

OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

Welcome to Ocean County College's Student Planning software.

This guide will provide students with a step-by-step guide to utilizing Student Planning.

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Accessing Student Planning

Students will be able to access Student Planning via logging into Ocean Cruiser.

Welcome Screen

On the Welcome Screen, students will have the option to select Student Finance or Student Planning. To view completed and required courses, as well as plan a degree program and register, you should select “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 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 |
|--------------|------------------------|---------------------------------|
| Liberal Arts | 3.674 (2.000 required) | <div style="width: 75%;"></div> |

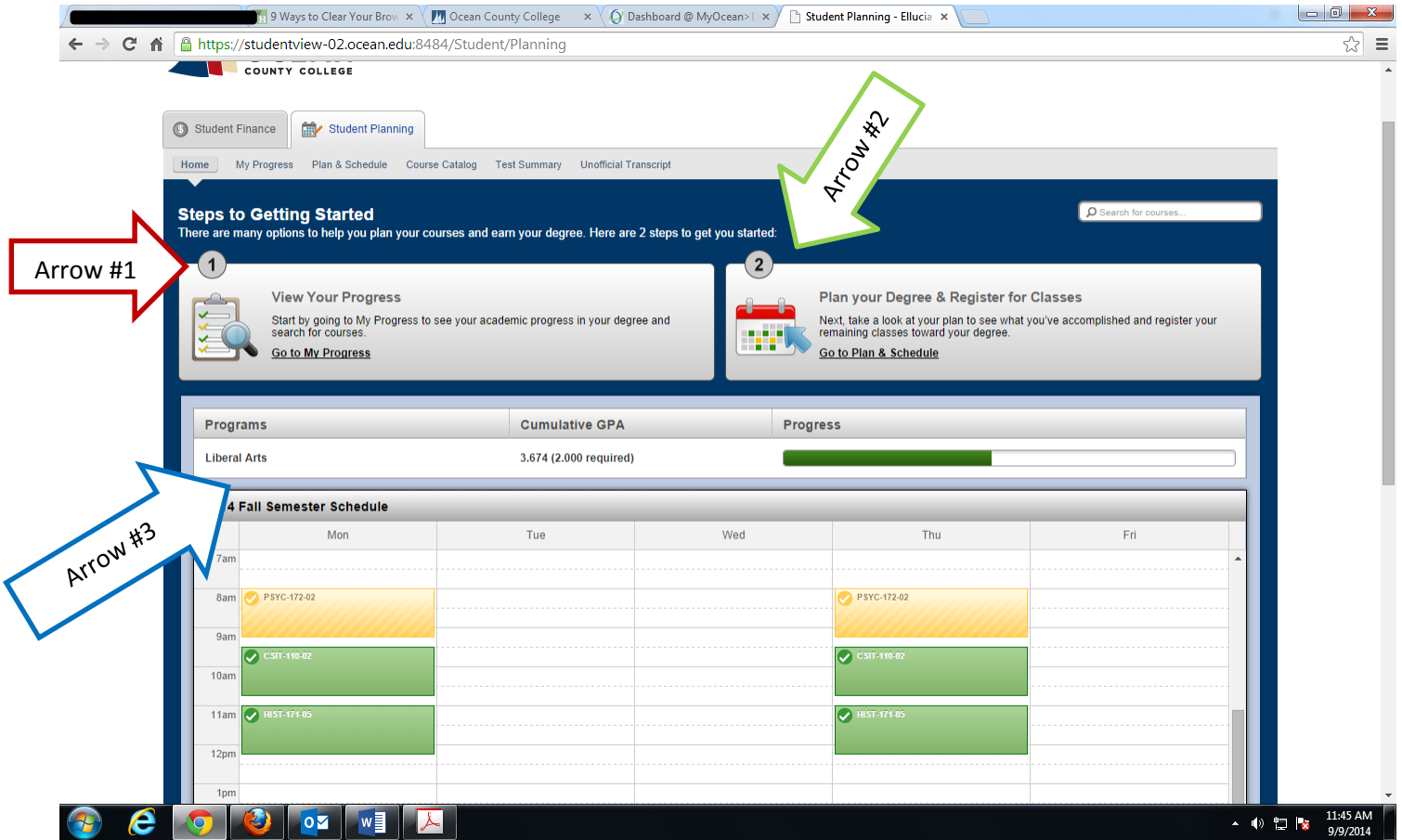
2014 Fall Semester Schedule

| | Mon | Tue | Wed | Thu | Fri |
|------|-------------|-----|-----|-------------|-----|
| 7am | | | | | |
| 8am | PSYC-172-02 | | | PSYC-172-02 | |
| 9am | | | | | |
| 10am | CSIT-110-02 | | | CSIT-110-02 | |
| 11am | HIST-174-05 | | | HIST-174-05 | |
| 12pm | | | | | |

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Steps to Getting Started

Students will have two options on the Student Planning welcome screen.

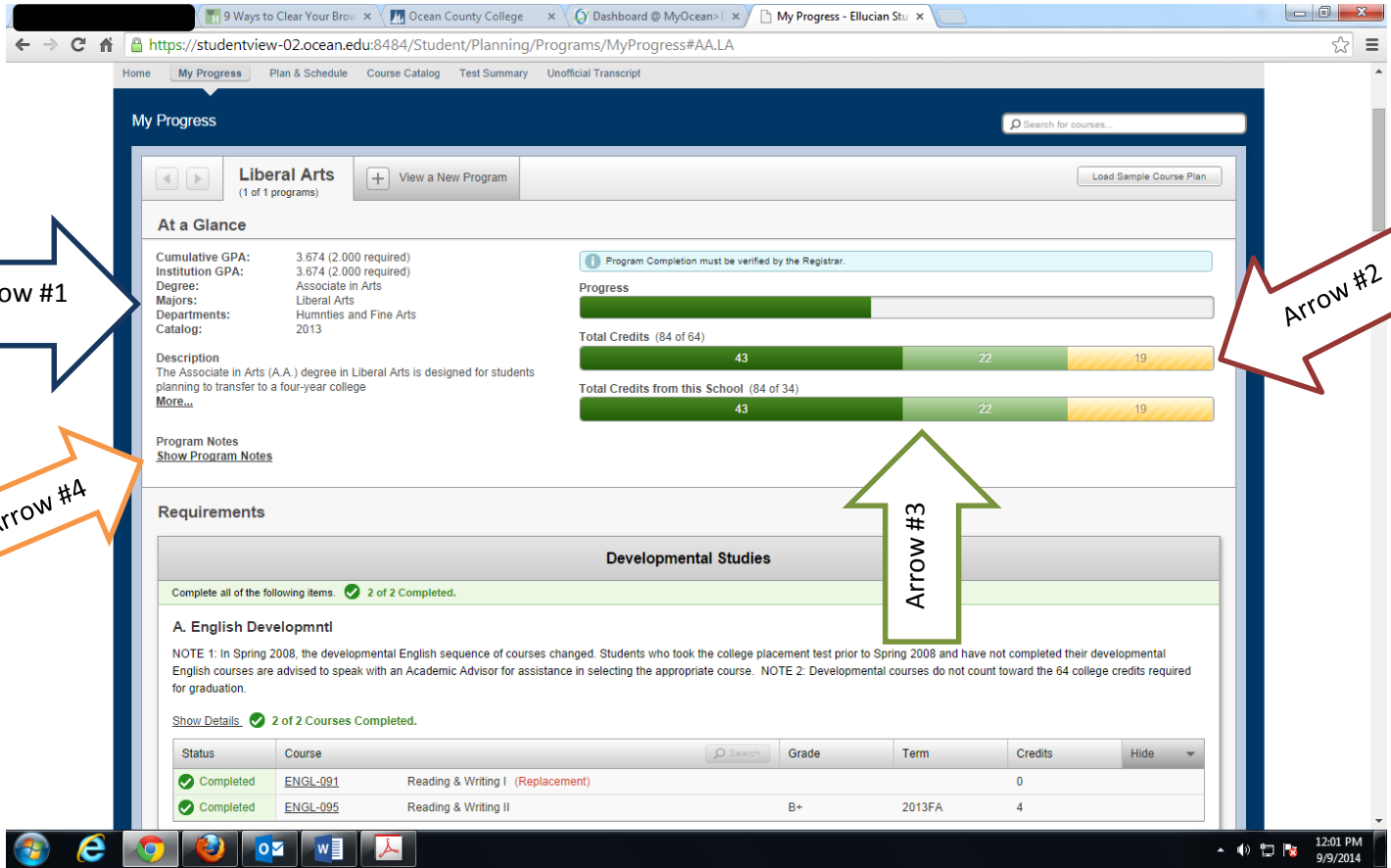


- Arrow #1** Option #1 is "View Your Progress". The Progress screen is your degree audit. This Degree Audit will replace the old "Program Evaluation".
- Arrow #2** Option #2 is "Plan Your Degree & Register for Classes". This option will allow students to plan their courses semester by semester, as well as register for classes directly via Student Planning.
- Arrow #3** The welcome screen will also display your degree program, GPA, and progress toward your degree, as well as your current semester schedule.

