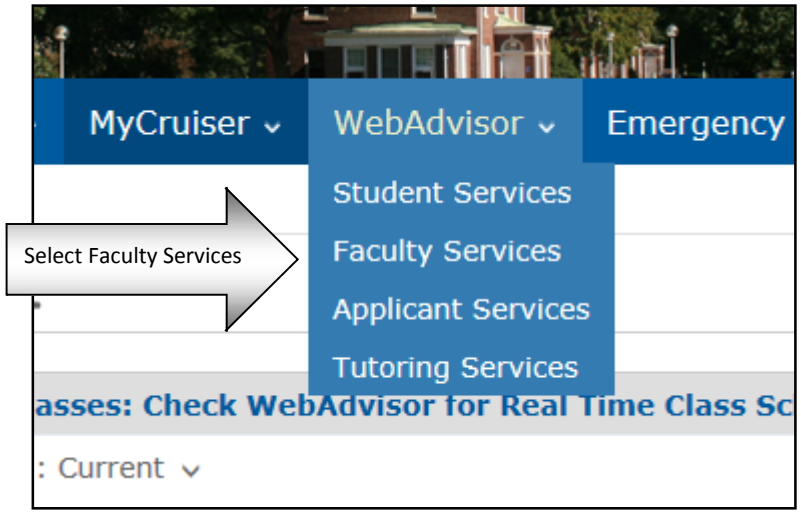
MIDDLESEX COUNTY COLLEGE

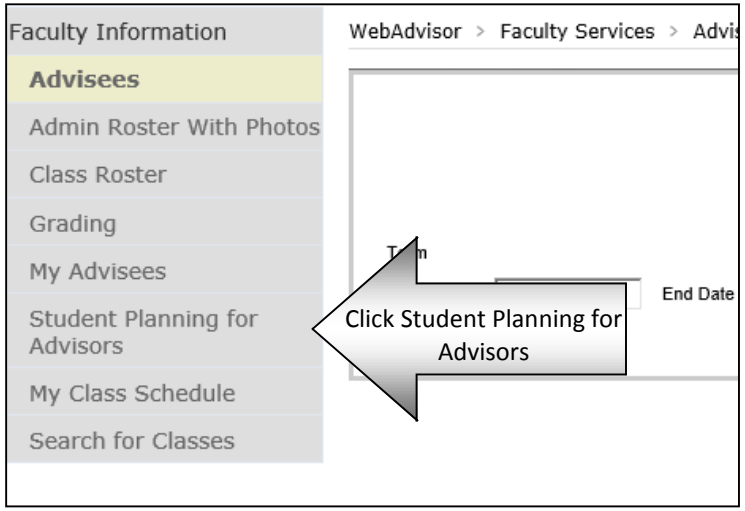
Advising with Student Planning

SUCCESS STARTS HE

Logging in to Student Planning

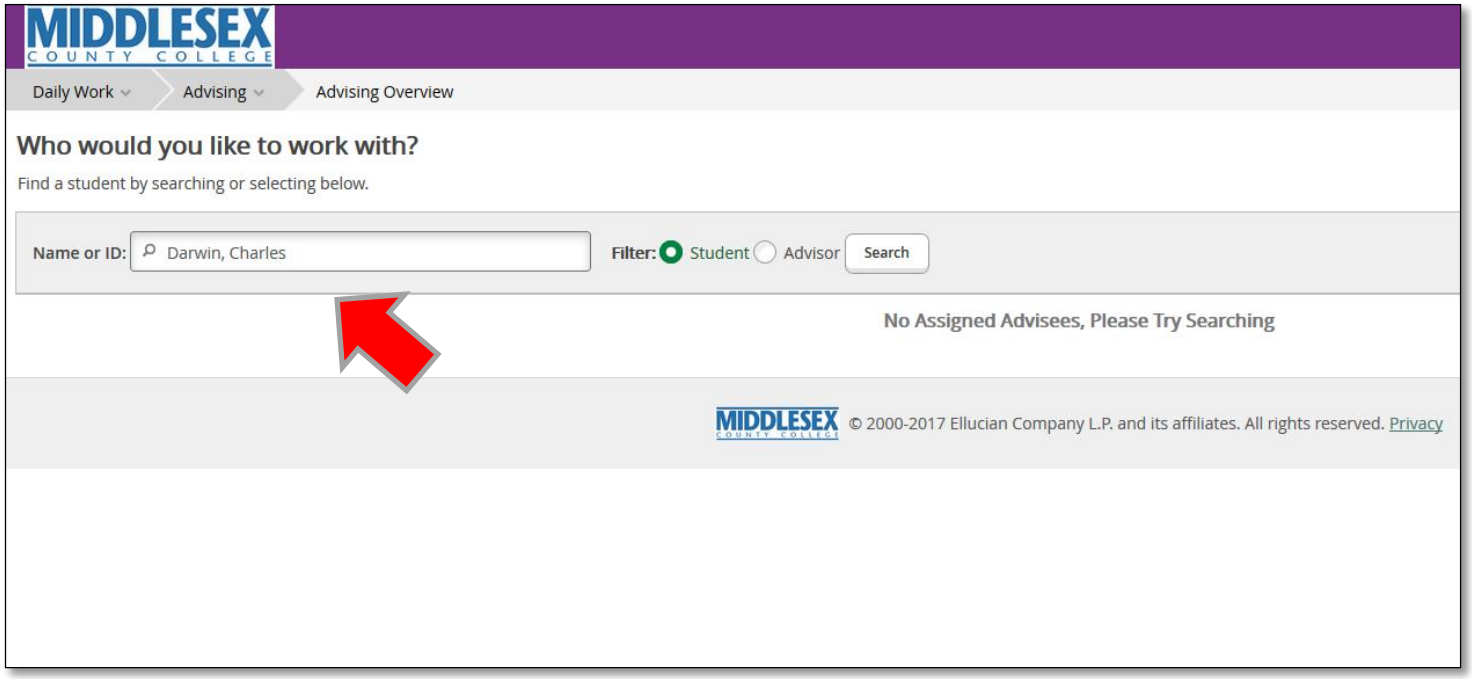
1. Log in to Campus Cruiser and select Web Advisor/Faculty Services
2. Click Student Planning for Advisors and open an new window





Logging in to Student Planning

3. Search for the Student's name or ID Number.



MIDDLESEX COUNTY COLLEGE

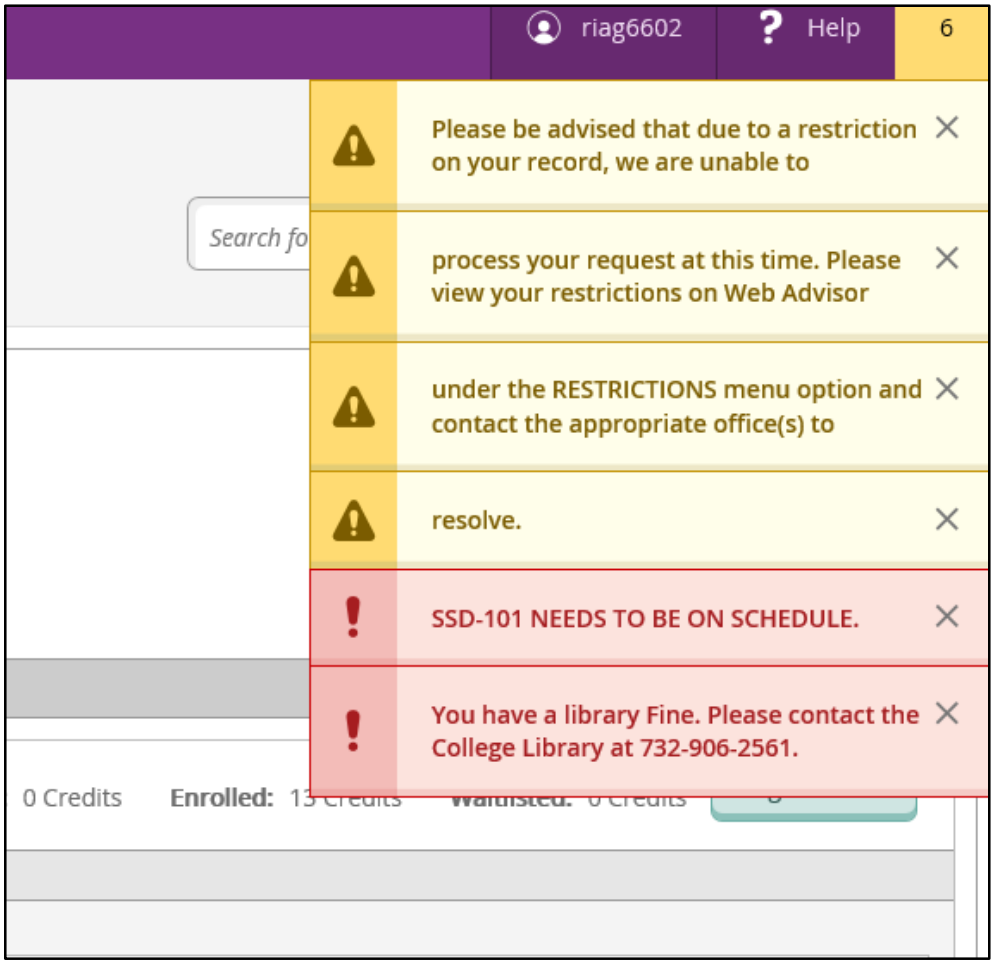
In-Person Advising

In-Person Advising

When meeting with a student, you can use SP to advise students. You can view their current schedule and help plan specific courses to future semesters. Students can also create an academic plan on their own for you to approve. Once approved, students can then find sections and register for courses on their own time when registration is open.

