/28/2013	82 of 120		Accepted	5/29/2013
Accuplacer Sentence Sense	5/28/2013	91 of 120		Accepted	5/29/2013
Challenge/Algebra	7/25/2013	58 of 120		Accepted	7/26/2013
Challenge/Essay	7/25/2013	6 of 12		Accepted	7/26/2013
Challenge/Read	7/25/2013	69 of 120		Accepted	7/26/2013
Challenge/Sent	7/25/2013	93 of 120		Accepted	7/26/2013

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Unofficial Transcript

Advisors can also access unofficial student transcripts via Student Planning.

The screenshot shows a web browser window with the URL <https://studentview-02.ocean.edu:8484/Student/Planning/Advisors/Advise/0327797#AA.LA>. The page header includes the Ocean County College logo and navigation links for ANNA, SIGN OUT, HELP, and NOTIFICATIONS. Below the header, there are tabs for Student Finance and Advising. The main content area is titled "Back to Advisees" and features a search bar and a "Review Complete" button. A course plan summary is displayed, including the text "Course Plan last reviewed on 8/15/2014 by Regan, Anna" and "Advisor(s): Jason Ghibesi". A navigation menu at the bottom of the main content area includes options for Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, and Unofficial Transcript. A blue arrow points to the "Unofficial Transcript" option. A yellow warning banner at the bottom of the main content area states: "These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar." The footer of the page displays the Ocean County College logo and copyright information: "© 2000-2014 Ellucian. All rights reserved." The Windows taskbar at the bottom shows the system tray with the time 2:00 PM and date 9/8/2014.