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My Progress

Clicking on Option #1: “View Your Progress” on the welcome screen will bring you to the “My Progress” screen. The Progress screen is your degree audit. This Degree Audit will replace the old “Program Evaluation”.



- Arrow #1: The top of the Degree Audit shows your academic summary, including Degree Program, GPA, and Catalog Year.
- Arrow #2: The progress bars provide a visual representation of your progress toward your degree. The top bar shows overall progress, combining consideration for total credits and degree requirements. The middle bar shows total credits, and the bottom bar shows total OCC credits. ****It is IMPORTANT for students to note that the credits totals INCLUDE DEVELOPMENTAL (REMEDIAL) CREDITS. Students MUST SUBTRACT DEVELOPMENTAL CREDITS FROM THIS TOTAL.**
- Arrow #3: Completed credits are represented in dark green, in progress credits are represented in light green, planned credits are represented in yellow, and credits not completed, in progress or planned have no color.
- Arrow #4: Students should also note the “Show Program Notes” link. If there is any special information OCC wants you to know about your program, it will appear when you click this link.

Progress (continued)

The Developmental Studies requirements display at the top of the Degree Audit.

The screenshot shows a web browser window with the URL <https://studentview-02.ocean.edu:8484/Student/Planning/Advisors/Advise/0327797#AA.LA>. The page displays a progress bar for 'Total Credits from this School (58 of 34)' with values 31, 15, and 12. Below this, the 'Requirements' section is divided into 'Developmental Studies' and 'Communication (GCOM)'.
Developmental Studies
 Complete all of the following items. **2 of 2 Completed.** (Arrow #2)
A. English Developmentl
 NOTE 1: In Spring 2008, the developmental English sequence of courses changed. Students who took the college placement test prior to Spring 2008 and have not completed their developmental English courses are advised to speak with an Academic Advisor for assistance in selecting the appropriate course. NOTE 2: Developmental courses do not count toward the 34 college credits required for graduation.
 Show Details. **2 of 2 Courses Completed.**

| Status | Course | Grade | Term | Credits |
|-----------|-------------------------------|-------|--------|---------|
| Completed | ENGL-091 Reading & Writing I | | | 0 |
| Completed | ENGL-095 Reading & Writing II | B+ | 2013FA | 4 |

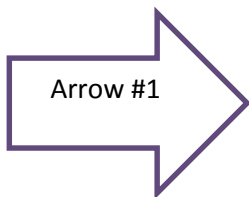
B. Math Developmentl
 Take courses MATH-011, MATH-012. **2 of 2 Courses Completed.**

| Status | Course | Grade | Term | Credits | Hide |
|-----------|------------------------------|-------|--------|---------|------|
| Completed | MATH-011 Intro to Algebra I | | | 0 | |
| Completed | MATH-012 Intro to Algebra II | B | 2013FA | 3 | |

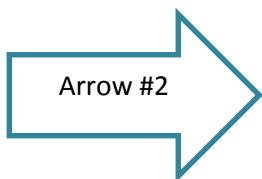
Communication (GCOM)
 Complete the following item. **0 of 1 Completed.** Fully Planned
A. GCOM Communications
 Take courses ENGL-151, ENGL-152, COMM-154. **2 of 3 Courses Completed.** Fully Planned

| Status | Course | Grade | Term | Credits | Hide |
|-----------|--------------------|-------|--------|---------|------|
| Completed | ENGL-151 English I | B+ | 2014SP | 3 | |

 The screenshot also shows a Windows taskbar at the bottom with icons for Internet Explorer, Firefox, Chrome, and Word, and a system tray showing the time as 10:37 AM on 7/8/2014.



Developmental courses that are not needed will display as “Completed”, yielding no credits. Completed developmental courses will show as “Completed”, but will show earned credits. **These credits do not count toward the degree and must be subtracted from the credit total!



The audit shows that 2 of 2 requirements have been met for Developmental Studies. Each section is then broken down, and the audit shows 2 of 2 English courses are completed, and 2 of 2 Math courses are completed.

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Progress (continued)

The screenshot displays a student's progress in Ocean County College. It shows several requirements and their associated courses:

- Communication (GCOM):** 0 of 1 Completed, Fully Planned. Courses listed include ENGL-151 (Completed), COMM-154 (Completed), and ENGL-152 (In-Progress).
- History 6 credits--Gen Ed (GHIS):** 3 of 6 Credits Completed, Fully Planned. Courses listed include HIST-173 (Completed) and HIST-172 (Planned).
- Humanities 9 credits--Gen Ed (GHUM):** 0 of 1 Completed.

Four arrows are used to highlight specific details: Arrow #1 points to the 'Communication (GCOM)' requirement summary; Arrow #2 points to the 'GCOM Communications' table; Arrow #3 points to the 'ENGL-152' course row; Arrow #4 points to the 'History 6 credits--Gen Ed (GHIS)' requirement summary.

- Arrow #1** The audit displays the three required Communications courses as a unit. Therefore, even though two courses are complete, the requirement displays as “0 of 1 completed”. However, because one course is in progress, the requirement displays as “Fully Planned”.
- Arrow #2** Here, the audit shows that 2 of 3 courses for this requirement are completed, and that the requirement is Fully Planned.
- Arrow #3** Two courses show as “Completed”, and the course in progress shows as “In Progress”.
- Arrow #4** For the History requirement, this student has completed one course, and the other course is planned. Therefore, the requirement displays “3 of 6 Credits Completed”, but “Fully Planned”.

Progress (continued)

The screenshot shows a web browser window with the URL <https://studentview-02.ocean.edu:8484/Student/Planning/Advisors/Advise/0327797#AA.LA>. The page displays a list of completed and planned courses at the top:

| | | | | | |
|-----------|----------|------------------|----|--------|---|
| Completed | HIST-173 | US History I | C+ | 2013FA | 3 |
| Planned | HIST-172 | Western Civil II | | 2015SP | 3 |

Below this, three requirement sections are shown:

- Humanities 9 credits--Gen Ed (GHUM)**: "Complete the following item. 0 of 1 Completed." Under "A. Humanities", it states "Humanities General Education (9 credits): Courses satisfying this requirements must be taken from the list of Approved General Education Humanities courses (course type: GHUM). Show Details. 3 of 9 Credits Completed." A table below shows one completed course:

| Status | Course | Grade | Term | Credits | Hide |
|-----------|----------|----------------|------|---------|------|
| Completed | SPAN-151 | Elem Spanish I | A | 2014SP | 3 |
- Diversity (GDIV)**: "Complete the following item. 0 of 1 Completed." Under "A. Diversity", it states "DIVERSITY (3 credits): Take one (1) Diversity course selected from the list of Approved General Education Diversity courses (course type GDIV). (May also count as another general education requirement. However, credit will only count one time.) Show Details. 0 of 3 Credits Completed." A table below shows one "Not Started" course:

| Status | Course | Grade | Term | Credits | Hide |
|-------------|--------|-------|------|---------|------|
| Not Started | | | | | |
- Social Science 6 credits -- Gen Ed (GSOC)**: "Complete the following item. 1 of 1 Completed." Under "A. Social Science", it states "Social Science General Education (6 credits): Courses satisfying this requirement must be taken from the list of Approved General Education Social Science courses (course type: GSOC). Show Details. 6 of 6 Credits Completed." A table below shows six completed courses.

Arrow #1

For the Humanities requirement, the audit displays “0 of 1 Completed”, because it counts the 9 required credits as one unit. It then displays “3 of 9 credits Completed”. It is important for students to note that the audit does not “hold a space” for the remaining 6 credits. Students must read the audit carefully to see that more credits are required.

Arrow #2

The Diversity requirement is not completed, in progress or planned. Therefore, the audit displays the requirement as “Not Started”.

Progress (continued)

The screenshot shows a web browser window with the URL <https://studentview-02.ocean.edu:8484/Student/Planning/Advisors/Advise/0327797#AA.LA>. The page displays a table of planned courses and two requirement sections.

| Status | Course | Grade | Term | Credits | Hide |
|---------|----------|---------------|--------|---------|------|
| Planned | MATH-191 | Precalculus I | 2014FA | 3 | |

OCC Requirement
 Complete the following item. 1 of 1 Completed.

A. OCC Requirement
 OCC Requirement (3 credits): Any course from the list of Approved General Education courses OR ACAD-155 OR Any HEHP course(s)
 Complete 1 of the following 3 items. 1 of 1 Completed.