Academic Plan: list of courses chosen by the student for which they would like to register.
Plan Approval: Students might ask advisors to approve their academic plan. Advisors can approve or deny their academic plans, however this will not keep them from registering for the wrong course.

Registration Holds

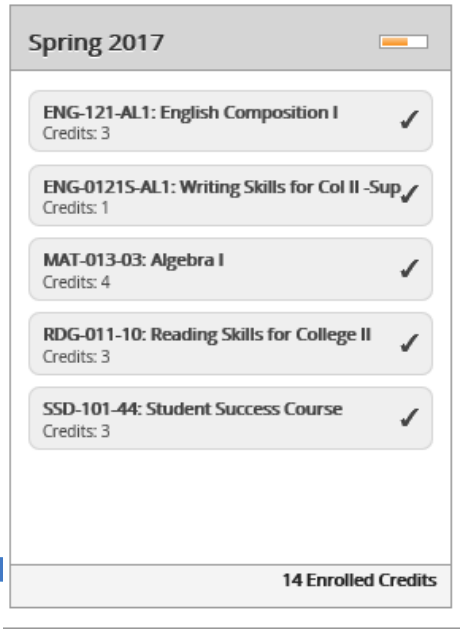


Note that account holds (Academic Advising, fines, address verification holds, etc) will appear as pop-ups on the upper right hand corner of a student's record in yellow and red. Students will not be able to register for classes until their restrictions are resolved.

What should I take next term?

1. Ask if student is current or returning after a leave of absence. *If student is currently Inactive, use Colleague instead.*
2. Using Timeline and Progress views, review history of classes taken and look up any developmental courses still required to complete.

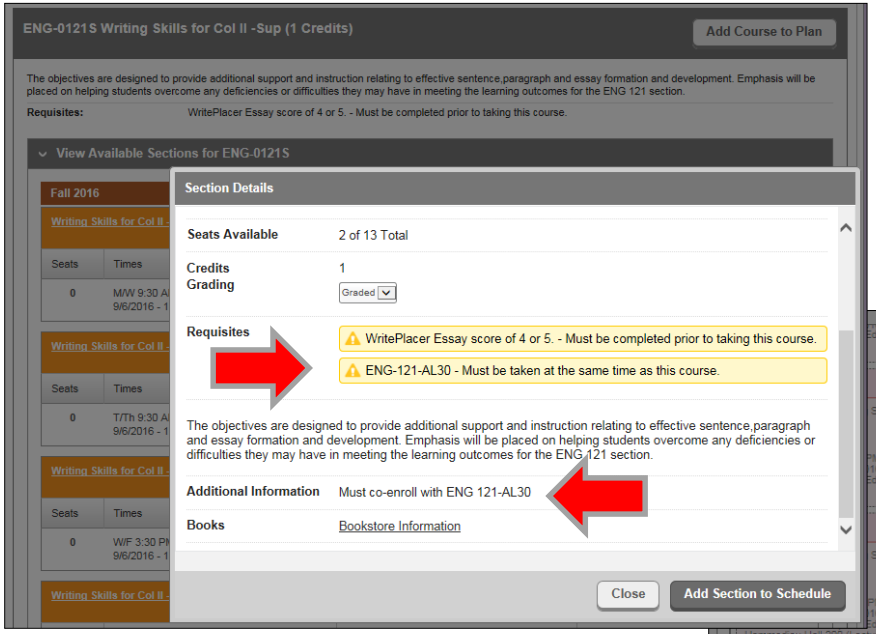
Alternately, view Course Plan, list of developmental courses at the bottom of the Progress view under Other Courses, or visit Test Scores view for testing information.



In this example, if the student wants to take 4 classes, recommend:
- ENG 122
- MAT 014 (if required)
- 2 additional credit courses

What should I take next term?

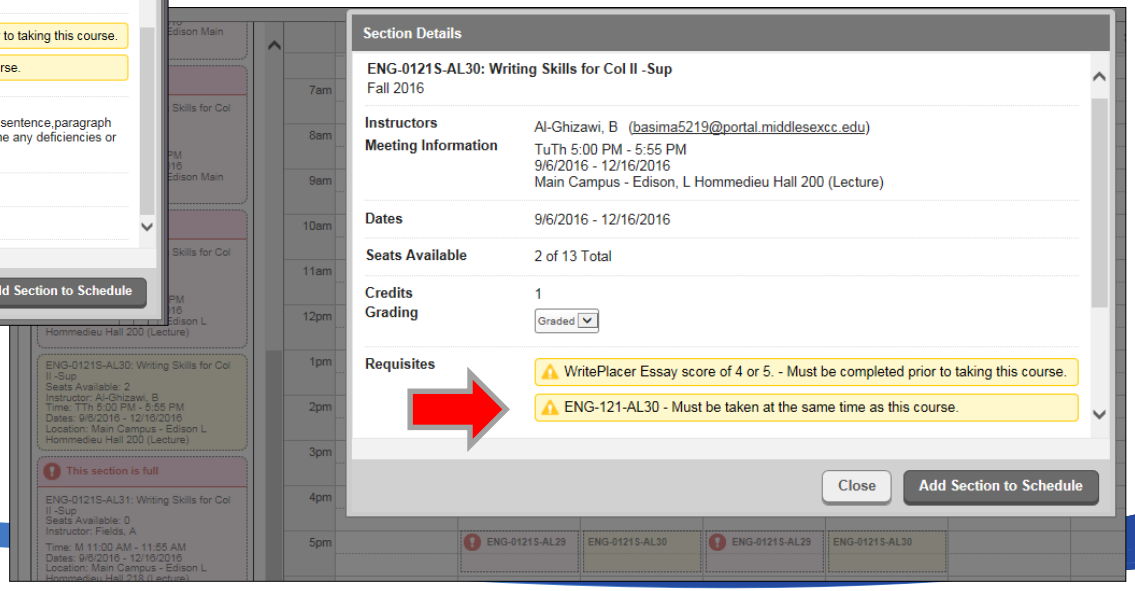
3. Be specific about any co-enrolled courses and show an example of how to find these on the course catalog and calendar view.



Course Catalog View

Searching for the support course first might make it easier to find open corresponding sections of the dominant course.

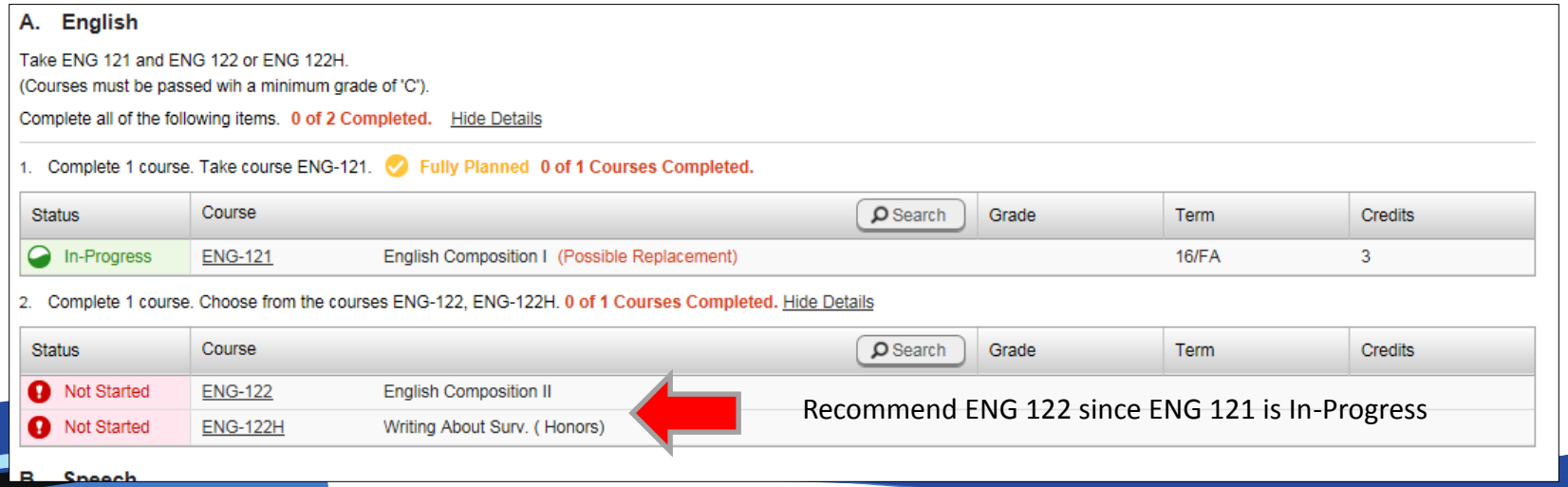
Calendar View



What should I take next term?

