



# ALMA COLLEGE

## STUDENT GUIDE - STUDENT PLANNING

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### Introduction

Colleague Student Planning is a new academic tool focused on improving a student's knowledge of all requirements needed to complete your Alma College degree. With Colleague Student Planning, you can:

- Interact with your degree audit to select courses for your upcoming schedule directly from remaining degree requirements and active catalog course sections
- See a timeline of courses to map out how your week will look once you select courses
- Set a plan with your academic advisor on current and future courses for consideration
- View grades by term, view and print an unofficial transcript
- View an online course catalog
- View and submit a graduation application

### Steps to Getting Started

Before registering for classes in a given term, first meet with your academic advisor to be marked as "Advisement Complete". Once advisement is marked "complete" by an academic advisor, you may proceed to register with the following steps.

### HOME PAGE – THE PATH TO REGISTERING FOR CLASSES

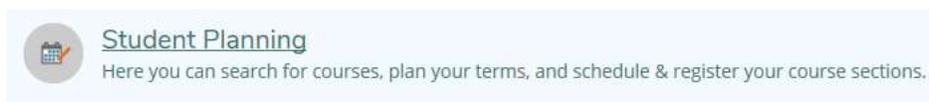
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Log into Inside Alma and Select "My Self-Service Account":



New portlets available in Self-Service for students on October 1, 2019 will be Student Planning, Course Catalog, Grade Report and Graduation Overview. This guide will highlight the other areas but focus on Student Planning as a new academic enhanced tool for student degree completion.

Select Student Planning (show below) to continue to plan for your future class schedule:

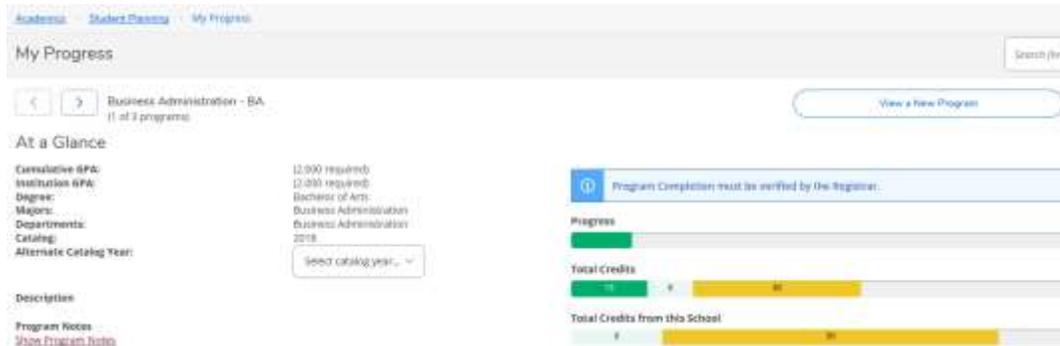


1. Select "My Progress" within Student Planning to begin.



## MY PROGRESS

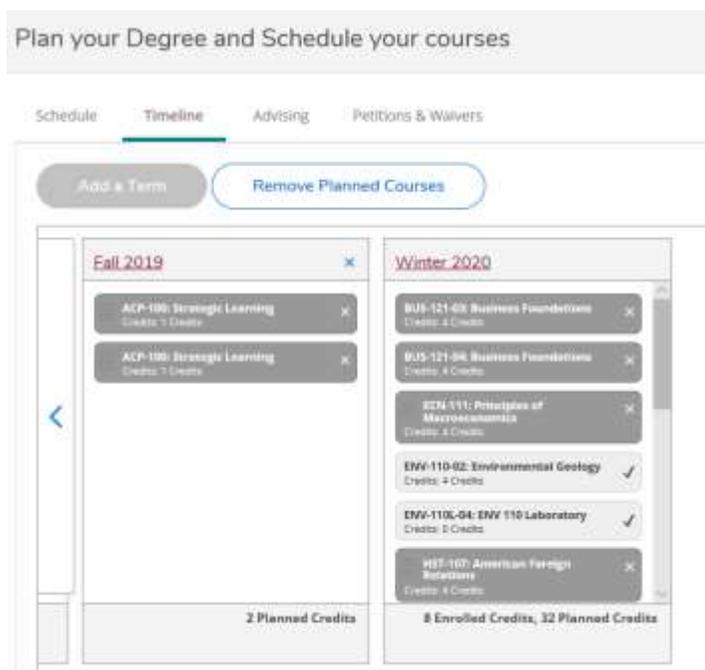
The “dashboard” below shows progress toward degree completion. The program(s) of study you have officially declared will be preloaded along with program information such as major gpa, cum gpa and total credits earned. Scroll down the page to see the program requirements and your progress in each area.