- Complete 3 credits. Choose from the subject of Health & Human Performance. 3 of 3 Credits Completed.

| Status | Course | Grade | Term | Credits | Hide |
|-----------|----------|--------------------|--------|---------|------|
| Completed | HEHP-237 | Sports Officiating | 2014SP | 3 | |

- Take course ACAD-155. Fulfilled
- Complete 1 course. Courses must be from rule(s): DA.GENED. Fulfilled

Electives - Liberal Arts: 16 Credits
 Complete the following item. 0 of 1 Completed. Fully Planned

A. Electives 16 crs
 Electives (to total 64 or more credits): 16 credits. Developmental courses may not be used to satisfy this requirement. The Liberal Arts degree can include no more than 6 credits of business courses. Specific Areas of Interest Available to A.A. in Liberal Arts Students: The Liberal Arts degree does not require an academic major. While attending OCC, students may begin to explore specific areas of interest that they may pursue at a four-year institution. Areas of interest include: Education, English, Exercise Science/Sports Medicine/Sports Management, Film Studies, Fine Arts, Health/Human Performance, History, Languages, Mathematics, Middle Eastern Studies, Music, Political Science, Psychology, Social Science, Sociology, Speech and Theater and Women's Studies.
 Show Details. 0 of 17 Credits Completed. Fully Planned

| Status | Course | Grade | Term | Credits | Hide |
|-------------|----------|---------------------|---------|---------|------|
| In-Progress | ECON-152 | Microeconomics Prin | 2014SF5 | 3 | |
| In-Progress | ECON-153 | Contemp Econ Issues | 2014SF5 | 3 | |
| In-Progress | HLSC-170 | Homeland Security | 2014SF5 | 3 | |

Arrow #1

Arrow #2

Arrow #1

The OCC Requirement can be fulfilled by a General Education course, an HEHP course, or ACAD 155. All the options are listed, and students fulfill one of them, the other options display as "Fulfilled". **Note –The OCC requirement is removed from all degrees starting with Catalog Year 14-15. Students on older Catalogs will still need the OCC requirement.

Arrow #2

The Electives category requires 17 credits. Again, these credits are displayed as one unit - "0 of 1 Completed", and then as "0 of 17 Credits Completed".

Progress (continued)

3. Complete 1 course. Courses must be from rule(s): DA.GENED. Fulfilled

Electives - Liberal Arts: 16 Credits

Complete the following item. 0 of 1 Completed. Fully Planned

A. Electives 16 crs

Electives (to total 64 or more credits): 16 credits. Developmental courses may not be used to satisfy this requirement. The Liberal Arts degree can include no more than 6 credits of business courses. Specific Areas of Interest Available to A.A. in Liberal Arts Students: The Liberal Arts degree does not require an academic major. While attending OCC, students may begin to explore specific areas of interest that they may pursue at a four-year institution. Areas of Interest include: Education, English, Exercise Science/Sports Medicine/Sports Management, Film Studies, Fine Arts, Health/Human Performance, History, Languages, Mathematics, Middle Eastern Studies, Music, Political Science, Psychology, Social Science, Sociology, Speech and Theater and Women's Studies.

Show Details. 0 of 17 Credits Completed. Fully Planned

| Status | Course | Grade | Term | Credits | Hide |
|-------------|----------|----------------------------|---------|---------|------|
| In-Progress | ECON-152 | Microeconomics Prin | 2014SF5 | 3 | |
| In-Progress | ECON-153 | Contemp Econ Issues | 2014SF5 | 3 | |
| In-Progress | HLSC-170 | Homeland Security | 2014SF5 | 3 | |
| In-Progress | ACCT- | Fundamentals of Accounting | 2014FA | 3 | |
| Planned | PSY- | General Psycho | 2014FA | 3 | |
| Planned | HIS | | 2014FA | 3 | |

Other Courses

There are no Other Courses to display

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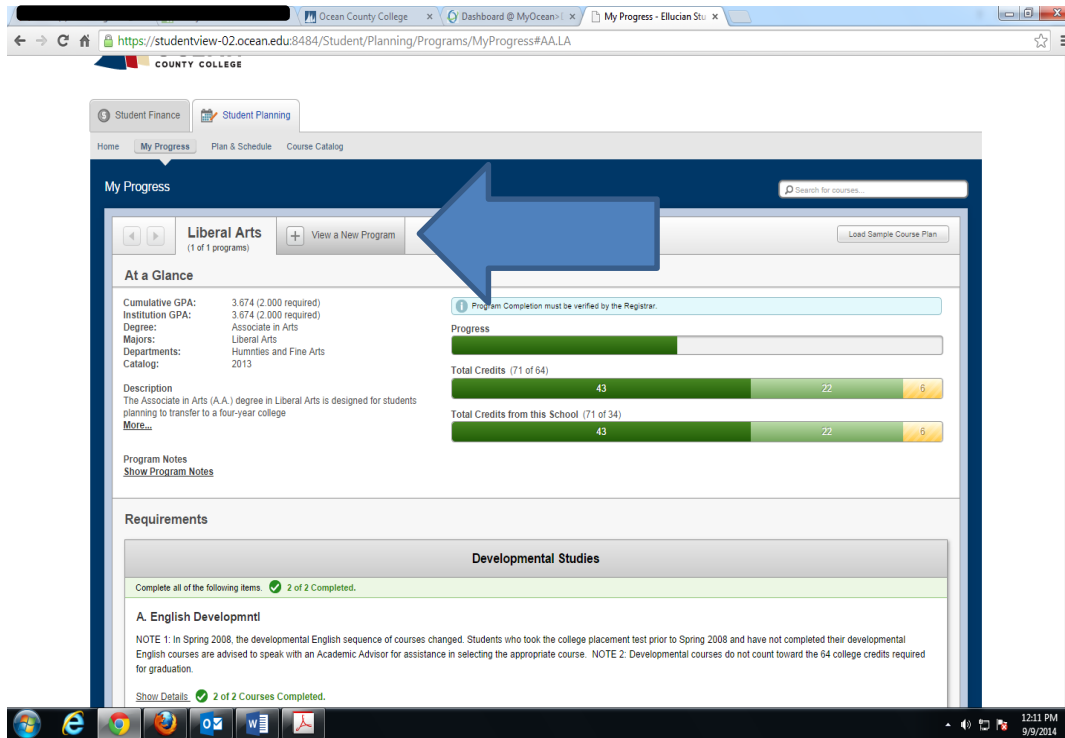
11:12 AM 7/8/2014

This student has no courses in "Other Courses". Courses that are failed, repeated, or withdrawn will display here. Courses taken in excess of degree requirements will also display in "Other Courses".

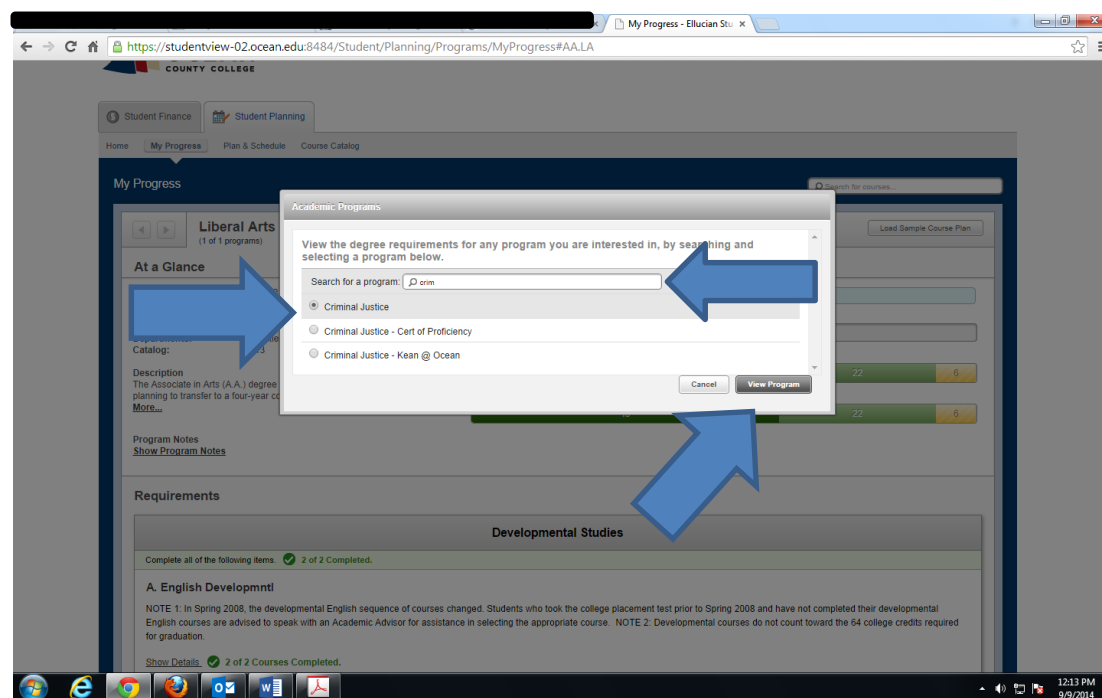
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Progress: View a New Program (What if?)

The “View a New Program” option on the Progress, or Degree Audit, screen, is often called the “What If” function. This function allows students to select a different degree program, to see what is required and what courses remain in that degree.



Select the “View a New Program” option at the top of the Progress screen.



Type in the name of the program, then select the correct program. When the correct program is selected, click “View Program”.

Progress: View a New Program (What if?) (continued)

Criminal Justice
(2 of 2 programs)

Student is not enrolled in this program. The display of this program information is temporary and it will be removed as you leave or refresh this page.

