

# Student Planning Module | Graduate Student View

## Introduction

Student Planning is a web-based tool for planning and tracking your academic progress at McDaniel.

- First, design an overall plan of courses you need to take each term (called the “Timeline”).
- Next, as you work with your advisor before each registration period, go back to your plan to finalize your selections for the upcoming term (the “Schedule”).
- Finally, register for specific sections of the courses on your Schedule.

## Log in

- Log into the McDaniel portal at [my.mcdaniel.edu](http://my.mcdaniel.edu).
- Click on **Student Menu > Student—Registrar’s Office > Student Planning**.

## Create your timeline


Once logged in, begin adding in semesters. Include spring and fall semesters as well as any summer semesters you think you might want to enroll in. You can always come back and edit later if needed.

- Click the **Plan & Schedule** link.

**Steps to Getting Started** Search for courses...

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:


**1**

 **View Your Progress**

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

**2**

 **Plan your Degree & Register for Classes**


Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

- Click the **Timeline** tab and then click the **Add a Term** button to begin adding semesters. Be sure to select graduate terms, and only the ones you plan to register for.

**Plan your Degree and Schedule your courses** Search for courses...

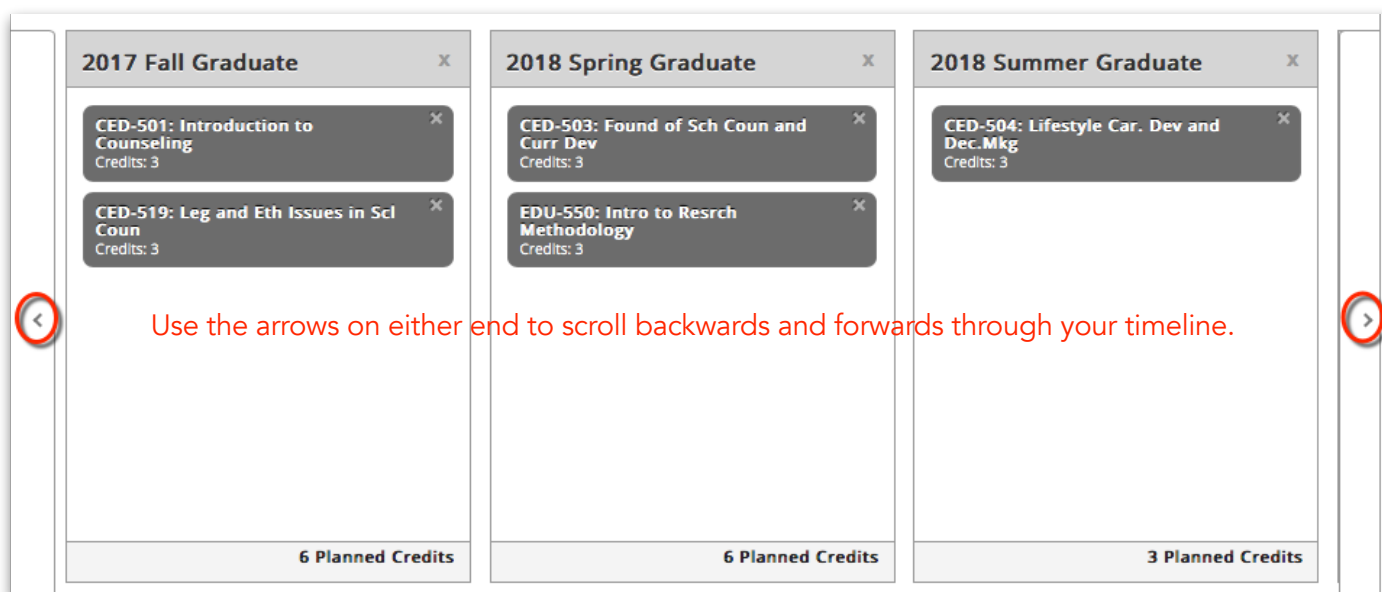
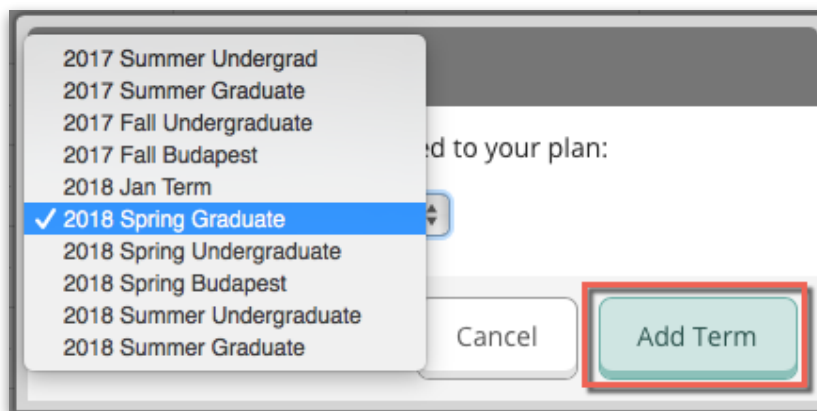
Schedule Timeline Advising Petitions & Waivers

