OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR ADVISORS

Welcome to Ocean County College's Student Planning software.
This guide will provide advisors with an overview for utilizing Student Planning.

Table of Contents:

Accessing Student Planning
Advisors will be able to access Student Planning via logging into Ocean Connect.

On the Welcome Screen, click on the "Home" icon on the menu on the left hand side of the screen.

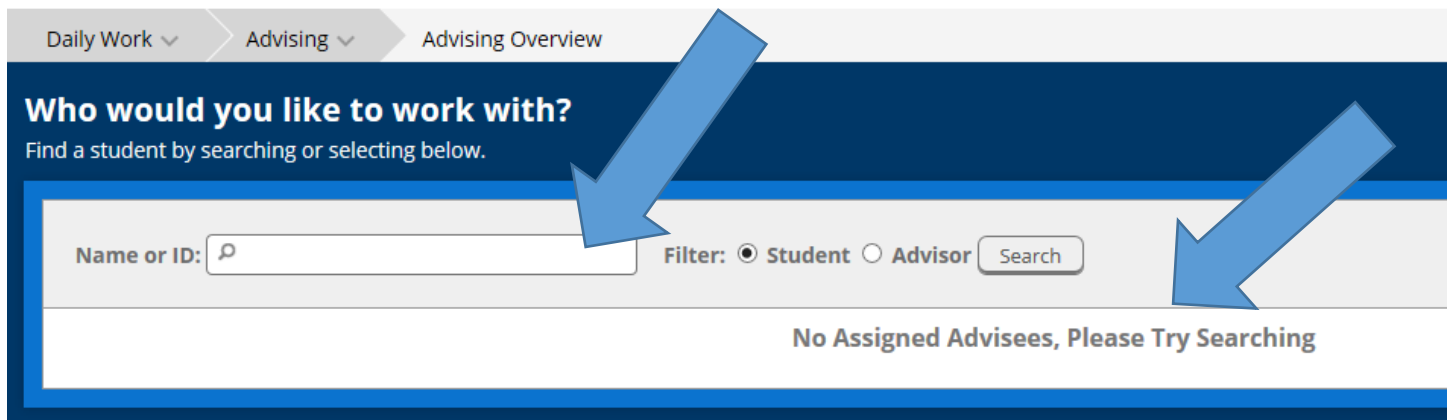OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR ADVISORS

Accessing Student Planning (continued)

Click on the Advising Tab.
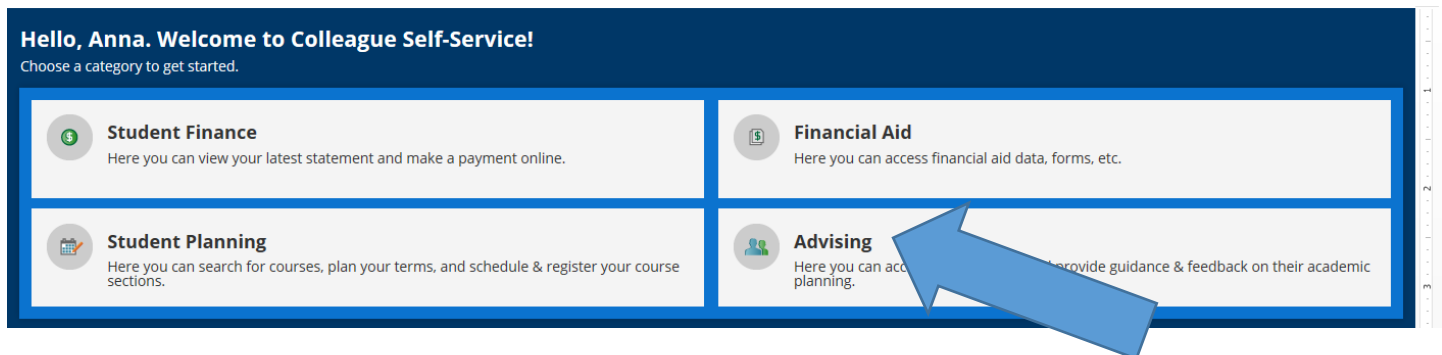
Accessing Student Information

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.

OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR ADVISORS

Navigation Differences between the Advisor and Student Views

While the functions that advisors and students view in Student Planning are mostly the same, the navigation to reach the pages in Student Planning is different between the advisor and student views.

Advisors will use the menu at the top of the screen.
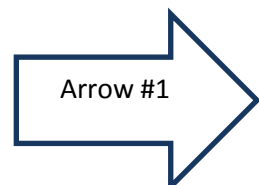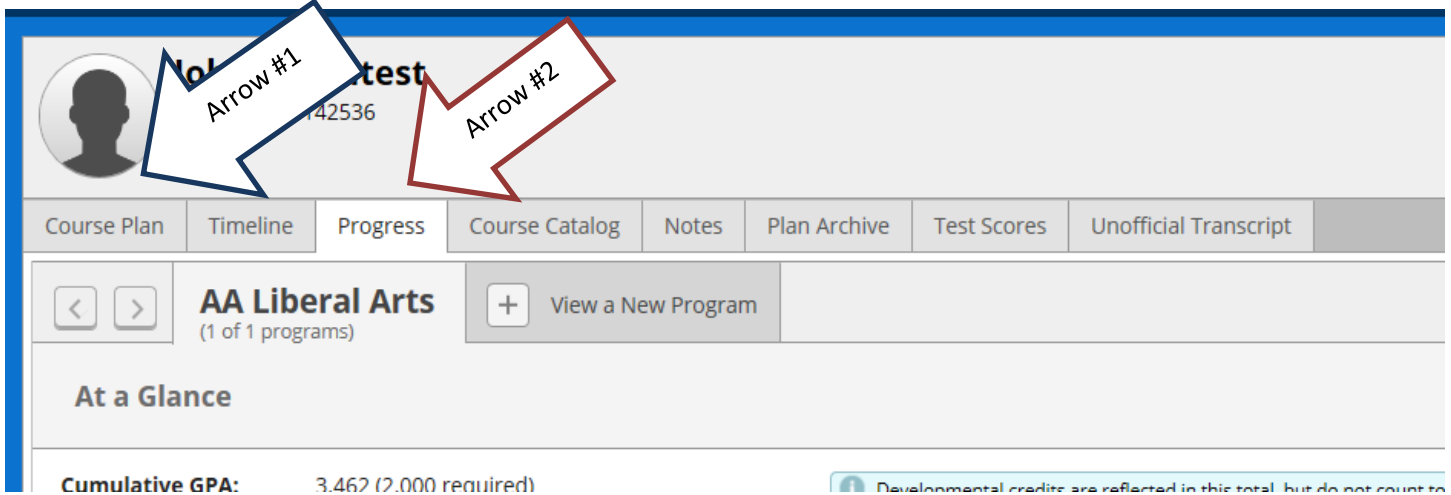
Students view "Course Plan" as "Plan & Schedule". This is where students add course sections to their plan. Students also view the Timeline, Advising and Unofficial Transcript as tabs on the "Plan & Schedule" screen. Students view the information advisors see in "Notes" in their "Advising" tab.
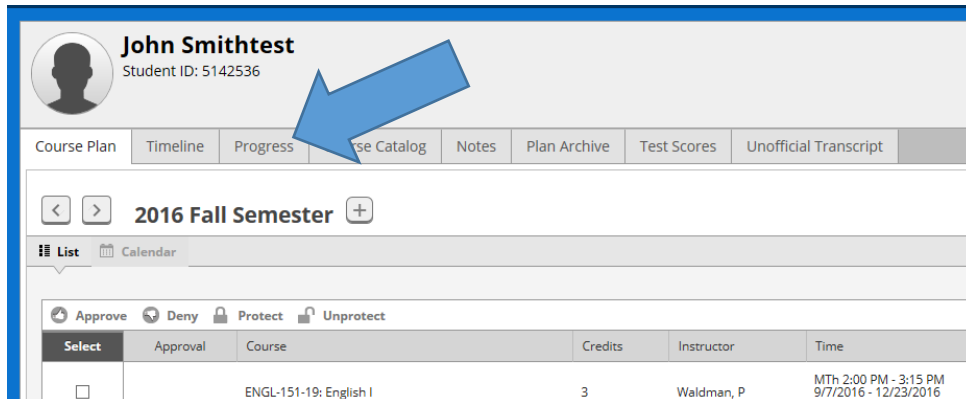
Students view "Progress" as "My Progress".

