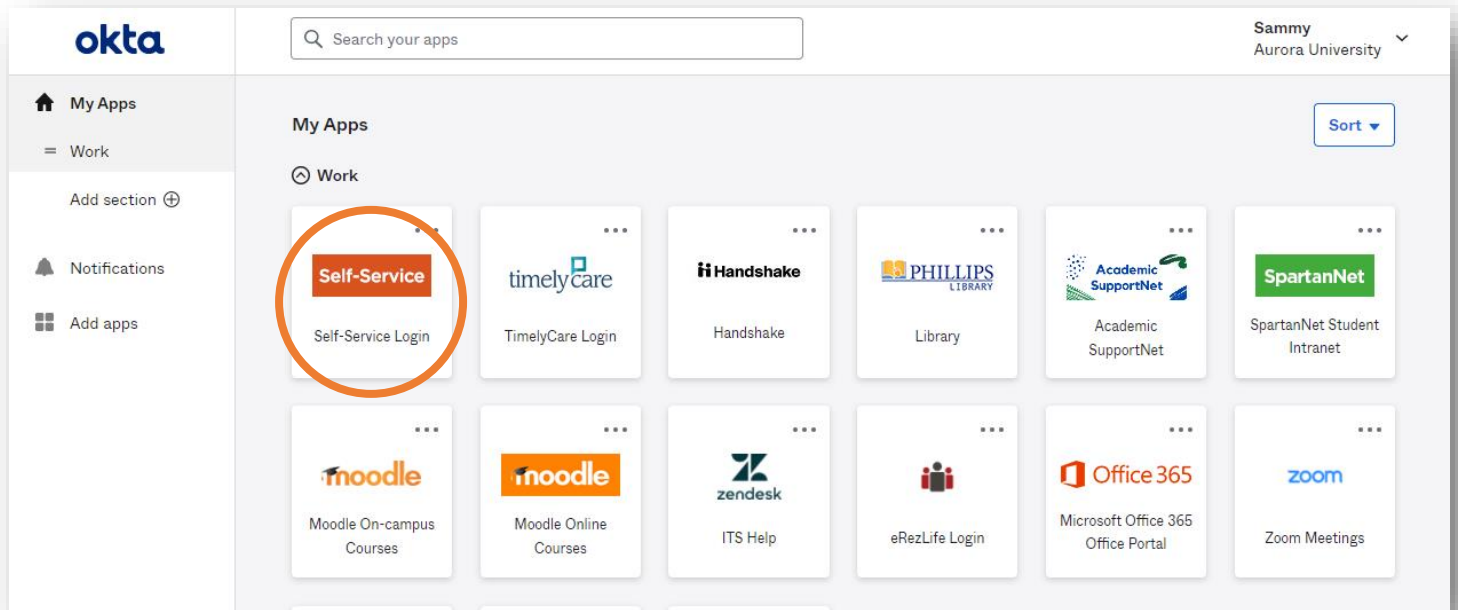
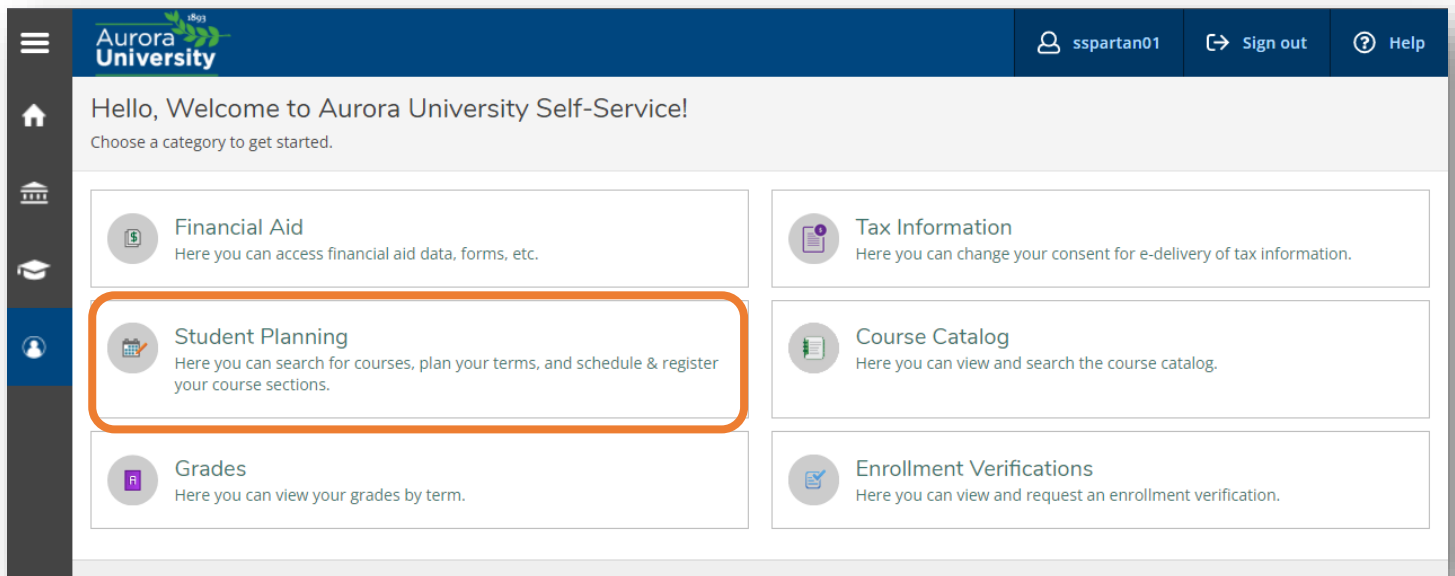


