

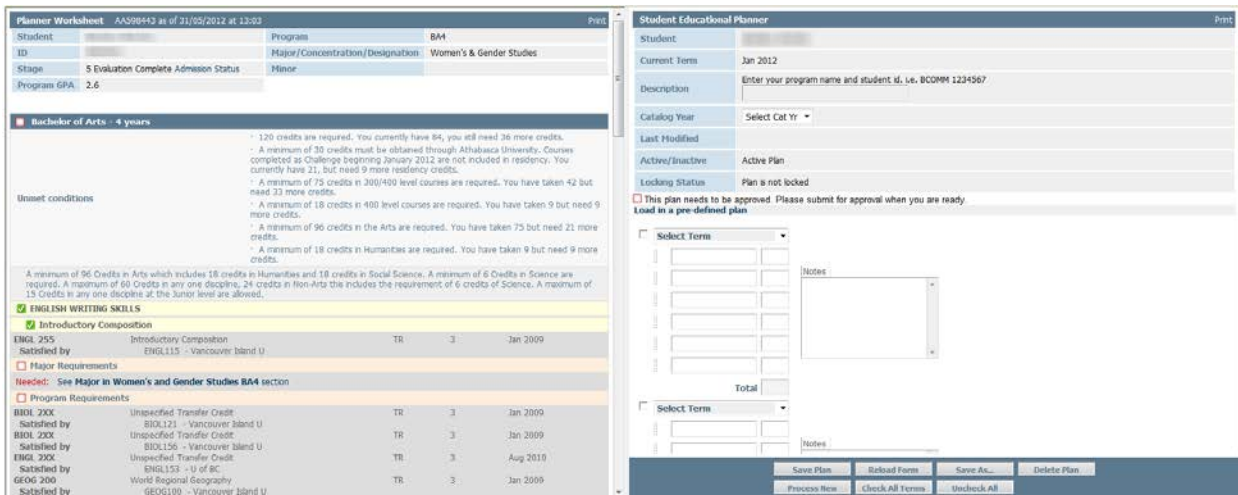
Planner Tab

In order to have your course selections approved by an Advisor, you will need to submit a Student Educational Planner.

Select the Planner Tab



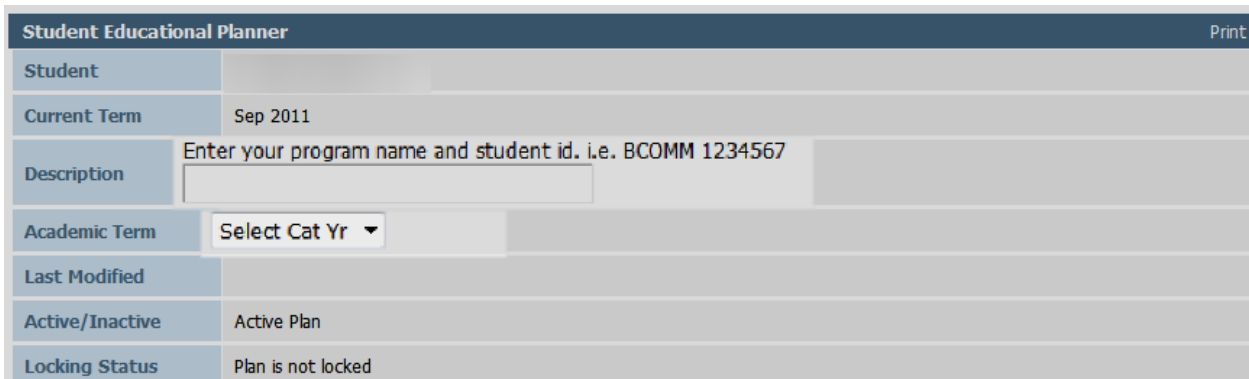
In the Planner Tab you will see a split screen. The left side will show your Planner Worksheet and the right side will show your Student Educational Planner.