4. If developmental courses are complete, go to Progress view to add credit courses to their plan.
5. Point out any sequential and prerequisite courses.
6. Highlight any courses that you would recommend for subsequent terms. Add them to future terms.

For example, if BIO 117 and BIO 118 are required, discuss how BIO 010 or CHM 010 as well as MAT 013 are prerequisites, and that BIO 117 and 118 are only offered during the fall and spring terms respectively so students should plan out prerequisites and sequences ahead of time.



A. English

Take ENG 121 and ENG 122 or ENG 122H.
(Courses must be passed wih a minimum grade of 'C').

Complete all of the following items. **0 of 2 Completed.** Hide Details

1. Complete 1 course. Take course ENG-121. Fully Planned **0 of 1 Courses Completed.**

Status	Course		Search	Grade	Term	Credits
In-Progress	ENG-121	English Composition I (Possible Replacement)			16/FA	3

2. Complete 1 course. Choose from the courses ENG-122, ENG-122H. **0 of 1 Courses Completed.** Hide Details

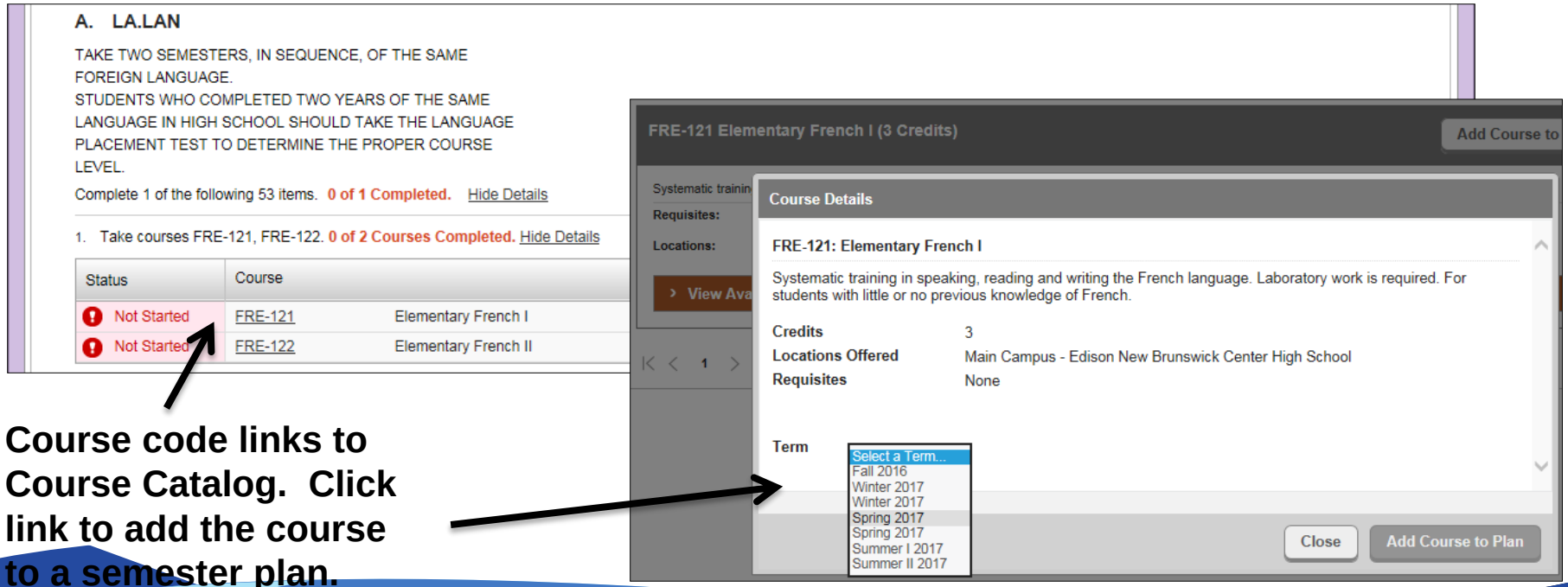
Status	Course		Search	Grade	Term	Credits
Not Started	ENG-122	English Composition II				
Not Started	ENG-122H	Writing About Surv. (Honors)				

Recommend ENG 122 since ENG 121 is In-Progress

B. Speech

What should I take next term?

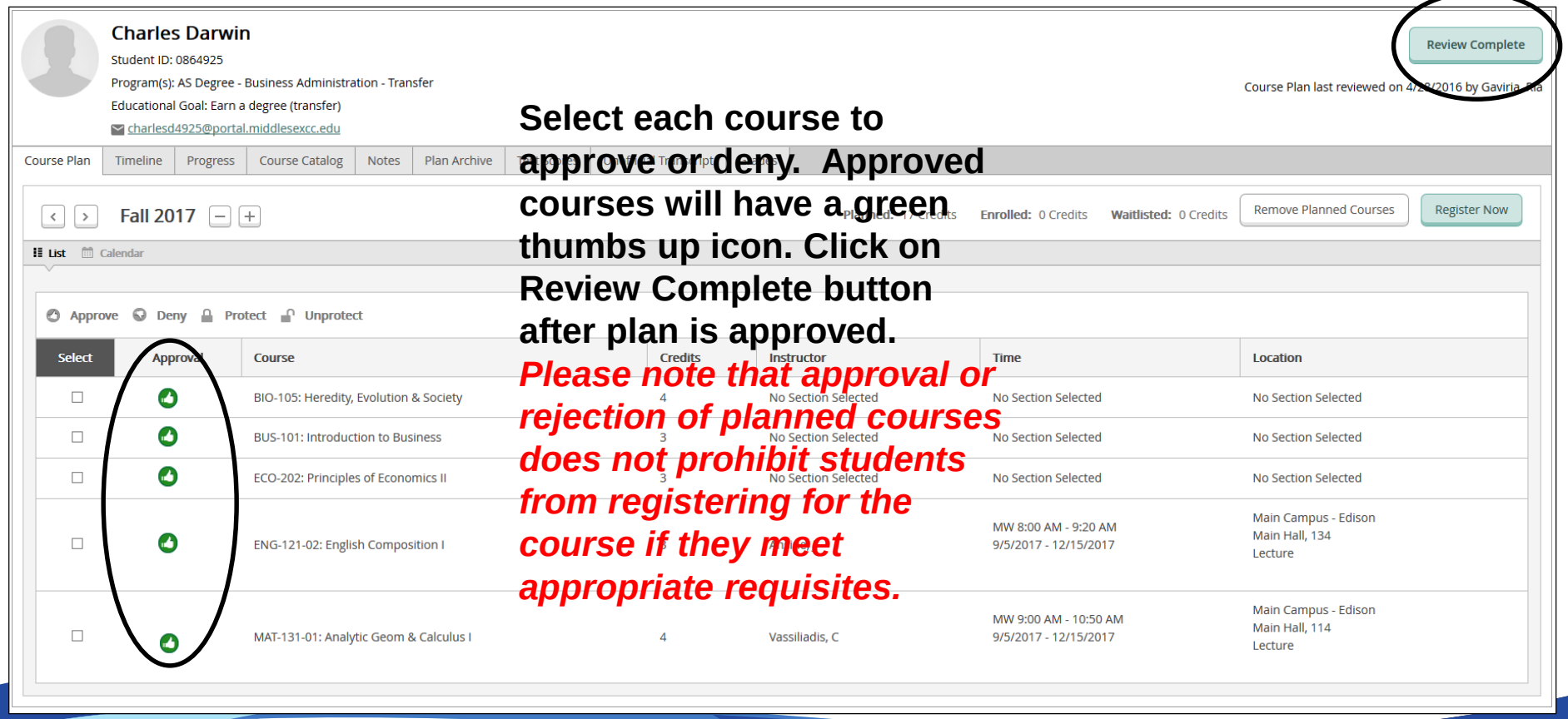
7. Plan out future semesters if they would like. *This might keep them from returning before every registration period since they will have an advisor-approved sequence of courses for which to register or be able to submit plans for electronic approval.*



Course code links to Course Catalog. Click link to add the course to a semester plan.

