Ellucian / Colleague
Student Planning

Instructions for Students

Your time. Your place. Chesapeake College at 50
Welcome to Chesapeake College’s Student planning site. Student Planning allows students, with the help of faculty, to plan out their entire degree program semester by semester.

It also allows students to plan, schedule, and register within one system.

To access Student Planning, log into My Campus and go to the Quick Launch Navigation menu.

Click on Web Advisor/CRAB.

Click on Students then Student Planning.
The first screen gives you links to two important steps you take to get started. Also, your current Program (Major), GPA, and progress toward your degree appear. Your schedule is at the bottom of this page.
Step 1. View Your Progress

Click on *View Your Progress* or the *My Progress* tab and go to a screen that looks similar to your AER. Find the courses still needing completion to meet degree requirements.
Scroll the *My Progress* page to find the course options that meet your requirements. Unplanned and incomplete requirements show as **Not Started**. The remainder have a status of **Planned**, **In Progress** or **Completed**.
Click on the course name or the Search button to access the Course Catalog. Click on My Progress to return to the program evaluation.

When a long list of courses appear that fulfill certain requirements, use the Hide button if you wish.
When considering other majors, you can play "What If" by clicking on the View a New Program, choose a program from the list in the pop-up box, and find your progress toward other majors.
Step 2. Plan Your Degree and Register for Classes

1. Click on the **Plan & Schedule** tab. Your current schedule shows in Calendar View. 2. If needed, use the right arrow button next to the semester to scroll to the desired semester.

Notice - you will see the courses that are in progress (you are registered for them) in green and the courses you’ve planned (not registered for but placed on your schedule) are in yellow. Conflicts are listed on the left.
Under Timeline, you view and change your plan for several semesters.

Planned courses or entire (planned) semesters are deleted by clicking on the ❌.
Move courses to another semester by clicking on the course name. This brings up another dialogue box. Choose the new term from the drop-down menu.

Note that in this view, a yellow warning ❗️ appears if you have not yet taken or planned a pre-requisite. These warnings also show on your Timeline.
Back on the *My Progress* screen, note that required courses now show up with **yellow** icons because they are planned. The progress bar at the top is now yellow, too. Completed and registered courses appear in **green**. Requirements met show with courses marked as **fulfilled**.
When you finish revising your academic plan, return to Schedule (Calendar View) to plan your schedule for the upcoming semester. Your planned courses are listed on the left side of the screen. The prerequisite warning and time/date conflicts also show here. You also find the warning when a section has a waitlist.
View multiple sections for several classes at once when you click on *View Other Sections*. All course sections show in **light yellow** with a dotted outline. This allows you to spot conflicts easily. Click on a section to add it to your proposed schedule. Closed (full) sections appear in **red** with this icon. ⚠️

<table>
<thead>
<tr>
<th>Bio-101-101: Fund of Biology</th>
<th>Credits: 4</th>
<th>Wrapped: No</th>
<th>instructor: Cunningham, Heather</th>
<th>MW 8:30 AM - 9:45 AM</th>
<th>dates: 02/04/2015 - 12/12/2015</th>
<th>location: main campus science S113 (lab)</th>
<th>Time: M 8:30 AM - 9:45 AM</th>
<th>Dates: 02/04/2015 - 12/12/2015</th>
<th>Location: main campus science S113 (lab)</th>
</tr>
</thead>
</table>

⚠️
When finished with your choices, your planned courses appear in **yellow** and your registered courses appear in green.
Once finished with scheduling classes, use the *Register Now* button to complete the registration process. Find it at the top right of the *Schedule* screen when it is available the first day of registration.
Important features at the top left of your schedule/Calendar View screen:
① Use the arrow buttons to move between semesters.
② Click *Print* for your schedule in a printer-friendly format.
③ Use *Save to iCal* to download your schedule to the electronic calendar on your phone, tablet and/or computer.
Student Planning allows you to leave a note or request a review of your plan on the Advising screen. A notification appears at the top of the screen when your plan is ready for review. The system automatically emails your advisor when you have requested a review. However, if you are just leaving them a note, you will need to email them.
Course Catalog

Find course descriptions and available sections, searchable by subject, under Course Catalog.
① Choose a subject and the catalog description for each course appears.
② Use the **Add Course to Plan** button to place a course on your plan.
③ To view all courses in all subjects, delete the applied filter by clicking on the **X**.
❶ Access courses in the current term, by clicking on **View Available Sections**.

❷ The **Add Section to Schedule** button includes the selected course section to your proposed schedule.
Filter courses by location, days and times, instructors and type of instruction (on-line, writing intensive, E-term, etc.) using the left side of the screen.
Download a .pdf version of your unofficial transcript by clicking on the *Unofficial Transcript* tab. (Continue to order official transcripts at www.Chesapeake.edu/transcripts.)

**Questions?**

If you have questions, please contact your faculty or staff advisor.

For technical questions, contact the Help Desk at 410-822-5400 X 2224.