Setting up your Student Educational Planner:

1. Enter a description for the planner (program name and Student ID#) in the Description field.
2. The Academic Term will automatically populate.

Note to Nursing Students Only: If your catalog term is prior to September 2010 enter the current catalog term eg. November 2012



3. Select a term for the planner by clicking on the Select Term drop down menu. This term would be the month and year in which you intend to begin your planned courses.

Note: Students typically take 4 – 6 months to complete each 3 credit course. Please ensure that you have factored in adequate time for completion and have considered prerequisites when selecting your terms.

4. Enter courses into the fields – you can drag and drop the courses from the planner on the left side of the screen, or manually enter each course. It is possible to select courses for more than one term at a time.

Note: It is not necessary include your AU in progress courses; these are already factored into your worksheet

This plan needs to be approved. Please submit for approval when you are ready.
Load in a pre-defined plan

Term	Course	Credits	Notes
<input type="checkbox"/> Oct 2012	ENGL 255	3	
	FREN 100	3	
	SOCI 287	3	
	COMP 210	3	
Total		12	
<input type="checkbox"/> Mar 2013	FREN 101	3	
	PSYC 289	3	
	HIST 224	3	
Total		9	

Note: If you have courses on a Letter of Permission and want to know if they will fit within your program requirements, enter the AU Equivalent and the credit value. In the Notes section, indicate those courses are on a Letter of Permission. Once your Letter of Permission has been processed, the information can be found under the student header section of the Worksheet under the Worksheet Tab

This plan needs to be approved. Please submit for approval when you are ready.
[Load in a pre-defined plan](#)

Oct 2012

ENGL 255	3
WGST 2XX	3
INST 3XX	6
COMP 210	3
Total	12

Notes
 WGST 2XX and INST 3XX are on my Letter of Permission

5. Select the checkbox beside the term(s) and click on the **Process New** button to see how the courses will fit into your plan. If you have planned more than one term, you can select the **Check all** terms button. Your planned courses will appear in the Planner Worksheet on the left side of the screen. **It is important that you check the Falthrough and Not Counted areas, as your Planner Worksheet could be affected by your course selections.**

Planner Worksheet WA001079 as of 08/05/2012 at 09:36

Student ID	Program	UOHLR
Stage: 5 Evaluation Complete Admission Status	Major/Concentration/Designation	No Major
Program GPA: 0	Minor	

Univ Cert in Human Resources/Labour Relations

Unmet conditions: 30 credits are required. You currently have 12, you still need 18 more credits.
 A minimum of 15 credits must be obtained through Athabasca University. You currently have 9, you still need 6 more credits.

REQUIRED COURSES

Conflict and Accommodation

Needed: 3 Credits in IDRL 312

Labour/Employment Law

(IRMT 322)	Employment Law	PL	(3)	PLANNED
(ORGB 386)	Intro to Human Resource Mgmt	PL	(3)	PLANNED
(ADMN 233)	Writing in Organizations	PL	(3)	PLANNED
PSYC 289	Psychology as a Natural Sci	TR	2	May 1993

Satisfied by: PSYC180 - Kwansten Col

15 Credits in: ANTH 275, COMM 243, 277, ECON 247, 248, 401*, EDUC 301, 302*, 309, 310, GYST 403, HIST 336, HRMT 200-499, IDRL 200-499, LBSY 200-499, LGST 200-499, ORGB 200-499, PHIL 252, POLC 393, 403, PSYC 200-499, SOCI 321, 345, 381, WGST 345

Blocks included in this block

Falthrough Courses Credits Applied: 0 Classes Applied: 0

ACCT 258	Accounting for Managers	F	0	Jul 2010
BIOI 20X	Extra to Certificate	TR	0	May 1993

Satisfied by: BIO110 - Kwansten Col

Student Educational Planner

Student: [Redacted]

Current Term: Jul 2010

Description: Enter your program name and student id. I.e. BCOMM 1234567
B HR LR 1234567