Click the **Add a Term** button to add semester blocks to your timeline. 

Add a Term

Select the semester you want from the drop-down menu and click **Add Term**.

Continue adding semesters until you have filled out your timeline. Remember that you can edit the timeline later if you need to.

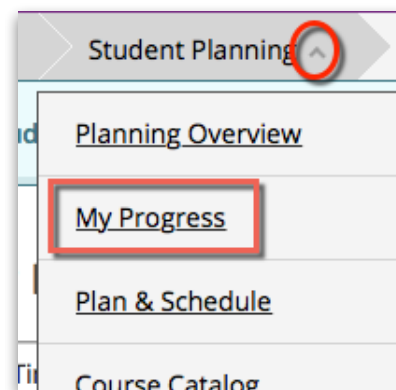


Use the arrows on either end to scroll backwards and forwards through your timeline.

## Add Courses to the Timeline

View the **My Progress** section to see **At a Glance** progress information and the list of **Requirements** for your program.

- Click the **Student Planning** menu and choose **My Progress**.



- Scroll down your **Requirements** list to see items that have not been completed.

- Browse the list for a suitable course to fulfill it. You can also click the **Search** button to see if there are additional listings. Another option is to search the **Course Catalog**, which you can find linked in the **Student Planning** menu.
- Click **Add Course to Plan**.

1. Take courses CED-501, CED-502. **0 of 2 Courses Completed.** [Hide Details](#)

Status	Course	Search	Grade
Not Started	<u>CED-501</u> Introduction to Counseling	<input type="text" value="Search"/>	
Not Started	<u>CED-502</u> Counseling Theories and Tech.		

2. TAKE CED-519 OR 520 **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	Search	Grade
Not Started	<u>CED-519</u> Leg and Eth Issues in Scl Coun	<input type="text" value="Search"/>	
Not Started	<u>CED-520</u> Legal and Ethical Issues Cnslg		

Click on a course number to view when it is available and whether there are prerequisites.

In the example above, the student needs to fulfill requirements for the Counseling program. Note that your requirements list might be different depending on the program you are enrolled in.

**CED-501 Introduction to Counseling (3 Credits)** **Add Course to Plan**

An orientation to the role and function of the counselor. The course will focus on the student's understanding of the context in which counselors work, the skills they must acquire, and the need to be increasingly aware of their own competencies, responsibilities, and values. Emphasis will be placed on person-centered, behavioral, and reality counseling techniques, as well as upon the development and application of basic listening and attending skills.

<b>Requisites:</b>	None
<b>Offered:</b>	ALL REGULAR SESSIONS, ALL YEARS

Note whether there are other courses you need to take first (requisites) and when the course is offered.

Click **Add Course to Plan**.

Continued on next page.

## Course Details


### CED-501: Introduction to Counseling


An orientation to the role and function of the counselor. The course will focus on the student's understanding of the context in which counselors work, the skills they must acquire, and the need to be increasingly aware of their own competencies, responsibilities, and values. Emphasis will be placed on person-centered, behavioral, and reality counseling techniques, as well as upon the development and application of basic listening and attending skills.

**Credits** 3

**Locations Offered** TBD

**Requisites** None

 This course is typically offered: ALL REGULAR SESSIONS

 This course is typically offered: ALL YEARS

**Term**

1

2017 Fall Graduate

1. Choose the Term (semester) when you want to take the class.

2. Click **Add Course to Plan** to add it to your timeline.

2

Close

Add Course to Plan

## View and Adjust

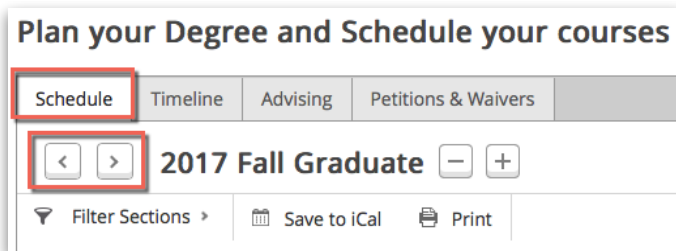
After adding courses in the **My Progress** area, check back on your **Timeline** to see where there might be gaps that need filling.