At a Glance

Cumulative GPA: 3.674 (2.000 required)
 Institution GPA: 3.674 (0.000 required)
 Degree: Associate in Science
 Majors: Criminal Justice
 Departments: Criminal Justice
 Catalog: 2014

Description
 Students interested in criminal justice as a career will elect this two-year collegiate program. It is designed for those
[More...](#)

Program Notes
[Show Program Notes](#)

Requirements

Developmental Studies

Complete all of the following items. ✔ 2 of 2 Completed.

A. English Developmntl

NOTE 1: In Spring 2008, the developmental English sequence of courses changed. Students who took the college placement test prior to Spring 2008 and have not completed their developmental English courses are advised to speak with an Academic Advisor for assistance in selecting the appropriate course. NOTE 2: Developmental courses do not count toward the 64 college credits required for graduation.

[Show Details](#) ✔ 2 of 2 Courses Completed.

| Status | Course | Grade | Term | Credits | Hide |
|-------------|--|-------|--------|---------|------|
| ✔ Completed | ENGL-091 Reading & Writing I (Replacement) | | | 0 | |
| ✔ Completed | ENGL-095 Reading & Writing II | B+ | 2013FA | 4 | |

B. Math Developmntl

Students can then see how their courses fulfill requirements in this degree program, and what courses remain to be completed. Note the warning at the top of the page, which reads: “You are not enrolled in this program. The display of this program information is temporary and it will be removed as you leave or refresh this page.”

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Plan and Schedule

It is important for students to remember that Planned Courses are **NOT actually on your schedule until you Register for the courses.

The next tab over from “My Progress” is “Plan & Schedule”.

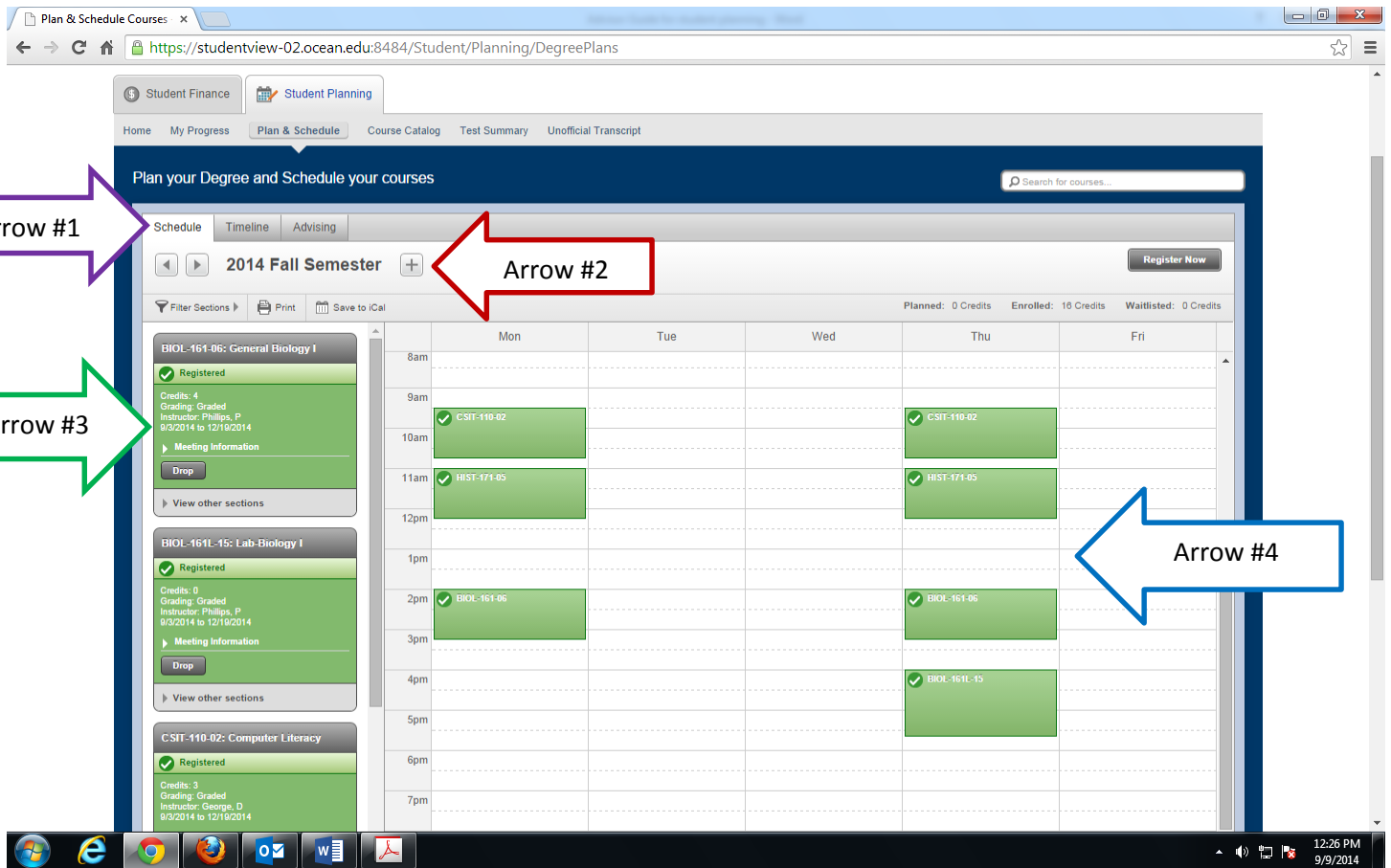
The screenshot displays the 'Plan & Schedule' interface for the 2014 Fall Semester. The navigation menu at the top includes 'Home', 'My Progress', 'Plan & Schedule', 'Test Summary', and 'Unofficial Transcript'. The 'Plan & Schedule' tab is active, and a blue arrow points to it. The main content area shows a calendar view for the 2014 Fall Semester, with a search bar and a 'Register Now' button. The calendar is organized by day (Mon-Fri) and time (11am-10pm). Three courses are listed on the left, each with a 'Registered' status and a green checkmark:

- BIOL-161-06: General Biology I**
Credits: 4
Grading: Graded
Instructor: Phillips, P
9/3/2014 to 12/19/2014
Meeting Information: 11am-12pm (Mon), 2pm-3pm (Mon), 11am-12pm (Thu), 2pm-3pm (Thu)
- BIOL-161L-15: Lab-Biology I**
Credits: 0
Grading: Graded
Instructor: Phillips, P
9/3/2014 to 12/19/2014
Meeting Information: 4pm-5pm (Thu)
- CSIT-110-02: Computer Literacy**
Credits: 3
Grading: Graded
Instructor: George, D
9/3/2014 to 12/19/2014

The calendar shows the following course placements:

| Time | Mon | Tue | Wed | Thu | Fri |
|------|-------------|-----|-----|--------------|-----|
| 11am | BIOL-161-06 | | | BIOL-161-06 | |
| 12pm | | | | | |
| 1pm | | | | | |
| 2pm | BIOL-161-06 | | | BIOL-161-06 | |
| 3pm | | | | | |
| 4pm | | | | BIOL-161L-15 | |
| 5pm | | | | | |
| 6pm | | | | | |
| 7pm | | | | | |
| 8pm | | | | | |
| 9pm | | | | | |
| 10pm | | | | | |

Plan and Schedule (continued)



Arrow #1 The first tab on the Plan & Schedule screen is “Schedule”. This page displays your current schedule.

Arrow #2 Students can also click through past and future semesters.

Arrow #3 The left side of the screen displays the courses in list view. If the semester is still in the add/drop period, students can drop courses right from this screen (see “Drop” button). Remember, when you are dropping and adding courses, this is in real time and affects your schedule. When you are planning courses, the courses are not on your schedule until you register for them.

Arrow #4 This page also shows students their schedule in calendar view, making it easy to understand which days and times their classes meet.

