## **Staff Advisor Instructions**



# N#RTHERN NAVIGAT#R

### Contents

What is l	Northern Navigator?1
Works	sheets:
Plans:	
Notes	:1
GPA C	alculators:1
Accessin	g Northern Navigator2
Northern	n Navigator Functionality4
WORK	SHEETS TAB4
PLANS	5 TAB4
NOTES	S TAB4
GPA C	ALC TAB
Using No	orthern Navigator for Advising5
North	ern Navigator Audits5
Wh	at are Worksheets?5
A.	Selecting Students
B.	Student Context Information:7
C.	Northern Navigator Worksheet Blocks7
D.	What If Worksheets:10
E.	Look Ahead Worksheet:10
Using	Plans
Wh	at is a Plan?11
The	9 Plan11
Notes	
GPA C	alculators13
A.	Graduation Calculator:13
B.	Term Calculator:
C.	Advice Calculator:14



## What is Northern Navigator?

Northern Navigator provides you and your students with an easy to understand, clearly defined pathway toward degree completion. It consists of Worksheets (Degree Audits), Plans (each student's plan of study defined by semester), Notes, and GPA Calculators.

**Important Note:** Northern Navigator aids and facilitates academic advising, but is not intended to replace faceto-face advising sessions. Northern Navigator is neither an official academic transcript nor an official notification of completion of degree requirements.

#### Worksheets:

Northern Navigator delivers a degree audit that is a summary of the student's degree requirements merged with the student's academic record. It provides a real-time assessment of the student's progress toward graduation. The Worksheet is the list of all requirements for graduation.

#### **Plans:**

Working with your student, you help them create a Plan that begins with the requirements in the degree audit, organized in a semester-by-semester format, but tailored for each student's unique situation. For example, if a student transfers college-level coursework to WV Northern, this appears on the degree audit and only remaining unmet requirements (courses) are included in their Plan. The Plan adjusts to fit each student's needs, including adding summer terms to decrease their time to graduation or expanding their program length to accommodate the need to complete developmental coursework, a work schedule, or family responsibilities. Once developed, their Plan is what they follow to graduation.

#### **Notes:**

Students, faculty, and staff can view Notes on a student records. Staff advisors and faculty advisors can enter Notes. Please be cautious when entering Notes, as they become part of the student's permanent record. In addition to the student be able to review Notes on their records, Notes are subject to subpoenas. Notes must be FERPA compliant.

#### **GPA Calculators:**

Students, faculty, and staff can utilize the GPA calculators. Graduation, Term, and Advice Calculators are available.





## **Accessing Northern Navigator**

Full-time faculty and counselors access Northern Navigator through NOW after logging in through the Faculty/StaffPortal.

Find your direction	e INIA ERN at Northern My	WVNCC Faculty Por	al
	entials below to log in. rom home, please see our <u>FAQs</u> for setti	ng up your browser for Northern C	n the Web (N.O.W)
X	USERNAME (E PASSWORD (E Log On	ixample: jsmith) Domain Password) Supported Browsers	Single sign-on access to: • Blackboard Learning System • N.O.W. • Faculty Email • Grades First • CourseEval •and more!
Find your direction	ERN At Northern My V	<b>VVNCC</b> Faculty Porta	Hello, Log off
Message 1 of 1		TTENTION: over. Are your syllabi ready?	
Faculty Links:	Click the	link to access the correspond	ng service.
Academic Affairs Argos Faculty Resources Human Resources Faculty Document Center OZ Problem Tracking My Labs Plus WVNCC Watch (Cruiser Alert) Aventail Smart Tunnel	Logging in from home? See Instructions What's inside N.O.W?	Email թ	24 hr Blackboard Help Desk: 1-800- 253-1558 - Press 1
(access to network files) Staff Links:	Library 🐼	Grades First	
Argos Banner Human Resources OZ Problem Tracking Text/Watch Alert System Aventail Smart Tunnel (access to network files)	NO TRESPASSING		

## Northern On the Web (NOW)

Go

Personal Information Student Services Financial Aid Faculty & Advisor Services New WebTailor Administration