The progress bars and an estimate of your progress toward completion and are not exact measurements. Always work with your advisor to ensure that all the component of your degree and progress towards completing them are accurate.

## PLAN YOUR DEGREE AND SCHEDULE YOUR COURSES

Select Plan & Schedule under Student Planning (directly below the Alma College logo). *Timeline View* - Click on the Timeline for a visual look at your course plan. Completed courses will appear to the right.



You may remove a planned course or planned section from a current or future term on your plan by using one of the following methods:

- To remove an individual course, select the *Schedule* or the *Timeline* view from the Plan & Schedule tab. When prompted to *Confirm Remove Course* select *Remove*.
- To remove all planned courses, select the *Schedule* or the *Timeline* view from the Plan & Schedule tab. Next select *Remove Planned Courses*. The Remove Planned Courses prompt will display along with the term hosting planned courses. Select *Remove*.
- NOTE: You may NOT remove a course or section from the plan once you have registered for a section of it in that term or if the course has been marked as “protected” by your academic advisor.

## COMPARE COURSE PLANS

If you have multiple declared programs, you can see the layouts in the *Timeline* at the same time. However, they will display together, but not indicate which course is for which program. This can be confusing and may require you to work with your advisor to clear overlapping courses and further clarify your future academic plan.

\*Future Update\* - Fall 2020 we will introduce curriculum tracks which will allow students to pre-load planned curriculum by major for various catalog years.

## CHANGE AND ACADEMIC PROGRAM

You cannot change your program in Student Planning. However, you can use *View a New Program* as a “what if” scenario. Once you select a program from the list, a temporary “My Progress” view of where you currently stand in the program you selected will display. This “what if” program considers completed coursework and future planned courses. If you want to permanently make a program change, please contact the Alma College Registrar’s Office at [registrar@alma.edu](mailto:registrar@alma.edu) for program change steps.

## PLAN & SCHEDULE: SCHEDULE VIEW

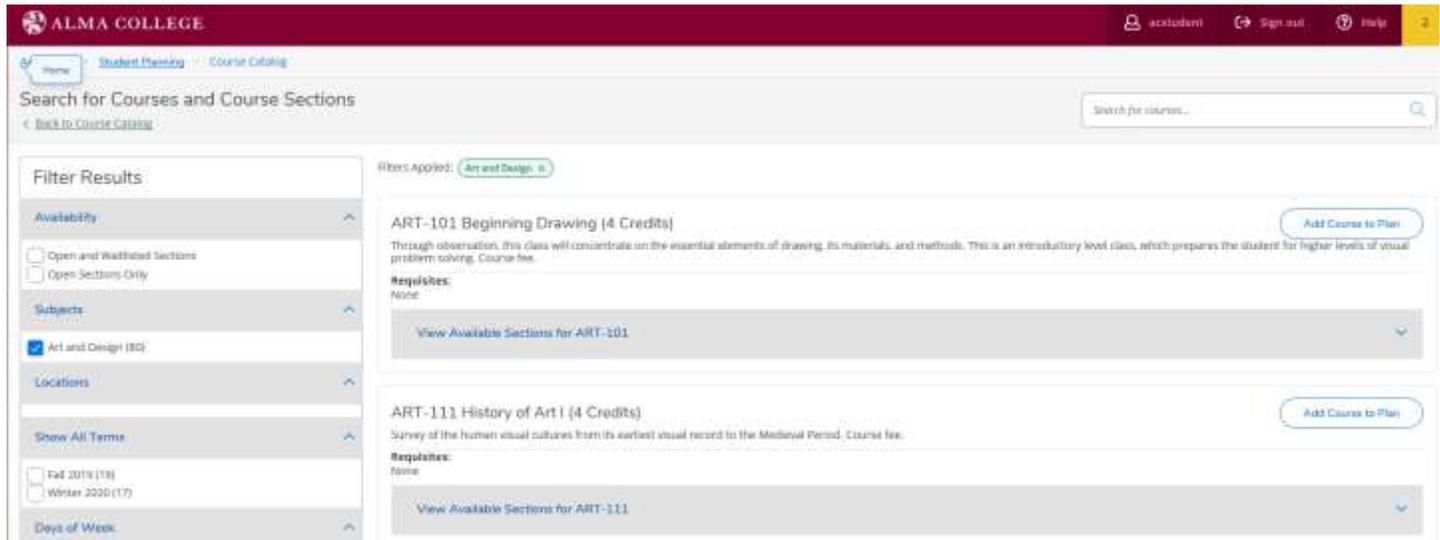
The Plan & Schedule tab is where you can schedule and register for courses. The *Schedule* view shows a semester plan. You can only view a semesters that are open for registration in this view!