Students will use the navigation bar at the top of the screen, which appears when they hover over Student Planning.
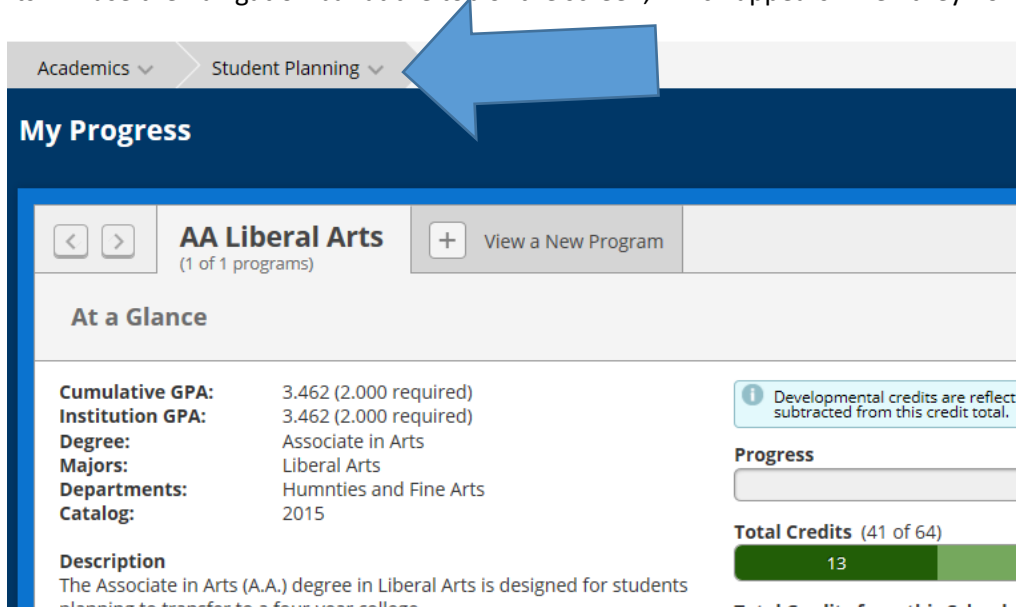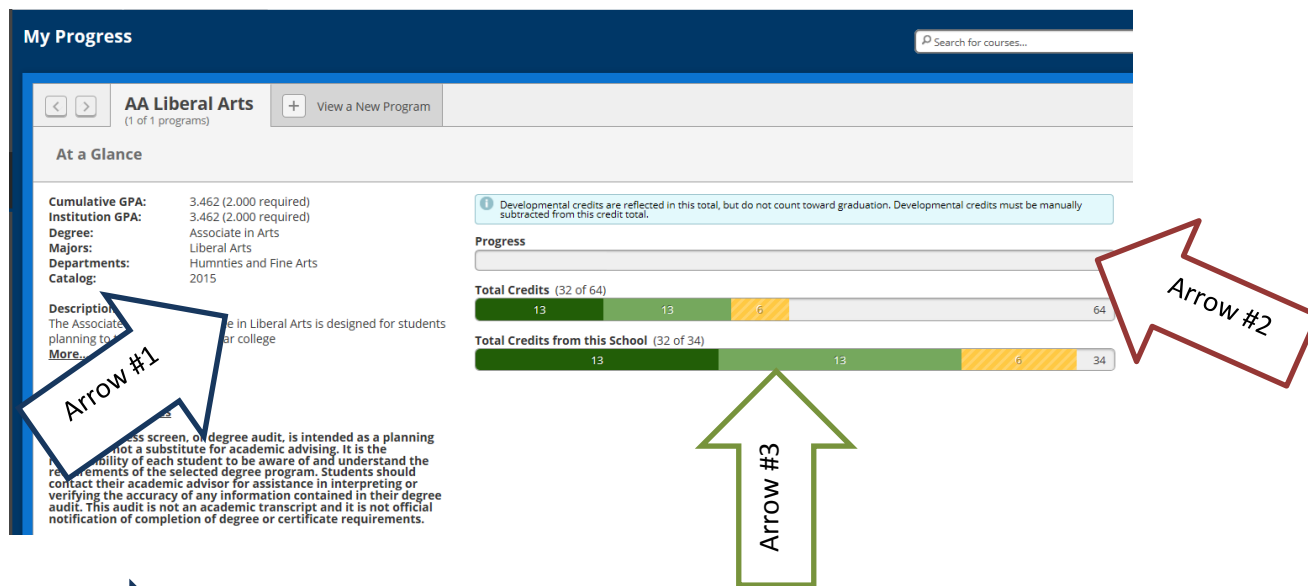
Progress Screen

The best place to start advising a student is on the "Progress" screen. Students will view this screen as "My Progress".

The Progress screen is the student's degree audit, which displays the courses required for the degree program. You can see which courses the student has completed, which courses are in progress, and which courses are still needed.

 The top of the Degree Audit shows the student's academic summary, including Degree Program, Major, GPA, and Catalog Year.

 The progress bars provide a visual representation of progress toward the degree.
**It is IMPORTANT to note that the totals INCLUDE DEVELOPMENTAL (REMEDIAL) CREDITS. You MUST SUBTRACT DEVELOPMENTAL CREDITS FROM THIS TOTAL.

 Completed credits are represented in dark green, in progress credits are represented in light green and planned credits are represented in yellow.

Progress Screen (continued)

Courses display on the My Progress screen as Completed, In Progress, Registered, Planned or Not Started.

A. Communication (9 cr)

English I/English II/Fundamentals of Public Speaking
Complete all of the following items. **0 of 1 Completed.** Hide Details
**0 of 3 Courses Completed.** Hide Details

Arrow #1

| Status	Course		Search	Grade	Term	Credits
In-Progress	COMM-154	Fund of Public Speaking			2016SP	3
Registered	ENGL-151	English I			2016FA	3
Not Started	ENGL-152	English II				

E. Social Science (6cr)

Two (2) Social Science courses selected from the list of Approved General Education Courses.
Complete all of the following items. **0 of 1 Completed.** Fully Planned Hide Details
Fully Planned **1 of 2 Courses Completed.** Hide Details

Arrow #2
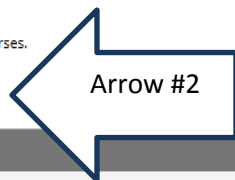
Status	Course		Search	Grade	Term	Credits
Completed	PSYC-172	General Psychology		B	2015FA	3
Planned	SOCI-181	Intro Sociology			2017SP	3
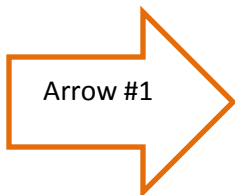
Arrow #1 → The audit displays the three required Communications courses as a unit, and then as three individual coures. Therefore, the requirement displays as "0 of 1 Completed" and "0 of 3 Courses Completed". One of these courses is "In Progress", one coures is "Registered" and one course is "Not Started".
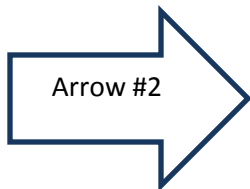
Arrow #2 → For the Social Science requirement, this student has completed one course, and the other course is planned. Therefore, the requirement displays "1 of 2 Courses Completed" and it is noted that the requirement is "Fully Planned".

Progress Screen **(continued)**

Liberal Arts Elective Courses

Complete the following item. **0 of 1 Completed.** Hide Details

A. Electives (19 cr)

Electives (to total 64 or more credits): 19 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. 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, Health/Human Performance, History, Languages, Mathematics, Middle Eastern Studies, Music, Political Science, Psychology, Social Science, Sociology, Speech and Theater and Women's Studies.

Complete all of the following items. **0 of 1 Completed**

3 of 19 Credits Completed. Hide Details

Status	Course		Search	Grade	Term	Credits
✅ Completed	ACAD-155	Student Success		A	2015FA	3

Other Courses

There are no Other Courses to display
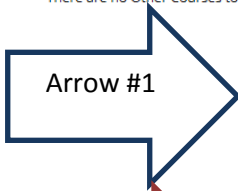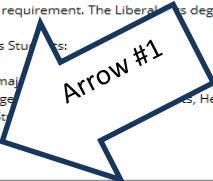
Arrow #1   The Electives category requires 19 credits. These credits are displayed as one unit - "0 of 1 Completed", and then as "3 of 19 Credits Completed".

Arrow #2   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".

When a student has completed a requirement, Student Planning will collapse the course information. You will need to click "Show Details" to view the courses taken to complete the requirement.

Associate of Science (A.S.) General Ed Req

Complete all of the following items. ✅ **5 of 5 Completed.** Show Details

Complete all of the following items. ✅ **5 of 5 Completed.** Hide Details

A. Communication

English I/English II

Complete all of the following items. ✅ **1 of 1 Completed.** Show Details

A. Communication

English I/English II

Complete all of the following items. ✅ **1 of 1 Completed.** Hide Details

✅ **2 of 2 Courses Completed.** ✅ Hide Details

| Status	Course	
✅ Completed	ENGL-151	English I
✅ Completed	ENGL-152	English II

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View a New Program (What if?)

