How to create a Plan of Study
using the “Student Self Service” online Plan of Study tool

Grand View University office of Academic Advising
2015

Questions: Contact your advisor or Wendy Fedler at wfedler@grandview.edu
Prep Step 1: Assemble your resources

Locate the following online resources:
(Open each of them in separate browser tabs/windows)

- Access “Student Self-Service” through “My Apps” on the top right of myView
  Login info is the same as myView
- The following are found under “Academics: Advising: Plan of Study”
  - Course Rotations: A guide for which terms certain courses are planned to be offered (not a guarantee)
  - Degree and Major checklists: Includes a list of all majors/minors/endorsements and courses within
  - Plan of Study templates: A rough timeline for when courses should be taken within majors
    The templates will only list major courses. You will add core, minor or elective courses to your plan.
  - Iteration Planning sheet: Needed at this time because the online tool does not track planned iterations

https://myview.grandview.edu/academics/advising/PlanOfStudy/Pages/Welcome.aspx
Prep Step 2: Access “My Progress”

Within the “Student Self-Service” tool, click on “My Progress” or “View your progress”

• This is an interactive tool that tracks your courses:
  • Dark green = Completed courses
  • Light green = In progress
  • Yellow = Planned courses

• Core classes are listed first, then major and minor (if appropriate) as you scroll lower

• Electives are listed at the bottom
**Prep Step 3:** Begin identifying required courses in the following order:

*Remember this order as you proceed to the next slides for instructions on planning courses!*

**MATH**
- Identify if there is/are a specific math course(s) required for your major. You may have been placed into it or you may need to take a prerequisite. You can use the core or major checklist to help with this if necessary.
- If you have not already taken the math placement test or transferred the appropriate course, you may need to take the online math placement test. If you have any questions or if the placement test is necessary and you don’t see it in Blackboard, contact wfedler@grandview.edu.

**MAJOR**
- Check the top of the major in “Progress” for “Prerequisites for courses in the major” first. Some might be listed without hyperlinks.
- If the course has a prerequisite that you have not planned, plan the identified course for a future semester so you can satisfy the prerequisite first. Remember to add the prerequisite to your plan.
- If you know a course is needed and you don’t see it on your “progress,” search for it using the “Course Catalog” tab.

**CORE**
- Some core requirements may be met as you plan/satisfy major requirements.
- After planning math and major courses, review the “Outcome Iterations” section of the core first.
- Use the method in slide 12 to determine which Outcome Iterations will not be satisfied by courses already completed, major courses planned, or LIBA 300 & LIBA 450.
- Keep those remaining Outcome Iterations in mind when choosing the rest of your core classes.
To select a course from “Progress”

Click on the course number hyperlink to choose that one course...

...OR...

...click the “Search” button to access a full list of all courses in that section.
How to plan a course

Click “View Available Sections…” to see a list of available sections currently offered (including days and times) and choose a specific section...

...OR...

...click “Add Course to Plan” to identify a future term to take this course.

See the course description and prerequisites listed here!

See next slide for important information regarding the “Add Course to Plan” option.
Use Course Rotations and Plan of Study Templates to choose the correct term

- When you select “Add Course to Plan,” you will find a drop-down menu with many terms listed.
  - **Every** Grand View term is listed here, but...
  - **THAT IS NOT AN INDICATION/GUARANTEE THAT THE COURSE WILL BE OFFERED IN THAT TERM.**
- **Check the “Course Rotation” document** previously referred to in this document to determine when this particular course is scheduled to be offered.
  - This is still not a guarantee that the course will be offered, but you can trust the rotation in general for the purpose of planning.
  - **Plan the course during the term it is scheduled to be offered**, according to the course rotation.
  - Also review the **Plan of Study template** for your major to learn the order in which the department recommends that courses are taken.

Based on this course rotation, ARTS 261 should be planned as a Fall course because it is only offered during fall terms.
How to review your planned courses

At any time, you can review the courses you have planned by clicking “Plan and Schedule,” then “Timeline.”
Follow slides 5-7 to plan all of your major courses!

You remembered to plan MATH first, right? If you have any questions about what math classes you should take, ask your advisor. Seriously! Plan your math class(es) first!

...then move on to the next slide...
Planning the core: Step 1

Plan LIBA 300 and LIBA 450 using the methods in slides 5-6.

**Notes:**
- No need to check the course rotations if only planning fall and spring courses: these courses should always be offered both terms.
- LIBA 300 should be taken either in the second semester of the Sophomore year or during the Junior year (except for LOGOS students).
- LIBA 450 should be taken during the Senior Year (except for LOGOS students).
Planning the Core: Step 2
Review Upper Division Requirements (Section J)

“Upper Division” = 300 or 400-level courses

*If these credits to not add up to 30, you must plan additional Upper-Level courses to satisfy this graduation requirement.
Planning the Core: Step 3

Review Outcome Iterations

1. Locate Section I (Outcome Iterations)
2. Use the “Iteration Planning” sheet (shown at far right) referenced on slide 2 to record which iterations you have already satisfied or courses in progress.
3. Use the major checklist and core checklist to add which iterations will be satisfied by the courses you have already planned.
   1. Remember that LIBA 300 and 450 meet several iterations.
4. Identify which iterations remain and keep these in mind as you plan core domain courses, second major, minor, or electives.

In this example, all “Critical Inquiry” iterations are completed or in progress.

In this example:
- The “Written Communication” outcome has 2 iterations completed, one in progress, and one more remaining.
- The “Oral Communication” outcome does not have any courses completed or in progress.
Planning the Core: Step 4
Plan “Core Domain” courses (Sections E-H)

1) Click the “Search” tool to access descriptions for all courses in that category (shown on the right).
   - Remember that the two courses in each domain must come from different categories.

   In the example below:
   - The second “Appreciation of Fine Arts” course cannot be a MUSC course
   - The second “Natural World” course cannot be a BIOL course.

2) Review the list of options, including course descriptions, prerequisites, and Outcome Iterations satisfied by courses.

3) Click “Add Course to Plan” to indicate which term you want to include your chosen course in your plan.

   *Remember to check the course rotations to make sure it will be offered that term.

Notice courses already planned or in progress.

Use this to filter based on iterations satisfied by courses.
Last step: 
Review your plan and request a review

Click “Plan and Schedule,” then “Advising” to communicate with your advisor.

Ask your advisor to review your work!

Write a note to your advisor!
Way to go!!!
You just created a plan of study!!!