Planning Future Courses in Student Planning

STEP 1: After logging into your **Okta dashboard** via aurorauniversity.okta.com, click on the **Self-Service** application.



STEP 2: You will see a **Self-Service dashboard** with commonly used sites. Click on **Student Planning**.



Planning Future Courses in Student Planning

STEP 3: The **Student Planning homepage** allows you to (1) View Your Progress (formerly Academic Evaluation in WebAdvisor), (2) Plan Your Degree & Register for Classes, view overall progress toward your degree, and visualize your current schedule.

Begin by clicking on **“Go to My Progress”** under **View Your Progress**.

The screenshot shows the Student Planning homepage. At the top left is the Aurora University logo. The top right navigation bar includes the user name 'sspartan01', 'Sign out', and 'Help'. Below the navigation bar are breadcrumbs: 'Academics > Student Planning > Planning Overview'. The main heading is 'Steps to Getting Started' with a search bar on the right. Below this are two numbered steps:

- 1 View Your Progress**: Start by going to My Progress to see your academic progress in your degree and search for courses. A button labeled **Go to My Progress** is highlighted with an orange box.
- 2 Plan your Degree & Register for Classes**: Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree. A button labeled **Go to Plan & Schedule** is highlighted with an orange box.

Below the steps is a progress summary table:

Programs	Cumulative GPA	Progress
Business Administration (BA)	3.688 (2,000 required)	<div style="width: 100%; height: 10px; background-color: green;"></div>

STEP 4: This will display your personalized **My Progress** page. The **“At a Glance”** section shows your current GPA, degree information, catalog year, and anticipated completion date. The **bars on the right of the page** show your progress toward the **overall credits** required for your degree, as well as any **credits required to be completed at AU** (not transferred).

The screenshot shows the 'My Progress' page. At the top left is the Aurora University logo. The top right navigation bar includes the user name 'sspartan01', 'Sign out', and 'Help'. Below the navigation bar are breadcrumbs: 'Academics > Student Planning > My Progress'. The main heading is 'My Progress' with a search bar on the right. Below this is a navigation bar for 'Business Administration (BA) (1 of 1 programs)' and a 'View a New Program' button. The 'At a Glance' section is highlighted with an orange box and contains the following information:

Cumulative GPA:	3.688 (2,000 required)
Institution GPA:	3.688 (2,000 required)
Degree:	Bachelor of Arts
Majors:	Business Admin, BA
Departments:	Business & Public Policy
Catalog:	C2021
Anticipated Completion Date:	5/7/2022
Alternate Catalog Year:	Select catalog year...

Below the 'At a Glance' section is a description: 'The business administration major provides a broad ... more'. To the right of the 'At a Glance' section is a blue box with the message: 'Program Completion must be verified by the Registrar.' Below this are two credit progress bars, both highlighted with orange boxes:

- Total Credits**: 65 of 120. The progress bar is green and shows 65% completion.
- Total Credits from this School**: 65 of 30. The progress bar is green and shows 100% completion.

Below the credit progress bars is a 'Requirements' section with a dropdown menu set to 'Expand All'. It lists three categories of requirements:

- General Education Requirements (English & Math): Complete all of the following items. ✓ 2 of 2 Completed. [Show Details](#)
- General Education Requirements (IDS): Complete the following item. ⚠ 0 of 1 Completed. [Show Details](#)
- General Education Requirements (Distribution)

Planning Future Courses in Student Planning

STEP 5: Moving down the page, the **Requirements** section shows all the specific requirements for your degree. **TIP:** Make sure to use the **Expand All/Collapse All** drop-down option next to Requirements to collapse all requirements in order to start with a simplified view. Then, you can view each section by clicking on **Show Details**.

