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Where can I find the new Student Planning?

Go to mybc.bridgewater.edu
Click on WebAdvisor for Students
Click on Academic Planning
Click on Student Planning

How do I change between the different options in Student Planning?
To change between the different options, use the dropdown menus at the top.

How can I add courses to my course plan?
There are three ways to add a course to a plan; My Progress section, Course Catalog section, or “Search or Courses.”

**Progress tab:**
1. Click “Search” next to any requirement or the course name.

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Completed</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. This will take you to the Course Catalog.
3. When you find the course you would like to add, click “Add Course to Plan.”

4. The course details will appear.

5. Using the dropdown box next to “Term,” select a term to add the course to the plan.
Course Catalog:

1. When you find the course you would like to add, click “Add Course to Plan.”

2. The course details will appear.

3. Using the dropdown box next to “Term,” select the term to which you want to add the course.

Search for Courses:

1. In the upper right corner, type in a course you would like to search for in the text box.

2. This will take you right to the course catalog.

How do I add sections to my course plan?

There are 2 ways to add sections to a course plan; Plan & Schedule or Course Catalog.

1. Go to Plan & Schedule. Courses will show on the left side and a calendar will show on the right side of the screen.

2. Under each course on the left side, click “View other sections.”
3. The sections for the course will show under the course and on the calendar.

4. Click on the section wanted; either on the calendar or in the list on the left side.

5. Section details will appear. Click “Add Section to Schedule.”

6. The section will now appear in yellow on the calendar.

Course Catalog:

1. Once you have found the course in the Course Catalog, click “Available Sections for” under the course details.

2. Find the section you want to add to the schedule.

3. Click “Add Section to Schedule”

4. Section details will appear.

5. Click “Add Section to Schedule.”
How do I remove a course from my course plan?
To remove a course from your course plan, you can do this 2 ways; on your Schedule tab or Timeline tab. You click on the “x” in the upper right corner next to the course name.

Schedule tab:

Timeline Tab:

How do I know if there is a scheduling conflict with my course sections?
You will get a warning if there is a scheduling conflict on your Schedule view. The warning will appear on the left side of the Schedule view under the classes that are conflicting and on the calendar view. The conflicting classes will have a red box around them.
How do I know if there is a pre-requisite or a co-requisite to a course?
A warning will show up when you try to add the course to your course plan and a warning will show under your course name under the Schedule tab and in the Timeline tab.

When you add the class:

Schedule tab:
Timeline Tab:

How do I know my courses have been approved?
You will see a green “Approved” strip on your courses under the Schedule tab.
If I move an approved course from one term to a different term, do I have to have that course re-approved?
Yes, you will need to get approval from your advisor if you moved an approved course to a different term.

How do I register for courses?
Once you have your courses approved, preferred sections selected, and registration is open, in your Schedule view click on the “Register” button in the top right corner (right above your calendar view) to register for all courses at once. To register for one course at a time, click “Register” under the course name and section on the left side for your calendar view.

How do I know I have registered for my courses?
Your courses will change from yellow to green on your Schedule tab. Also, you will get a green “Registered” strip on the course name on the left side of the calendar view under the Schedule tab. In your Timeline tab, the courses will change from a dark gray to a light gray and you will receive an acknowledgement email from the registrar’s office once your course registrations are processed.
How do I drop a course from my schedule that I have already registered for?

Go to your Schedule tab. Your courses will be listed on the left side of the calendar view. Under the course name on the left side, you will find a “Drop” button. Click “Drop” to drop the course. You will receive an acknowledgement email from the registrar’s office every time you drop a course.

![Drop button for a course](image)

How do I move a course from one term to another one?

You can change a course from one term to another term in the Timeline section. This will only work if a section HAS NOT been selected.

1. Click on the name of the course you would like to move.

![Timeline section](image)

2. The course details will appear. Scroll to the bottom.

![Course details](image)

3. Using the dropdown box next to “Term,” select the term to which you want to add the course.
How are the filters in the Course Catalog useful and why should I use them?

You can use the filters to narrow down the results for a course. You can filter by subject, term, day of the week, time of day, instructor, academic level, and course type.

<table>
<thead>
<tr>
<th>Filter Results</th>
<th>Filters Applied: Art</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ART-100 Intro Visual Art</td>
</tr>
<tr>
<td>SUBJECTS</td>
<td>Art (36)</td>
</tr>
<tr>
<td>TERMINED TERM</td>
<td>2016/SP (16)</td>
</tr>
<tr>
<td>DAYS OF WEEK</td>
<td>Monday (9)</td>
</tr>
<tr>
<td>TIME OF DAY</td>
<td>Select time range...</td>
</tr>
<tr>
<td>INSTRUCTORS</td>
<td>Covert, N (8)</td>
</tr>
<tr>
<td>ACADEMIC LEVELS</td>
<td>Undergraduate (36)</td>
</tr>
<tr>
<td>COURSE LEVELS</td>
<td>Third Year (18)</td>
</tr>
<tr>
<td>COURSE TYPES</td>
<td>GenEd Fine Arts/Music (12)</td>
</tr>
<tr>
<td>TOPICS</td>
<td>Gen Ed Fine Arts (6)</td>
</tr>
</tbody>
</table>

ART-100 Intro Visual Art
A beginning exploration of knowledge and pleasure.
Requisites: None
Offered: Interterm

ART-115 Intro Sculpture
An introductory exploration sculpture studio. This course introduction to the technical
Requisites: Corequisite
Offered: Fall and Spring

ART-120 Intro Vis Design
A studio project-based intro visual design principles, tech in any art media and other fin
Requisites: None
Offered: Fall and Spring

ART-120 Intro Drawing
A studio based exploration evaluating visual ideas as course builds practical and th
Requisites: Corequisite
Offered: Fall and Spring
My advisor wants me to “Request Review.” What does that mean?

To “request review,” click on Plan and Schedule. Now, click on the Advising tab. On the right side, you will see a gray “Request Review” button. Click on “Request Review.”

Once you click “Request Review,” you will get a notification in the upper right corner saying “Your plan is ready for review.” Now, you have sent a notification in “Student Planning” to your advisors that you have requested a review.

My advisor wants me to send a “note.” Is this an email?

No. Notes are not emails. Notes will only show under the Advising tab. This is one way to communicate with your advisors. All of your advisors can see the notes you save under this tab. Type your note in the box under the “Compose a Note.” When you are finished, click “Save Note.”

My advisor said he/she sent me a note. Where do I find that note?

You will find any notes that your advisors send you under the Advising tab. Look under View Note History to see any notes that have been saved by you and/or your advisors.
How do I tell my advisor I’m ready for my courses to be approved?
Please email your advisor and tell him/her your courses are ready to be approved.

I click on my advisor’s name under the Advising tab and I can’t email him or her. Why?
This program is linked to Outlook so you aren’t able to email your advisor through this program. Please email your advisor another way.

What are the 3 bars at the top of My Progress and what do the colors and numbers mean?
You have 3 progress bars at the top of your My Progress page. The top progress bar shows your progress towards completion. The second progress bar shows your progress to the minimal required number of credits, 123 credits. The third progress bar shows your progress towards the 33 credits you are required to take from Bridgewater. Dark green means you have completed those number of credit. Light green means those credits are in-progress. Yellow means those credits have been planned.

Where can I find my Major GPA?
You can find your Major GPA on your My Progress page. Your Major GPA will be right above your courses required for the major about halfway down the page (under your PDP 450 course requirements.)

Where can I find my required credits to graduate & the number of credits completed in 300/400 levels courses?
Your required credits to graduate can be found on your My Progress tab by clicking “Show Program Notes.”