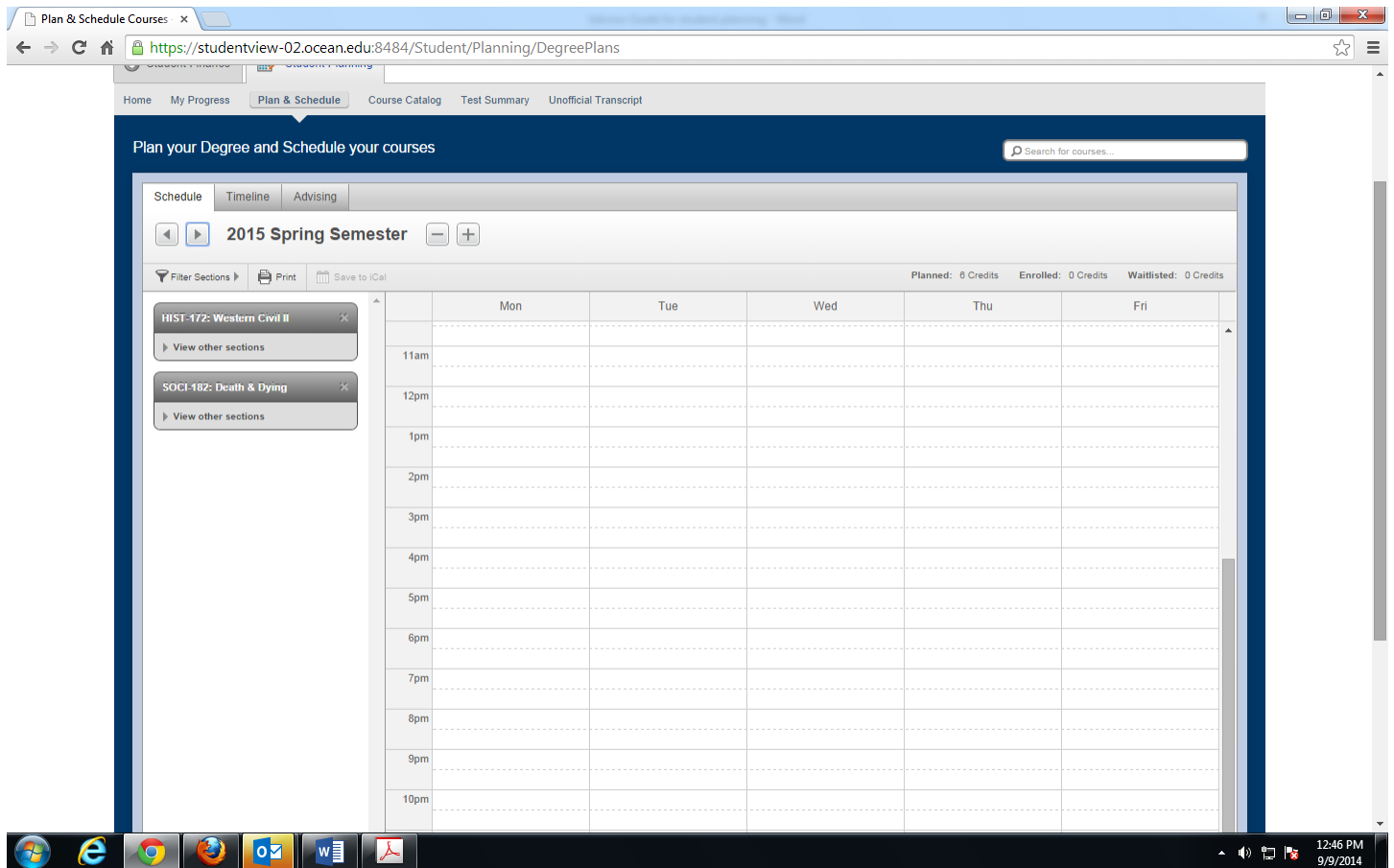
Plan and Schedule (continued)

The screenshot shows the 'Plan & Schedule Courses' window. On the left, a sidebar for 'BIOL-161-06: General Biology I' is visible. It includes a 'Registered' status, 'Credits: 4', and a 'Drop' button. Below this is a 'View other sections' button. The main area is a calendar grid showing course sections for Monday through Friday. At the bottom of the calendar, there is a section titled 'Sections with no meeting time' containing two entries: 'ENGL-255 World Literature I Section DL1 Faculty: Rolon, J' and 'PHIL-192 Ethical Issues Section DL1 Faculty: Sieben, K'. Four arrows are overlaid on the image: Arrow #1 points to the 'View other sections' button; Arrow #2 points to a pink warning box that says 'This section is full'; Arrow #3 points to a course section in the calendar grid; Arrow #4 points to the 'Sections with no meeting time' section.

- Arrow #1** → If you are dropping and adding sections, you can use the “View other sections” function to display other sections of the course.
- Arrow #2** → Note that Student Planning will alert you when a section is full.
- Arrow #3** → All sections of the course will also display on the calendar view. This feature makes it easy to see which sections will work with your current schedule.
- Arrow #4** → Courses with no meeting time (on-line courses) will display at the bottom of the calendar.

Plan and Schedule (continued)

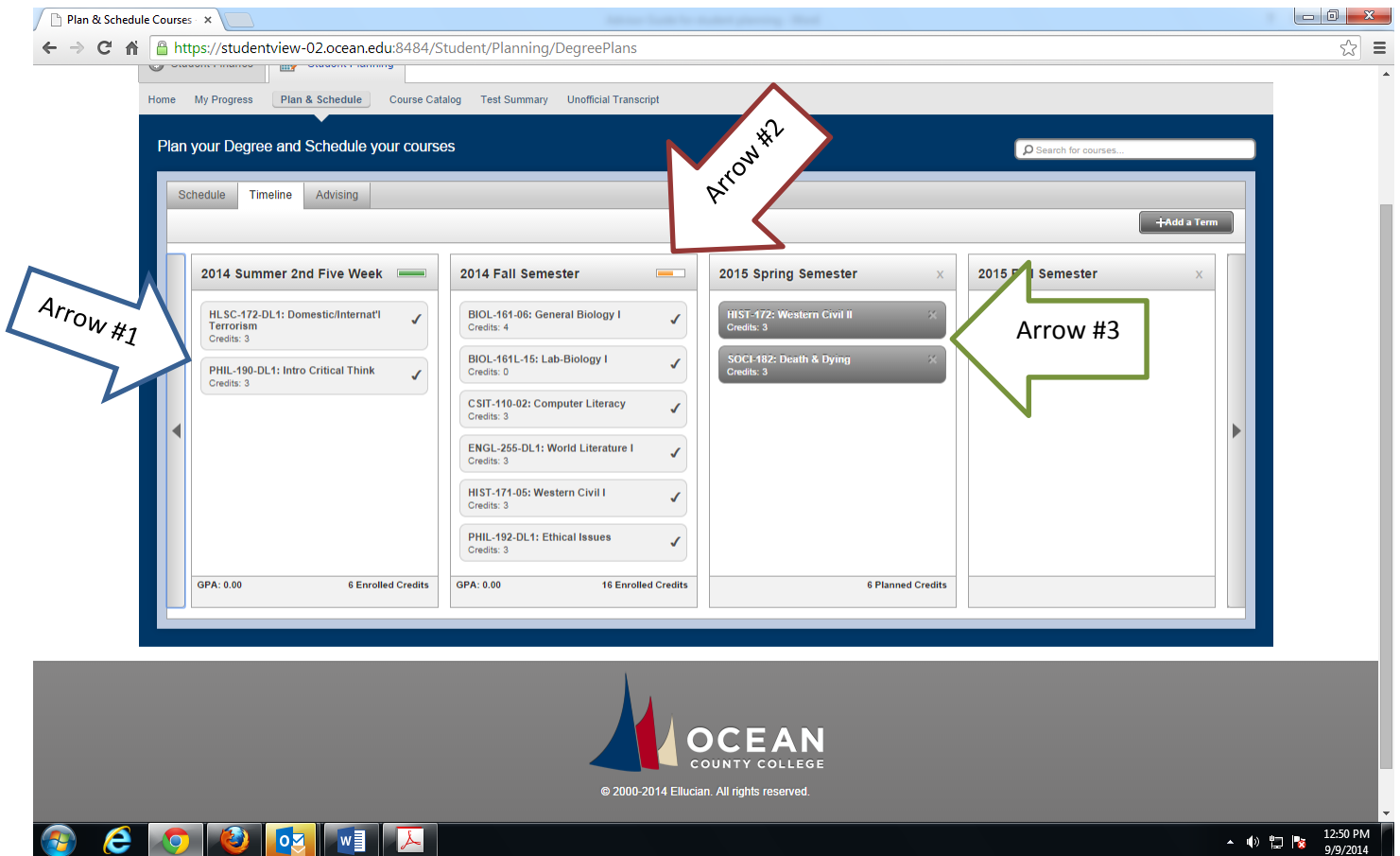
Using the arrow buttons to look ahead to the Spring 2015 semester (which is not yet in progress), you can see that the planned courses still appear on the left in list view, but nothing appears on the calendar. This is because you can only select sections for semesters when the schedule has posted. Until then, the courses remain in your plan to be scheduled at a later time.



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Plan and Schedule (Timeline)

The next tab on the Plan and Schedule screen is the “Timeline” tab. The Timeline Menu Option shows a semester by semester view of your courses. Students can scroll through this page to see all past, current, and planned semesters.



- Arrow #1 HLSC 172 and PHIL 190 were completed in the Summer 2014 term. The green progress bar indicates the courses are complete.
- Arrow #2 The Fall 2014 courses are in progress, which is indicated by the orange progress bar.
- Arrow #3 Courses planned for future semesters are shown in dark gray.

