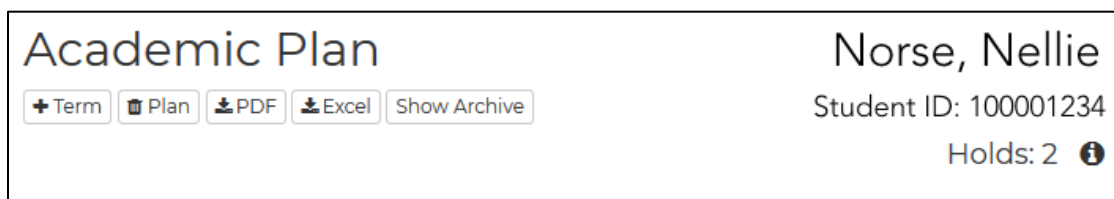
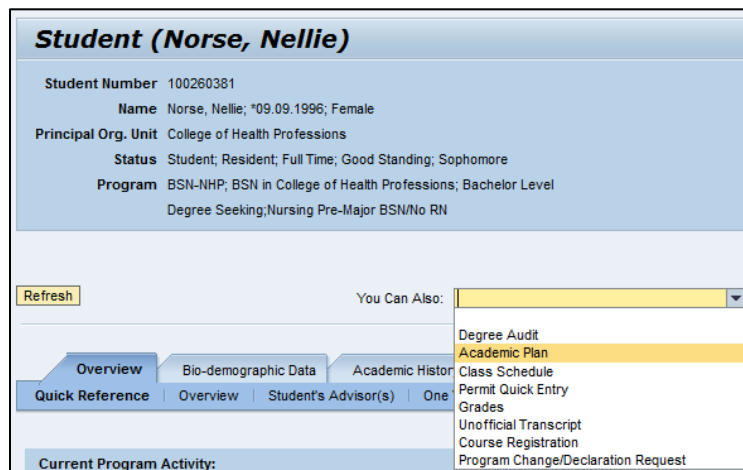


## Academic Plan – Advisor View

Advisors can access a student’s Academic Plan from myNKU and/or the student’s Degree Audit.

First, search for the student in the Academic Advising tab, then select **Academic Plan** from the “You Can Also” dropdown. The Academic Plan will load in a new window.



The top of the page will show the student name, as well as the number of holds and/or deficiencies on their account. Click the information icon to view more information.

On the left side, there are five buttons:

- +Term:** Add a term to the Academic Plan
- (Clear) Plan:** Remove all planned courses and guidelines in future terms
- PDF:** Export the plan as a PDF
- Excel:** Export the plan as an Excel workbook
- Show Archive:** Show/hide previous academic terms

Questions?

Contact the IT Help Desk at <https://inside.nku.edu/it/help.html> or (859) 572-6911.

## Adding a Term

To add a term to the Academic Plan, click the **Term** button at the top of the page. This will allow you to select a term from a dropdown.

The term is then added to the Academic Plan, with options to add a class to the term, or delete the semester.

Fall 2018-2019			
Course	Title	Credits	Status
<input type="button" value="+ Add"/> <input type="button" value="Delete Semester"/>			

## Adding a Course

Click the **Add** button at the bottom right of a term to add a course. This will open a dialog box where you can search for courses.

You can search using the course abbreviation or by keyword. Searching by "che" will show the results below. Notice that several BIO course are shown, since "che" will also return the keyword "teachers". Choose the appropriate course by clicking **Add** on the right side of the results.

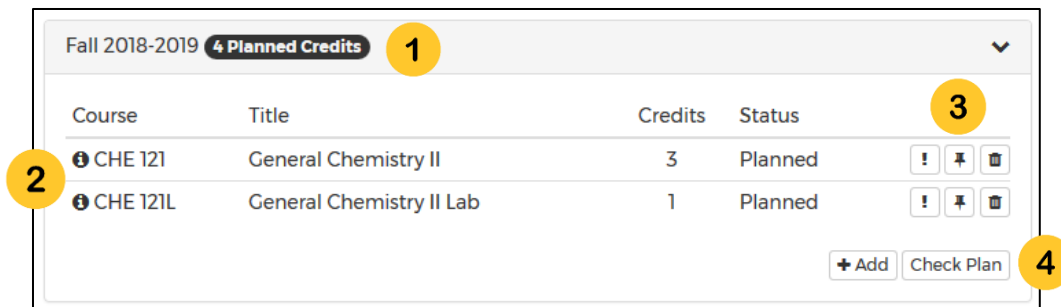
Course	Title
BIO 600	Field Ecology for Teachers
BIO 606	General Microbiology for Teachers
BIO 606L	General Microbiology for Teachers Lab
BIO 644	Aquatic Ecology for Teachers
CHE 102	Introduction to Chemistry
CHE 105	Discovering Chemistry with Lab - SL

