Planner Tab

In order to have your course selections approved by an Advisor, you will need to submit a Student Educational Planner.

Select the Planner Tab

	1	Back to myAU		Help	Print
Student ID	Rame	Degree Hajor/Concentration/ BHRLR • No Major	Last Audit 15/05/2012		
Worksheets	Planner GPA Calc				
Worksheets >	Student View	View Save as PDF	Class History		
Look Ahead	-				

In the Planner Tab you will see a split screen. The left side will show your Planner Worksheet and the right side will show your Student Educational Planner.

Planner Worksheet AASS	98443 at of 31/05/2012 at 13:0			Print	St	udent Educationa	Planner	Print
Student		Program	BA4		51	udent		
ID		Major/Concentration/Designation	Women's & 0	Gender Studies		urrent Term	tan 2012	
Stage 5 Evaluation	Complete Admission Status	Minor				Frenc Ferm		
Program GPA 2.6					De	exciption	Enter you	our program name and student id. i.e. BCOMM 1234567
Bachelor of Arts - 4 ye	sans				a	italog Year	Select C	Cet w ·
		120 credits are required. You currently has			L	est Modified		
	0	A minimum of 30 credits must be obtained ompleted as Challenge beginning January 20 unrently have 21, but need 9 more residence	12 are not inc		A	tive/Inactive	Active Pla	Man
		A minimum of 75 credits in 300/400 level c and 33 more credits.	purses are requ	ured. You have taken 42 but	Lo	clong Status	Plan is no	not locked
Unnet conditions		A minimum of 18 credits in 400 level course nore credits.				his plan needs to b d in a pre-defined		Please submit for approval when you are ready
	c -	A minimum of 96 credits in the Arts are rec redits. A minimum of 18 credits in Humanities are redits.			E	Select Term		
required. A maximum of 60	Arts which includes 18: credits in	Humanities and 10 credits in Social Science credits in Non-Arts this includes the requirer						Notes
M ENGLISH WRITING SKILL								
Introductory Compos	tion							
ENGL 255 1 Satisfied by	Introductory Composition ENGL115 - Vancouver Island	U. TR	3	Jan 2009		1		
Major Requirements								
Needed: See Major in Wom	ien's and Gender Studies BA-	4 section					Total	
Program Requirements					1.22		TOTAL	
	Inspected Transfer Credit	TR	1	lan 2009	1.5	Select Term		
Satisfied by UOL 2XX L	BIOL121 - Vancouver Island Inspecified Transfer Credit	U TR	1	Jan 2009				
Satisfied by	BIOL156 - Vancouver Island		646	341 2009		1.1		Notes
INGL 2XX	Inspected Transfer Credit		3	Aug 2010		3.4	_	
Satisfied by SEOG 200 V	ENGL153 - U of BC World Regional Geography	TR	3	Jan 2009				Save Plan Reload Form Save As_ Delete Plan
Satisfied by	GEOG100 - Vancouver Island				-		5	Process New Check All Terms Uncheck All

Setting up your Student Educational Planner:

- 1. Enter a description for the planner (program name and Student ID#) in the Description field.
- The Academic Term will automatically populate.
 Note to Nursing Students Only: If your catalog term is prior to September 2010 enter the current catalog term eg. November 2012

Student Educational	Planner Print
Student	
Current Term	Sep 2011
Description	er your program name and student id. i.e. BCOMM 1234567
Academic Term	Select Cat Yr 🔻
Last Modified	
Active/Inactive	Active Plan
Locking Status	Plan is not locked

- Select a term for the planner by clicking on the Select Term drop down menu. This term would be the month and year in which you intend to begin your planned courses.
 Note: Students typically take 4 6 months to complete each 3 credit course. Please ensure that you have factored in adequate time for completion and have considered prerequisites when selecting your terms.
- Enter courses into the fields you can drag and drop the courses from the planner on the left side of the screen, or manually enter each course. It is possible to select courses for more than one term at a time.
 Note: It is not necessary include your AU in progress courses; these are already factored into your worksheet

This plan needs to oad in a pre-define	be approved. Plea d plan	se submit for approval	when you are read
Oct 2012	•		
ENGL 255	3		
FREN 100	3	Notes	*
SOCI 287	3		
COMP 210	3		
			_
			Ţ
	Total ¹²		
Mar 2013	-		
FREN 101	3		
PSYC 289	3	Notes	*
HIST 224	3		
			~
		1	
	Total 9		

Note: If you have courses on a Letter of Permission and want to know if they will fit within your program requirements, enter the AU Equivalent and the credit value. In the Notes section, indicate those courses are on a Letter of Permission. Once your Letter of Permission has been processed, the information can be found under the student header section of the Worksheet under the Worksheet Tab



5. Select the checkbox beside the term(s) and click on the Process New button to see how the courses will fit into your plan. If you have planned more than one term, you can select the Check all terms button. Your planned courses will appear in the Planner Worksheet on the left side of the screen. It is important that you check the Fallthrough and Not Counted areas, as your Planner Worksheet could be affected by your course selections.