What should I take next term?

8. Approve plans on Course Plan view. Once a “thumbs up” is given for a course, it will always be approved for that term even if a student changes their plan later. For example, if they change all courses in their plan except for the previously approved ENG, the “thumbs up” will remain.



Select each course to approve or deny. Approved courses will have a green thumbs up icon. Click on Review Complete button after plan is approved.

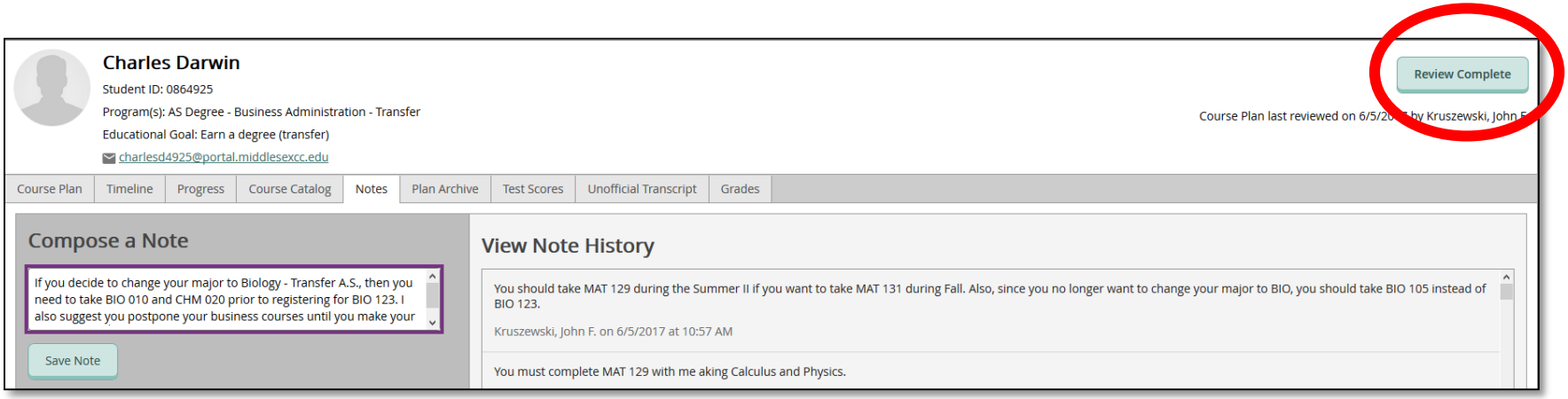
Please note that approval or rejection of planned courses does not prohibit students from registering for the course if they meet appropriate requisites.

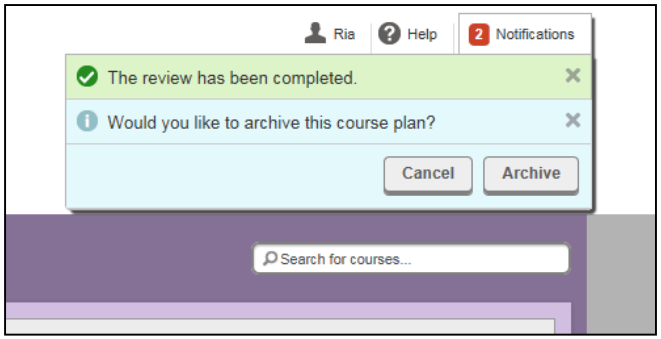
What should I take next term?

9. Make notes, complete review, and archive plans.

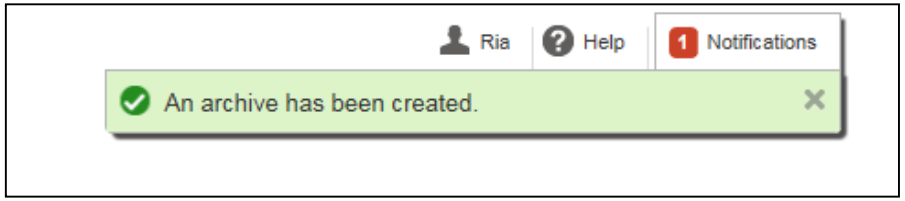
Notes should be explicit and specific. Notes will be visible to all future advisors.

Send student to Academic Advising (WH 2nd Floor) to lift probation or restriction holds.





After clicking on Review Complete button, you will be asked to archive the course plan.

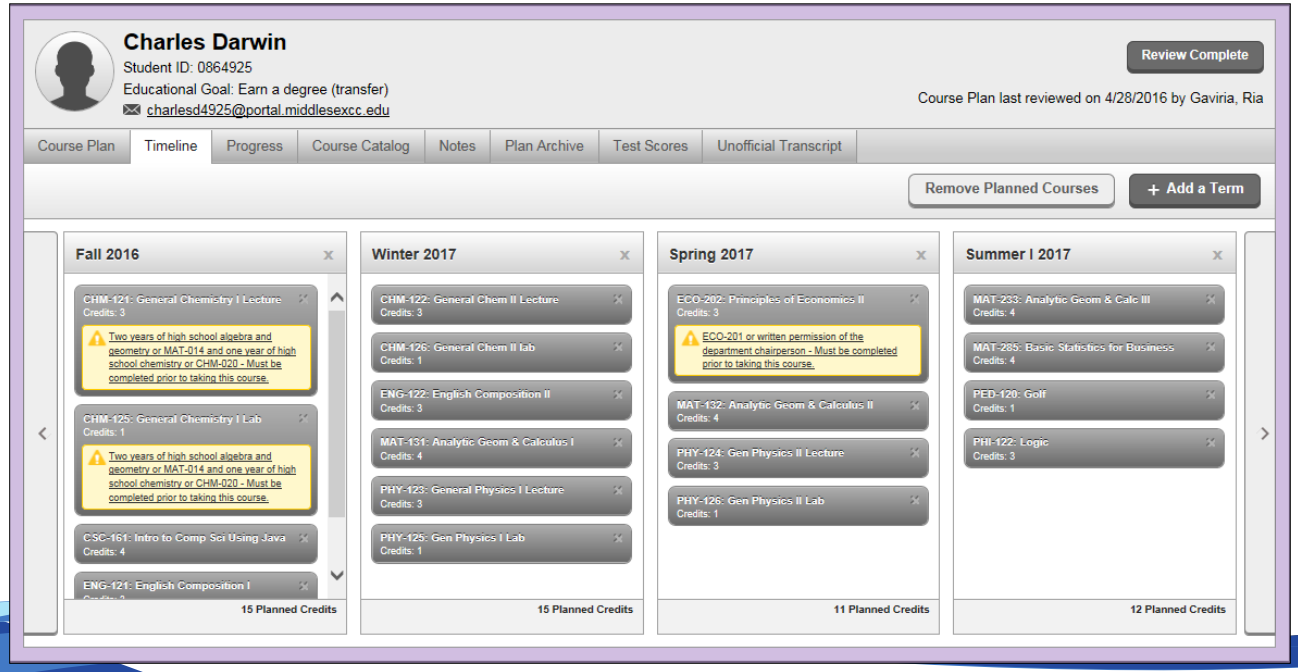


How soon can I graduate?

1. Plan out and assign all remaining courses to a term.
2. Point out any sequential and prerequisite courses.

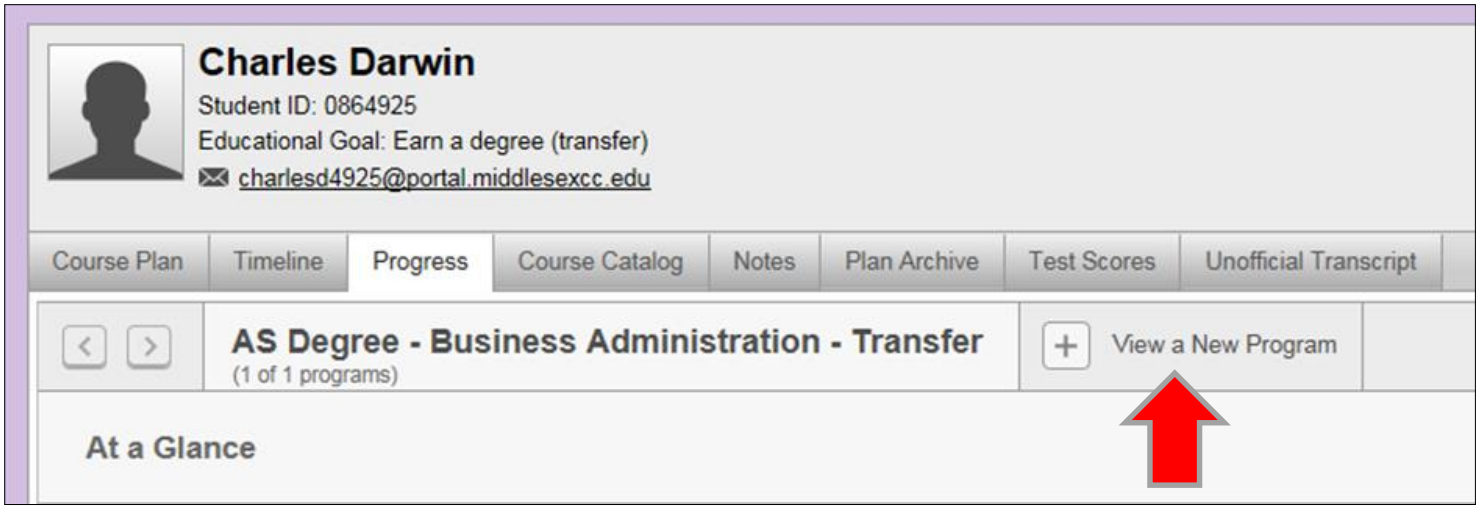
   Yellow boxes in Timeline view indicate pre-reqs. Click on them to be directed to the appropriate pre-req in the course catalog.
3. Explain how the timeline will need to be amended if plans change and courses can't be taken during their planned terms.
4. Make notes, complete review, and archive.