Requirements **Expand All** ▾

General Education Requirements (English & Math)
Complete all of the following items. ✓ **2 of 2 Completed.** [Show Details](#)

General Education Requirements (IDS)
Complete the following item. ⚠ **0 of 1 Completed.** [Show Details](#)

General Education Requirements (Distribution)
Complete 1 of the following 2 items. ⚠ **0 of 1 Completed. Fully Planned** [Show Details](#)

Major Requirements for Business Admin
Must have 2.000 minimum GPA for this requirement. Current GPA: 3.600
Must have 18.00 Institution Credits for this requirement. Institution Credits Applied: 24.00
Complete all of the following items. ⚠ **0 of 4 Completed.** [Show Details](#)

Upper Level Course Requirements
Complete all of the following items. ⚠ **0 of 2 Completed.** [Show Details](#)

Other Courses

STEP 6: By clicking on **Show Details**, the category will expand and show your **progress** toward each requirement.

A. English

Complete ENG-1000.
Complete all of the following items. ✓ **1 of 1 Completed.** [Hide Details](#)

✓ **1 of 1 Courses Completed.** [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
✓ Completed	ENG-1000 Intro to Academic Writing		A	20/FA	4

STEP 7: If a category is **Not Started**, you will want to make a plan for that requirement. To see courses that meet the requirement, click the **Search** button.

A. Traditional

Complete at least 2.5 semester hours in each of the following four categories:
Complete all of the following items. ⚠ **3 of 4 Completed.** [Hide Details](#)

1.
Artistic Literacy Please copy and paste the following URL into your web browser for a complete listing of courses that meet this requirement: aurora.edu/gened ⚠
0 of 2.5 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
⚠ Not Started					

Planning Future Courses in Student Planning

STEP 8: This will display courses from the university catalog that meet the requirement. You utilize the **filtering** options on the left side of the page to narrow results. When you have identified a course you want to add to your plan, click the **Add Course to Plan** button.

Search for Courses and Course Sections

Search for courses...

Filter Results [Hide](#)

Availability

- Open and Waitlisted Sections
- Open Sections Only

Subjects

- Art (4)
- English (1)
- Music (1)
- Theatre (1)

Locations

- Aurora - Main Campus (7)
- George Williams-Lake Geneva Cp (2)
- Online Course (1)

Terms

- Fall 2022 Semester (7)

The following results match requirement: Artistic Literacy Please copy and paste the following URL into your web browser for a complete listing of courses that meet this requirement: aurora.edu/gened

Filters Applied: [Fall 2022 Semester](#) x

ART-1020 Around the World in 80 Master (4 Credits) [Add Course to Plan](#)

What is art? What makes a work of art great? How does art create and communicate meaning? Through the exploration of 80 masterworks of art and architecture from around the world, this course is designed to develop an understanding and appreciation of the visual arts, including the theory, history, and mechanics behind great works of art.

Requisites: None

Locations: Aurora - Main Campus, Online Course

Offered: All Terms, All Years

[View Available Sections for ART-1020](#)

THE-1300 Introduction to Acting (4 Credits) [Add Course to Plan](#)

This course is an introduction to the study and fundamentals of acting. Through exercises in movement, voice, imagination, and game playing, the student actor will develop control over body and movement, learn techniques to reduce performance anxiety and stage fright, sharpen focus and concentration, heighten imagination, and develop skills needed to define and support the life of a character.

Requisites:

STEP 9: Review the course details, including any requisites, select the term you would like to take the course, and click **Add Course to Plan**.

complete listing of courses that meet this requirement: aurora.edu/gened

Course Details

ART-1020 Around the World in 80 Master

What is art? What makes a work of art great? How does art create and communicate meaning? Through the exploration of 80 masterworks of art and architecture from around the world, this course is designed to develop an understanding and appreciation of the visual arts, including the theory, history, and mechanics behind great works of art.

Credits: 4

Locations Offered: Aurora - Main Campus, Online Course

Requisites: None

This course is typically offered: All Terms

This course is typically offered: All Years

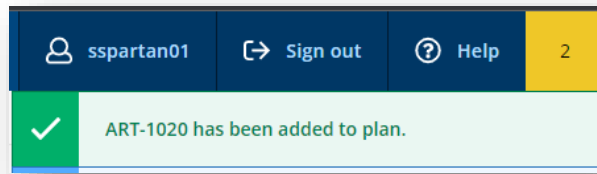
Term: [Select a term...](#)

[Close](#) [Add Course to Plan](#)

