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"

  - <u>Course Rotations:</u> A guide for which terms certain courses are planned to be offered (not a guarantee)

  - <u>Degree and Major checklists:</u> Includes a list of all majors/minors/endorsements and courses within

  - <u>Plan of Study templates:</u> 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.

  - <u>Iteration Planning sheet:</u> Needed at this time because the online tool does not track planned iterations

Open each resource in a new tab.

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

Progress bars track completion of graduation requirements.

Click here to evaluate your progress on a different major.

Scroll down for more courses.

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.*

A.   Required Courses

PREREQUISITES TO COURSES IN THE MAJOR: ARTS 101, 102, 103, 104, or consent of instructor. Students must achieve a grade of C o
ARTS 261, 265, 300, 361, 401, 245, 335 and 470.

Show Details   0 of 8 Courses Completed.

Status	Course		⌕Search	Grade
⚠ Not Started	ARTS-261	Graphic Design I		
⚠ Not Started	ARTS-265	Graphic Design II		
⚠ Not Started	ARTS-300	Graphic Design III		
⚠ Not Started	ARTS-361	Graphic Design IV		
⚠ Not Started	ARTS-401	Graphic Design V		
⚠ Not Started	ARTS-245	Interactive Design I		
⚠ Not Started	ARTS-335	Interactive Design II		
⚠ Not Started	ARTS-470	Graphic Design Capstone		

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...

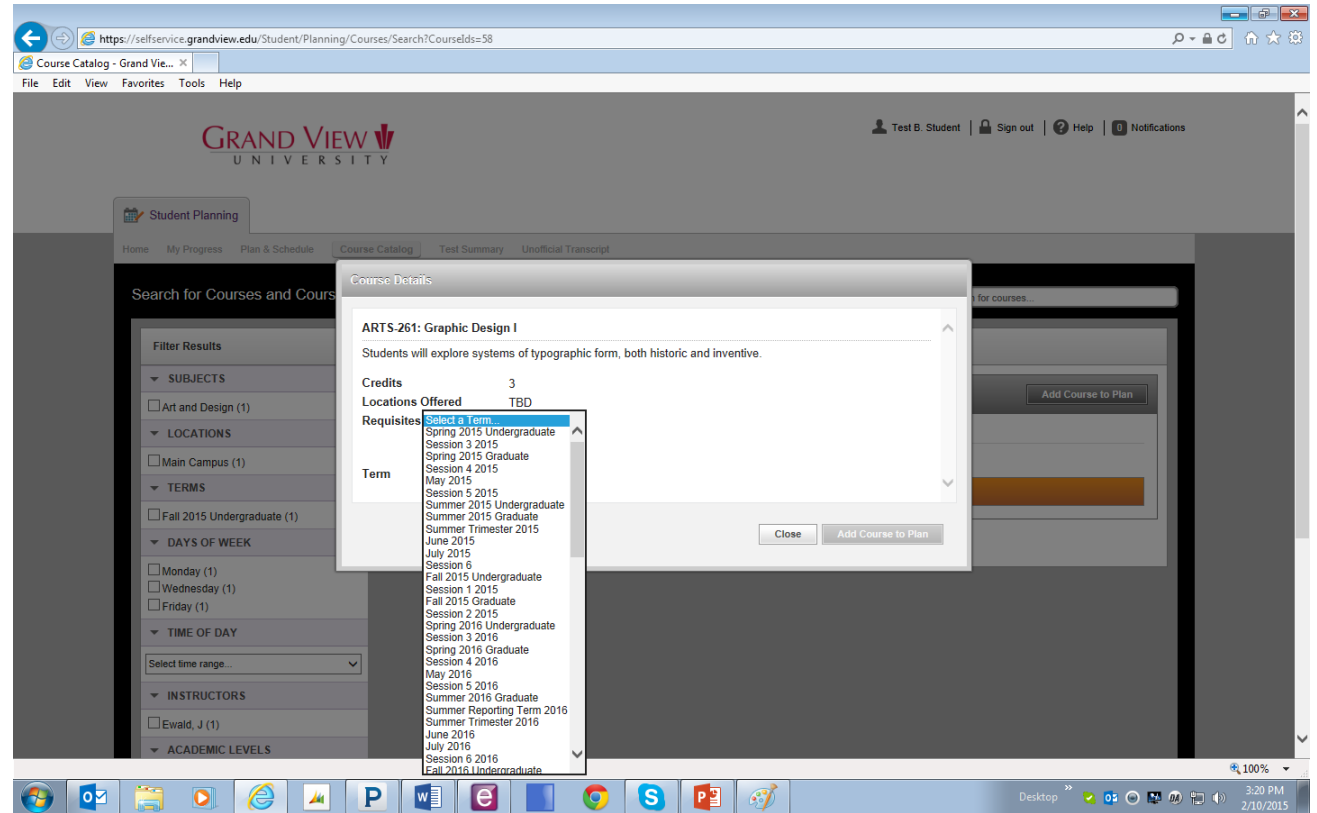*...click "Add Course to Plan" to identify a future term to take this course.*

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.

