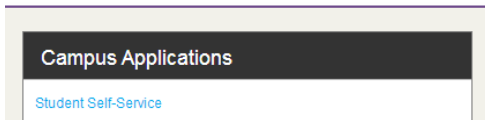


# Student Planning Guide

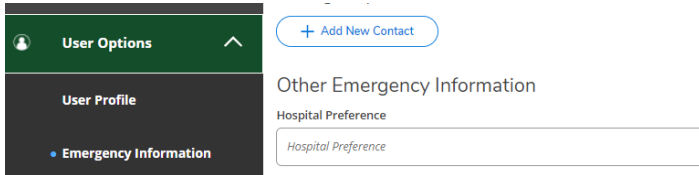
Student Planning is a system within my.delval.edu which permits you to review graduation requirements, plan courses, and register for course sections. Used in conjunction with regular advisor meetings it is an important tool to ensure a timely graduation. Students should review their progress every semester and note any discrepancy to their advisor and to the Registrar's office.

## Accessing Student Planning

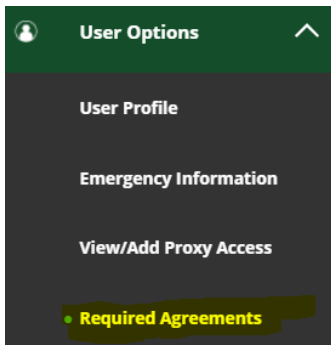
- 1) Log into my.delval.edu
- 2) On the right hand side under "Campus Applications" click "Student Self-Service"



- 3) In order to access Student Planning you must agree to the Student Promissory Note each and every time. Please read it and click on "Enter Student Planning". Once you enter student planning select "Student Planning" from the menu.
- 4) In Student Self-Service if there are any holds or notices on your account they will be displayed in the upper right hand corner in red.
- 5) You may be prompted to review and confirm your emergency contact information. In order to do so select User Options > Emergency Information, update as needed, and click "Confirm".



- 6) You may also be prompted to accept the "Student Financial Responsibilities Agreement". In order to do so select "User Options > Required Agreements" and view, and accept, the agreement.




- 7) The Home page for student planning displays your program, current GPA and the progress (as measured by the number of completed requirements) toward your degree. Also, at the bottom you will find your current weekly schedule displayed.


**Steps to Getting Started**

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

**1**

 **View Your Progress**  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)

**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.  
[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
BS Business Administration: Accounting		<div style="width: 80%; height: 10px; background-color: #4CAF50;"></div>

**Spring 2017 Schedule**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		BA-3127-201	AB-4243-201	BA-3127-201	AB-4243-201		
10am							
11am		BA-2017-202	EN-2028-203	BA-2017-202	EN-2028-203		
12pm							


- 8) Access the “My Progress” tab to display your Program Evaluation. This should be used to chart your progress toward degree completion.

Academics ▾ Student Planning ▾

**Steps to Getting Started**

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

**1**



- [Planning Overview](#)
- [My Progress](#)
- [Plan & Schedule](#)
- [Course Catalog](#)
- [Test Summary](#)
- [Unofficial Transcript](#)

- 9) The top section of “My Progress” displays important information about your degree progress, planned & registered credits, GPA information and current major.

My Progress Search for courses...

BS Business Administration: Accounting (1 of 1 programs) View a New Program Load Sample Course Plan

**At a Glance**

Cumulative GPA: (2,000 required)  
 Institution GPA: (2,000 required)  
 Degree: Bachelor of Science  
 Majors: Business Administration  
 Departments: Business Administration  
 Catalog: 2016

Description  
 Business Administration is a broad, comprehensive career program that deals with the science and art of managing the human, physical  
[More...](#)

Program Notes  
[Show Program Notes](#)

**i** Program Completion must be verified by the Registrar.

Progress

Total Credits (92 of 125)

61	28	3	125
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Total Credits from this School (75 of 48)

44	28	48
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There are some important items to note in this section:

- **View a New Program:** Allows you to see what requirements you would have to take if you switched majors. **Please note that any substitutions will not display using this tool.**
- **Load Sample Course Plan:** This feature is currently not implemented yet. Please refer to the college catalog and your First Semester Course Sequence Guide to select courses.

- 10) The remainder of “My Progress” displays the requirements you need to complete in order to graduate. Displayed first are the Core requirements followed by Major Coursework.