Search

RETURN TO MENU SITE MAP HELP EXIT

#### Student Information

Term Selection	
ID Selection	
View Student Information	
View Student Address and Phones	
View Student E-mail Address	
View Student Schedule	
Registration Overrides	
Academic Transcript	
Degree Evaluation - through Fall 2013 Evaluation for students will begin running through Northern Navigator during Fall 2013	
Northern Navigator - Degree Audit For students in Fall 2012 catalog forward. Attend a trainin, session for more information.	
Student Test Scores	
Advisee Listing	
Class Search	



- Back to Self-Service returns you to your NOW log in
- > NOTE: to move beyond this page you need to select a student.

## Northern Navigator Functionality

Tormern nurgator runctionanty						
Functionality	Description					
WORKSHEETS TAB						
Worksheets: Student View (default)	Provides general information about the student's complete and					
	incomplete requirements.					
Worksheets: Registration Checklist	Shows unfulfilled requirements that are "Still Needed" on the audit					
What If	Provides a degree audit for a proposed new major and is helpful for					
	change of major planning.					
Look Ahead	See how courses taken in the future effect a the student's audit.					
Class History Link	Chronological list of all completed and in-progress classes.					

PLANS TAB	
Plans	Create and view curriculum plans.

NOTES TAB	
View Notes	View notes entered in the student's audit.

GPA CALC TAB	
Graduation Calculator	Provides a general view of the average GPA needed throughout the final
	credits to achieve a desired GPA.
Term Calculator	Computes how the expected semester grades affect the cumulative GPA.
Advice Calculator	Determines how many credits of a specific grade needed to achieve the
	desired GPA.





## **Using Northern Navigator for Advising**

## **Northern Navigator Audits**

#### What are Worksheets?

Northern Navigator provides a degree audit that includes a summary of degree requirements merged with a student's academic record. It provides a real-time assessment of the student's progress toward graduation. The Audit lists all requirements for graduation.

#### A. Selecting Students

If you know the student's Northern ID, type the ID in the Student ID field.



If you do not know the student's identification number or are looking for a group of students who meet specific criteria, click FIND, to go to the FIND Students Search page.



Find Students       Student ID       Last Name       First Name         Classification       Major       Academic Standing         All Classification Codes       •       All Major Codes       •         Academic Year       •       All Academic Type       All Academic Year values       •         All Academic Year values       •       All Student Type Codes       •       •         Search       Clear       •       •       •       •         Student Search:       Enter your oriteria and click "Search" to find students.       •       •       •         Student ID       Name       Major       Classification       •       •	https://dgwprod. <mark>wvnet.edu</mark> /ncc/IRI	SLink.cgi			
All Classification Codes   All Major Codes  All Academic Year  All Academic Year  All Academic Year values  All Academic Year values  All Academic Year values  Chosen Repeatable Search Criteria  Search Clear  Student Search: Enter your criteria and click "Search" to find students.	Find Student	Student ID Last N	lame First	Name	
Student Year       Student Type         All Academic Year values       All Student Type Codes         All Academic Year values       Chosen Repeatable Search Criteria         Search       Clear         Student Search: Enter your criteria and click "Search" to find students.	lassification			Academic Stand	ling
All Academic Year values  All Student Type Codes Chosen Repeatable Search Criteria Remove Search Clear Remove Student Search: Enter your criteria and click "Search" to find students.	All Classification Codes	<ul> <li>All Major Codes</li> </ul>	; · · ·	<ul> <li>All Academic Sta</li> </ul>	andings
Search Clear Repeatable Search Criteria					
Search Clear Remove	All Academic Year values	<ul> <li>All Student Type</li> </ul>	e Codes	•	
Search Clear Remove		Chosen Repeatable Sea	arch Criteria		
Search Clear					*
Search Clear					Pomouo
student Search: Enter your criteria and click "Search" to find students.					Kemove
	Search				*
		ia and click "Search" to find st			Classification
		a and click "Search" to find st			Classification

You can search for a specific student or a listing of students meeting specific criteria. Results are limited to 200 students.