Academic Term: Aug-2012

Last Modified: [Redacted]

Active/Inactive: Active Plan

Locking Status: Plan is not locked

This plan needs to be approved. Please submit for approval when you are ready.
[Load in a pre-defined plan](#)

Aug 2012

IRMT 322	3
ORGB 386	3
ADMN 233	3
Total	9

Select Term

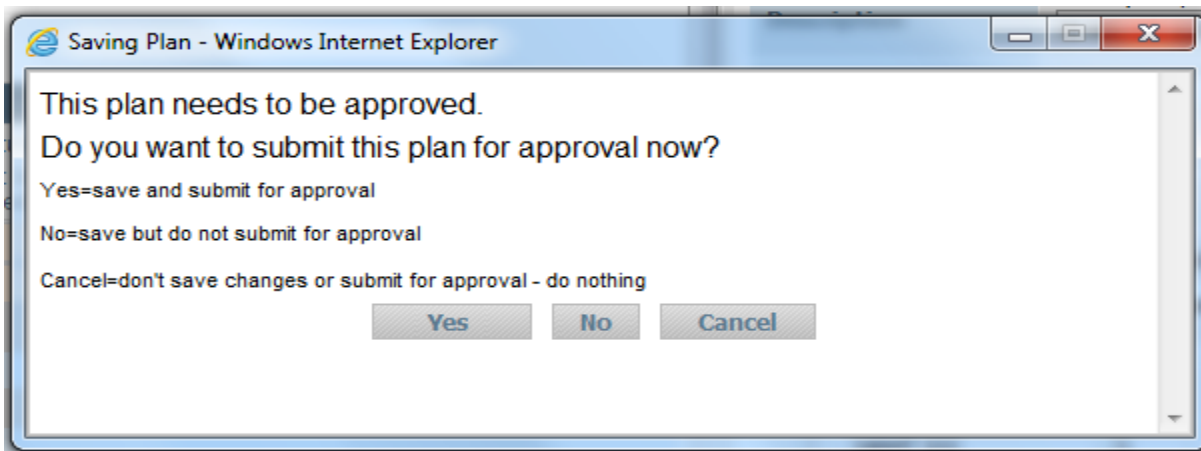
Save Plan, Reload Form, Save As...
 Process New, Lock All Terms, Unlock All


It is possible to save a plan but not submit it for approval. This will give you the opportunity to explore a variety of scenarios to see how different course selections will fit into your program. Once you are satisfied with your selections, you can save and submit your plan for review.

Submitting your planner:

6. Save the plan. Once you click **Save Plan**, you will be given the option to submit the plan for approval. If you select yes, your plan will be sent to Advising Services for review. If you select no, your plan will still be saved and accessible to you but it will be indicated as "Inactive" and will not be sent to advising for review.

Note: Submit only one plan for approval at a time. You can have only one active, approved plan on file at a time. You are free to make changes or updates to your approved plan and re-submit it for approval.

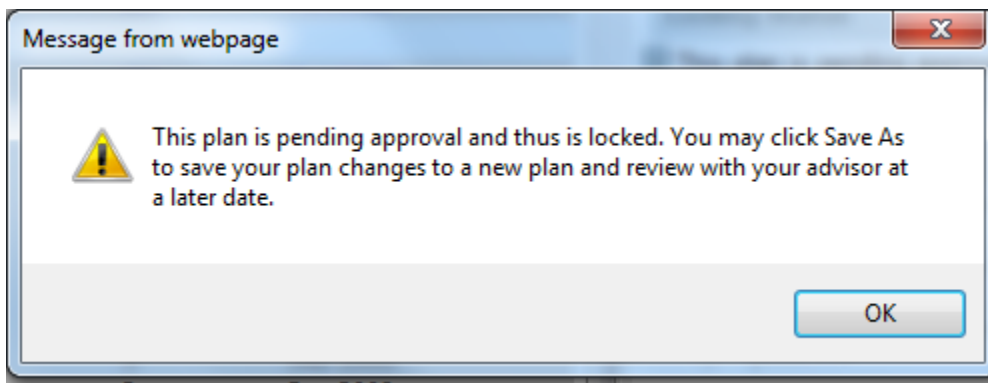


7. You will see this message:  This plan is pending approval and has been locked.

You will not be able to change or delete your locked plan.