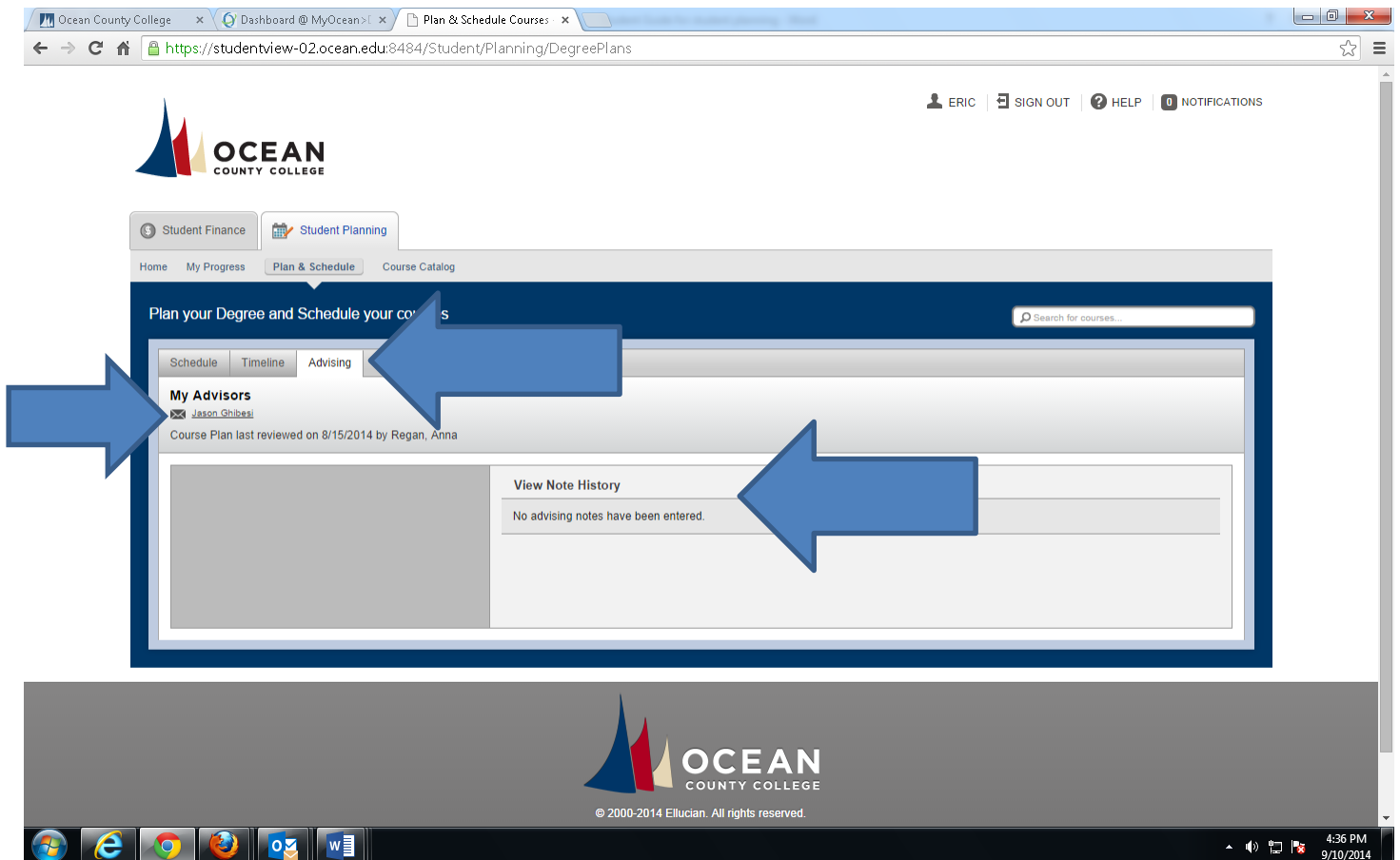
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Plan and Schedule (Advising)

The next tab on the Plan and Schedule screen is the “Advising” tab.

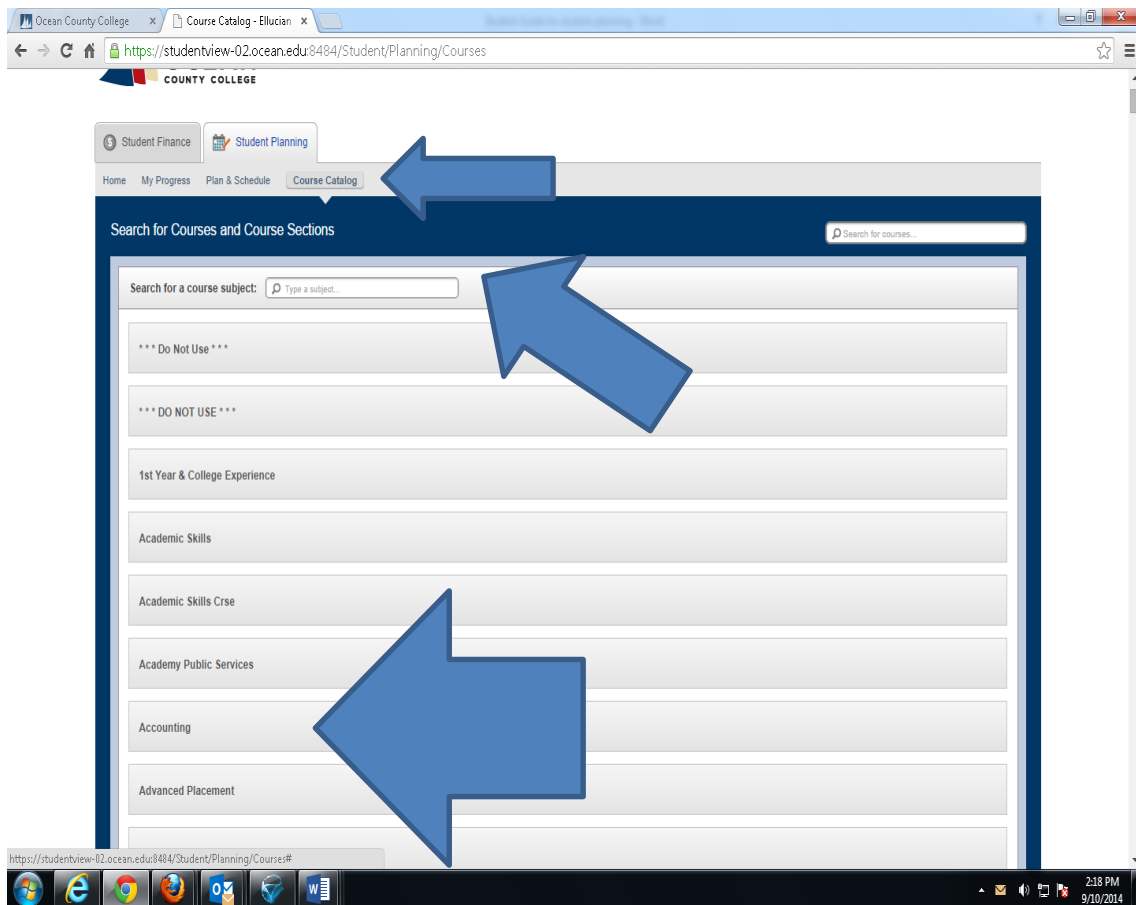
You can email your assigned advisor directly via this screen.

You can also view any notes your advisor has made regarding your schedule/progress toward your degree.



Course Catalog

The next tab over from “Plan & Schedule” is “Course Catalog”. The Course Catalog tab allows students to search the database of OCC courses. See the **Adding a Course to the Course Plan** section of this guide for information on adding courses to a student’s plan via the Course Catalog.