- To select a single student, enter the student's first and/or last names in the appropriate Name fields. Click Search and a list of students who meet the criteria appear.
- To select multiple students by search criteria, enter the search criteria, click on the Search button and a list of students who meet the criteria appear

Hints:

- If your criteria return more than 200, a warning message displays with the system randomly selecting 200 students. It is advisable to narrow the search to receive a more precise selection of students.
- Click on the column headers to sort the list. The red arrow indicates the sort field for the list of students found.
- From this list, you may select all or only certain students. Click OK to load them into your Northern Navigator audit page.
- From the Northern Navigator Worksheet, move among the students on your list by either clicking the arrows above the Name field, or clicking on the dropdown list and selecting the student's name.



#### B. Student Context Information:

			NX	RTH	ern i
Back to Self-Service		FAQ	Help		Print
This occouncies	Name ► ►I zy Renee ▼	Degree Major AAS  Vign Language/Inte		ast Audit Last Refree Today Today at 9	(N)
Worksheets Plans N	otes GPA Ca	lc			

- Context information includes the following: Partial Student ID Number, Name, Degree, Major, Classification, Last Audit, and Last Refresh.
- The Degree dropdown box displays all degrees (if a student has multiple degrees).
- All majors for a specific degree reflect in the Worksheet if the student has multiple majors within the same degree.
- Class History provides a term-by-term summary of all of a student's coursework.
- The Last Audit date lists the most recent date on which an audit ran for the chosen program. This updates each time the "Process New" button is clicked.
- The Last Refresh is the date on which the Banner data was updated.
- The Symbol allows the user to refresh the student's Banner data on demand. Only faculty and staff have this option. The update process runs every night and updates all changes on student records from the previous day. Advisors can use this button to update the audit prior to the nightly run to reflect a change in Banner data.

When running the Audit, advisors should always click on the Process New button to ensure that the most up-to-date data is visible. Possible updates made to audits do not appear until Process New is pressed.

#### C. Northern Navigator Worksheet Blocks

**STUDENT HEADER**: Demographic information related to the student.

Student View	AA010346 as of 08/01/2012 at 17:43		
Student		Level	Undergraduate
ID		Degree	Associate in Applied Science
Classification	Sophomore	College	Academic College
Advisor		Major	Human Services
Overall GPA			

**DEGREE BLOCK**: This block is a summary of all of the requirements for the degree. When the header bar of the Degree block has a  $\checkmark$ , the student is cleared for graduation. All individual requirements within the block also have a  $\checkmark$ . A  $\boxdot$  indicates a requirement is in-progress. Each requirement displayed in this block contains a link to the section of the audit where the full requirements display. Advice in this block no longer displays when the requirement is met (example: required completion of 15 hours in residence at WVNCC).

Certificate in Applied Science		Academic Year:	2012-2013	Credits Requirer.	36
		GPA:	2.33	Credits Appli d:	34
Unmet conditions for this set of requirements: 36 cred	its are required.	You currently have 34, you still need 2	more credits,		
Vou meet the minimum GPA requirement at WVNCC.					
Major Requirements	Still Needed:	See Cert in Business Career St, A See Cert in Business Career St, So			
Developmental Requirements	Still Needed:	See Developmental Requirement	section		

<u>*HINT*</u>: Click on the Subject and Course Number of a "Still Needed" course in any block to open a separate window that provides the course prerequisites. Catalog descriptions will be visible soon.

**MAJOR REQUIREMENTS**: Major requirements display in this block. Students with multiple majors within the same degree have multiple major blocks. The advice in this block no longer displays after the requirements are met.