Course Catalog – Grand View University — https://selfservice.grandview.edu/Student/Planning/Courses/Search?CourseIds=58

GRAND VIEW UNIVERSITY

Test B. Student | Sign out | Help | Notifications

Student Planning

Home My Progress Plan & Schedule Course Catalog Test Summary Unofficial Transcript

Search for Courses and Cours

Filter Results

SUBJECTS
- Art and Design (1)

LOCATIONS
- Main Campus (1)

TERMS
- Fall 2015 Undergraduate (1)

DAYS OF WEEK
- Monday (1)
- Wednesday (1)
- Friday (1)

TIME OF DAY
- Select time range...

INSTRUCTORS
- Ewald, J (1)

ACADEMIC LEVELS

Course Details

ARTS-261: Graphic Design I

Students will explore systems of typographic form, both historic and inventive.

Credits: 3
Locations Offered: TBD
Requisites

Term: Select a Term...

Select a Term...
Spring 2015 Undergraduate
Session 3 2015
Spring 2015 Graduate
Session 4 2015
May 2015
Session 5 2015
Summer 2015 Undergraduate
Summer 2015 Graduate
Summer Trimester 2015
June 2015
July 2015
Session 6
Fall 2015 Undergraduate
Session 1 2015
Fall 2015 Graduate
Session 2 2015
Spring 2016 Undergraduate
Session 3 2016
Spring 2016 Graduate
Session 4 2016
May 2016
Session 5 2016
Summer 2016 Graduate
Summer Reporting Term 2016
Summer Trimester 2016
June 2016
July 2016
Session 6 2016
Fall 2016 Undergraduate

Close Add Course to Plan

Add Course to Plan

---

* = RN Only

COURSES Graphic Design Major		SCHEDULING FREQUENCY								
		FA15	SP16	MA16	JN16	JL16	SU16	FA16	SP17	MA:
PREREQUISITE COURSES										
ARTS 101	Foundations of Drawing I	D						D		
ARTS 102	Foundations of Drawing II		D						D	
ARTS 103	Principles of Design I	D						D		
ARTS 104	Principles of Design II: Digital Media	A	D					A	D	
DEPARTMENTAL COURSES REQUIRED OF ALL GRAPHIC DESIGN MAJORS -- 42 semester credits including:										
ARTS 261	Graphic Design I	D						D		
ARTS 265	Graphic Design II		D						D	
ARTS 300	Graphic Design III	D						D		
ARTS 361	Graphic Design IV		D						D	
ARTS 401	Graphic Design V	D						D		
ARTS 245	Interactive Design I		D						D	
ARTS 335	Interactive Design II	D						D		

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 <u>major</u> 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.

B. Core Sem II and III

Take LIBA-300 and LIBA-450.

Show Details 0 of 2 Courses Completed. ✓ Fully Planned

Status	Course			Grade	Term	Credits	Hide ▼
✓ Planned	LIBA-300	Core Seminar II	🔍Search		SP2016	3	
✓ Planned	LIBA-450	Core Seminar III			SP2018	3	

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).

J. Upper Division req

Transfer credit upper/lower division status is based on the status at the originating institution. For example, all coursework taken at a two-year school is lower division even if equivalent to a Grand View upper division course. Compare degree audit to the transcript from the originating institution to verify accuracy.

Take 30 credits of upper division course work. Show Details   0 of 30 Credits Completed.   ✓ Fully Planned

Status	Course		Search	Grade	Term	Credits	Hide
✓ Planned	LIBA-300	Core Seminar II			SP2016	3	
✓ Planned	LIBA-450	Core Seminar III			SP2018	3	
✓ Planned	ARTS-330	Visual Culture and Rhetoric			FA2017	3	
✓ Planned	ARTS-361	Graphic Design IV			SP2017	3	
✓ Planned	ARTS-340	The History of Graphic Design			SP2017	3	
✓ Planned	ARTS-300	Graphic Design III			FA2016	3	
✓ Planned	ARTS-335	Interactive Design II			FA2016	3	
✓ Planned	ARTS-401	Graphic Design V			FA2017	3	
✓ Planned	ARTS-342	Twentieth Century Art History			FA2017	3	
✓ Planned	ARTS-470	Graphic Design Capstone			SP2018	3	

Add up the credits listed here to see how many out of the 30 required UD credits have been planned.

*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.

Look here!

I. Outcome Iterations

Complete all of the following items. 0 of 7 Completed.

1. Take 4 courses with a Critical Inquiry outcome. Show Details 3 of 4 Courses Completed. ✓ Fully Planned

Status	Course	
✓ Completed	LIBA-110	First Year Seminar
✓ Completed	ENGL-101	First Year Composition
✓ Completed	HIST-103	The Ancient World
⊘ In-Progress	BIOL-100	How Life Works

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.

