

STUDENT PLANNING

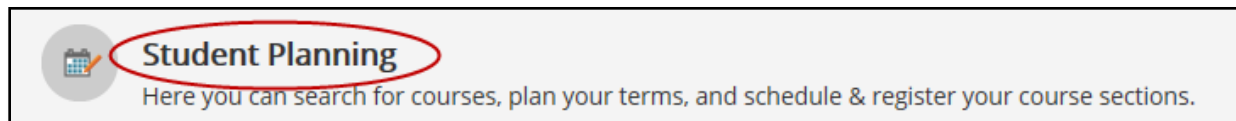
HOW TO COMMUNICATE WITH YOUR ADVISOR

This handout will show step-by-step how students can communicate with their advisor through a Review Request. Student Planning enables students and advisors to communicate and work on a plan together. It is important to note that when working on a plan within Student Planning the student and advisor are working on the same plan. If a student or advisor makes a change to the student's plan, that change is immediately reflected within Student Planning for both the student and the advisor.

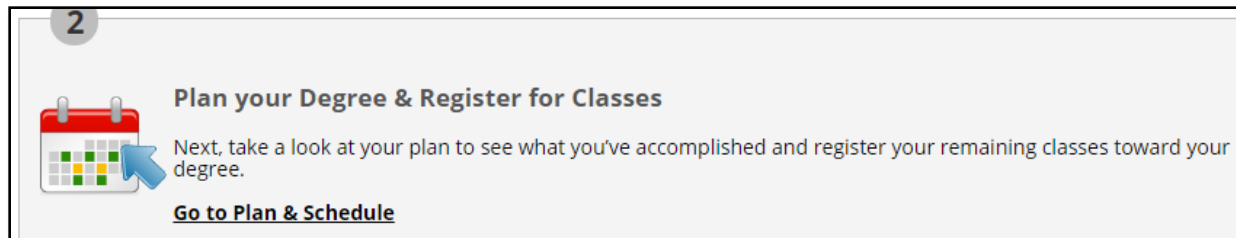
To begin, access Student Planning located within myCWI.

Log in to student planning using your regular username and password. Remember that your username is all lowercase.

Click on "Student Planning".

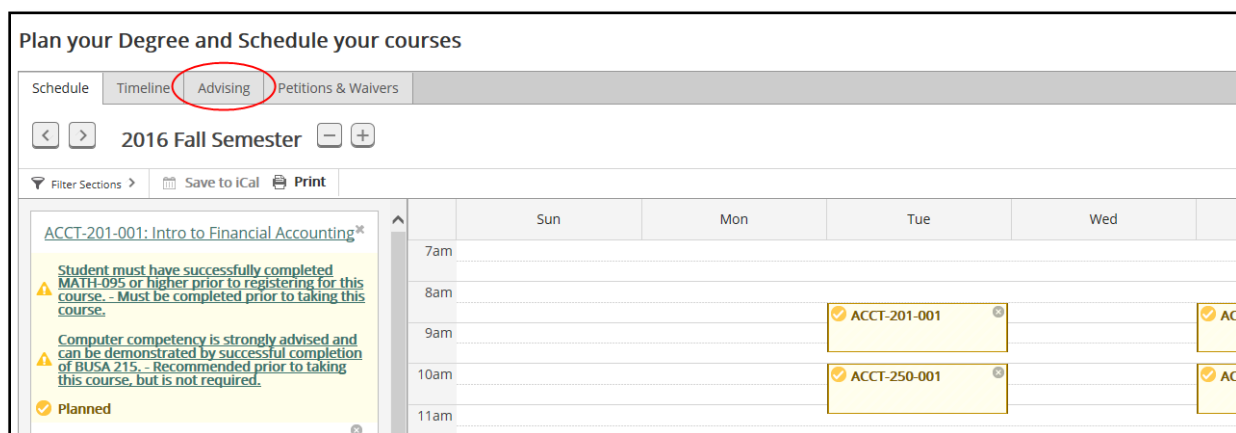


Select "Plan your Degree & Register for Classes".



Here you can see that we have planned a number of courses for the Fall 2016 semester.

Select the "Advising" tab.



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Next select the “Request Review” button. A student can request a review of their plan at any time. Students who have requested a review online through Student Planning should include specific questions in the “Compose a Note” box which is also found on the “Advising” tab. Ask questions and look for feedback from your advisor in “View Note History.” This is also where notes between the student and advisor will be saved for future references. Notes cannot be edited or deleted once they are saved. If you would like a refresher on any of the material covered in this PDF, you may be able to find answers by using the help menu in the upper right hand corner.

The screenshot displays the 'Plan your Degree and Schedule your courses' interface. At the top, there is a search bar labeled 'Search for courses...'. Below this, a navigation bar includes tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Advising' tab is active, showing a 'My Advisors' list with names like Connie Black, Brittney Hernandez, Justin Horn, Piper Skoglund, and Autumn Brackley. A 'Request Review' button is circled in red. Below the advisors list, there are two main sections: 'Compose a Note' and 'View Note History', both also circled in red. The 'Compose a Note' section contains a text input field and a 'Save Note' button. The 'View Note History' section shows a list of notes, including 'Can you please review my plan.' and 'What are your office hours?'. A 'Request Review' button is also visible in the top right corner of the interface.