Cert in Business Career St, Accounting		0 1 7	Aca	ndemic Y	<b>Year:</b> 2012-2013 <b>GPA:</b> 3.00
Principles of Accounting I	ACC 122	Prin Of Accounting I	IP	(3)	Fall 2012
Keyboarding Skills for Information Processing	BA 117	Keyboarding Skills	IP	(1)	Fall 2012
Administrative Document Formatting	BA 108	Administrative Document Format	IP	(3)	Fall 2012
Business Law I	BA 240	Business Law I	IP	(3)	Summer 2012
Microsoft Applications	CIT 117	Microsoft Applications	IP	(3)	Summer 2012
Principles of Macroeconomics	ECON 104	Principles of Macroeconomics	IP	(3)	Fall 2012
College Composition I	ENG 101 Satisfied by	College Composition I ENG101 - West Liberty University	В	3	Fall 1987
Principles of Accounting II	Stil Needed:	1 Class in ACC 123*			
Computerized and Payroll Accounting	Stil Needed:	1 Class in ACC 222*			
Business Taxation	Still Needed:	1 Class in ACC 240*			
Mathematics of Business and Finance	Still Needed:	1 Class in <b>BA</b> 109*			
Business Communications	Stil Needed:	1 Class in <b>BA</b> 265*			
Human Relations	PSYC 155	Human Relations	IP	(3)	Summer 2012

**FALL THROUGH COURSES**: Coursework that does not fulfill any of the specific course requirements in the worksheet displays here.

Fallthrough	Courses	Credi	ts Appli	ed: 6 Classes Applied: 2
HIST 110	The United States to 1865	С	3	Fall 1987
Satisfied by:	HIST210 - West Liberty University			
WVN 199	Gen El (News Writing & Report	С	3	Fall 1987
Satisfied by:	JOUR250 - West Liberty University			

**INSUFFICIENT**: This block includes coursework that does not qualify for use toward the degree and/or forgiven coursework (repeated or academic forgiveness). These courses do not satisfy degree requirements.

Insufficient			Credits	Applied: 0 Classes Applied: 16
CDSL 102	Sign Language I	W	0	Fall 2000
CIP 145	Intro Computer & Inf Process	W	0	Fall 1989
Satisfied by:	CIS260 - West Liberty University			
ECON 105	Prin Of Economics Ii (Macro)	W	0	Fall 1989
Satisfied by:	ECON101 - West Liberty University			
ENG 102	College Composition Ii	W	0	Winter 1988
Satisfied by:	ENG102 - West Liberty University			
ENG 102	College Composition Ii	W	0	Fall 1988
Satisfied by:	ENG102 - West Liberty University			
ENG 102	College Composition Ii	W	0	Winter 1989
Satisfied by:	ENG102 - West Liberty University			
ENG 115	Technical Writing	W	0	Winter 1989
Satisfied by:	ENG274 - West Liberty University			
ENG 220	Studies in American Lit	W	0	Fall 1987
Satisfied by:	ENG205 - West Liberty University			
GEOG 205	World Geography	W	0	Winter 1988
Satisfied by:	GEO205 - West Liberty University			

**IN-PROGRESS**: Current or future term coursework displays in this block, in addition to appearing in the appropriate requirement block.

In-progress			Cred	lits Applied: 25 Classes Applied: 9
ACC 122	Prin Of Accounting I	IP	3	Fall 2012
BA 108	Administrative Document Format	IP	3	Fall 2012
BA 117	Keyboarding Skills	IP	1	Fall 2012
BA 240	Business Law I	IP	3	Summer 2012
СПТ 117	Microsoft Applications	IP	3	Summer 2012
ECON 104	Principles of Macroeconomics	IP	3	Fall 2012
MATH 86	Dev Arithmetic Skills	IP	3	Summer 2012
MGT 253	Small Business Management	IP	3	Fall 2012
PSYC 155	Human Relations	IP	3	Summer 2012



**NOT COUNTED:** Coursework not eligible to count toward graduation requirements displays here. This includes developmental coursework as well as duplicate courses. The grades earned in these courses (except developmental) count in the GPA.

Not Counted			Credits Appl	ied:	3 Classes Applied: 1
MATH 86	Dev Arithmetic Skills	Maximum number of classes exceeded	IP	3	Summer 2012

**EXCEPTIONS**: Exceptions display on the worksheet. Exceptions are student petitions. If you find exceptions that are not applying to audit requirements where you believe they should, contact Tracy Jenkins at tjenkins@wvncc.edu.