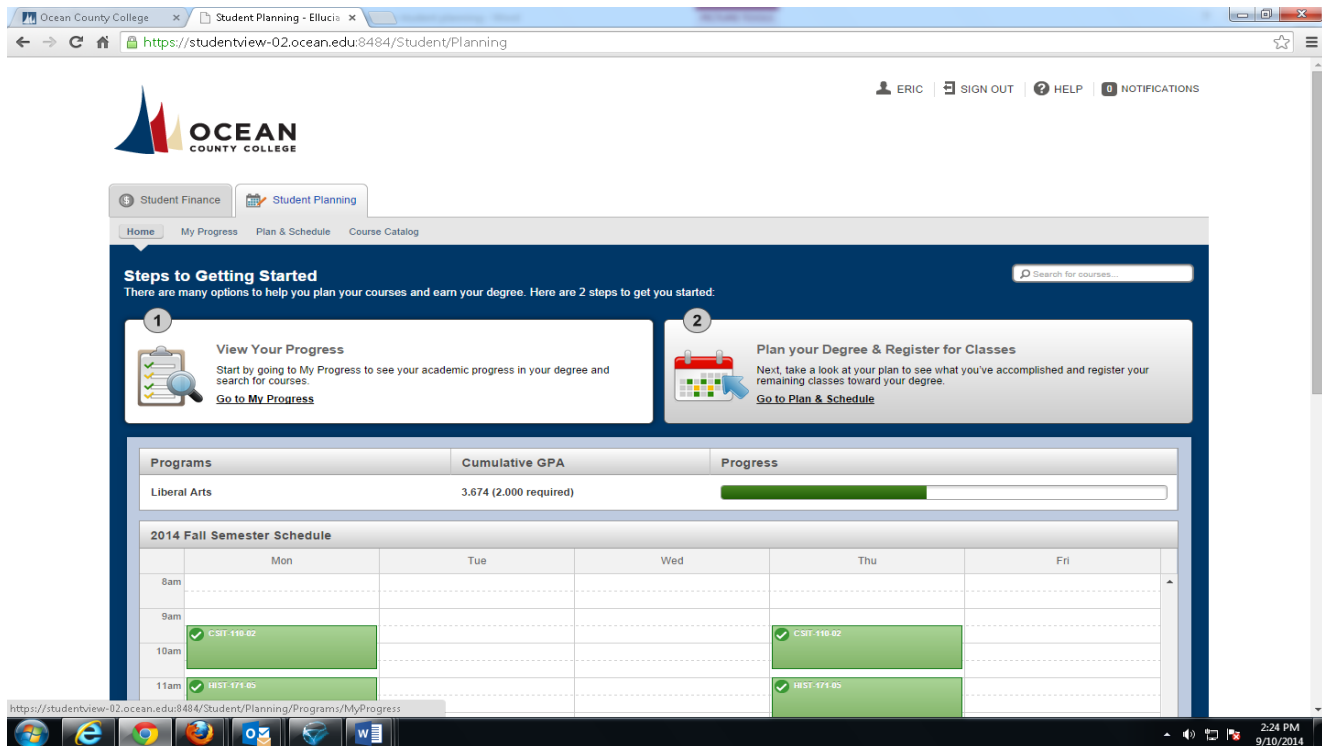
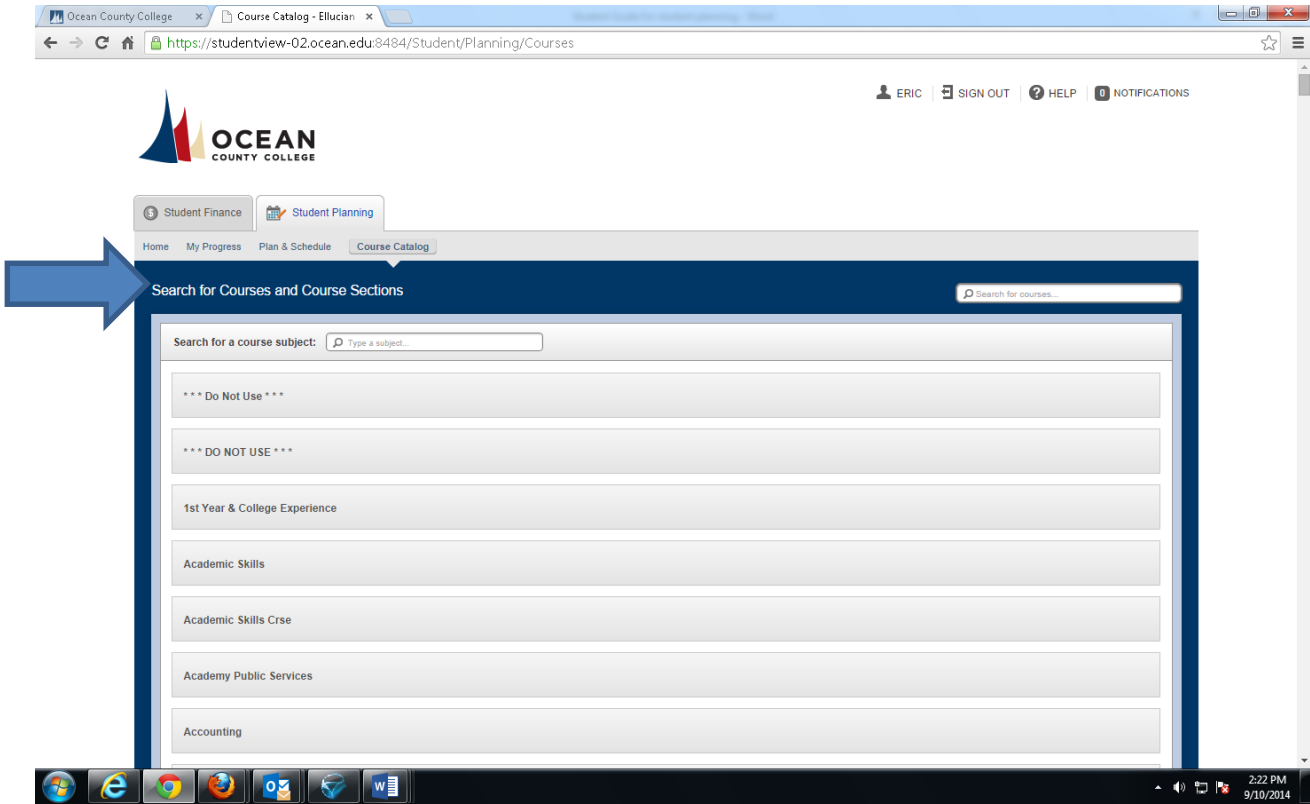


Students can search for courses by name or by department.

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Plan Your Degree and Register for Classes

Clicking the “Home” tab will bring students back to the welcome/getting started screen.



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Plan Your Degree and Register for Classes (continued)

Click on Option #2: “Plan Your Degree & Register for Classes” to access the planning and scheduling features of Student Planning.

The screenshot shows the Ocean County College Student Planning interface. At the top, the navigation bar includes 'Student Finance' and 'Student Planning'. The 'Steps to Getting Started' section contains two numbered steps: '1 View Your Progress' and '2 Plan your Degree & Register for Classes'. A large blue arrow points to step 2. Below the steps, a progress bar for 'Liberal Arts' shows a cumulative GPA of 3.674 (2.000 required). The '2014 Fall Semester Schedule' table is as follows:

| | Mon | Tue | Wed | Thu | Fri |
|------|---------------|-----|-----|---------------|-----|
| 8am | | | | | |
| 9am | | | | | |
| 10am | ✓ CSIT-110-02 | | | ✓ CSIT-110-02 | |
| 11am | ✓ HIST-171-05 | | | ✓ HIST-171-05 | |

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Plan Your Degree and Register for Classes (contined)

This screen is the same screen accessed via the “View Your Progress” option. For information on how utilize these screens, please see pages 12-15 of this guide.

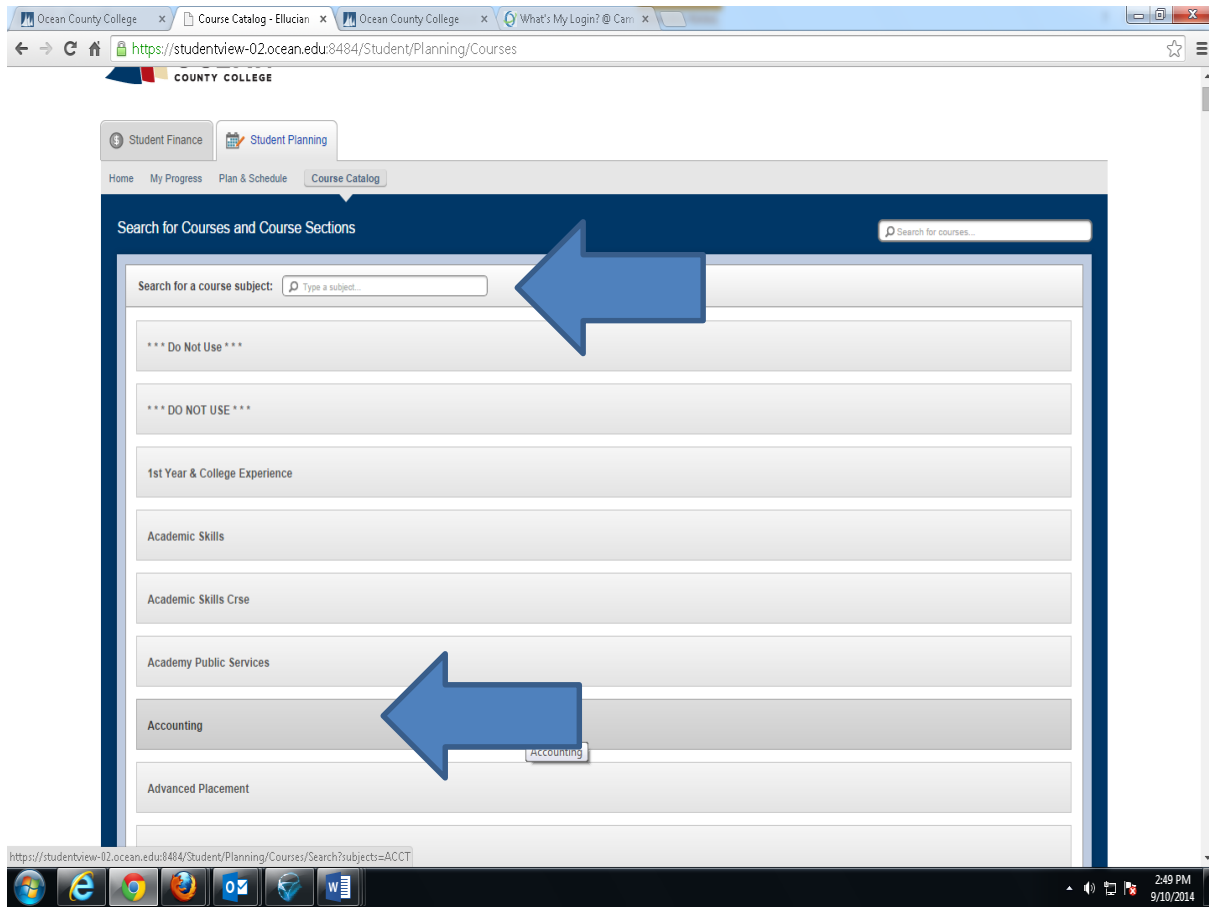
This section will focus on how to add classes to your plan, as well as register for classes via Student Planning.