The "View a New Program" option on the Progress screen is often called the "What If" function. This function allows students to select a different degree program, to see what is required and what courses remain in that degree. The "What If" function is a great tool for advisors working with a student who is considering changing majors.
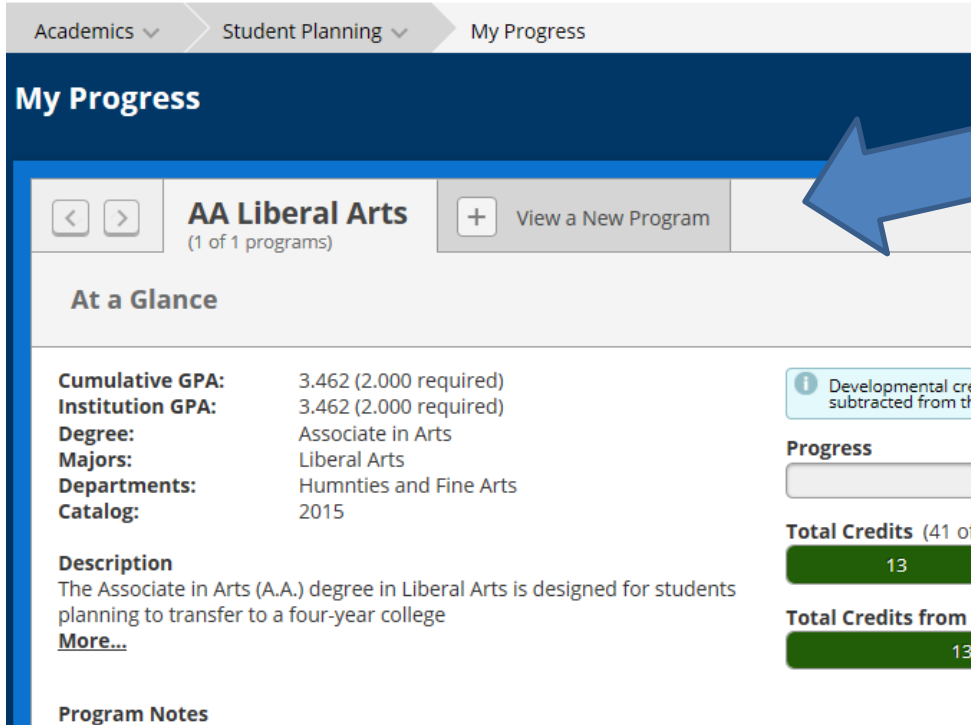
Select the "View a New Program" option at the top of the Progress screen.
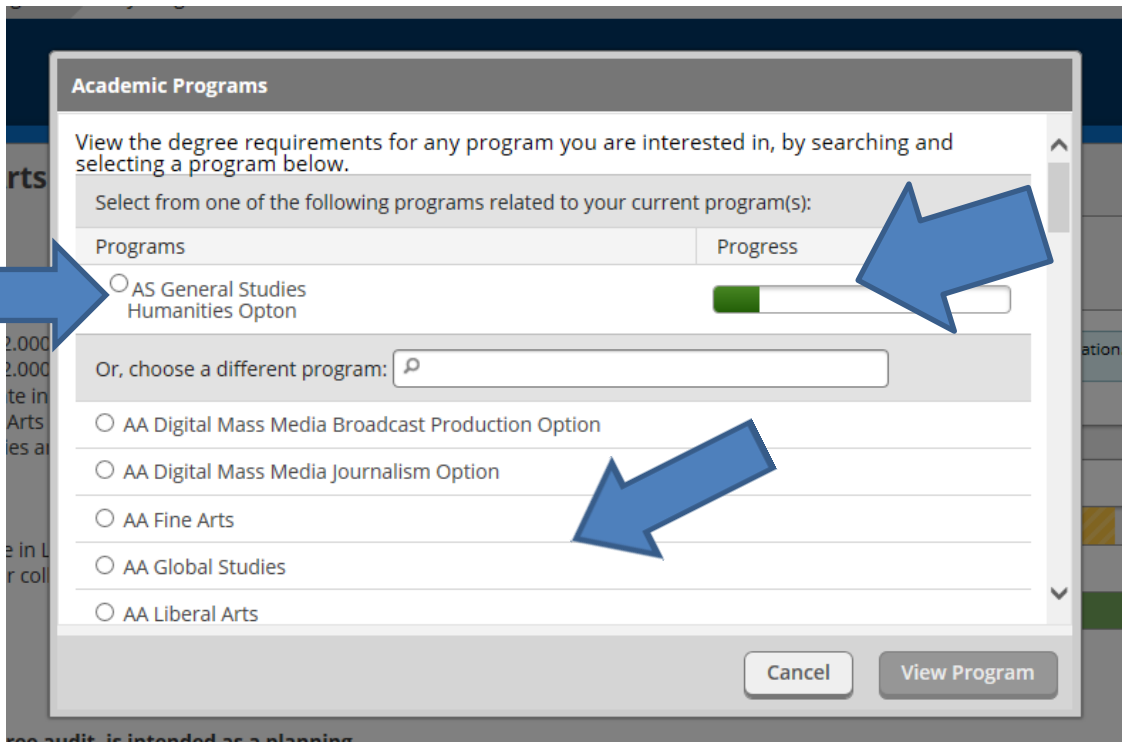
You can choose from related programs, which allows you to see if the student might be able to graduate sooner in a different major. You can even see a progress bar, which visually represents progress toward that degree.

You can also elect to select any other degree program.

View a New Program (What if?) – Continued

You can then see how the student's courses fulfill requirements in this degree program, and what courses remain to be completed. Note the warning at the top of the page, which reads: "You are 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."

Students must meet with an advisor and complete a Change of Curriculum form to officially change their major.

Adding Courses to the Plan

Students can add courses to their plan directly from the My Progress screen. The below instructions are for adding a course to a student's schedule from the advisor view. For instructions on adding a course to the plan from the student view, consult the Student Planning Guide for Students. The steps for adding a course to the plan are essentially the same from the advisor and student views, but the navigation to reach the screens differs slightly.

 If a course is a "named" course (no other courses can fulfill the requirement), start by clicking on the course in the Progress screen.

This will bring you to the course in the online catalog. You will then click "Add Course to Plan".

Next, select the term in which the student plans to take the course and click "Add Course to Plan".

Adding Courses to the Plan (continued)

This course will then appear as "Planned" on the Progress screen.

Next, click "Course Plan" from the menu.

Course Plan will bring you to the current semester. You will need to click the arrow next to the term to find the semester in which the student is planning a course.

Adding Courses to the Plan (continued)

The default view for advisors on the Course Plan screen is the "List" view. Advisors should click "Calendar" to see how the planned courses fit into a student's weekly schedule. The student view defaults to the calendar view.

You will then see the planned courses listed on the left side of the screen. If the schedule of classes is not yet posted for the semester, this is as far as the student can plan.
Note that planning for a course in a future semester does not guarantee the course will be offered in that semester.

Adding Courses to the Plan (continued)

When several courses could fulfill a requirement, you can use the "Search" function on the Progress screen to access a list of courses which will complete the requirement.
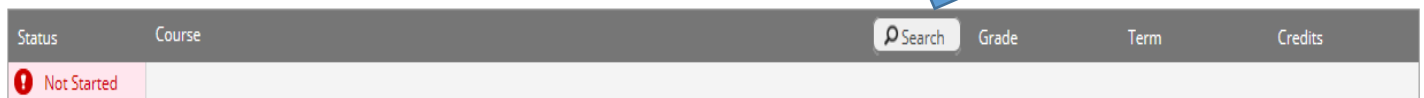
Clicking the "Search" button for the requirement will bring you to a list of courses in the Course Catalog which could be used to complete the requirement. You can select a course and add the course to the plan as outlined on pages 10-11.
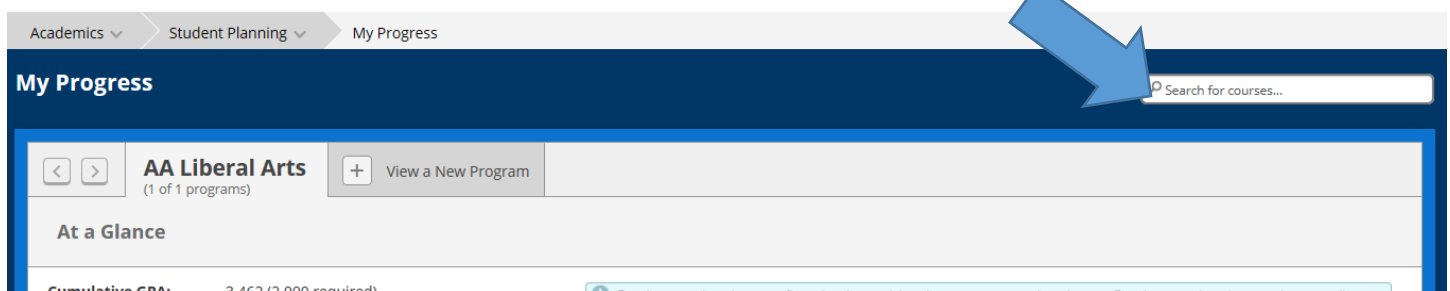
You can also plan for courses using the "Search for Courses" bar on the My Progress screen. You will type in the name of the course and view the course in the online Catalog. You will add the course to the plan as outlined on pages 10-11.