Worksheets	Pla	ans Notes GPA Calc					
Worksheets	>	Student view	DCOCC NOV	clude in-progress classes clude preregistered classes			
What If		Introduction to Substance Abuse Social Welfare Institutions		1 Class in <b>HS</b> 150* 1 Class in <b>HS</b> 200*			
Look Ahead		Abnormal Psychology		1 Class in <b>PSYC</b> 200*			
		Mathematics Core Requirement					
		Exception By: Jenkins, Tracy A On: 09/06/2013	Force Com	plete : Math Core fulfilled MCOR 199,	Coll	ngebra	
		Understanding Human Diversity	HS 147	Understanding Human Diversity	IP	(3)	Fall 2013
		Human Services Seminar	HS 205	Human Services Seminar	IP	(1)	Fall 2013
		Introduction to Case Management & Counseling	HS 210	Intro Case Mgt & Counseling	IP	(3)	Fall 2013
		Developmental Psychology	PSYC 208 Satisfied by	Dev Psychology PS236 - Bethune-Cookman College	В	3	Spring 2010
		Science Core Requirement	BIO 115 Satisfied by	Anatomy/Physiology Ii BI236 - Bethune-Cookman College	А	4	Spring 2009

NOTES: Notes display in the Worksheet. Students, faculty, and staff can view Notes. Notes are subject to subpoenas.

**LEGEND**: Symbols and terminology used in the Worksheet.

Legen	ıd			
Campu	s 1-Wheeling, 2-Weirton, 3-New Martinsville, 4-Distance Education	🗹 Complete	Complete except for classes in-progress	(T) Transfer Class
	Not Complete	🔁 Nearly complete - see advisor	Any course number	* Pre-requisite(s)

#### **DISCLAIMER**: Includes a statement of responsibility regarding the audit.

#### Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor, campus counselor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements.



#### D. What If Worksheets:

What If Worksheets display results when a proposed major change is considered. It uses the student's current class history. Select criteria for the What If scenario, then click the Process What-If button to view the results.

	4			N	THEF	RN NA	VIGAT 🏶 F
	Back to S	Self-Service		FAQ	Help	Print	Log Out
Find Student II	) II I Name		<b>Major</b> Human Services	Classification Sophomor	Last Audit Todav		
Worksheets	Plans Notes	GPA Calc					
Worksheets	Format: Student View	▼ Process	What-If Save as	PDF	-		
What If	What-If						
l	Degree	Associate in Applied	Science				
Look Ahead	Academic Year	Pick an Academic Yea	ır				
	Choose Your	Different Areas of S	Study				
	Select an ite	m to add it to your Chose	n Area of Study		Chosen Areas of	study	
	Major	Pick a Major		×			۵ ۲
					Remove		
	Choose You	r Future Classes					
	Enter a cour	rse and click Add Course			Courses you are	considering	
	Subject Number	Fir	d				
		Add Course			-		
					Remove Cour	se	

#### E. Look Ahead Worksheet:

The Look Ahead Worksheet provides results based on courses for which the student plans to register in future terms. Enter the subject and number of the planned course and click "Add Course." Once you have entered all desired courses, click Process New to view the results. Planned courses display with a symbol in the worksheet. The course subject and number display in parentheses with a PL under the grade column and "Planned Term" under the semester column.

