



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.

INFORMATION TECHNOLOGY (OIT) >

Employee IT Training

OIT offers RCBC employees a variety of training options on how to use various college technology systems. To view the training website, [click here](#).

Colleague User Documentation

Colleague Self-Service

- [Self-Service Test](#)



Advising

Here you can access your advisees and provide guidance & feedback on their academic planning.

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:

Daily Work · [Advisor](#) · [Advising Overview](#)

Which student do you want to work with?
Find a student by searching or selecting below.

Student Advisor

Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)
Ms. Julianna E. Guinto			1373254	Health Science (AS-HSC)	View Details



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.

Timeline


Progress

Course Catalog

Under "Notes" you have the ability to leave a note for the student.

Plan Archive


[Course Plan](#)
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[Notes](#)
[Plan Archive](#)
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 This plan has not been archived. Select the Review Complete button to archive a plan.


Test Scores

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Admission Tests

 No tests of this type have been recorded.

Placement Tests


 No tests of this type have been recorded.


Other Tests

 No tests of this type have been recorded.

Unofficial Transcript

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 These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.

 [Download Unofficial Transcript](#)

Grades

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 No Grade Information Available

Petitions & Waivers

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Student Petition(s)

No existing petitions

Faculty Consent(s)

No existing faculty consents

Requisite Waiver(s)

Course	Section	Term/Period	Status	Requisites
BIO-110		2020 Fall	Waived	BIO-121 or High School Biology
BIO-110		2020 Fall	Waived	BIO-120 or High School Biology
ENG-101		2020 Fall	Waived	ENG-080 or Equivalent Skills