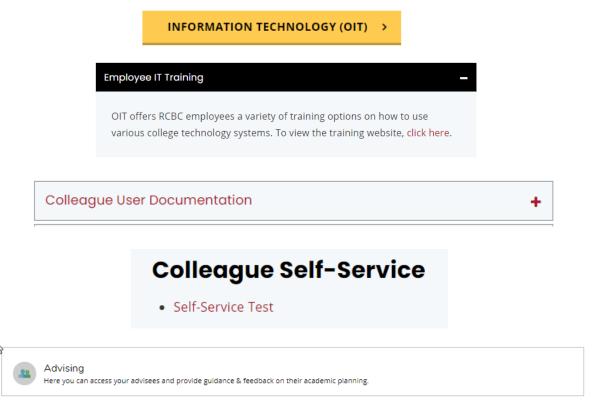


Student Planning for Faculty and Advisors

Full-time faculty and advisors will be able to use Student Planning in order to assist students with their academic plan. The following screens will be available for use by an advisor or faculty member. For testing purposes - you can go to the Student Planning test link on the intranet (my.rcbc.edu click on Departments, Information Technology, click on the "+" next to Employee Training, Click on the red "click here" hyperlink, click on the "+" next to Colleague User Documentation, scroll down to Colleague Self-Service, then click on Self-Service Test). Select the Advising tab.



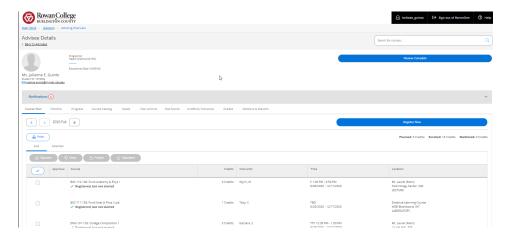
You will then be able to select a student by typing in a name or id.

The name or student ID you enter will appear as follows:





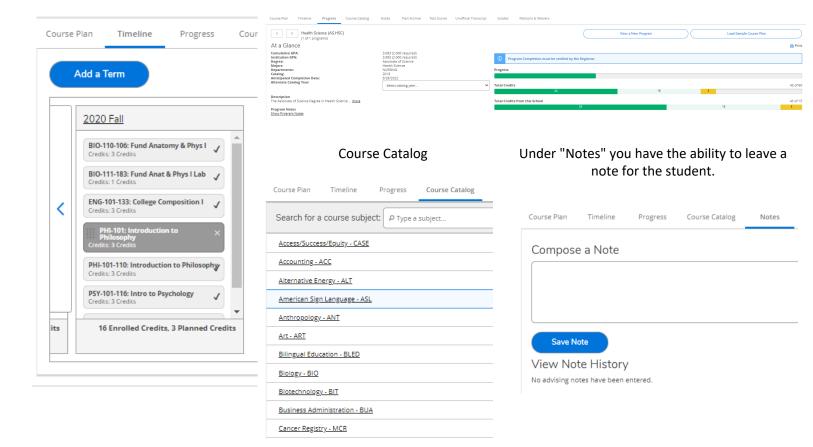
Click on the blue "View Details" icon to see the student's plan. You can click on Review Complete on the top right hand corner to let the student know you have reviewed their plan.



Notice the other areas under the notification bar that you can view about the student.

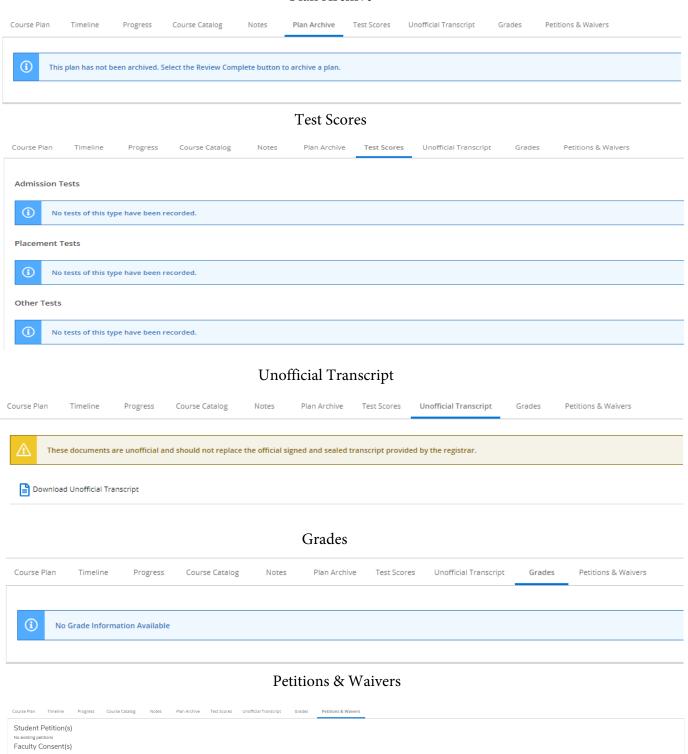
Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	Grades	Petitions & Waivers

Timeline Progress





Plan Archive



2020 Fall

2020 Fall

ENG-080 or Equivalent Skills

Requisite Waiver(s)

BIO-110

ENG-101