How to Use Student Planning

Student Planning is a tool that gives you the ability to plan your courses for the entire Champlain College career, to review your plans with your advisor and have them approved, and to register for your courses. It can also be used to test courses in a weekly schedule and test out how many courses you would need to take if you change your major.

To Access Student Planning:

1. Log in to WebAdvisor from [https://www.champlain.edu/current-students](https://www.champlain.edu/current-students)
2. In WebAdvisor select the Student menu, then click on the Student Planning link, which in on the bottom left under the Academic Profile section

To Review and Change your Student Plan:

1. Click on “View Your Progress”:
2. All first years will have courses planned for them in Student Planning, you can view them either by scrolling down the page:

Or by clicking on the Plan & Schedule tab and clicking on the Timeline tab:
3. You can remove courses from your plan by clicking on the “x” next to the course on your timeline.

4. You can also view the course description and change the term that you plan to take it in by clicking on the course in the timeline:
5. You can add courses to your plan in two ways:
   a. First, by going to the “My Progress” tab. Scroll down in your program until you see the course you want to plan.
   
   ![Image of Student Planning interface]

   b. Click on the Course Number, this will take you to the Student Planning catalog for that course.
   c. Click the “Add Course to Plan” button
   d. Select the term you want to take it in (i.e. 2016 Fall Semester, 2017 Spring Semester) and click the “Add Course to Plan” button again

   ![Image of course addition process]

**Note:** Do not use terms other than the Fall Semester and Spring Semester options. The other terms listed are for the Online Continuing Professional Studies and Graduate level students. Do not plan a course in the summer without discussing it with your Faculty Advisor or Academic Specialist.
e. The second way to add courses to your plan is to go directly to the “Course Catalog” tab. Here you can search for specific subject codes or click on one in the list. Only select 3 letter subject codes, the 4 letter codes are for students in the Continuing Professional Studies programs (i.e. choose the ACC code for Accounting Courses, not the ACCT courses).

f. Click on the subject code you are looking for, then you can filter your choices, and add courses to your plan, just like in the first option (steps c & d).

6. **Please Remember:** Once you have planned your courses, you may need to have your plan approved by your Faculty Advisor in order to register. You will want to meet them as soon as possible to go over your choices, so that you will have no issues registering when your registration window opens.
To Choose and Register for Sections:

1. To choose the specific sections of your courses that you would like to register for, go to the “Plan & Schedule” tab again, and make sure that you are looking at the upcoming term. (i.e. for Spring 2016 registration make sure that you are looking at the 2016 Spring Semester calendar)

2. On the left, the courses that you have planned will be listed. Click on “View Other Sections to see your section choices for the term:
3. Click on the section that you want to add to your schedule, and the following window will open:

![Section Details](image)

If you are certain that this is the course that you want, click “Add Section to Schedule”. It will now show as planned on the left:

![Course Planned](image)
4. Once you have planned your sections and your Registration Window has opened, you are ready to Register. You can attempt to register for all of your courses at the same time by clicking on the “Register Now” button, or individually by clicking on the “Register” button on each course.