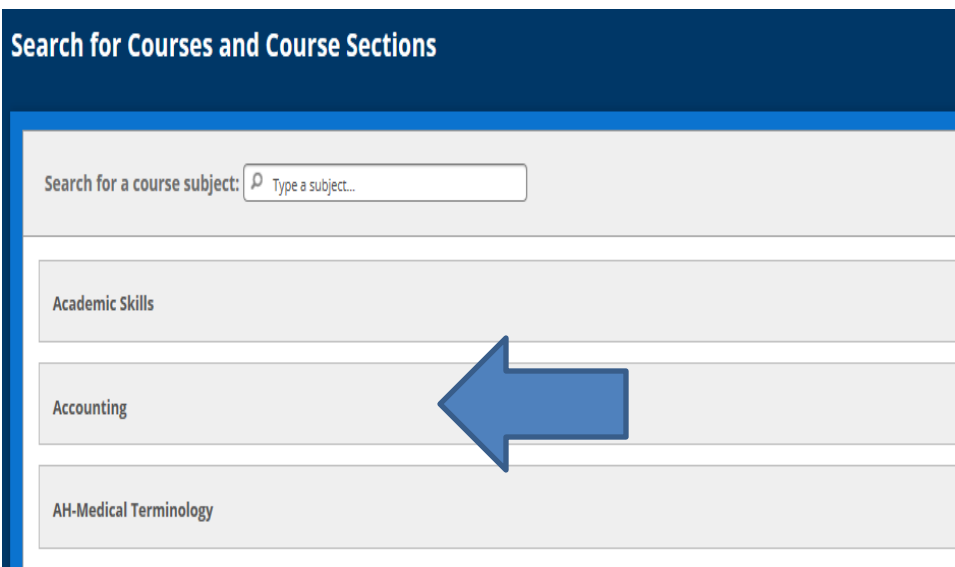Courses can also be added to the plan using the Course Catalog. Click "Course Catalog" from the menu. Courses are searchable by discipline. You will add the course to the plan as outlined on pages 10-11.

Adding Course Sections to the Plan
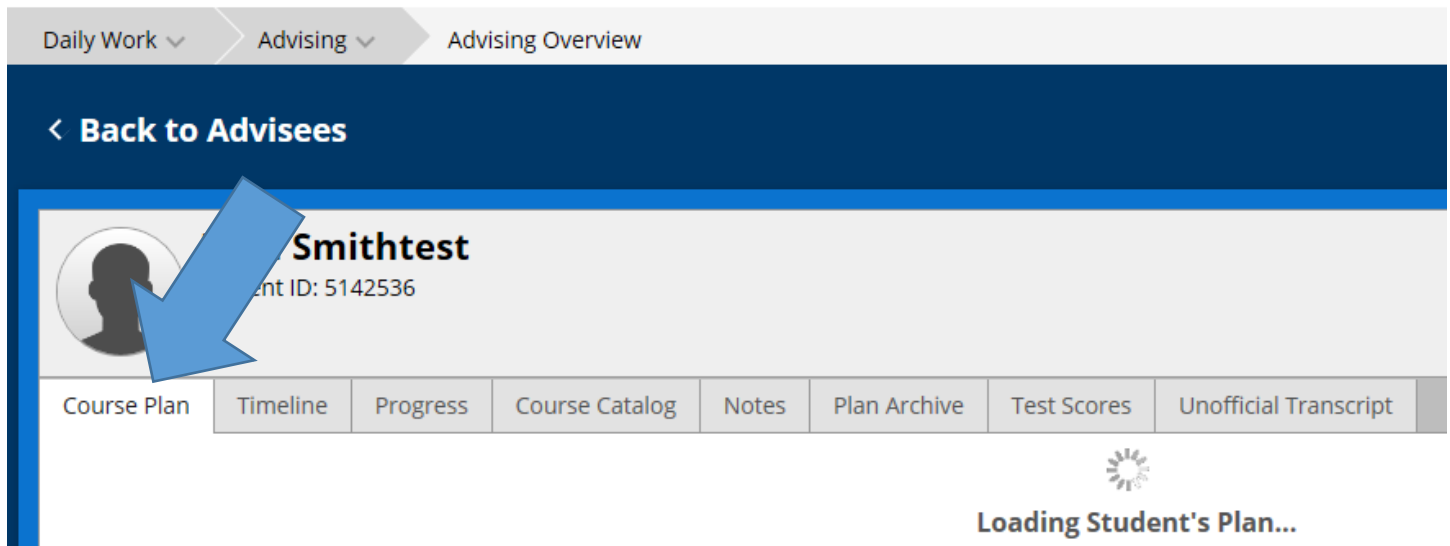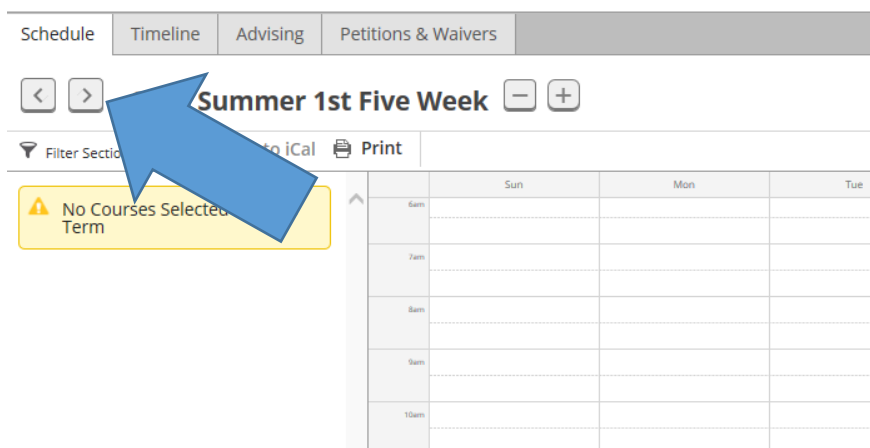
When the schedule of classes is posted for the upcoming semester, students can add specific course sections to their plan. Course sections determine the days of the week and time of day students will take a course. The below instructions are for adding a course section to a student's schedule from the advisor view. For instructions on adding course sections to the plan from the student view, consult the Student Planning Guide for Students. The steps for adding a course section to the plan are essentially the same from the advisor and student views, but the navigation to reach the screens differs slightly.

To start, click "Courses Plan" from the menu.

Course plan will bring you to the current semester. You will need to click the arrow next to the term to find the semester in which the student is planning a course.

Adding Course Sections to the Plan (continued)

The default view for advisors on the Course Plan screen is the "List" view. Advisors should click "Calendar" to see how the planned courses fit into a student's weekly schedule. The student view defaults to the calendar view.

From the Course Plan screen, you can click "View Other Sections" to see the course sections available.

Adding Course Sections to the Plan (continued)

Note there are several pages of course sections available for some courses. Make sure to review all options, not just those on the first page.

Student Planning will alert you when a section is full.

You should also note where a course section is taught. "Ocean County College Campus" means the course is taught on the Toms River campus. You will also see locations such as Southern Education Center (Manahawkin), Online, Hybrid, and local area high school off-site locations.

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Adding Course Sections to the Plan (continued)

Hover over the course sections to see how they fit into the student's weekly calendar. When you find a section that works for the student, click on the section in the list of sections on the left of the screen.

Then, click "Add Section to Schedule".

Review course information such as instructor, meeting time and location, credits, pre-requisites, and the course description.

Adding Course Sections to the Plan (continued)

You will then see the section planned on the student's schedule. Planned sections appear in yellow. Until the registration period for the upcoming semester opens, this is as far as the student can plan.
Note that this section is only planned, which means the student has not registered for the course, nor reserved a seat in the course. If the course section fills before the student registers, the student will not be able to register for that section.