Please keep in mind, however, that you might not be able to plan as far ahead as you need.



What happens if I change my major?

1. Add a new program under Progress View.
2. Point out how completed or in-progress courses meet degree requirements.
3. Show what courses do not count towards major (under Other Courses at the bottom of the page).



MIDDLESEX COUNTY COLLEGE

Electronic Advising

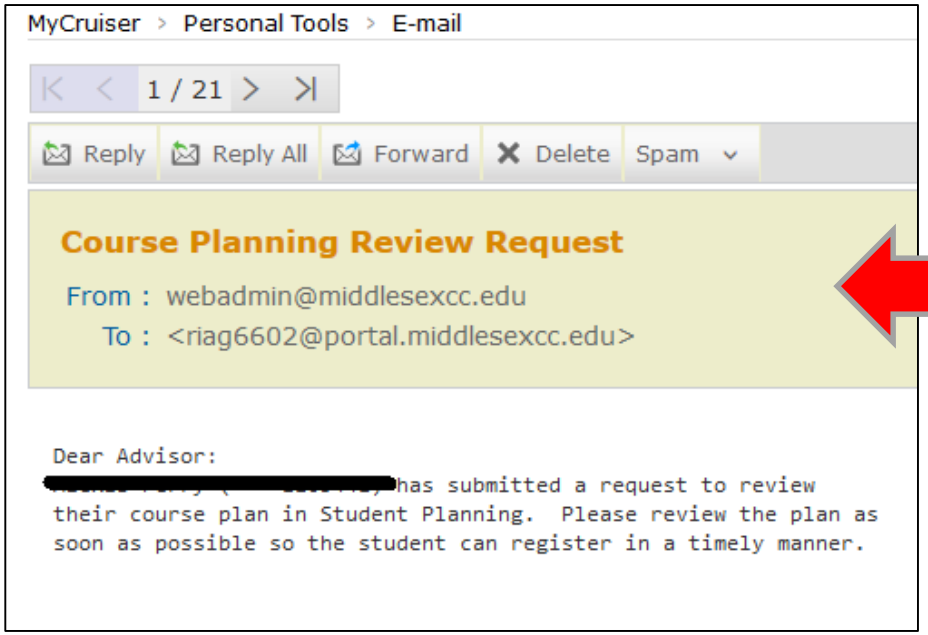
Electronic Advising

Students with SP can request plan approval or send a note with their specific request to their advisors. Advisors will receive an email alerting them about the request, and the student's record will be found at the top of their advisee list on SP.

Please keep in mind that only advisees can send a note and email alert for a plan review through SP to their assigned advisors.

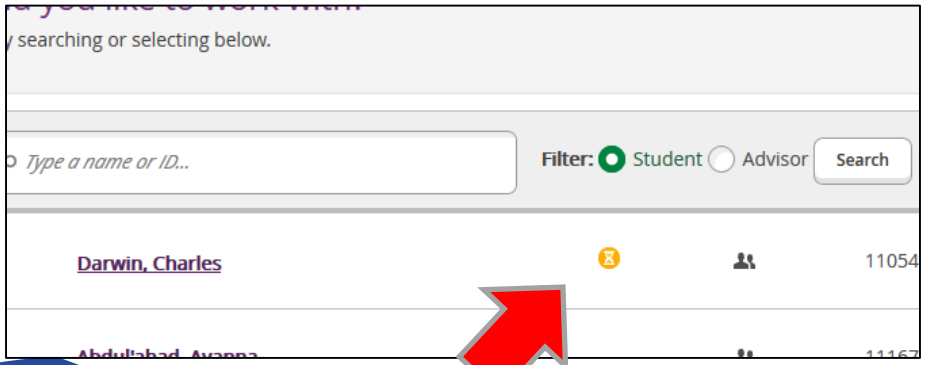
Plan Approval: Students might ask advisors to approve their academic plan. An academic plan is a list of courses chosen by the student for which they would like to register. Advisors can approve or deny their academic plans, however this will not keep them from registering for the wrong course.

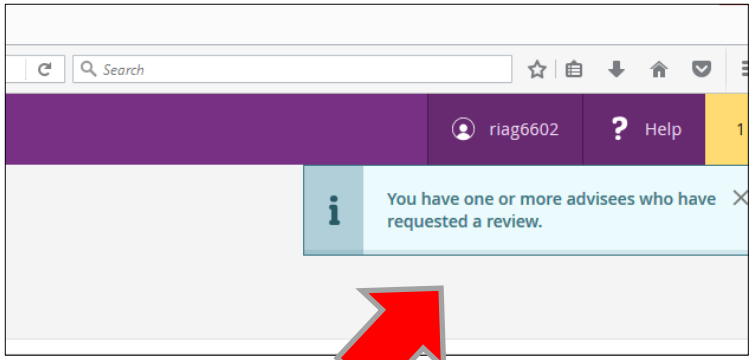
Electronic Advising



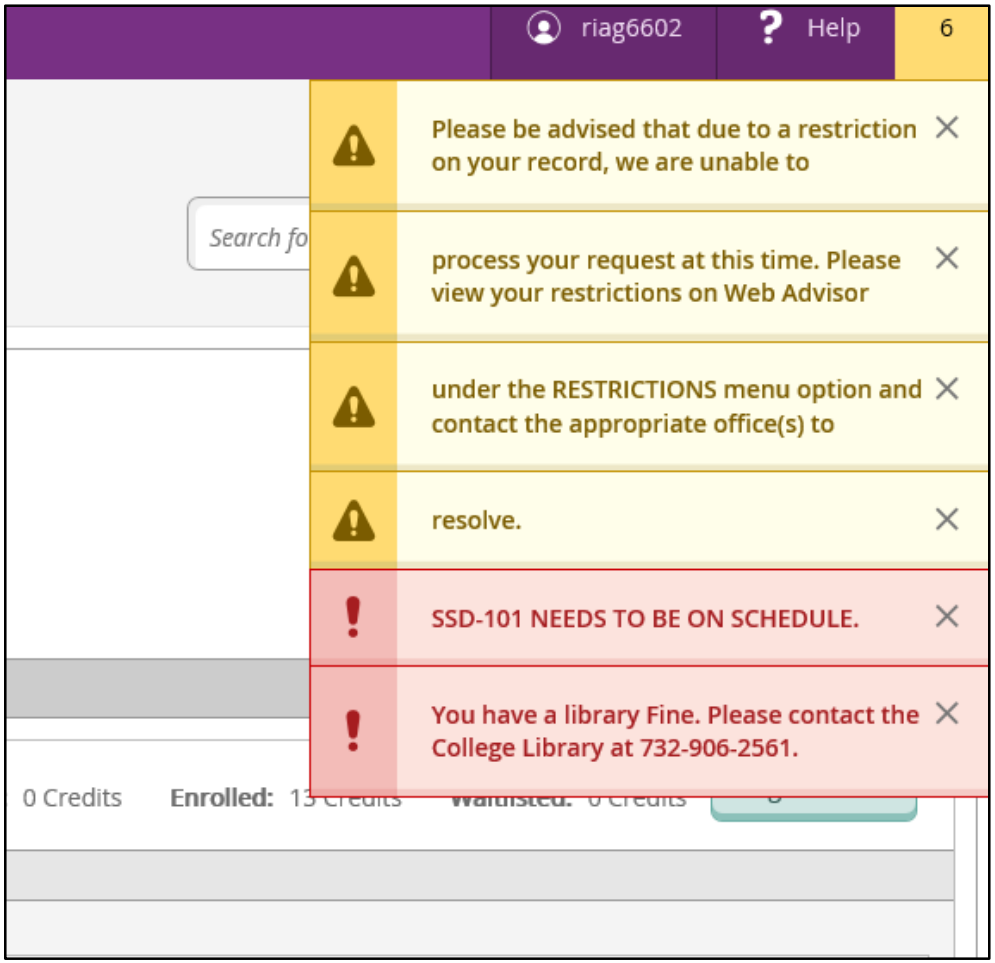
Advisors will receive an email alerting them that a student has requested a plan review or submitted a note.