Back to Self-Service       FAQ       Help       Print       Log Out         Find       Student ID       H       Name       H       Degree       Major       Classification       Last Audit         Worksheet       Plans       Notes       GPA Calc       Sophomor       Today         Worksheets       Format:       Student View       Induke in progress classe       Induke in progress classe         What If       Look Ahead       To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course.       Once you have created your list of courses, Qick on the Process New button.         Enter a course and click Add       Courses you are considering       Courses you are considering		4		N	RTHERN	I NAV	∕IGAT <b>₩</b> ₩
Worksheets       Plans       Notes       GPA Calc         Worksheets       Format:       Process New       Induké in progress daises         What If       Look Ahead       Induké preregistered dases         Look Ahead       use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.         Enter a course and click Add       Courses you are considering         Ourse       Find		Back to Self-Service		/			· · · · · · · · · · · · · · · · · · ·
Worksheets       Format: Student View       Indule improgress datest         What If       Look Ahead       Indule preregistered datest         Look Ahead       To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.         Enter a course and click Add       Courses you are considering         Ourse       Find							
Worksheets     Student View     Process New     Iteration       What If     Look Ahead     To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.       Enter a course and click Add Course     Courses you are considering	Worksheets	Plans Notes GPA Calc					
What If       To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS,         Look Ahead       > use the form below to enter the Subject code and Number of each anticipated course.         Once you have created your list of courses, click on the Process New button.       Enter a course and click Add         Course       Find	Worksheets		OCOCC NOW	-			
Look Ahead       To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.         Enter a course and click Add       Courses you are considering         Course       Find	What If	Look Ahead					
Course Find	Look Ahead 💙	Once you have created you	r list of courses, click	on the Process	New button.		
		Course Subject	Find	•			
Number		-					
Add Course		Add Course		-			

## **Using Plans**

#### What is a Plan?

A Plan is a student's path to graduation that begins with the course requirements organized in a catalog format and tailored for each student's unique situation. The Plan adjusts to fit each student's needs, including shortening or lengthening their time to graduation, depending upon their individual circumstances.

#### The Plan

DO NOT USE THE BLANK PLAN. WVNCC requires students to follow the curriculums published in our catalog. Therefore, pre-defined plans are our only option.

*Load a pre-defined Plan* – This functionality is the only method WVNCC utilizes and recognizes.

- Select the "Plans" tab.
- To load a pre-defined template, click "Select Template" in the Create Plan dialog box. Previously developed plans display on this screen. Double-click the plan to open and use it or click the "New Plan" button to select a new template.





Select a major from the list while being mindful of the catalog year. (Double-click to select or click once and select Open

itudent Planner for: Hager, Aubria S							View Plan List	t New Plan
Browse Templates								
earch by Template Description Go Fi	Iter:						(	Advanced Sear
Description ÷	Catalog Year	A Major	🗢 Degree 💠	Ferm Scheme 🔶	ID \$	Who 💠	What 💠	Modified (
Elementary Education, 2+2, West Liberty University	1314	101	АА	COMPLETE_SCHEDULE_	5 T0000081	N00002008	NOT SET	3/19/13
Elementary Education, 2+2, West Liberty University	1213	101	AA	COMPLETE_SCHEDULE_	5 T0000021	N00002008	NOT SET	2/25/13
Health Information Technology, AAS	1213	258	AAS	COMPLETE_SCHEDULE_	5 T0000057	N00002008	NOT SET	5/9/13
Health Information Technology, AAS	1314	258	AAS	COMPLETE_SCHEDULE_	5 T0000095	N00002008	NOT SET	5/30/13
Human Services, AAS	1213	324	AAS	COMPLETE_SCHEDULE_	5 T0000058	N00002008	NOT SET	2/25/13
Human Services, AAS	1314	324	AAS	COMPLETE_SCHEDULE_	5 T0000124	N00002008	NOT SET	9/4/13
Industrial Maintenance Technology, CAS	1213	243	CAS	COMPLETE_SCHEDULE_	5 T0000060	N00002008	NOT SET	2/25/13
Industrial Maintenance Technology, CAS	1314	243	CAS	COMPLETE_SCHEDULE_	5 T0000094	N00002008	NOT SET	3/20/13
Mechatronics, AAS	1314	201	AAS	COMPLETE_SCHEDULE_	5 T0000092	N00002008	NOT SET	3/20/13
Mechatronics, AAS	1213	201	AAS	COMPLETE_SCHEDULE_	5 T0000005	N00002008	NOT SET	2/25/13
Medical Assisting, Administrative Medical Assistant, CAS	1213	163	CAS	COMPLETE_SCHEDULE_	5 T0000061	N00003528	NOT SET	5/30/13
Medical Assisting, Administrative Medical Assistant, CAS	1314	163	CAS	COMPLETE_SCHEDULE_	5 T0000125	N00003528	NOT SET	9/4/13
Medical Assisting, Clinical Medical Assistant 1+1 Program	1213	161	AAS	COMPLETE_SCHEDULE_	5 T0000059	N00003528	NOT SET	5/9/13
Medical Assisting, Clinical Medical Assistant 1+1 Program	1314	161	AAS	COMPLETE_SCHEDULE_	5 T0000126	N00003528	NOT SET	9/4/13
Medical Billing and Coding Specialist, CAS	1213	144	CAS	COMPLETE_SCHEDULE_	5 T0000056	N00003528	NOT SET	5/30/13
Medical Billing and Coding Specialist, CAS	1314	144	CAS	COMPLETE_SCHEDULE_	5 T0000127	N00003528	NOT SET	9/4/13
Mental Health and Human Services, 2+2, Franciscan Univ	1213	125	AA	COMPLETE_SCHEDULE_	5 T0000022	N00002008	NOT SET	2/25/13

