

# STUDENT PLANNING: STUDENT QUICK GUIDE

## Overview

- Getting Started
  - Go to [www.widener.edu](http://www.widener.edu), select drop down under WU Links, select myWidener, type in Student Planning in search box and then click on task “Student Planning – Students (All Campuses)”
- Planning Overview – Steps to Getting Started screen
  - This screen will display a screen shot of your academic program, the cumulative GPA required, and your progress of completed courses shaded. At the bottom, it will display the current term with the dates and times of your courses shaded on calendar.
  - From this screen, you can select “Go to My Progress”, “Go to Plan and Schedule” or “Search for courses...”
- My Progress
  - Your active program will appear under “My Progress”
  - If you have multiple programs, use the arrows (under “My Progress”) to toggle between programs
  - This screen will display “At a Glance”: cumulative GPA, Institution GPA (does not factor in GPA of transfer courses), degree, major, department, catalog year that you entered Widener University and Anticipated Completion Date
  - Under “Requirements”, select “Expand All” to view detailed listing of requirements for your program(s)
    - This will include courses registered for and courses completed along with grade and credits earned
      - Any course with a grade of “T” is a course that was transferred in from another institution
  - “View a New Program” is a what-if scenario if you are interested in changing majors
    - *Note: Please see you academic advisor for an official change of major. “View a New Program” will not change your major*
    - *Note: “Load Sample Course Plan” is functionality that is not currently being offered*
- Go to Plan and Schedule
  - Schedule Tab
    - This tab is where you can register for courses or sections you have planned by selecting “Register” or “Register Now” button
      - *Note: You are not officially registered for courses until the course is **green**. Courses in **yellow** are still only planned.*
      - You toggle between semesters using the arrows under “Schedule” to view your courses in past semesters and planned courses in future semesters
    - On the Schedule Tab, any holds that you have on your account will be displayed in upper right corner
      - Example: Advising Hold, Bursar Hold, Health Services Hold
      - Your priority registration date and time will also display on this tab for registration for the following semester
  - Timeline Tab
    - Shows multiple semesters at a time
      - Past semesters will show grades of completed courses along with grades, term GPA and total enrolled credits
    - *Note: Courses in dark grey are planned*

- Advising Tab
  - Shows Advising Notes between you and your advisor
  - Notes are only visible here and are not externally emailed to or from your advisor
  - You may email your advisor by selecting email icon next to your advisor's name
    - *Note: Make sure that your device is linked to your Outlook email account*
  
- Adding Course(s) to Your Plan
  - Select courses that you want to add to your plan directly from “My Progress” and then “Search for courses” in upper right corner of screen
  - Type in course number (example: ENGL 102)
  - Select “Add Course to Plan”
  - Select Term (example. Spring 2022)
  - Select “Add Course to Plan”
  - Repeat until you have added all courses you want for the appropriate term (example: Spring 2022)
    - A note will appear at top right stating the a course has been added to your plan each time you add one
  - Go to “Plan and Schedule” to view the courses that have been added to our plan
    - Make sure that you navigate to the appropriate term by using arrow keys next to current term
    - Planned courses can be seen in the “Schedule” or “Timeline” view
  
- Adding a Section to Your Plan
  - Prior to registration, you will be able to view sections of the courses you have planned in the “Schedule” view
    - Early October for Winter/Spring registration
    - Early March for Summer/Fall registration
  - Go to the term where your planned courses are under “Course Plan”
  - Select “View other sections” and select section that you want by clicking “Add Section”
    - A box will appear with section details. Pay attention to these details for they display:
      - Instructor(s) of Course
      - Meeting Information (example: MWF 11:00am to 11:50am)
      - Term Dates
      - Modality of course
        - Main Campus – lecture
        - Online
        - Hybrid – meets by online and in person
      - Seats available
      - Credits
      - Grading options (Graded, Pass/Fail or Audit)
      - Requisites – co-requisites or prerequisites if applied
      - Course description
      - *Note: Any course can be planned. Requisites and registration restrictions do not take effect until registration.*
  
- Additional Option to Search for Sections
  - Under “Academics” at top left, select “Course Catalog” from drop down
    - From here, you can search for a course subject by typing in the subject in the box
      - Example: English
  - Or select “Advanced Search” and then select “Section Listing”