### Notes on Adding Courses

- When a course is added, a notification will be shown if it has already been taken
- Students cannot remove items from the Academic Plan that the Advisor has added
- Courses cannot be removed from the Academic Plan after the semester has passed

### Questions?

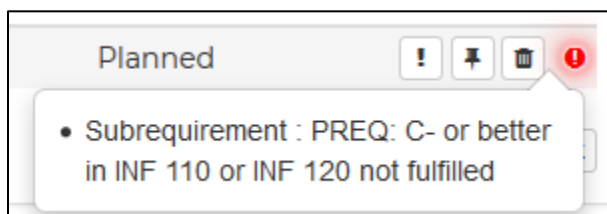
Contact the IT Help Desk at <https://inside.nku.edu/it/help.html> or (859) 572-6911.



Courses are added to the selected term, showing the Course, Title, Number of Credits, and Status. The status will show as “Planned” when added from the Academic Plan, and will appear again if/when the student enrolls in the course, this time showing as “Booked”. Additionally, if the student adds the course, it will show as “Planned (Student)”.

There are several icons in the Term area:

- ① The number of credits planned for the term.
- ② Click the information icon to show the course description.
- ③ Three icons show for each course:
  - ! Exclamation Point. Use to mark a course as Important.
  - Pin. Use to suggest a section of the course for the student. A dialog box will appear, allowing you to choose the section from a list.
  - Trash Can. Remove the course.
- ④ Check Plan. Check to see if the planned courses have a prerequisite or co-requisite. Icons will appear to the right of each course that can be clicked to view the courses needed. The system will also check if the requirements have been added as planned courses.



#### Questions?

Contact the IT Help Desk at <https://inside.nku.edu/it/help.html> or (859) 572-6911.

## Term Guidelines

Advisors can also add a term guideline to the Academic Plan, allowing the student to choose the actual course to be added.

On the **Add Course** section, select the **Guideline** tab. Use the **Module Group Guideline** to select the number of courses to add.

Select the group to be added, and it will appear on the Academic Plan in a section above the other courses. The student can then click the guideline and choose a course to add.

The image shows two screenshots connected by a yellow arrow. The left screenshot is the 'Add' interface with the 'Guideline' tab selected. Under 'Module Group Guideline', there is a dropdown menu for '# courses from group...' and two options: 'Add General Edu: Cultural Pluralism' and 'Add General Edu: Individual and Society'. The right screenshot shows the 'Fall 2018-2019' Academic Plan with '4 Planned Credits'. A 'Term Requirement' for 'General Edu: Mathematics (1 Course)' is shown with '0/1' planned courses. A pop-up window for 'General Edu: Mathematics' lists courses: MAT 114, MAT 115, MAT 115H, and MAT 128, each with an 'Add' button. The main plan table shows 'General Edu: Mathematics' with 3 credits and 'lab' with 1 credit, both 'Planned'.

Advisors may also manually add a guideline using free text. Manually added guidelines will show in the Term Guideline section, and will also appear as a message to the student.

The image shows two screenshots connected by a yellow arrow. The left screenshot is the 'Free Text Guideline' interface with a text box containing 'Take upper division course 300 level or above.' and an 'Add' button. The right screenshot shows the 'Fall 2018-2019' Academic Plan with '3 Planned Credits'. A 'Term Guideline' section contains the text 'Take upper division course 300 level or above.' Below it is a table with columns 'Course' and 'Title', showing 'CSC 260' with title 'Object-Oriented Programming I'.

## Questions?

Contact the IT Help Desk at <https://inside.nku.edu/it/help.html> or (859) 572-6911.

## Messages

Advisors can add messages to the Academic Plan. Access it from the toolbar at the top of the page.

MESSAGES 1

When a new message is added to the list, a notification for the student appears at the top of the page. Messages can be removed if needed, but cannot be removed once they are viewed by the student.

Messages			
<input type="text" value="Search"/>			
<input type="button" value="Add Message"/>			
Sent	From	Subject	
2017-10-12 13:58:06	Viking, Victor	Added Courses	<input type="button" value="View"/> <input type="button" value="🗑"/>
2017-10-06 15:48:09	Viking, Victor	Message	<input type="button" value="View"/>
2017-10-06 14:16:41	Viking, Victor	Registration	<input type="button" value="View"/>

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## Questions?

Contact the IT Help Desk at <https://inside.nku.edu/it/help.html> or (859) 572-6911.