• Select a Start Term (term the student plans to begin taking courses towards this major) from the dialog box and click "OK." A pre-defined template displays to serve as a guide. You may rearrange and insert courses as needed to customize the pre-defined template. Example, if the program requires a SCI core, you can select which specific science course the student plans to take to complete their major; developmental courses can also be added to the Plan by clicking and dragging from the course listing on the right side of your screen.

Worksheets Plans Notes GPA Cale	C								
Student Planner for: Hager, Aubria S								View Plan Lis	t New Plan
Browse Templates									
Search by Template Description Go	Filter:								Advanced Search
Open		Select a starting Term		×					
Description	Catalog Year	Please select a Term to plan	serve as your starting term	for this	ieme 🔶	ID \$	Who 🗘	What 💠	Modified 🗘
Elementary Education, 2+2, West Liberty University	1314	Start Term*	Fall 2013	•	TE_SCHEDULE_	T000081	N00002008	NOT SET	3/19/13
Elementary Education, 2+2, West Liberty University	1213		Fall 2012 Fall 2013		TE_SCHEDULE_	T0000021	N00002008	NOT SET	2/25/13
Health Information Technology, AAS	1213	Cancel	Fall 2014 Fall 2015		TE_SCHEDULE_{	T0000057	N00002008	NOT SET	5/9/13
Health Information Technology, AAS	1314	258	Fall 2016 Fall 2017		ETE_SCHEDULE_	T0000095	N00002008	NOT SET	5/30/13
Human Services, AAS	1213	324	AAS	COMPL	ETE_SCHEDULE_	T0000058	N00002008	NOT SET	2/25/13
Human Services, AAS	1314					T0000124			
Industrial Maintenance Technology, CAS	1213	243	CAS	COMPL	ETE_SCHEDULE_	T0000060	N00002008	NOT SET	2/25/13
Industrial Maintenance Technology, CAS	1314	243	CAS	COMPL	ETE_SCHEDULE_	T0000094	N00002008	NOT SET	3/20/13



• Within pre-defined templates are "place holders." Placeholders carry notes to assist you in working with your students to select specific courses to schedule (ex., HUM Core requirement; a note them defines which courses meet the requirement). Add courses to the Plan by clicking and dragging from the courses listing on the right side of your screen. You must then delete the Placeholder by clicking it with your mouse (you must be on a blank part of the line (if selected correctly it will turn a dark blue) and selecting the "-" (Delete selected requirement) from the term header row.