****Your planned courses will not show up in your Worksheet. The only place they will be visible is from within the Planner Tab.****

8. If you try to save an updated plan again, you will get the message below:



Do not change the description of the planner when you do a Save As

Approved planners:

You will be notified once your planner has been reviewed. If your plan is approved, you will see the following message in the DegreeWorks Planner tab:

This plan has been approved. You are not permitted to change this plan but you can do a Save As to create a new plan and have it approved.

Jun 2012

EDUC 310	3
IDRL 308	3
SOCI 345	3
SOCI 321	3
Total	12

Notes

Rejected Planners:

You will be notified once your planner has been reviewed. If your plan is rejected, you will see the following message in the DegreeWorks Planner tab.

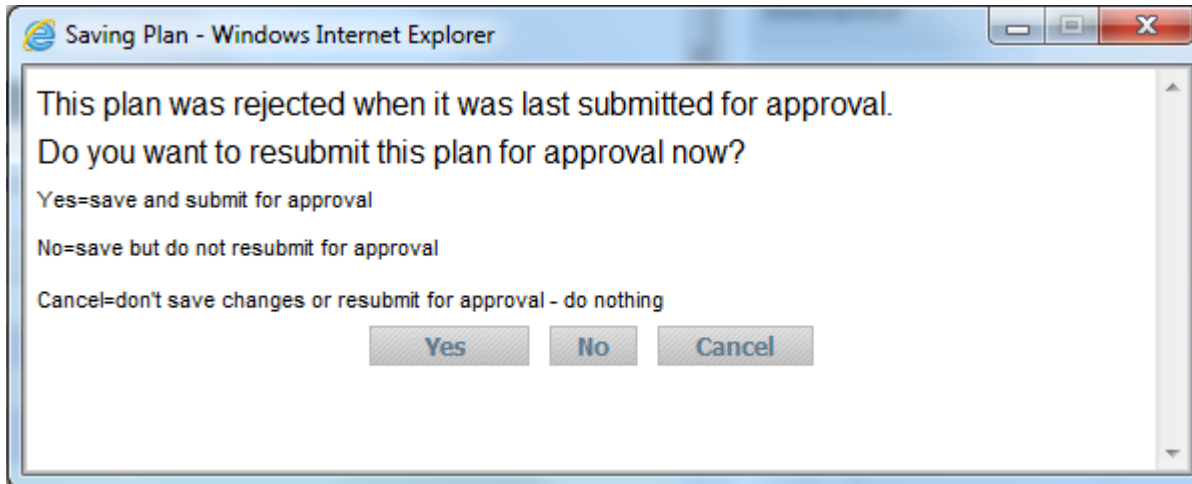
This plan has been rejected - please make changes and resubmit for approval.

Oct 2012

EDUC 310	3
HRMT 386	3
HLST 200	3
ECON 248	3
Total	12

Notes

At this time you have the option of making changes to your rejected planner and resubmitting for approval. Once you have made changes to your rejected plan, and click the save button, you will see the following message



If you click yes, the planner will again be submitted for approval.

Planner Formats

There are different view formats available for the planner. These include:

Notes Mode:

Planner separates each term and includes a notes area to the right of each term so comments can be made regarding each term selections. This mode also has an overall notes area at the bottom (must scroll to very bottom to see these notes).