- Go to the **Student Planning** menu and choose **Plan & Schedule**.
- Click the **Timeline** tab and check to make sure the courses you added are showing in the correct semesters.
- Make adjustments where needed.

# Register for Classes

As you prepare for registration, log in to Student Planning so that you can finalize your schedule for the upcoming semester.

- Click **Go to Plan & Schedule** if you are on the overview page -OR- choose **Plan & Schedule** from the **Student Planning** menu.
- Click the **Schedule** tab and use the < > arrows to navigate to the semester(s) for which you are about to register.



Once you have received the email from the Registrar's Office stating that registration times have been assigned, you should see a notice at the top of the calendar page telling you when your registration time begins.

You will see that some courses have sections available. Review the courses on your timeline for the terms you are registering for and choose the sections you want.

**CED-504 Lifestyle Car. Dev and Dec.Mkg (3 Credits)** Add Course to Plan

A course to assist counselors and other professionals in becoming aware of their role in career development with individuals of all ages. The course emphasizes a survey of major development theories and program planning. The development of counselor competencies in the areas of collecting, evaluating, classifying and using accurate informational materials related to occupational, education, and personal-social decision making and planning is included.

**Requisites:** None

**Offered:** ALL REGULAR SESSIONS, ALL YEARS

In this example, only one Section is available for this class.  
If more than one Section were available you would see them all listed here.

▼ View Available Sections for CED-504 Click **Add Section to Schedule.**

**2017 Summer Graduate**

**Lifestyle Car. Dev and Dec.Mkg 01** Add Section to Schedule

Runs from 7/10/2017 - 7/28/2017

Seats	Times	Locations	Instructors
7	M/T/W/Th/F 8:30 AM - 11:00 AM 7/10/2017 - 7/28/2017	McDaniel Campus, Merritt Hall G5 LECTURE	Swope, Heather

Continued on next page.

## 2017 Summer Graduate Schedule

	Sun	Mon	Tue	Wed	Thu	Fri
7am						
8am						
9am		✓ CED-504-01	✓ CED-504-01	✓ CED-504-01	✓ CED-504-01	✓ CED-504-01
0am						
1am						

The course appears on your

- Click the **Back to My Progress** link in the upper left corner.

The courses you added to your **Timeline** appear in the column on the left. You'll be able to see if any are waitlisted and you can either choose a different section or find another course. Use the calendar view to make sure that your schedule is workable and that there are no overlapping course periods.

→ **CED-504-01: Lifestyle Car. Dev and Dec.Mkg**

✓ **Planned**

Credits: 3  
Grading: Graded  
Instructor: Swope, Heather  
7/10/2017 to 7/28/2017  
Seats Available: 7

> **Meeting Information**

**Register**

**View other sections**

Click the course name if you want to see more information.

Click the small "x" on the lower right corner of the course name to remove it from your timeline.

If the course is full, you will see that information below the number of seats.

Once registered, the **Register** button will change to a **Drop** button.

Click **View other sections** to see what is available.

Note that final exams and courses which only run for part of the term also show on the calendar, and may appear to conflict. The course information in the left column includes the dates for each course. Use these dates to make sure there are no actual conflicts. As long as no conflicts exist, you will be able to register.

Once your registration time has begun:

- Click the **Register Now** button (located on the upper right) to complete your registration. Note that you can also click individual **Register** buttons on the course information blocks if you wish.

If any of your courses are co-requisites (e.g. a class with a lab that must be taken at the same time), you will have to use the **Register Now** button to add them both at the same time. If you happen to be already logged into the Student Planning schedule page when your registration time begins, refresh the page in your browser so that the **Register Now** button becomes active. Note that successfully registered classes change from yellow to green on the schedule.

- Remove courses that you do not register for.

*Questions about using Student Planning?*

*Please contact the HelpDesk ([helpdesk@mcdaniel.edu](mailto:helpdesk@mcdaniel.edu) or 410-871-3390).*