Fall Term 2		Del	lete this term Reassign
Critical	Placeholder	Value	Notes Geography (GEOG) Health Information Tech ology
	Comment	<ul> <li>History Core (3 CrHr)</li> </ul>	Pream information recording     Pream information recording     Pream and Physical Function     Pream and Physical Function
	Comment	<ul> <li>Humanities Core (3 CrHr)</li> </ul>	History (HIST) History Core 1, SC)
	Comment	Mathematics/Science Core (9 CrHr)	Hospitality ILR)

- After the plan is finished, check the newly created plan against the audit. Click the "Save" button at the bottom of the screen and then select "Audit". "Placeholders" appear in the Ineligible block, as the audit does not know where to place individualized requirements.
- Once you verify that the Plan contains all required courses, select the "Lock" checkbox at the top of the screen and click "Save." Only faculty and staff can lock or unlock a plan.
- A pop-up identifying duplicate and placeholder courses displays as needed. If appropriate at this point, click "OK." If not, make corrections, then "Save" again.
- When you click "Save," a red arrow appears identifying any errors. If this happens, correct the error, then "Save" again.

## Notes

Students, faculty, and staff can view Notes on a student records. Only staff advisors can enter notes. Notes are part of the student's permanent record. In addition to the student be able to review Notes on their records, notes are subject to subpoenas. If you ever have a question or concern regarding a not on a student's record, please contact the Registrar's Office.

## **GPA Calculators**

Three calculators are available. Students, faculty, and students have access to the calculators.

- A. Graduation Calculator:
  - a. Provides a view of the average GPA needed throughout their final credits to achieve the desired GPA. The students current cumulative GPA appears. Students, faculty, and/or staff enter the Credits remaining, Credits Required, and Desired GPA.

Worksheets	Plans	Notes	Petitions	Exceptions	GPA Calc		
Graduation Calculator	>						
erm						Current GPA	2.48
Calculator						Credits Remaining	
						Credits Required	
Advice Calculator						Desired GPA	
						Calculate Disclaimer: Calculator optio	ons provide



#### B. Term Calculator:

a. Computes how the expected semester grades affect the student's cumulative GPA. The current cumulative GPA, Credits Earned So Far, and current class registration appears. The student enters the grades they expect to receive.

alculator						
erm				Current GPA Credits Earned		2.48
alculator	>			Credits Earned	so Far	32.683
dvice alculator					Credits	Grade
Calculator				HIST 100	3	A [4.00] -
				MATH 86	3	A [4.00] -
				POLS 102	3	A [4.00] -
				SPCH 105	3	A [4.00] -
				Class 5		A [4.00] 🔻
				Class 6		A [4.00] -
				Class 7		A [4.00] 🔻
				Class 8		A [4.00] 🔻
				Class 9		A [4.00] 🔻
				Class 10		A [4.00] 🔻
					Calculate	

#### C. Advice Calculator:

a. Determines the number of credit hours of a specific grade needed to achieve a desired GPA. The student's Current GPA and Credit Earned prepopulate on the screen. Enter the Desired GPA.

Worksheets	Plans	Notes	Petitions	Exceptions	GPA Calc			
Graduation Calculator								
Term						Current GPA	2.48	
Calculator						Credits Earned	32.683	
						Desired GPA		
Advice Calculator	>				Calculate			
					Discl	aimer: Calculator optic	ons provide unofficial results	



READ 95	ENG 90	<b>MATH 86</b>	MATH 92	<b>MATH 93</b>
Reading Req. Met = 3	English Req. Met = 3	Math 86 Req. Met = 3	Mtah 92 Req. Met = 3	Math 93 Req. Met = 3
AE3 (ACT Read) =17	AE1 (ACT Eng) =18	AE2 (ACT Math) = 19	AE2 (ACT Math) = 19	AE2 (ACT Math) = 19
S01 (SAT Verbal) = 420	S01 (SAT Verbal) = 450	S02 (SAT Math) = 460	S02 (SAT Math) = 460	S02 (SAT Math) = 460
W31 (Asset Read) = 36	W32 (Asset Eng) = 38	W33 (Asset Num) = 40	W34 (Asset Alg) = $38$	W34 (Asset Alg) = 46
C03 (Compass Read) = 75	C02 (Compass Eng) = 71	CM86 (Comp Pr-Alg) = 59	CM92 (Comp Alg) = 36	CM93 (Comp Alg) = 61