Planner Workshee	t WA001079 as of 08/05/2012 at 09:3				12	Student Education	al Planner				
Student		Program	UCHRLR			Student					
ID	and the second se	Major/Concentration/Designation	No Major			Current Term	Jul 2010				
Stage 5 E	valuation Complete Admission Status	Minor				Current Term					
Program GPA 0						Description	B HR LR 3		I student id. i.e. BCC	MM 1234567	
Univ Cert in Hu	man Resources/Labour Relations					Academic Term	Aug-2012	•			
Unmet conditions		0 credits are required. You currently have minimum of 15 credits must be obtained			-	Last Modified					
	ha	e 9, you still need 6 more credits.				Active/Inactive	Active Plan				
REQUIRED COUR						Locking Status	Plan is not 1	ocked			
Conflict and A	ccommodation					This plan needs to t			www.	e ready	
Needed: 3 Credit	s in IDRL 312			100 M		Load in a pre-defined	l plan	ase source or a	Anoral when you as	e ready.	
E Labour/Emplo	yment Law			V							
(HRMT 322)	Employment Law	PL	(3)	PLANNED	7	Aug 2012		•			
Introduction t	to Human Resource Management					HRMT 322	3				
(ORGB 386)	Intro to Human Resource Mgmt	PL	(3)	PLANNED		ORG8 386	12	Notes		-	
Electives						1			1		
(ADMIN 233) PSVC 289 Satisfied by	Writing in Organizations Psychology as a Natural Scie PSYCL00 - Kwantien Coll	PL TR	(3)	May 1993		ADMN 233	3				
15 Credits Needed: HRMT 200	n ANTH 275 , COMM 243 , 277 , ECON :499 , IDRL 200:499 , LBST 200:499 , L	247 , 248 , 401* , EDUC 301 , 302* , 309 357 200:499 , ORGB 200:499 , PHIL 252	, 310 , GLST , POEC 393 ,	483 , HIST 336 , 483 , PSYC 200:499 ,				1			
	, 345 , 381 , WGST 345							- L			
Blocks included in	this block						1				
					-		Total 9				
Fallthrough Course				plied: 0 Classes Applied: 6		Select Term					
	unting for Managers	r		# 2010				1			
Satisfied by: 60011	a to Certificate	TR	0 M	tay 1993	-			Notes			
Satistical By: 80011	U - Kylansen Loe							Personal		1	
					(町)		22	Save Plan	Reload Form	Save As	
							1000	rocess New	leck All Terms	Uncheck All	1000

It is possible to save a plan but not submit it for approval. This will give you the opportunity to explore a variety of scenarios to see how different course selections will fit into your program. Once you are satisfied with your selections, you can save and submit your plan for review.

Submitting your planner:

Save the plan. Once you click Save Plan, you will be given the option to submit the plan for approval. If you select yes, your plan will be sent to Advising Services for review. If you select no, your plan will still be saved and accessible to you but it will be indicated as "Inactive" and will not be sent to advising for review.
 Note: Submit only one plan for approval at a time. You can have only one active, approved plan on file at a time. You are free to make changes or updates to your approved plan and re-submit it for approval.

Saving Plan - Windows Internet Explorer	
This plan needs to be approved.	<u>^</u>
Do you want to submit this plan for approval nov	N?
Yes=save and submit for approval	
No=save but do not submit for approval	
Cancel=don't save changes or submit for approval - do nothing	
Yes No	Cancel
	-

7. You will see this message: This plan is pending approval and has been locked.

You will not be able to change or delete your locked plan.

******Your planned courses will not show up in your Worksheet. The only place they will be visible is from within the Planner Tab.******

8. If you try to save an updated plan again, you will get the message below:



Do not change the description of the planner when you do a Save As

Approved planners:

You will be notified once your planner has been reviewed. If your plan is approved, you will see the following message in the DegreeWorks Planner tab:

Z This plan has been approved. You are not permitted to change this plan but you can do a Save As to create a new plan and have it approved.

✓ Jun 2012		•
EDUC 310	3	
IDRL 308	3	Notes
SOCI 345	3	
SOCI 321	3	
	Total ¹²	

Rejected Planners:

You will be notified once your planner has been reviewed. If your plan is rejected, you will see the following message in the DegreeWorks Planner tab.

This plan has been rejected - please make changes and resubmit for approval.

0 c	t 2012		•		
	EDUC 310		3		
	HRMT 386		3	Notes	
	HLST 200		3		
	ECON 248		3		
		Total	12		

At this time you have the option of making changes to your rejected planner and resubmitting for approval. Once you have made changes to your rejected plan, and click the save button, you will see the following message

Saving Plan - Windows Internet Explorer	
This plan was rejected when it was last submitted for approval. Do you want to resubmit this plan for approval now?	*
Yes=save and submit for approval No=save but do not resubmit for approval Cancel=don't save changes or resubmit for approval - do nothing	
Yes No Cancel	
	Ŧ

If you click yes, the planner will again be submitted for approval.

