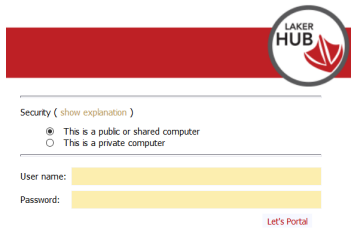# STUDENT PLANNING
ADVISOR INSTRUCTIONS & INFORMATION

Student Planning is an Ellucian (Datatel) module that allows a student to plan their courses for a single upcoming semester or – ideally – through graduation and provides an alternate route for registration. Advisors are able to provide feedback to the student on their course selections and progress to graduation through the module. Student planning is an advising tool that can enhance the advisor/advisee relationship; advisors must still clear students through IRIS.

When a student has requested that you review their plan for the semester (or through graduation), you will receive a system-generated email that the student has requested a review.

Log in to the Laker HUB.

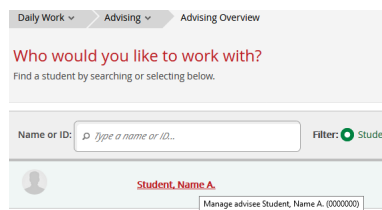Select "Advising" and then "Student Planning" in the faculty menu in IRIS in the HUB.
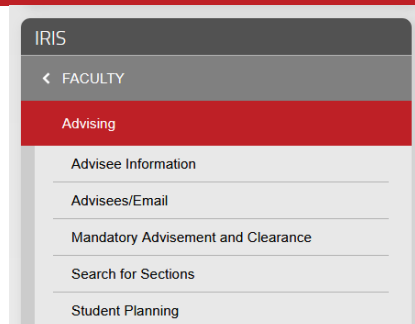
A yellow hourglass will appear to the right of the name of any student who has requested a review of their plan for the semester or through graduation.

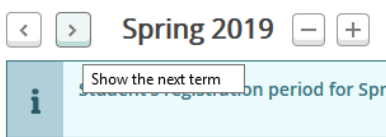Click on the student's name to access their records.

Screens designated with an asterisk below are unique to the student planning system.
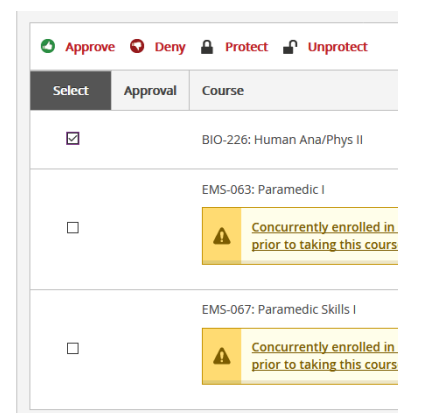
Course Plan*

Identifies courses that the student has planned for a specific semester.

If the student has planned for more than one semester, you may tab through the semesters to view what is planned for each planned term.

By clicking in the box to the left of the course name, you can approve or deny each course by selecting the "approve" or "deny" icon at the top of the list of courses.

Approving a course DOES NOT CLEAR a student to register. It simply lets the student know that their chosen course is appropriate for their major. Please do not use the "protect" and "un-protect" functions on this screen.

Timeline*

Provides a semester by semester overview of the student's planned courses.

Progress

Same as Degree Audit.

Color coded to identify completed, fully planned, and not started status of specific degree requirements.

Course Catalog

Provides a list of all course offered by the College.

Notes*

If a student leaves you a note, you may access it from this screen.

The system does not generate an email to you if the student leaves a note.

Please check this screen each time you access a student's record.

You may also leave notes for the student on this screen.

Plan Archive*

After you complete a review and select the "Review Complete" button, the system will ask you if you would like to archive the student's plan as you have approved it. Links to saved plans are held on this screen.

Please ALWAYS ARCHIVE plans that you approve.

Test Scores

Same as test scores you currently view in IRIS

Unofficial Transcript

A copy of the student's unofficial transcript

Grades

Same as grades you currently view in IRIS

Review the student's course plan and records to determine if their selected courses are appropriate for their degree.

Provide feedback to the student in the following ways:

- Approve or deny planned courses in the Course Plan screen.
- Click on the "Review Complete" button to send an automated message to the student to let them know you have reviewed their plan. Please ARCHIVE the plan when prompted.
- You may leave a note for the student in the "Notes" screen.
- You may email the student by clicking on the link to their email on the left side of the screen.

Remember to CLEAR THE STUDENT THROUGH IRIS as you have done in the past. You cannot clear a student in student planning.

Please remind the student to submit an intent to graduate if they are seeking approval for their final semester.

After you have finished all of your work with a specific student, click "Back to Advisees" to return to your advisee list.

Call Counseling Services at **217-234-5232** or email **counsel@lakelandcollege.edu** with questions regarding Student Planning use.