Where can I find the new Student Planning?

- Go to mybc.bridgewater.edu
- Click on WebAdvisor for Faculty
- Click on Faculty Information
- Click on Academic Planning

What does Academic Planning look like when you first get to it?

- You will see a list of options.
- Click on “Advising”
- You will see a list of your advisees.

- If an advisee has requested a review, you will see an icon next to his/her name and you will get a notification in the upper right corner that “You have one or more advisees who have requested a review.”

- Click on the name of any advisee to get to the student’s information.
- There is wait time after you click on an advisee’s name.
What is Course Plan?

Course Plan has two views; List or Calendar. In the List view, advisors can approve, deny, protect, and unprotect course plans, navigate between terms, add new terms, or delete terms. In the Calendar view, advisors can see a schedule of course sections available for selected courses, or see the schedule of sections an advisee has already planned.

Course Plan: List View:

- After you select the desired advisee, his/her current schedule will show under the Course Plan tab.
- Use the arrows to navigate between terms.
- To approve all courses on a term, click on “Select.” This will put a check mark in each box in front of each course.

• Approve, Deny, Protect, and Unprotect will change from being grayed out to color.

• Select “Approve.”

• A green thumbs up icon 🍀 will appear next to each course.

• Courses have now been approved for this term once you see the green thumbs up icons in the “Approval” column.

• To select one course, click on the box in front of that course to select it. Now, you can approve, deny, protect, or unprotect the selected course.
What’s Protect or Unprotect?
Protect will allow you to “protect” a course on an advisee’s course plan. The student cannot move or delete a course that has been protected. Only advisors can Protect or Unprotect a course. Protecting a course could be used if you know of a course that is only offered in spring of odd years and your advisee has to have that course to graduate. You can protect that course on the course plan. Advisees still need to register for protected courses. Protecting a course will “lock” the lock and show up as protected on the course plan, on the course timeline, and on the calendar view.

Course Plan: Calendar View

On the left side, you will see your advisee’s course plan. Courses approved will have a green thumb’s up and a green striped “Approved” under the course name. Also, courses that are planned will have a yellow check mark and a yellow striped “Planned” under the course name.

In the actual calendar, you can see the available sections for each course. Planned sections are in light yellow, available sections are in faint yellow, and registered sections are green.

To remove a section, click on the gray “x” in the upper right corner of the course section. This will remove the section, not the course.

To remove a course, click on the gray “x” next to the course name on the left side where all of the planned courses are listed.
What is Timeline?

Timeline allows advisees and advisors to see the long term plan of courses. You can see past terms and grades for those courses, current term, and courses planned for future terms. Courses that are planned will be dark gray boxes and courses that have been registered for will be in light gray.

A warning of any pre-requisites, co-requisites, or labs that are needed for a course will show. You can click on the pre-requisite, co-requisite, or lab to go to the course catalog and add those courses to the course plan.

To move a course from one term to different term, click on the course name. A pop-up box will appear with the course details. Use the dropdown box next to “Term” to select the new term for the course. This will only work if a section has not been selected for the course.
What is Progress?

- *My Progress* displays Cumulative GPA, Major GPA, Degree, Majors, Minors, etc. as well as a Progress bar at the top to show the advisee’s progress towards graduation.
- You can see the advisee’s Degree Audit and see if requirements have been completed or fulfilled, are in-progress, planned or not started.

- Click on “Search” to search through courses and available sections that meet requirements directly from *My Progress*.
- Click on the course ID to go to the course catalog where you can search for sections.
Advisee’s major GPA is located a little over half way down the Progress page with the required courses for the student’s major.

Courses that do not satisfy gen ed requirements, minor requirements, or major requirements, will be listed at the bottom of the Progress screen under Other Courses.

- To see Graduation Requirements, which includes 300/400 level courses completed, click on “Show Program Notes” in the top section of the Progress page.
What is the Course Catalog?

- Course Catalog will allow you to search for courses and course sections by department.

- You can narrow down the courses by using the filters on the left.
- You can add a course to a course plan by clicking “Add Course to Plan.”
- By clicking on “View Available Sections” you will see all the sections that are being offered for that course.
- Easily add a section to a course plan by clicking “Add Section to Schedule.”
What is Notes?

Notes is where you can communicate with your advisees in Student Planning. You will see any notes that your advisee has posted or any notes that other advisors have posted for your advisee. Notes can be seen by you, the advisee, and all the other advisors for that advisee.

Notes are not emails and will not be emailed to your advisee. If an advisee sends you a note, you will not receive an email.

Once you have finished approving courses or responding to a note, please click on “Review Complete” in the upper right corner. Clicking “Review Complete” will remove the icon 📀 from next to your advisee’s name on your list of advisees.

Next you will get a notification, in the upper right corner, that “The review has been completed.” and “Would you like to archive this course plan?” Archiving the course plan will create a PDF of the courses approved, any changes to the course plan, and any notes. Advisees do not see the archived plans, only you and the other advisors will see the archived plans.
What is Plan Archive?

Plan Archive is where all of the PDFs are listed, if you or another advisor has archived plans after you have clicked “Review Complete.”

The first PDF is the most recent archived plan completed. You can see when and who completed the archive.

Students do not have a Plan Archive tab.

What is Test Summary?

Your advisee’s Admission Tests (SAT, ACT) and Placement Tests (World Language, Math & English, just scores) will show here.
What is Unofficial Transcript?

You will be able to download a PDF of your advisee’s Unofficial Transcript.