The student's name will be at the top of their advisee list with an hour glass icon and there will be a blue message on the top right corner about the review request.





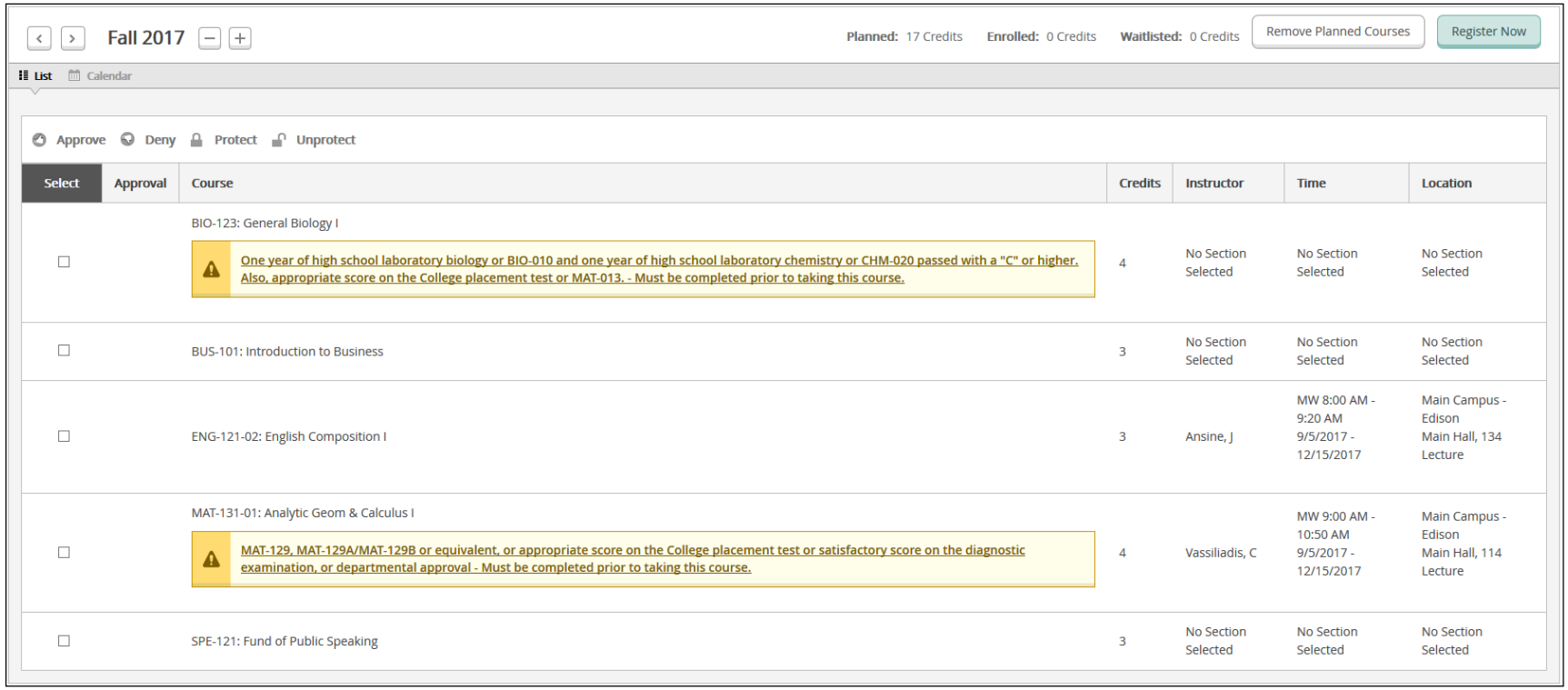
Registration Holds



Note that account holds (Academic Advising, fines, address verification holds, etc) will appear as pop-ups on the upper right hand corner of a student's record in yellow and red. Students will not be able to register for classes until their restrictions are resolved.

What should I take next term?

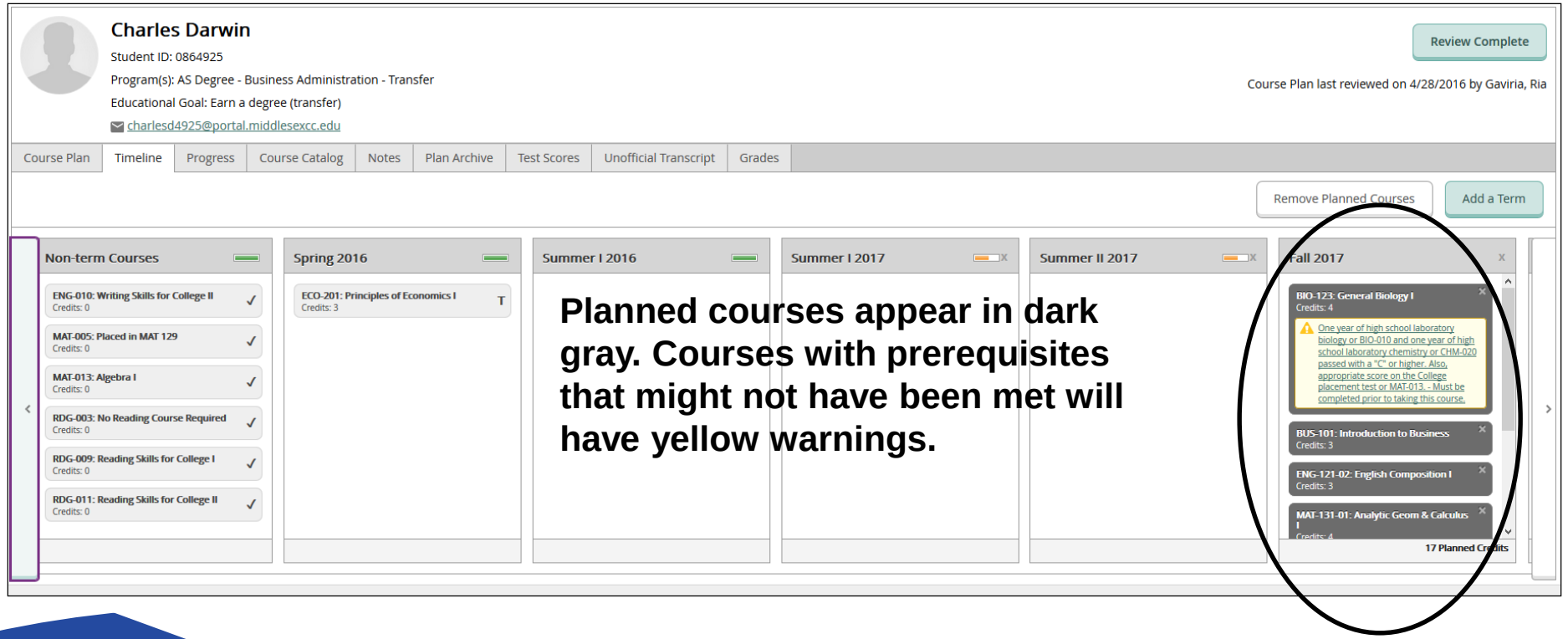
1. View suggested plan under Course Plan or Timeline view



What should I take next term?