You can also use the "Filter" tool to search for specific Availability (i.e., show only open sections), Location, Day of Week, Time of Day, and Instructor.
*Note you must click "Filter Sections" before clicking "View Other Sections" to see the filtered results.*
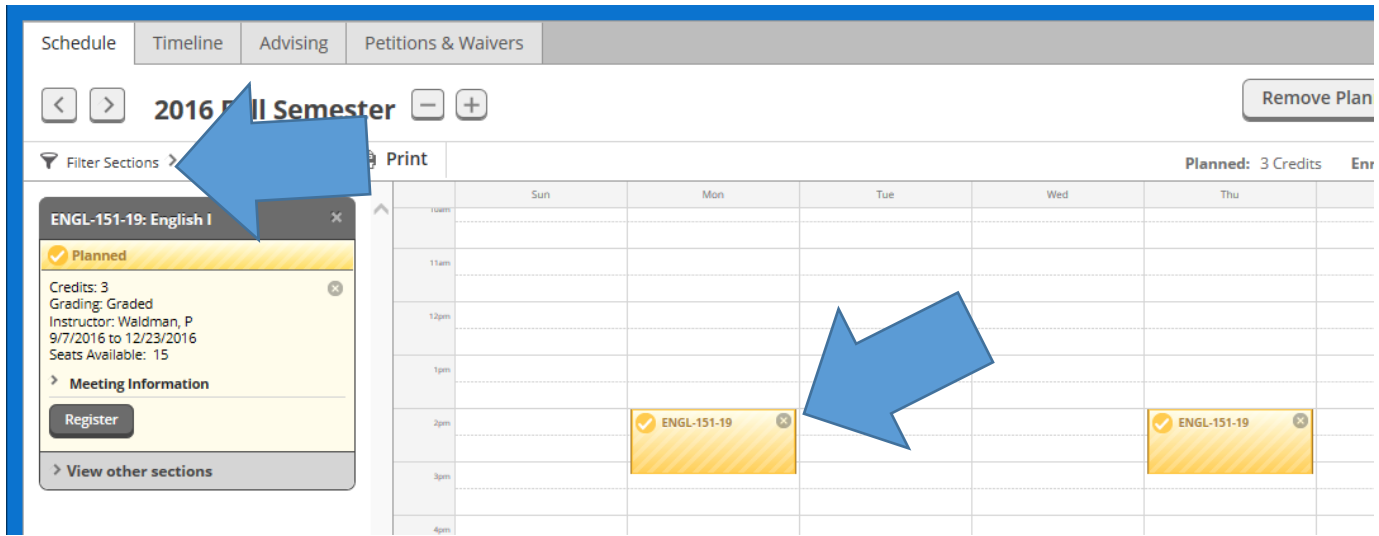

Registering for Courses

During the registration period, students with access to register for courses online can register for courses via Student Planning. All of the deadlines, rules and regulations associated with registration apply to registration via Student Planning. While advisors can assist students in planning courses, advisors can never register a student for a course.

To register, students will hover over Student Planning in the navigation bar (student view) and select "Plan & Schedule".
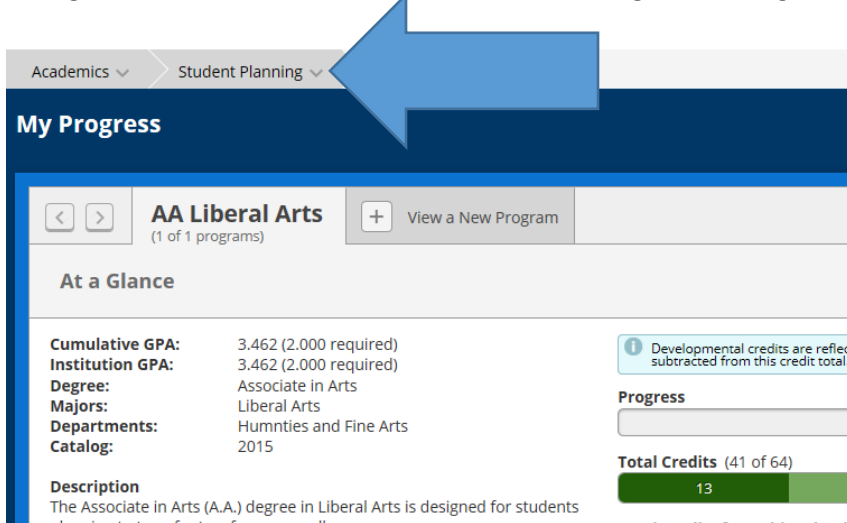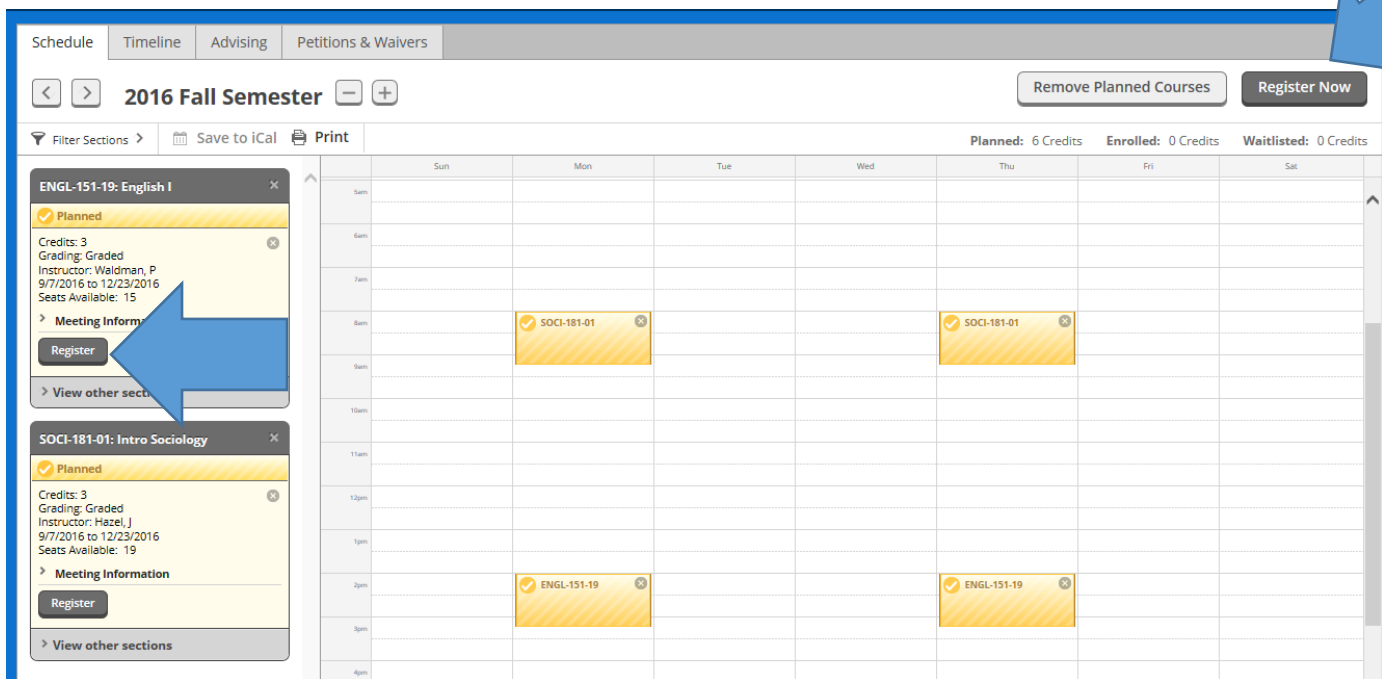
Registering for Courses (continued)

Plan and Schedule will bring students to the current semester. Students will need to click the arrow next to the term to find the semester in which they are registering for a course.
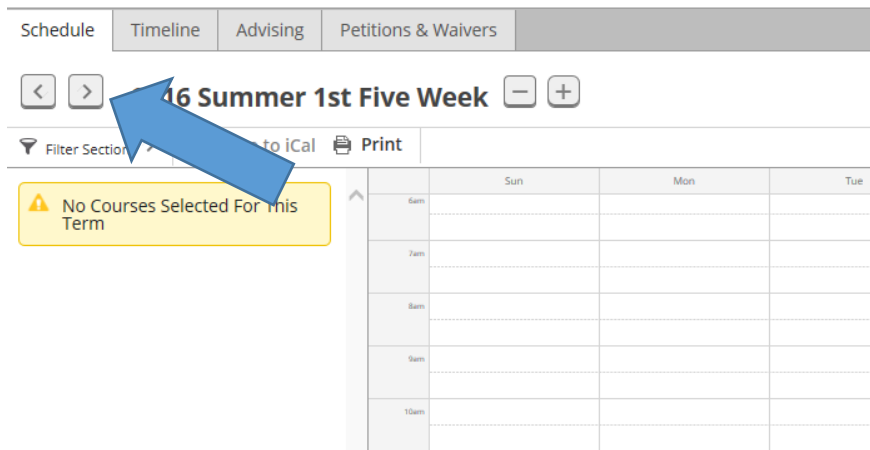
Students can click the "Register" button for each course they would like to add to their schedule, or they can click the "Register Now" button at the top of the screen to register for all planned sections at the same time.