- a. Completed and in-progress coursework is marked in green

Status	Course	Grade	Term	Credits
✔ Completed	BA-2210 Microec Anly	TR	2014/FL	3
🔄 In-Progress	BA-3127 Finance		2017/SP	3

- b. If you have completed a required section other courses will be marked in blue.  
 c. If you have planned a section it will appear in yellow and unmet requirements will appear in red. If you have planned a section you will see “Fully Planned” in yellow above it.

🟡 Fully Planned 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
✔ Planned	EX-3010 Academic Internship		2017/SP	3
❗ Not Started	EX-2010 Acad Career Exploration Exp			

- d.

- e. To plan or register for a course just click on the course subject and number. Alternatively you can click on the “search” button to display all courses in the requirement. You will be taken to the course catalog where you can add the appropriate section to your plan.

A.  
Accounting

Take the following courses:  
Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

**0 of 7 Courses Completed.** [Hide Details](#)

**i** Requirements met in first of 2 majors. Please reference BS in Agribusiness program to review

Status	Course	
<b>i</b> Not Started	<a href="#">BA-3138</a>	Interm Acctg I
<b>i</b> Not Started	<a href="#">BA-3209</a>	Auditing
<b>i</b> Not Started	<a href="#">BA-3239</a>	Interm Acctg II

**BY-1116 Bio Sci I (3 Credits)** [Add Course to Plan](#)

An introduction to the study of life featuring: molecular and cellular biology; genetics; metabolism; survey of the animal kingdom; animal organ systems and embryology; survey of the botanical kingdoms; seed plant structure, function, and development; behavior; evolution; and ecology. Biological Science I is a prerequisite for Biological Science II. This is the introductory biology sequence for majors other than Biology majors. Permission of the department chairperson is required for biology majors. 2 hours Lecture and 3 hours Laboratory each - 3 credits each

**Requisites:** Take BY-1116L - Must be taken at the same time as this course.

**Locations:** Main Campus

**Offered:** All, Every

View Available Sections for BY-1116

Spring 2017

**Bio Sci I 201** [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
17	T/Th 10:50 AM - 11:40 AM 1/17/2017 - 5/10/2017	Main Campus, Mandell 217 Lecture	Swartz, D

Filter and find the section you want in the term you want and select “Add Section to Schedule”. A box will pop up asking you to verify you want it added to your schedule. Once you hit OK it will add the course to your plan. **You still have not registered yet.** Let’s see how we do that on the Plane and Schedule Tab.

Academics > Student Planning

Steps to Get Started

There are many options available to you.

- 1

- [Planning Overview](#)
- [My Progress](#)
- [Plan & Schedule](#)
- [Course Catalog](#)
- [Test Summary](#)
- [Unofficial Transcript](#)

- 11) **Plan and Schedule Tab.** On this tab you will be able to view, your weekly schedule by term, planned and registered courses. You will also be able to view any planned courses that are in conflict and register for sections.

- 12) Once you have planned your courses, and resolved all conflicts and pre-requisites (**make sure your lab courses have labs scheduled!!!**)
- 13) Once your registration window is open, you can select “Register now” in the top right hand corner. Any issues will be displayed.
- 14) **Advising Tab.** Use this tab to see the advisor(s) assigned to you. You can leave or read notes left by your advisor. You can also request a review of your planned schedule by selecting “Request Review” in the top right corner of this tab. This will alert your advisor the next time they log into student self-service that you need them to review your schedule.

- 15) **Test Summary** tab. Here you can review all of the test scores DelVal has on file for you. These can be useful when making decisions about which course you should register for depending on placement.
- 16) **Timeline** tab. On this tab you can see all the courses you have taken by term along with grades earned.
- 17) **Petitions and Waivers** tab. If you have submitted a completed pre-requisite override form to the registrar’s office it will appear here (please allow 3-5 business days for processing after submission). This will allow you to register for the course during your approved registration window.
- 18) **Course Catalog.** From student self-service you can also search for any course that DelVal offers and add it to current and future terms. Knowing what you want to take a semester, two semesters, or two years out can help you and your advisor make the best decisions for your future. You are encouraged to plan out all of your coursework as early as possible. Just be aware

that not all courses may be running when you plan them so make sure to reevaluate your plan as needed.

We look forward to watching you graduate in the next four years.