Planner Formats

There are different view formats available for the planner. These include:

Notes Mode:

Planner separates each term and includes a notes area to the right of each term so comments can be made regarding each term selections. This mode also has an overall notes area at the bottom (must scroll to very bottom to see these notes).

HR LR Notes Mode	Show completed classes Load C View
Student Educational Planner	
Student	
Current Term	Dec 2012
Description	Enter your program name and student id. i.e. BCOMM 1234567 B HR LR
Catalog Year	Apr-2012 -
Last Modified	26/10/2012 by Advisor,
Active/Inactive	Active Plan
Locking Status	Plan is locked
HRMT 406 3 SOCI 288 3 Image: Soci 288 1 Image: Soci 288 1	
Total 6 Mar 2013 • HRMT 323 3 SOCI 321 3	

Calendar Mode:

Planner shows specific terms but only provides room for notes at the bottom (must scroll down to bottom to see notes).

p	lan Calend	ar Mode Show completed classes Load C View	ļ
	Student Education	al Planner	Prin
	Student		1
ł	Current Term	Nov 2011	
	Description	Enter your program name and student id. i.e. BCOMM 1234567	
	Academic Term	Sep-2011 •	
ļ	Last Modified		Í
	Active/Inactive	Active Plan	
	Locking Status	Plan is not locked	
1	This plan needs to Load in a pre-define	be approved. Please submit for approval when you are ready.	[
	Select Term	Select Term - Select Term -	
	More info on th	ese classes More info on these classes	
{			
{			
Į			
Ĺ			

Planned vs. Taken Mode:

Only available once there is an approved plan on record. This mode will compare what's been planned versus what's been taken to tell if a student is deviating from their planned courses.

Planned vs. Taken	Show complet	ed classes Load	 Edit View 				
nner							
	Dec 2012 (only comp	leted terms are evaluated)				
	B HR LR						
	Apr-2012						
	Active Plan						
	26/10/2012 by Advisor,						
	Mar 2013		Jul 2013				
Planned Taken		Taken	Planned	Taken			
HRMT 323	HRMT 323		HRMT 326				
ORGB 364	SOCI 321		SOCI 345				
	Taken HRMT 323	Dec 2012 (only comp B HR LR . Apr-2012 Active Plan 26/10/2012 by Adviso Mar 2013 Taken HRMT 323 HRMT 323 HRMT 323	Dec 2012 (only completed terms are evaluated B HR LR _ Apr-2012 Active Plan 26/10/2012 by Advisor, Mar 2013 Taken HRMT 323 HRMT 323	Planned vs. Taken Show completed classes Load View Anner Dec 2012 (only completed terms are evaluated) B HR LR . Apr-2012 Active Plan 26/10/2012 by Advisor, I Jul 2013 I Taken HRMT 323 HRMT 323 HRMT 323 HRMT 324 HRMT			

Planner FAQ's

Why should I use the Planner?

You can use the Planner to create a plan for program completion, and you can review your plan at any time to ensure that the courses you plan to take will fulfill your program requirements.

Do I put courses that I've already completed on the Planner?

No. The Planner is only intended for future classes, not classes which you have completed or in which you're currently enrolled.

Can I plan out my entire program if I am using the planner?

You can use the Planner to map 1 to 12 terms of study.

Does the planner confirm that a course is available for registration for my selected term date?

Not at this time. You will be required to check course availability from the AU website https://tux.athabascau.ca/oros/servlet/DispatcherServlet?action=courseAvailability

If a course has prerequisites, will the Planner notify me if I place it in my plan out of sequence?

No, you will want to submit your Plan for review to an Advisor or review your Plan with an Advisor to ensure that you have the courses listed in the proper sequence.

I am planning to take a course at another institution, should I put this course on my planner?

If you intend to take courses at another institution for transfer into your AU program, you must submit a Letter of Permission request form. <u>http://registrar.athabascau.ca/forms/pdf/permission-request.pdf</u> Note: An Advisor will not be able to confirm course fit until after the Letter of Permission has been processed. Once your Letter of Permission has been processed, the information will appear on the Worksheet. You can then enter the AU Equivalent and the credit value in the planner. In the Notes section, indicate that those courses are on a Letter of Permission.

Who has access to the plans I create through the Planner tab?

Your Advisor will have access as well as any Faculty members who have access to DegreeWorks.

What is the notes section for?

The notes section is intended for specific information relating to your plan.

12/10/2012

When I view my worksheet on the Worksheet Tab, my planned courses are no longer listed.

Your Worksheet will only show the courses you have already completed or are registered in. Your planned courses will only appear in the Planner Tab.