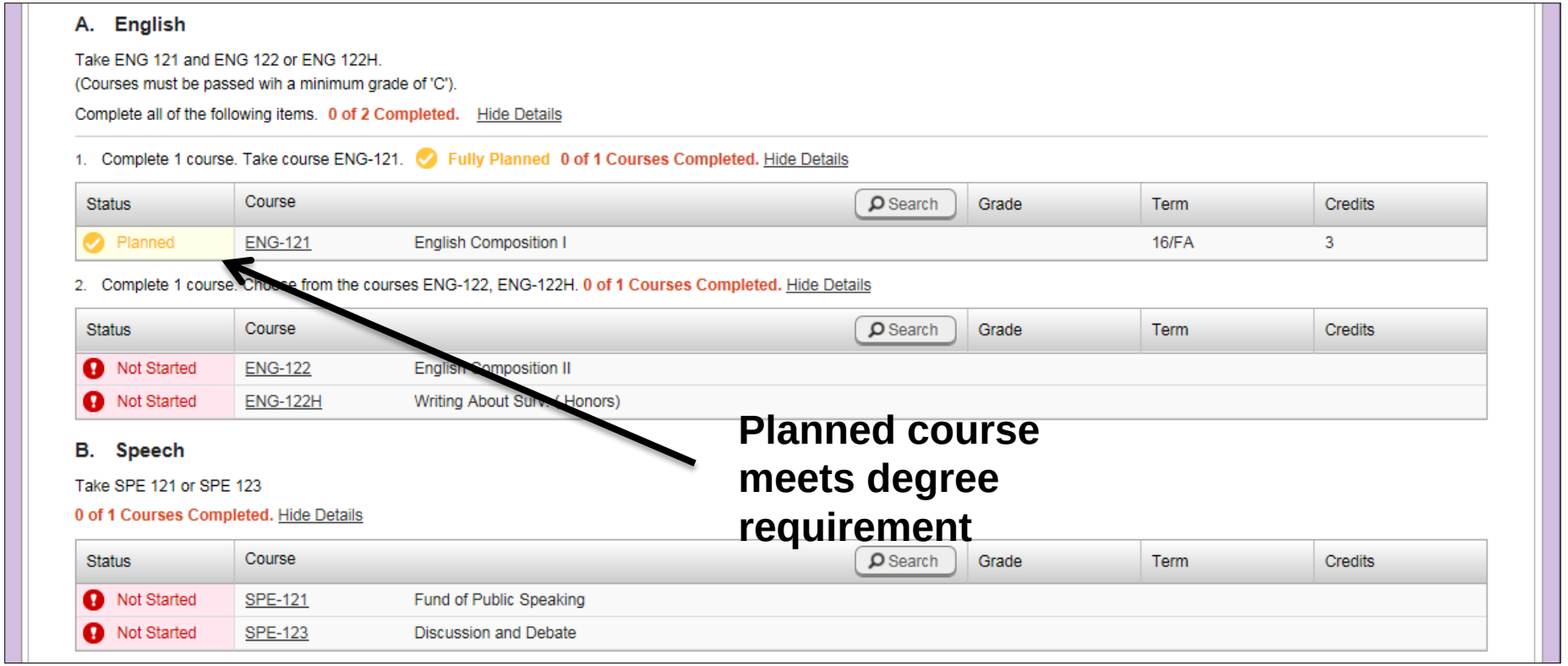
2. View suggested plan under Course Plan or Timeline view.

   Check for exemptions, prerequisite courses, developmental requirements and grades using Timeline view.



What should I take next term?

3. Check Progress view to make sure courses count towards requirements



A. English

Take ENG 121 and ENG 122 or ENG 122H.
(Courses must be passed wih a minimum grade of 'C').

Complete all of the following items. **0 of 2 Completed.** Hide Details

1. Complete 1 course. Take course ENG-121. Fully Planned **0 of 1 Courses Completed.** Hide Details

Status	Course	Search	Grade	Term	Credits
Planned	ENG-121	English Composition I		16/FA	3

2. Complete 1 course. Choose from the courses ENG-122, ENG-122H. **0 of 1 Courses Completed.** Hide Details

Status	Course	Search	Grade	Term	Credits
Not Started	ENG-122	English Composition II			
Not Started	ENG-122H	Writing About Sun… (Honors)			

B. Speech

Take SPE 121 or SPE 123

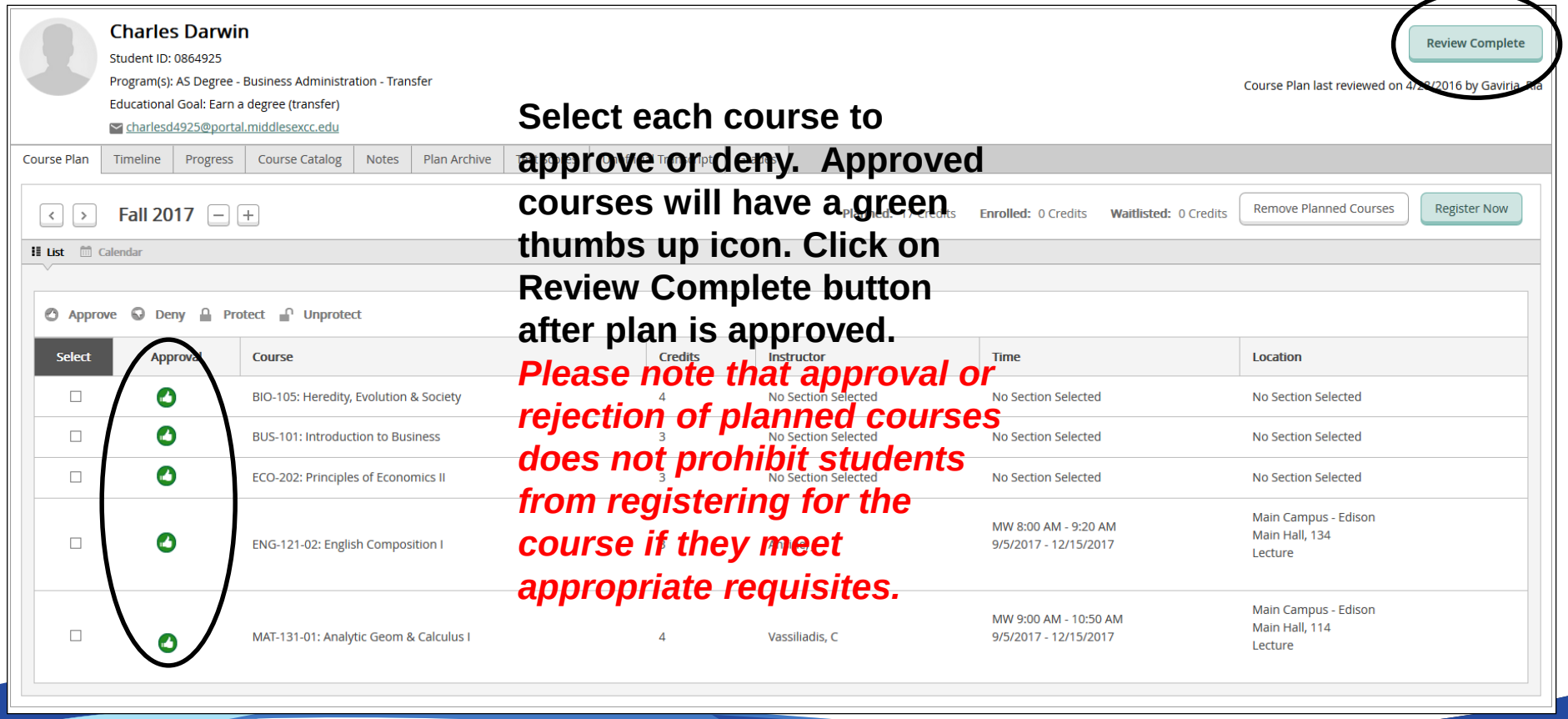
0 of 1 Courses Completed. Hide Details

Status	Course	Search	Grade	Term	Credits
Not Started	SPE-121	Fund of Public Speaking			
Not Started	SPE-123	Discussion and Debate			

Planned course meets degree requirement

What should I take next term?

4. Approve or deny courses for each term under Course Plan view by choosing each course and clicking on the appropriate button or selecting all.