The screenshot displays the Alma College Student Planning interface. At the top, the Alma College logo and navigation links (acstudent, sign out, help) are visible. The main header reads "Plan your Degree and Schedule your courses" with a search bar. Below this, there are tabs for "Schedule", "Timeline", "Advising", and "Petitions & Withdrawals". The current view is "Winter 2020", with a "Register Now" button. A sidebar on the left shows details for "BUS-121-03: Business Foundations", including a "Planned" status, credit information, instructor details, and a "Register" button. A conflict warning is visible: "Conflicting section with ENV-110L-04". The main area displays a weekly schedule grid for Winter 2020, with a "Register Now" button. The grid shows various course sections color-coded by day and time, with some sections marked as "x" for unavailable or conflicting.

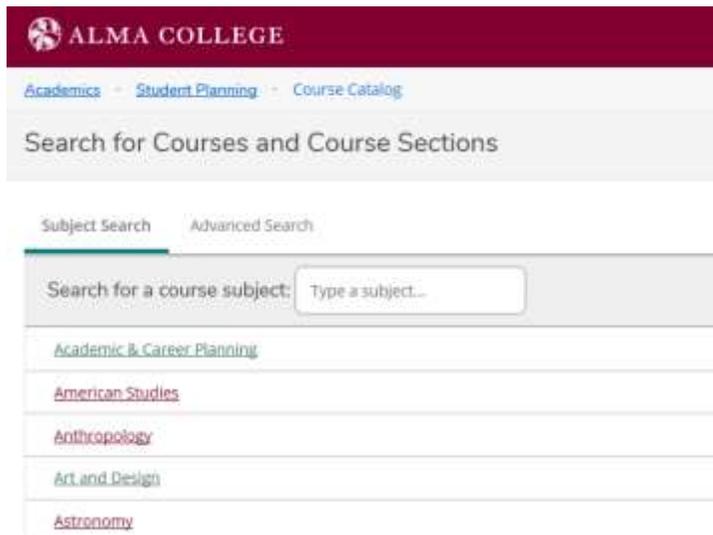
## SEARCH FOR COURSE SECTIONS

Two methods may be used to find courses: (1) Search for courses in the search box at the top of the page **OR** (2) Use Search for Courses field within the Course Catalog (*found at the home page of Self-Service*).

- **Search for Courses** use this field by entering a specific course, such as ART-111, or by entering a keyword that appears somewhere in the course information, such as the course title. As shown to the left of the page under *Filter Results* one may search for open sections, days of the week, instructors and even course types and levels. Select “View Available Sections” under a course to view specific course information.



- **Course Catalog** use this functionality to view all available courses by clicking into the search box and pressing enter or for a subject by first browsing a list of subjects, then filtering within the subject.



- You can enter a specific Subject (ART) and once taken to the catalog area additional filter and search options are available. *Filter Results* will include the option to search only open sections, certain days of the week, instructors and even course types and levels. Select “View Available Sections” under a course to view specific course information.

In both options, you may add a section to your schedule from search results by clicking *Add Course To Plan* (in the top right blue box).

## SELECTING AVAILABLE SECTIONS TO “REGISTER NOW”

While under the *Schedule view* you may see a course that is planned, but a specific section is not selected. The course will show to the left of the schedule, and your schedule will not display the course. Simply open the course (to the left of the page) to see the optional sections. They will display in purple on your plan (See with ECN-111-03 and 05 as shown below):

Plan your Degree and Schedule your courses

Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

Winter 2020

Register Now

Filter Sections | Save to iCal | Print

Planned: 32 Credits | Enrolled: 8 Credit

Register

View other sections

ECN-111: Principles of Macroeconomics

View other sections

ECN-111-03 Principles of Macroeconomics  
Seats Available: 25  
Instructor: La, N  
Time: MWTF 9:40 AM - 10:40 AM  
Dates: 1/6/2020 - 4/17/2020  
Location: TRD (Lectures)

	Sun	Mon	Tue	Wed	Thu	Fri
8am						
9am						
10am		SPN-100-06 X	ECN-111-03	ECN-111-05 X	ECN-111-03	ECN-111-05 X
11am		ECN-111-03		ECN-111-05		ECN-111-05
12pm		ECN-111-03	ECN-111-03	ECN-111-05	ECN-111-05	ECN-111-05
1pm		ECN-111-03	ECN-111-03	ECN-111-05		ECN-111-05
2pm						
3pm		ECN-111-03 X		ECN-111-05 X		ECN-111-05 X
4pm						

## COMMON SCHEDULE ADJUSTMENTS (ADD A SECTION, REMOVE A PLANNED COURSE, DROP A COURSE)

### 1. View and filter available sections for courses on a course plan:

- Add different sections of the same course to your schedule at the same time.
- Add a section to your schedule whether or not the course is already on your plan.
- If the course is already on your plan, use the *View Other Sections* link to add other sections to schedule.
- Courses with no meeting time will appear at the bottom of the view.