B HR LR **Notes Mode** Show completed classes Edit
 View

Student Educational Planner

Student	[Redacted]
Current Term	Dec 2012
Description	Enter your program name and student id. i.e. BCOMM 1234567 B HR LR [Redacted]
Catalog Year	Apr-2012
Last Modified	26/10/2012 by Advisor, [Redacted]
Active/Inactive	Active Plan
Locking Status	Plan is locked

This plan has been approved. You are not permitted to change this plan but you can do a Save As to create a new plan and have it approved.

Dec 2012

HRMT 406	3
SOCI 288	3
Total	6

Notes

Mar 2013

HRMT 323	3
SOCI 321	3

Notes

Calendar Mode:

Planner shows specific terms but only provides room for notes at the bottom (must scroll down to bottom to see notes).

plan ----- **Calendar Mode** Show completed classes Edit View

Student Educational Planner Print

Student	[Redacted]
Current Term	Nov 2011
Description	Enter your program name and student id. i.e. BCOMM 1234567 [Input Field]
Academic Term	Sep-2011
Last Modified	
Active/Inactive	Active Plan
Locking Status	Plan is not locked

This plan needs to be approved. Please submit for approval when you are ready.
[Load in a pre-defined plan](#)

<input checked="" type="checkbox"/> Select Term <input type="button" value="More info on these classes"/>	<input type="checkbox"/> Select Term <input type="button" value="More info on these classes"/>	<input type="checkbox"/> Select Term <input type="button" value="More info on these classes"/>
[Table]	[Table]	[Table]

Planned vs. Taken Mode:

Only available once there is an approved plan on record. This mode will compare what's been planned versus what's been taken to tell if a student is deviating from their planned courses.

B HR LR **Planned vs. Taken** Show completed classes Edit View

Student Educational Planner

Student	[Redacted]
Current Term	Dec 2012 (only completed terms are evaluated)
Description	B HR LR [Redacted]
Catalog Year	Apr-2012
Active/Inactive	Active Plan
Last Modified	26/10/2012 by Advisor, [Redacted]

Dec 2012		Mar 2013		Jul 2013	
Planned	Taken	Planned	Taken	Planned	Taken
HRMT 406	HRMT 323	HRMT 323		HRMT 326	
SOCI 288	ORGB 364	SOCI 321		SOCI 345	

Planner FAQ's

Why should I use the Planner?

You can use the Planner to create a plan for program completion, and you can review your plan at any time to ensure that the courses you plan to take will fulfill your program requirements.

Do I put courses that I've already completed on the Planner?

No. The Planner is only intended for future classes, not classes which you have completed or in which you're currently enrolled.

Can I plan out my entire program if I am using the planner?

You can use the Planner to map 1 to 12 terms of study.

Does the planner confirm that a course is available for registration for my selected term date?

Not at this time. You will be required to check course availability from the AU website

<https://tux.athabascau.ca/oros/servlet/DispatcherServlet?action=courseAvailability>

If a course has prerequisites, will the Planner notify me if I place it in my plan out of sequence?

No, you will want to submit your Plan for review to an Advisor or review your Plan with an Advisor to ensure that you have the courses listed in the proper sequence.

I am planning to take a course at another institution, should I put this course on my planner?

If you intend to take courses at another institution for transfer into your AU program, you must submit a Letter of Permission request form. <http://registrar.athabascau.ca/forms/pdf/permission-request.pdf> **Note:**

An Advisor will not be able to confirm course fit until after the Letter of Permission has been processed.

Once your Letter of Permission has been processed, the information will appear on the Worksheet. You can then enter the AU Equivalent and the credit value in the planner. In the Notes section, indicate that those courses are on a Letter of Permission.

Who has access to the plans I create through the Planner tab?

Your Advisor will have access as well as any Faculty members who have access to DegreeWorks.

What is the notes section for?

The notes section is intended for specific information relating to your plan.

When I view my worksheet on the Worksheet Tab, my planned courses are no longer listed.

Your Worksheet will only show the courses you have already completed or are registered in. Your planned courses will only appear in the Planner Tab.