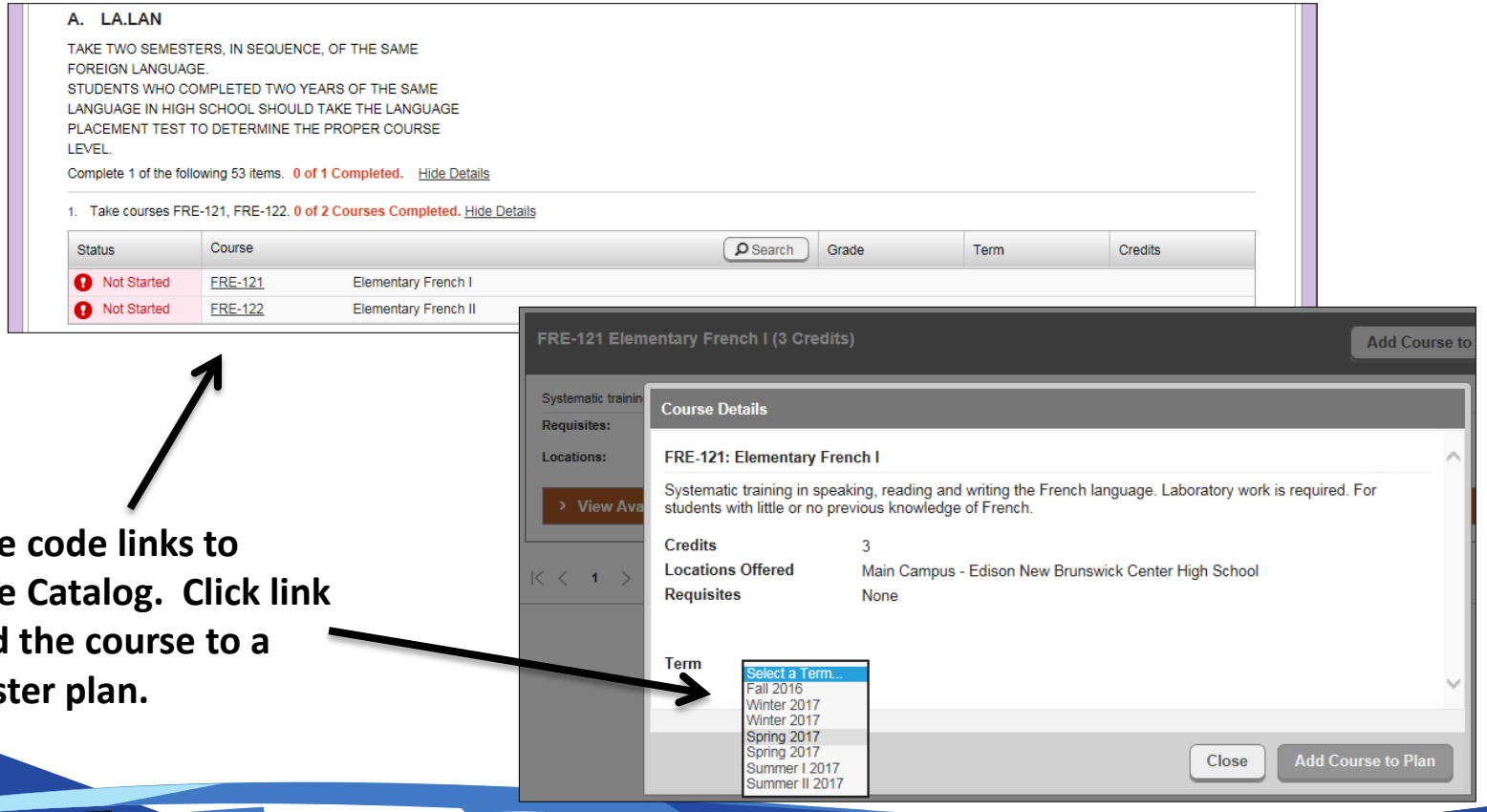


Select each course to approve or deny. Approved courses will have a green thumbs up icon. Click on Review Complete button after plan is approved.

Please note that approval or rejection of planned courses does not prohibit students from registering for the course if they meet appropriate requisites.

What should I take next term?

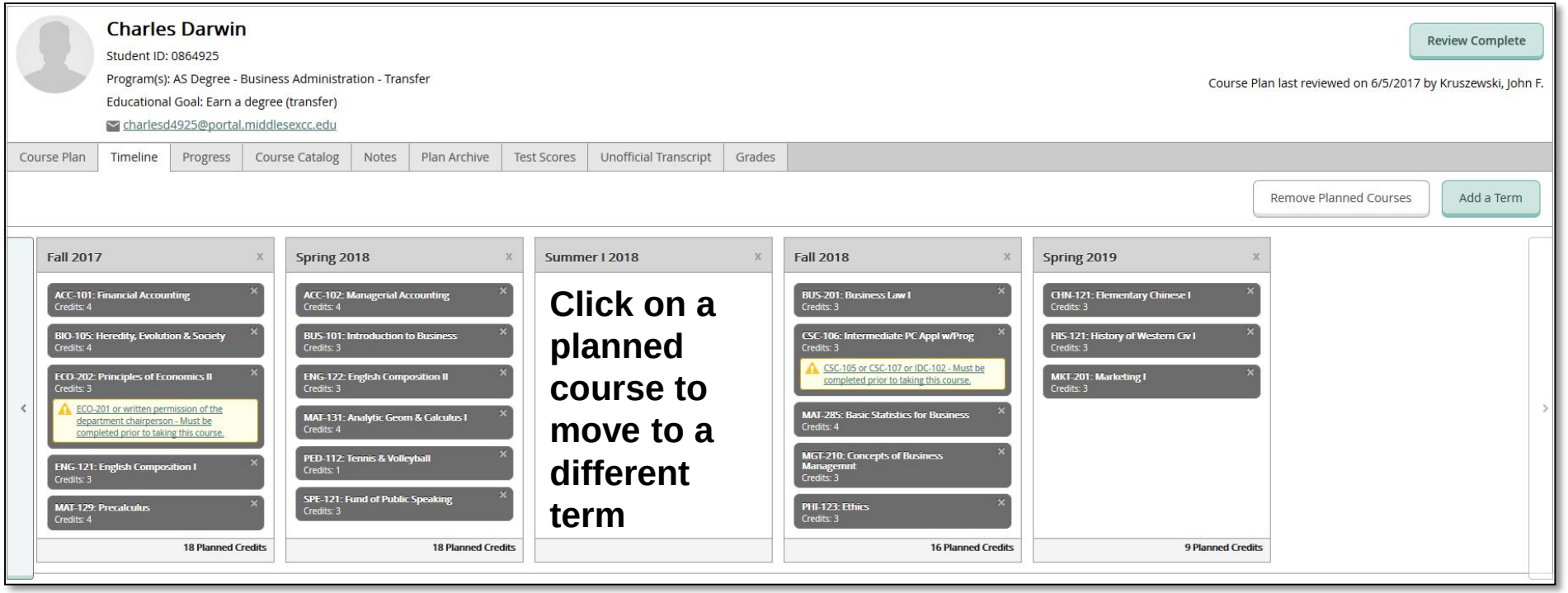
5. Advisors may also help plan the remainder of their courses by adding the rest of the required courses listed in Progress to a future term.



Course code links to Course Catalog. Click link to add the course to a semester plan.

What should I take next term?

6. Use the Timeline view to see horizontal view of student's proposed plan, help a student plan sequential courses, or make changes to a plan by moving courses to other terms.

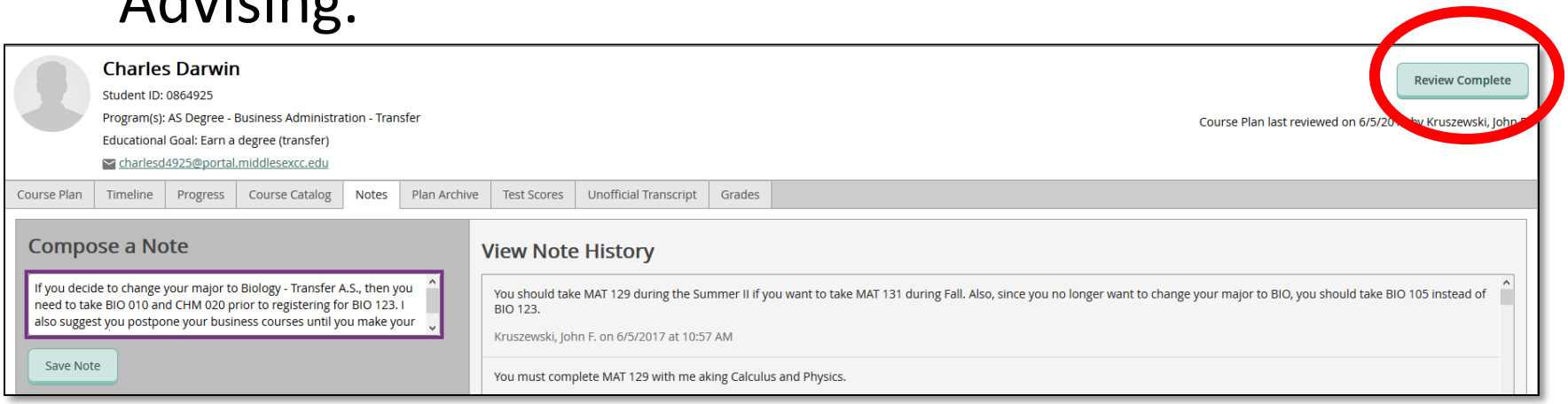


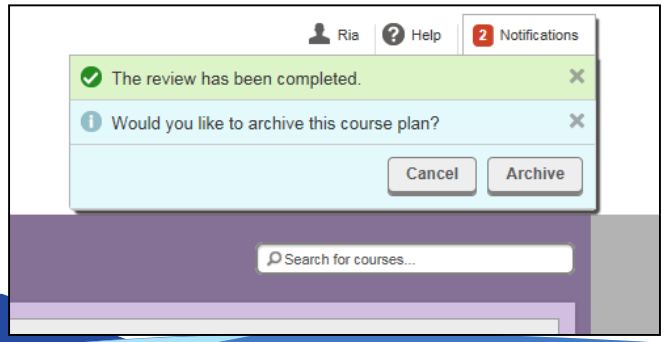
What should I take next term?

7. Make notes, complete review, and archive plans.

   Student will receive an email notifying them about your review.

8. If student has academic hold, send them to Advising.





After clicking on Review Complete button, you will be asked to archive the course plan.