

STUDENT PLANNING- PLANNING YOUR ENTIRE DEGREE

Before Logging On

1. GATHER MATERIALS to help you plan which courses in each semester.

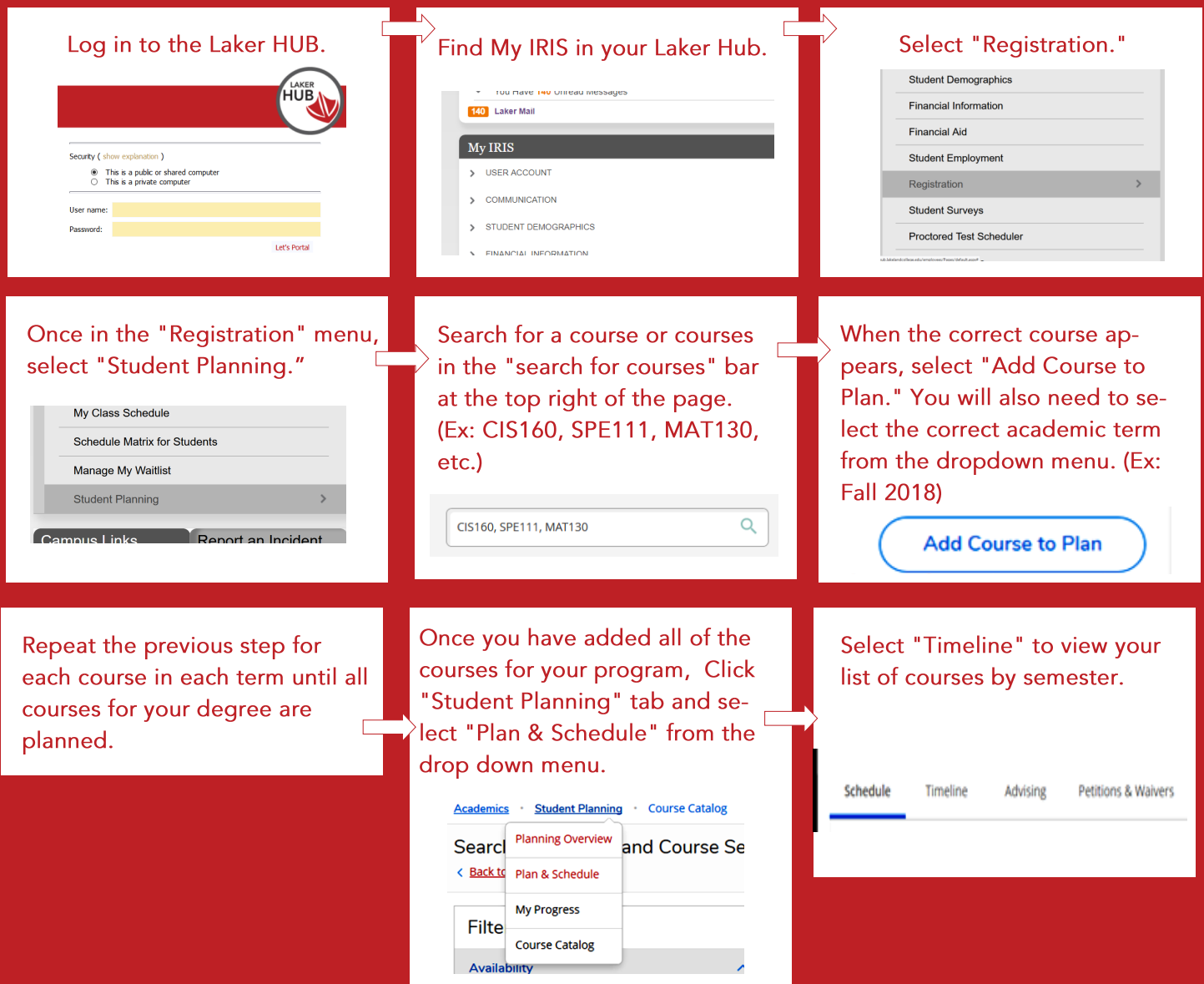
a. You may need your program outline from one of the following options:

1. Catalog (online or physical)
2. Transfer guide, if available (from www.lakelandcollege.edu/counseling-services/transfer-guides or as provided by your advisor)
3. Advising checklist from your advisor, if available (only certain programs)
4. Degree audit

b. You may need the general education course list online at www.lakelandcollege.edu/counseling-services/general-education-coursework or catalog page 128.