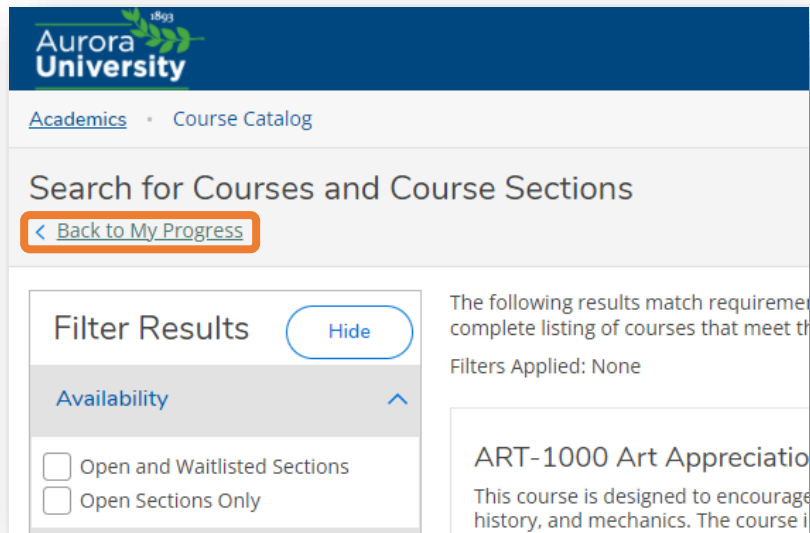
Fall Only, All Years

Planning Future Courses in Student Planning

STEP 10: You will then see a pop-up notification on the top right of your screen.



STEP 11: Click on **Back to My Progress**.



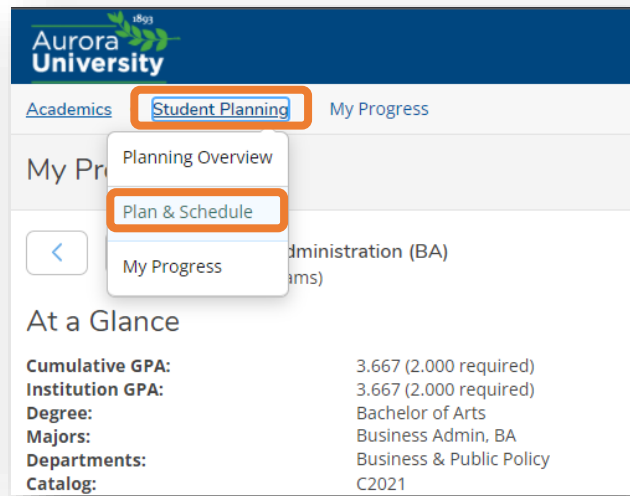
STEP 12: You will now see the course populated in your **My Progress** page. **TIP:** *Planned* means you have intentions of taking this course in a particular term, but you are **NOT REGISTERED** for this course.

1.
Artistic Literacy Please copy and paste the following URL into your web browser for a complete listing of courses that meet this requirement: aurora.edu/gened ⓘ
Fully Planned ⚠ **0 of 2.5 Credits Completed.** [Hide Details](#)

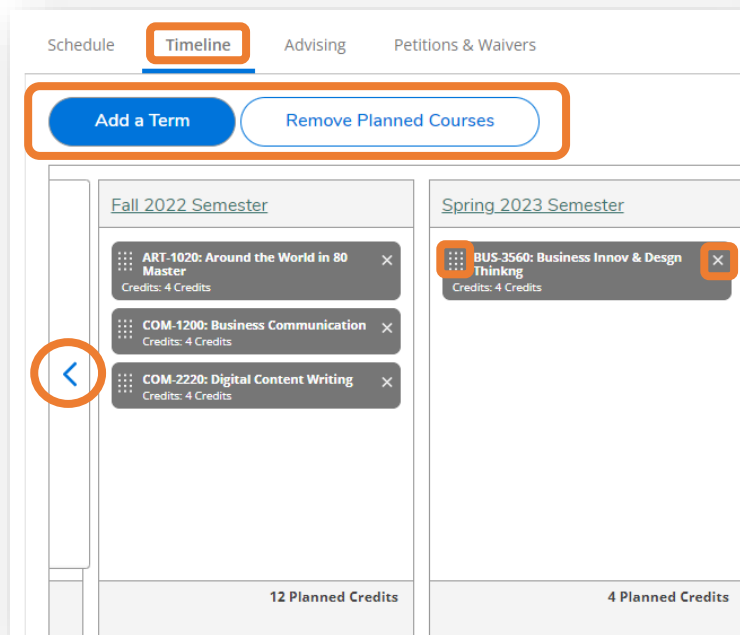
Status	Course	Grade	Term	Credits
⌚ Planned	ART-1020 Around the World in 80 Master	Search	22/FA	4

Planning Future Courses in Student Planning

STEP 13: You can then click on **Student Planning** at the top of the page, and choose **Plan & Schedule**.



STEP 14: Click on the **Timeline** heading to see all of the courses you have planned in each term. You can use the **arrows** on the sides of the page to move to past or future terms. You can **Add** or **Remove** terms or courses, drag courses to other terms, and click on courses to view more details.



TIP: Ideally, all of your future classes should be planned in order to make registration a simple process. Please view the *Using Student Planning to Register for Courses* document for further information.