Registering for Courses (continued)

When a student has successfully registered for courses, the planned sections will turn green. The courses are now officially on the student's schedule, and the student is responsible for payment to secure these classes.

Dropping Courses

During the registration period, students with access to register online can also drop courses via Student Planning. All of the deadlines, rules and regulations associated with registration apply to registration via Student Planning.

Students can drop the course via the "Drop" button. Remember, a course is not officially dropped from the student's schedule until the student has taken this action.
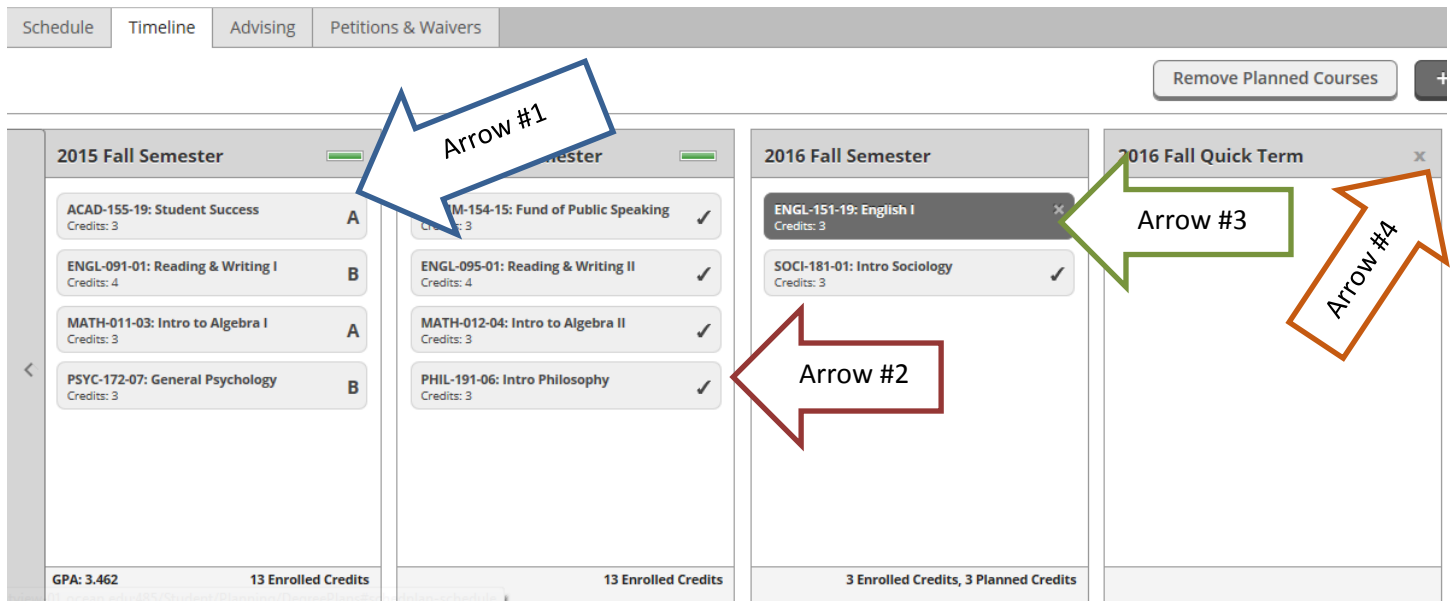
Dropping Courses (continued)

Once a student has dropped a course, it will return to a planned (yellow) section on the calendar. If the student does not intend to take the course, the student should remove it from the plan.

Using the Timeline View

The Timeline View is a snapshot of all the courses students completed and planned. The timeline shows a semseter by semester view of a student's courses. You can scroll through this page to see all past, current, and planned semesters.

Click "Timeline" from the menu.

Using the Timeline View (continued)

| Schedule | Timeline | Advising | Petitions & Waivers |

Remove Planned Courses

2015 Fall Semester — Arrow #1

ACAD-155-19: Student Success	A
Credits: 3	
ENGL-091-01: Reading & Writing I	B
Credits: 4	
MATH-011-03: Intro to Algebra I	A
Credits: 3	
PSYC-172-07: General Psychology	B
Credits: 3	

...ester

...M-154-15: Fund of Public Speaking	✓
Cr...: 3	
ENGL-095-01: Reading & Writing II	✓
Credits: 4	
MATH-012-04: Intro to Algebra II	✓
Credits: 3	
PHIL-191-06: Intro Philosophy	✓	— Arrow #2
Credits: 3	

2016 Fall Semester

ENGL-151-19: English I	x	— Arrow #3
Credits: 3	
SOCI-181-01: Intro Sociology	✓
Credits: 3	

2016 Fall Quick Term — Arrow #4

GPA: 3.462 — 13 Enrolled Credits — 13 Enrolled Credits — 3 Enrolled Credits, 3 Planned Credits

Arrow #1 Completed courses display with a grade.

Arrow #2 In Progress courses and registered courses display with a checkmark.

Arrow #3 Planned courses display in dark gray.

Arrow #4 If a student has not taken courses in a particular term, the student can also delete the semester from timeline view.

Using the Notes Function

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 been seen by the student. Students will be able to view these notes only by logging into Student Planning and going to their "Advising Tab" (on the Plan & Schedule screen).

Students will have the ability to review the advisor's notes, but will not have the abiity to enter notes.

Click "Notes" from the menu.
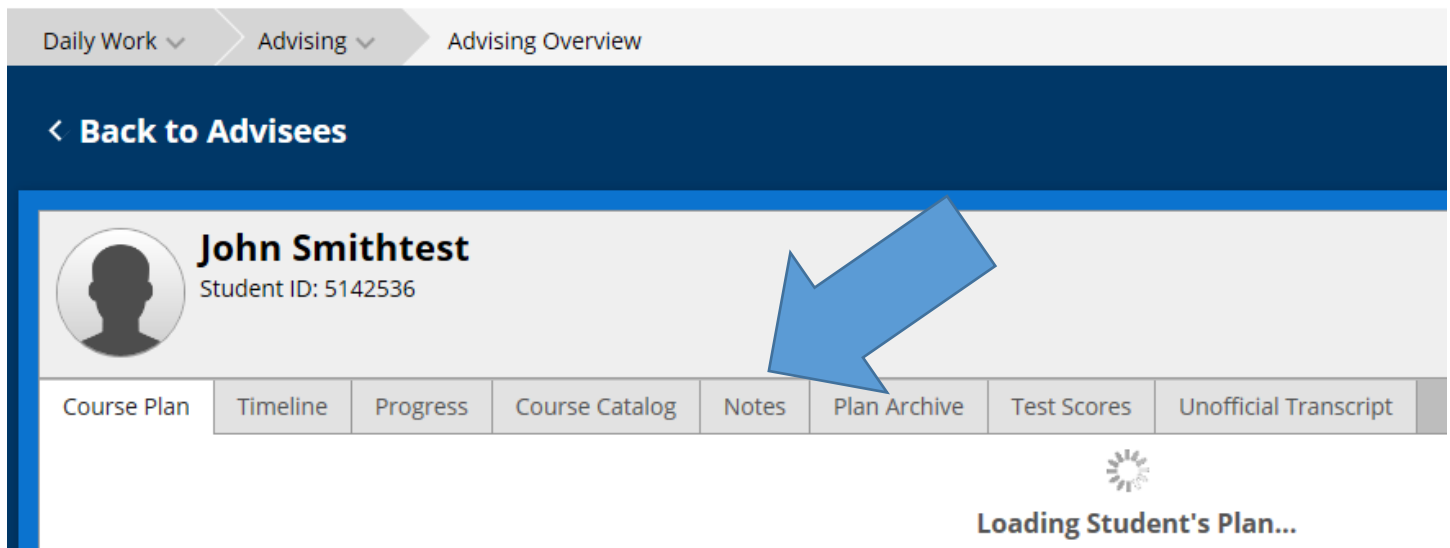
Enter and save notes to the student from this screen.
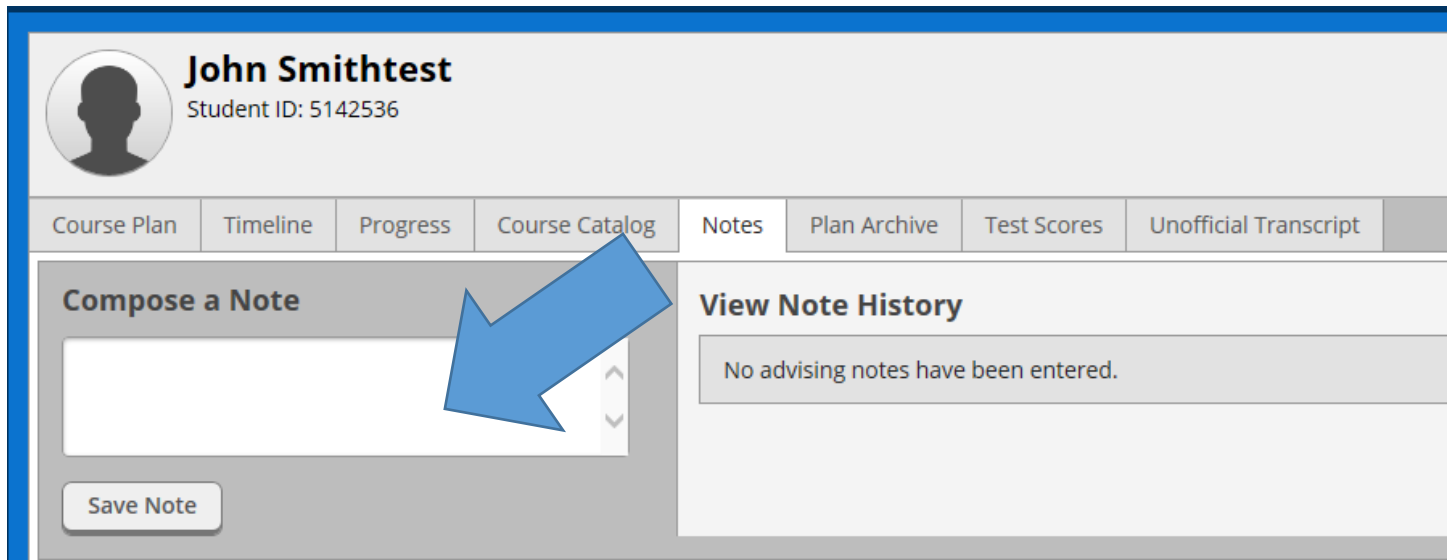
Using the Course Catalog