3. Take 4 courses with a Written Communication outcome. Show Details 2 of 4 Courses Completed.

Status	Course		Grade	Term	Credits
✓ Completed	LIBA-110	First Year Seminar	A	FA2014	3
✓ Completed	ENGL-101	First Year Composition	B	FA2014	3
⊘ In-Progress	MUSC-105	Music Appreciation		JL2015	3

4. Take 4 courses with an Oral Communication outcome. Show Details 0 of 4 Courses Completed.

Status	Course		Grade	Term	Credits
⊘ Not Started					

Grand View University Iteration Planning

OUTCOME ITERATIONS (CANNOT be transferred)
0-27 credits upon admission = 4 instances of each iteration *
28-59 credits upon admission = 3 instances of each iteration
60-89 credits upon admission = 2 instances of each iteration
90+ credits upon admission = 1 instance of each iteration

*FT freshmen are required to complete 4 instances of each iteration, no matter how many credits they bring in with them.

Critical Inquiry (CI)
1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____

Information Literacy (IL)
1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____

Written Communication (W)
1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____

Oral Communication (O)
1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____

Quantitative Communication (Q)
1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____

Global Awareness (GA)
1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____

Vocation (V)
1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____

LIBA 110 satisfies CI, IL, and W
LIBA 300 satisfies CI, IL, O, and GA
LIBA 450 satisfies CI, O, and V

This information must be used in conjunction with the 2013-2014 Grand View University Catalog and does not reflect a student's official record of progress. Students are expected to use the Evaluate Program Tool found on myView > myTools when monitoring and planning coursework. Other available resources include: Course Planning Documents (found on myView under Academics) and the faculty and staff who work with academic requirements.

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.

E. Apprec Fine Arts Dom

Take two courses (may not be from the same prefix) from: ARTS 100, ENGL 111, ENGL 202, HUMN 201, MUSC 104, MUSC 105, MUSC 121 (credit of participation), MUSC 122 (credit for one course in the domain to be earned after 6 semesters of participation), PHOT 131, SPAN-101, THEO 330,

Show Details   0 of 2 Courses Completed.

Status	Course		Grade
In-Progress	MUSC-105	Music Appreciation	

F. Natural World Domain

Take 2 courses (may not be from the same prefix) from: BIOL 100, BIOL 101, BIOL 140, BIOL 209, CHEM 103, CHEM 107, CHEM 111, ENGL 233,

Show Details   0 of 2 Courses Completed.

Status	Course		Grade
In-Progress	BIOL-100	How Life Works	

COURSE LEVELS
- First Year (8)
- Second Year (2)
- Third Year (2)

COURSE TYPES
- Critical Inquiry (10)
- Global Awareness (5)
- Written Communication (5)
- Oral Communication (4)
- Information Literacy (2)
- Show All Course Types

TOPICS

Use this to filter based on iterations satisfied by courses.

MUSC-105 Music Appreciation (3 Credits)   Add Course to Plan

This course is designed to help students develop an understanding of art music in the Western tradition. Students learn to build listening skills and to recognize the various elements of music, including melody, rhythm, harmony, texture, tone color, and form and how they are applied to music. Students also learn the significance of music's historical/cultural/intellectual background and the effect that has on the music. Listening and analysis then are applied to keystone pieces in Western art music. No formal training is required. Core outcomes met: CI, GA, IL, W.

This course is currently registered or in progress.   Notice courses already planned or in progress.
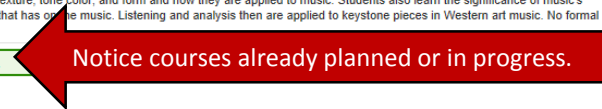
Requisites: None

▸ View Available Sections for MUSC-105

ENGL-111 Interpretation of Literature (3 Credits)   Add Course to Plan

In Interpretation of Literature, students will enjoy great literature, discover how to analyze what they read and see, and [...] e their interpretations both orally and in writing. Studying genre, literary technique, and cultural context, students will gain a greater appreciati[...] re they connect to and encountering unfamiliar lives, they will gain insight into themselves and the world around them. Core ou[...] [...]quisite: ENGL 101 with a grade of C or higher.

Requisites: Take ENGL-101 with a grade of C or higher. - Must be completed prior [...] king this course.

▸ View Available Sections for ENGL-111

Last step:
Review your plan and request a review

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

📅✓ **Student Planning**

Home   My Progress   **Plan & Schedule**   Course Catalog   Test Summary   Unofficial Transcript

Plan your Degree and Schedule your courses   🔍 Search for courses...

Schedule   Timeline   **Advising**

My Advisors   **Request Review**

✉ Wendy Fedler

Course Plan last reviewed on 01-27-2015 by Fedler, Wendy R.

Compose a Note

[text area]

Save Note

View Note History

What do you think about my plan?

Student, Test B. on 01-23-2015 at 1:40 PM

Looks great!

Fedler, Wendy R. on 01-21-2015 at 4:42 PM

Check out my new plan!

Ask your advisor to review your work!

Write a note to your advisor!

Way to go!!!
You just created a plan of study!!!