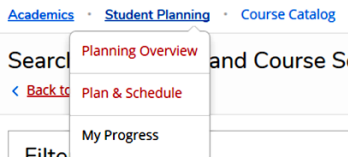
2. IDENTIFY COURSES that you will plan for each semester according to what you have already completed or are currently enrolled in and your degree requirements.

On Laker HUB- PLAN COURSES, semester by semester.

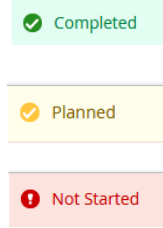


MAKE SURE PLANNED COURSE COUNTS towards a degree.

Click on "Student Planning."
Click on "My Progress."
Here you will see your Degree Audit.

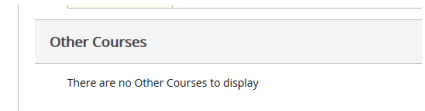


Courses in green are your completed courses
Courses in yellow are your planned courses
Courses in red are courses that you have not been completed or planned on your schedule



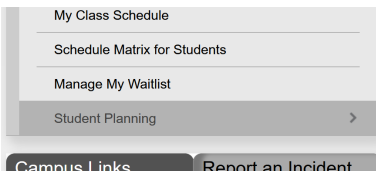
Some planned courses may show up in the "Other Courses" section at the very end of your audit page. Check with your advisor to see if these courses are required or needed.

Courses that show here are courses that do not count toward your degree, including remedial/developmental courses or courses waived by placement.



CONTACT YOUR ADVISOR for plan approval.

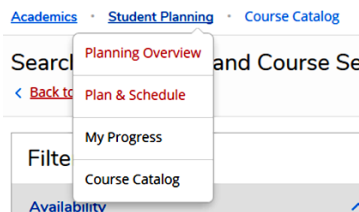
Click on "Student Planning."



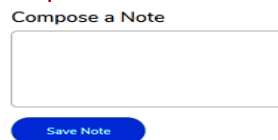
Click "Request Review" to alert your advisor to review your planned courses and provide feedback and/or approve your plan.



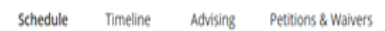
Click on "Plan & Schedule."



You may leave a note for your advisor. The advisor will be able to view your notes when reviewing your planned courses.



Select "Advising."



You may email your advisor by clicking on their hyperlinked name.

Plan your Degree and Schedule y



Compose a Note

REQUEST ADVISEMENT & CLEARANCE EACH SEMESTER before registration

- Even if your advisor approves your entire plan, the advisor will still need to advise you and clear you to register each semester. You will need to repeat above "Contact your advisor for plan approval" step each semester.
- For a refresher on scheduling and registration, see **STUDENT PLANNING SCHEDULING AND REGISTRATION** instructions found at www.lakelandcollege.edu/counseling-services/advising-resources.

COMPLETE INTENT TO GRADUATE directly after registering for your final semester of classes to make sure that you are meeting all graduation requirements. Access the intent in IRIS in the HUB in the Student menu under "Degree Audit and Graduation."

Contact your advisor with questions regarding course selection. You may email your advisor through the Advising screen in Student Planning; from the "Student Planning" tab, select "Plan & Schedule" and then "Advising." Your advisor's contact information is also available through the Student menu in IRIS in the HUB; select "Registration" and then "Advisement Information."

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