The Course Catalog allows you search the database of OCC courses. See the Page 13 for instructions on adding courses to the plan via the Course Catalog.

Click "Course Catalog" from the menu.

You can search for courses by name or by department.

Accessing the student's Unofficial Transcript

Click "Unofficial Transcript" from the menu.
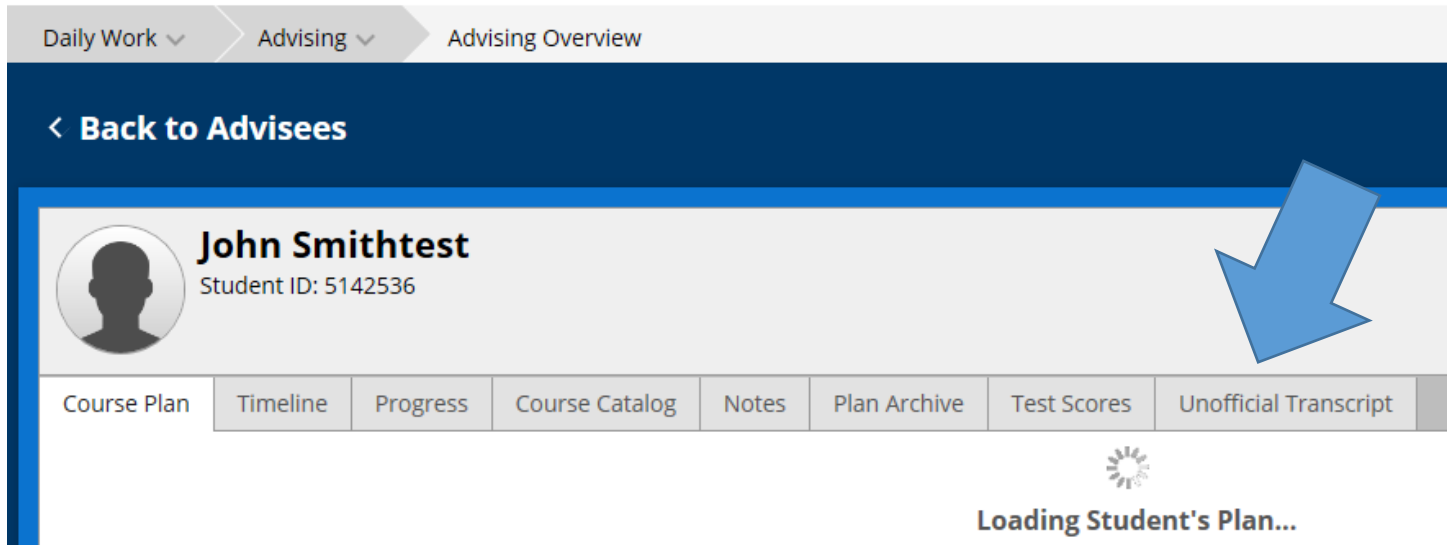
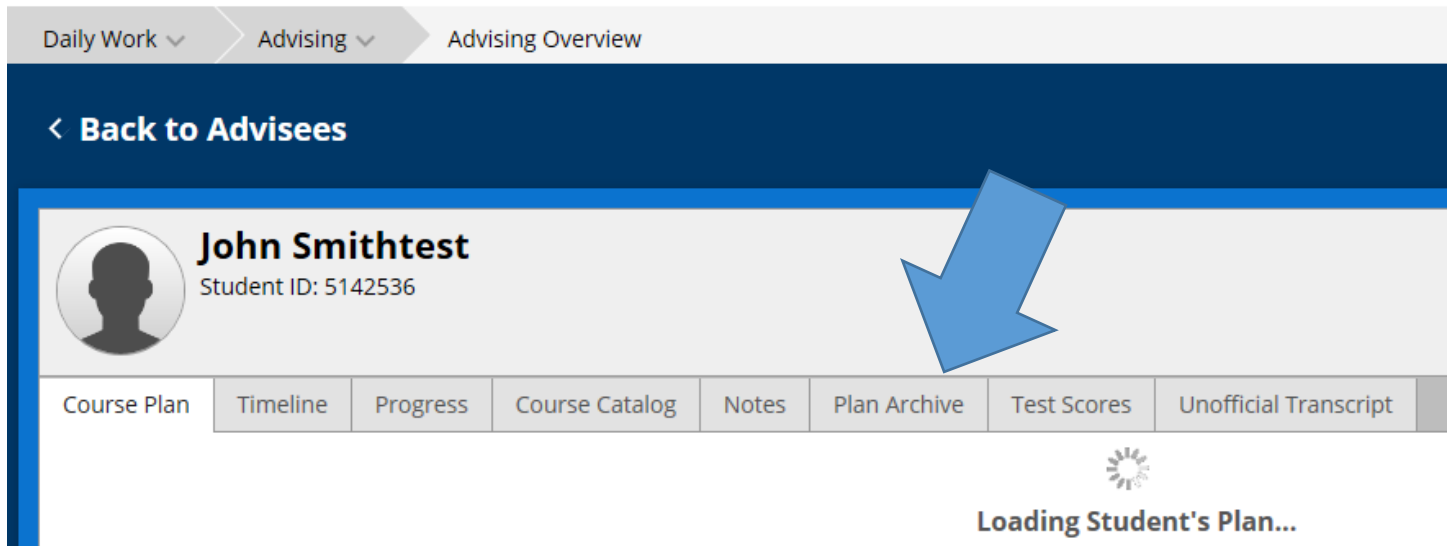Click "Degree Audit Transcript" to download a pdf of the student's unofficial transcript. This transcript is not official.
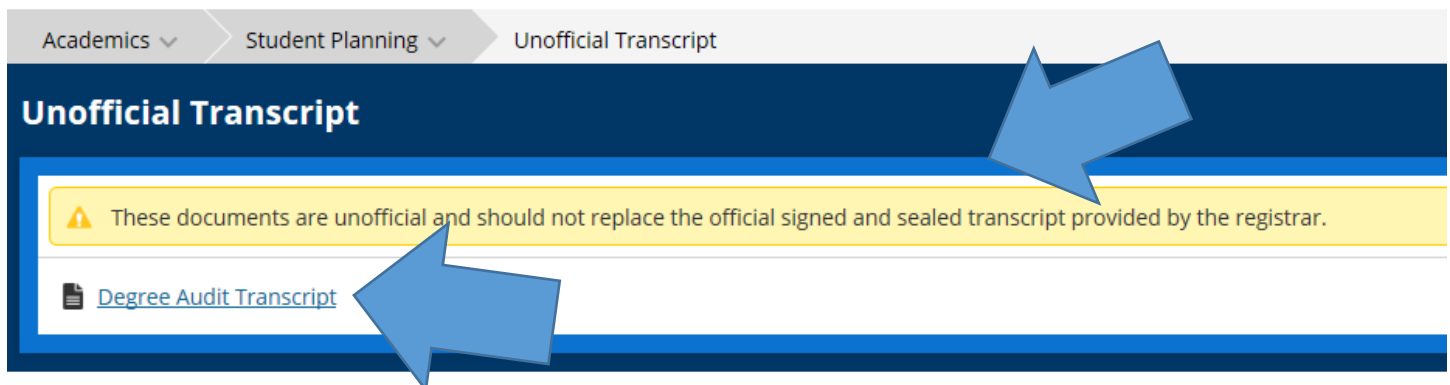
Using Plan Archive

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

Click "Plan Archive" from the menu.