### 2. View and filter planned course sections:

- A status will be documented such as **Registered, but not started** for currently enrolled courses in the upcoming term that has not started yet.

SPN-100-06: Foundations of Spanish

✓ Registered, but not started

Credits: 2 Credits  
Grading: Graded  
Instructor: Brines, M  
1/6/2020 to 3/1/2020

Meeting Information

Drop

View other sections

- To drop a course on the plan by NOT registered by selecting the “X” on the course on the schedule. If a conflict exists - the details of the conflict are viewed to the right on schedule, and to the left with a warning. The software will not allow you to schedule for conflicting classes:

- b. To drop a course on the plan you ARE registered for, when the portal is open you may select the *Drop* button for the course as shown below:

## VIEW HOLDS ON STUDENT ACCOUNT

On the homepage of Colleague Self-Service notifications will appear showing any academic information holds attached to your student account. These holds may be related to financial services, financial aid or registrar. Hold severity will range from informational to preventing registration. There is also a bright yellow box that if opened will display open notifications and holds as well. Holds are color coded – with sever (holding registration being in red) and all other holds, yellow, green or blue being informational in nature.

Title	Details	Link
Graduating Senior	Senior Graduation Check: Your academic record has been reviewed by the Registrar's Office for graduation in the coming year. All changes to your schedule must be approved by your advisor and must be handled with care.	
No Major Declared	You have not declared a major at Alma College. Students must select a major by the start of junior year in order for academic advisors and members of the Registrar's Office to track your progress toward graduation. Please complete immediately by contacting the Registrar's Office at registrar@alma.edu or 935-853-7248.	

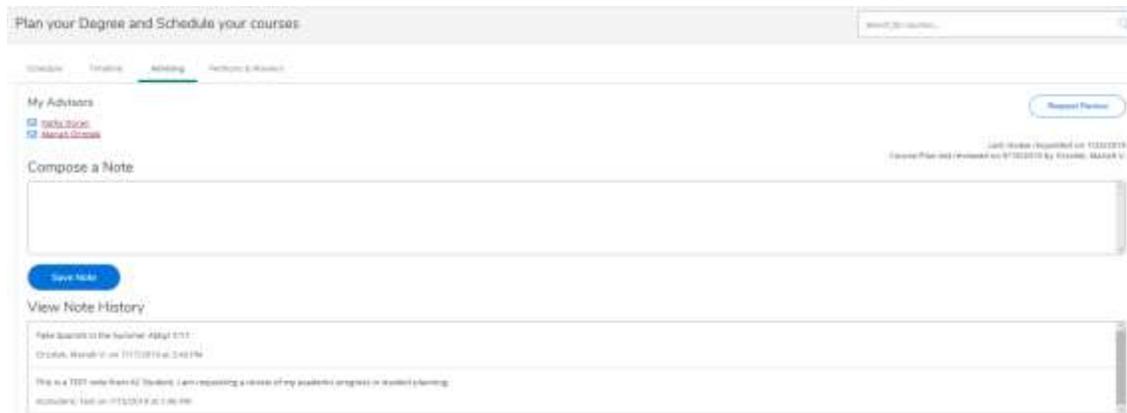
## VIEW GRADE REPORTS AND UNOFFICIAL TRANSCRIPT

On the main menu of Self-Service select “Grade Report”. Students will be able to view grades by term and also print a PDF of all Alma College coursework by using the print icon in the top right corner of the page.



## “COMPOSE A NOTE” FUNCTION

This functionality serves both advisor and student. A note can be composed to track decisions and communication during advising appointments. **VERY IMPORTANT: Notes are viewable by student and advisor (they are not confidential and cannot be erased).** This is a great way for a student to track their academic plans, and be reminded to discuss these plans with advisors.



## REQUEST REVIEW FUNCTION

Students are able to select the “Request Review” button, as shown with the above yellow arrow. By selecting this function under the “Advising” Tab you will alert your advisor(s) through email that they should go take a look at a recently composed NOTE or a review of your academic progress. The Registrar’s office is encouraging faculty to engage with these requests by reviewing their advisee’s information and selecting “Review Complete” on their end of Student Planning. You will then receiving an email noting your advisor has reviewed your academic progress or composed a note in response to your inquiry.

## REQUEST REVIEW FUNCTION

Alma College is not utilizing this functionality at this time, but may consider it at the start of Fall 2020.