Upon completion of an advising session, advisors can click the "Review Complete" button to archive the plan.
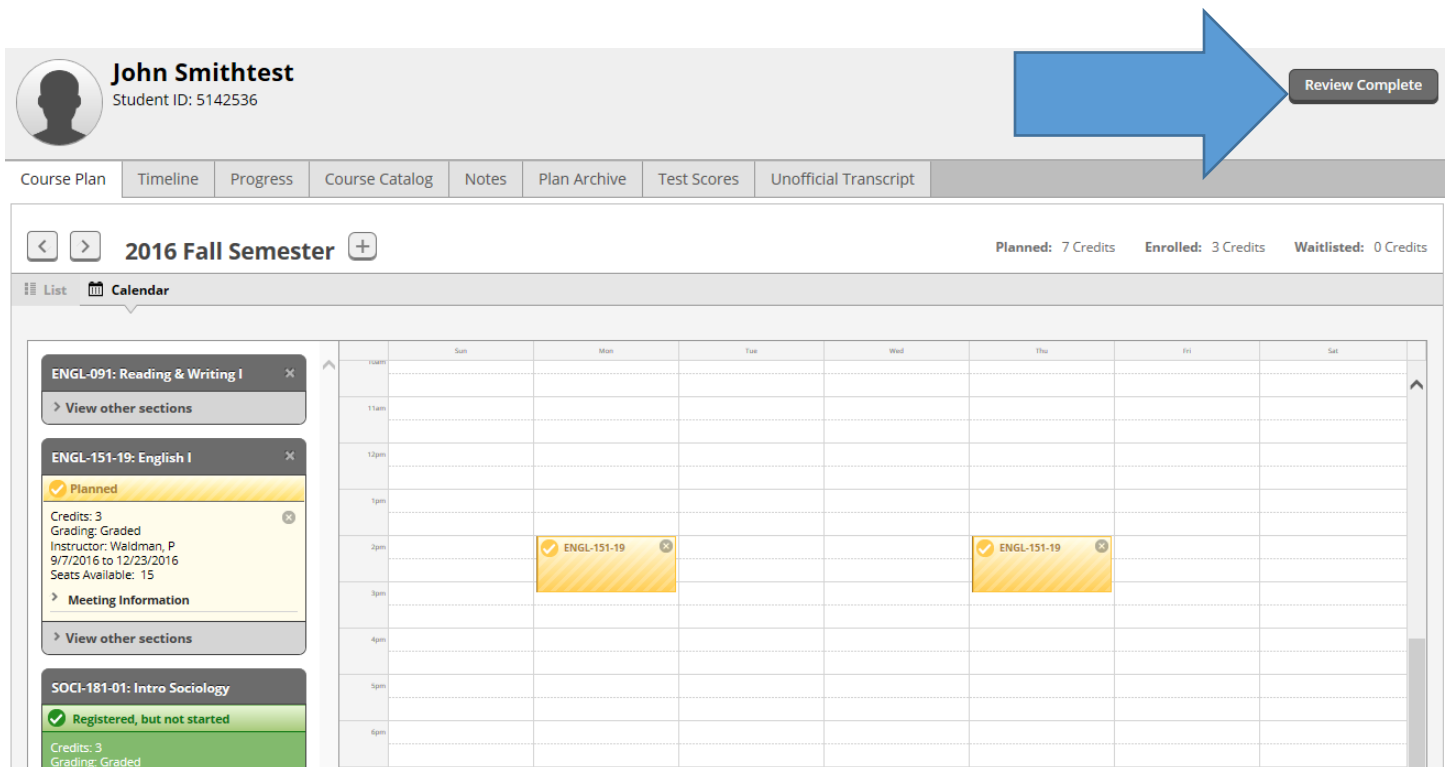
Using Plan Archive (continued)

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 and can be downloaded as a pdf.

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Accessing Test Scores

Advisors can also access a student's official test scores (Accuplacer, SAT, etc.) in Student Planning.

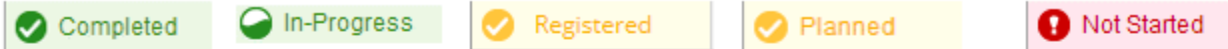Click "Test Scores" from the menu.
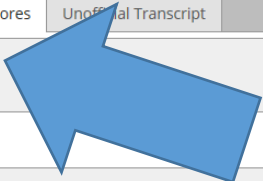
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**Quick Reference Guide to Planning and Registering for Courses**

STEP ONE:
USE "MY PROGRESS" TO VIEW YOUR DEGREE AUDIT. COURSES DISPLAY AS COMPLETED, IN PROGRESS, REGISTERED, PLANNED OR NOT STARTED.

✔ Completed   ◖ In-Progress   ✔ Registered   ✔ Planned   ❗ Not Started

STEP TWO:
USE THE "PLAN AND SCHEDULE" TAB TO ADD COURSES TO YOUR PLAN. YOU CAN PLAN AS MANY FUTURE SEMESTERS AS YOU NEED TO COMPLETE YOUR DEGREE. YOU ARE ADDING COURSES – NOT SPECIFIC SECTIONS – IN THIS STEP.

USE THE "SEARCH" FUNCTION IN THE DEGREE AUDIT TO FIND COURSES THAT WILL FULFILL A REQUIREMENT
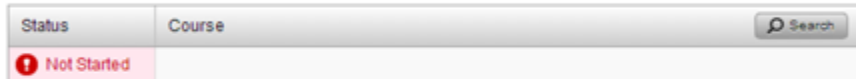
THEN, ADD THE COURSE TO YOUR PLAN FOR THE SEMESTER YOU PLAN TO TAKE THE COURSE

STEP THREE:
WHEN THE SCHEDULE IS AVAILABLE FOR THE NEXT SEMESTER, YOU WILL BE ABLE TO SEE WHICH SECTIONS ARE OFFERED FOR THE COURSES YOU PUT ON YOUR PLAN. USE THE "PLAN AND SCHEDULE" FUNCTION TO ADD SECTIONS FOR THAT SEMESTER.

PLANNED COURSES APPEAR IN YELLOW.

**NOTE: THE "VIEW OTHER SECTIONS" FUNCTION MIGHT LIST MULTIPLE PAGES OF SECTIONS.
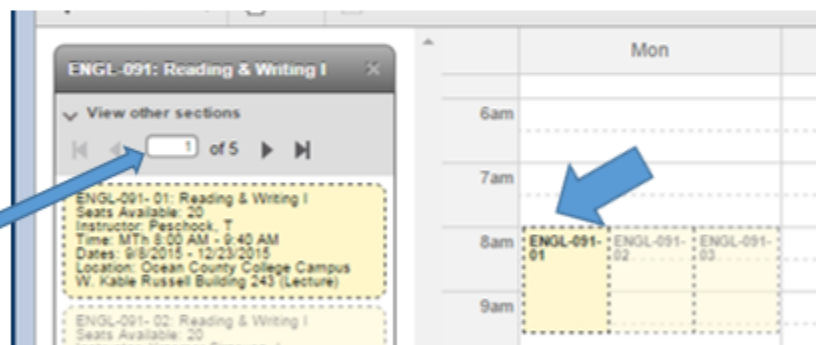
STEP FOUR: WHEN REGISTRATION OPENS, USE THE "PLAN AND SCHEDULE" FUNCTION TO REGISTER FOR PLANNED SECTIONS.

REGISTERED COURSES APPEAR IN GREEN.

YOU CAN ALSO DROP COURSES USING THE PLAN AND SCHEDULE FUNCTION.

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