Adding a Course to the Course Plan

A course can be added to the Course Plan Via the Course Catalog tab.

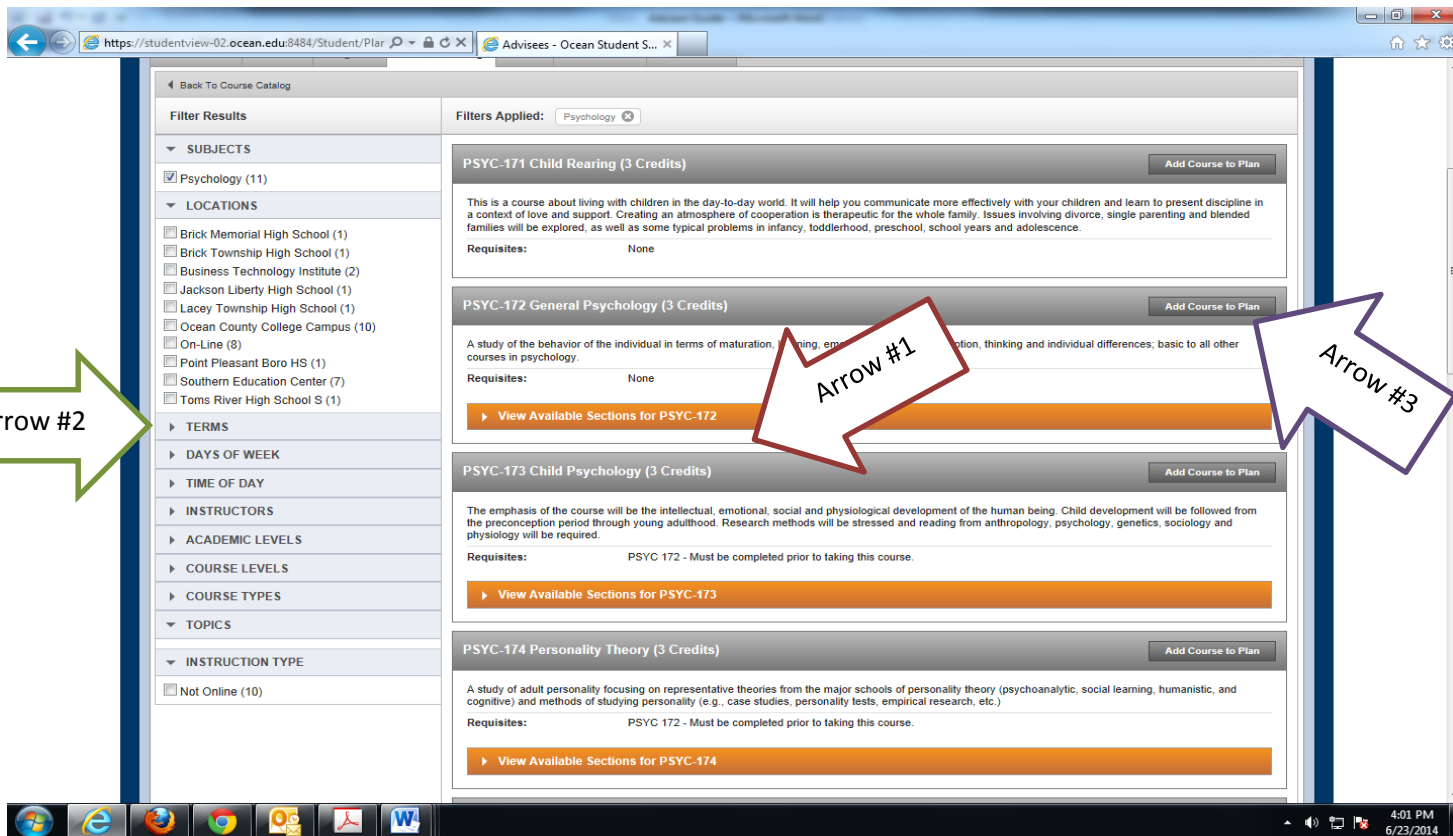
The screenshot displays the Ocean County College Student Planning web application. The browser address bar shows the URL: <https://studentview-02.ocean.edu:8484/Student/Planning/DegreePlans>. The page title is "Plan your Degree and Schedule your courses". The navigation menu includes "Home", "My Progress", "Plan & Schedule", and "Course Catalog". The "Plan & Schedule" tab is active, and a blue arrow points to it. The main content area shows a schedule for the "2015 Spring Semester". On the left, there are two course cards: "HIST-172: Western Civil II" and "SOCL-182: Death & Dying", each with a "View other sections" link. The main schedule is a grid with columns for "Mon", "Tue", "Wed", "Thu", and "Fri", and rows for time slots from "6am" to "4pm". The grid is currently empty. At the top right of the grid, it says "Planned: 8 Credits", "Enrolled: 0 Credits", and "Waitlisted: 0 Credits". The Windows taskbar at the bottom shows the system clock as 2:35 PM on 9/10/2014.

Adding a Course to the Course Plan (continued)



Courses are searchable by discipline.

Adding a Course to the Course Plan (continued)



Arrow #1 All of the courses in the discipline can be viewed in the search results.

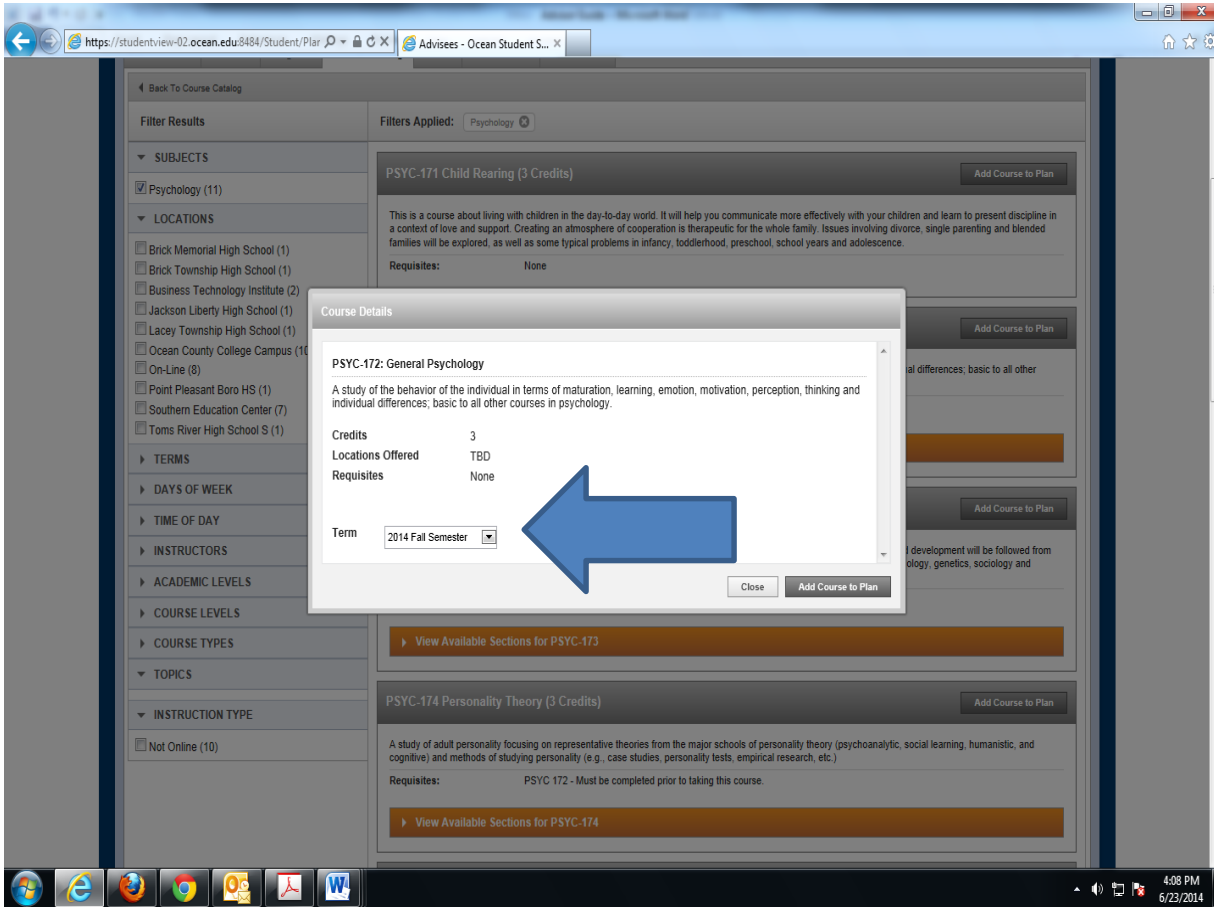


Arrow #2 Results are sortable by: Location, Term, Days of the Week, Time of Day, and Instructor.



Arrow #3 The course is added to the plan using the “Add Course to Plan” button.

Adding a Course to the Course Plan (continued)

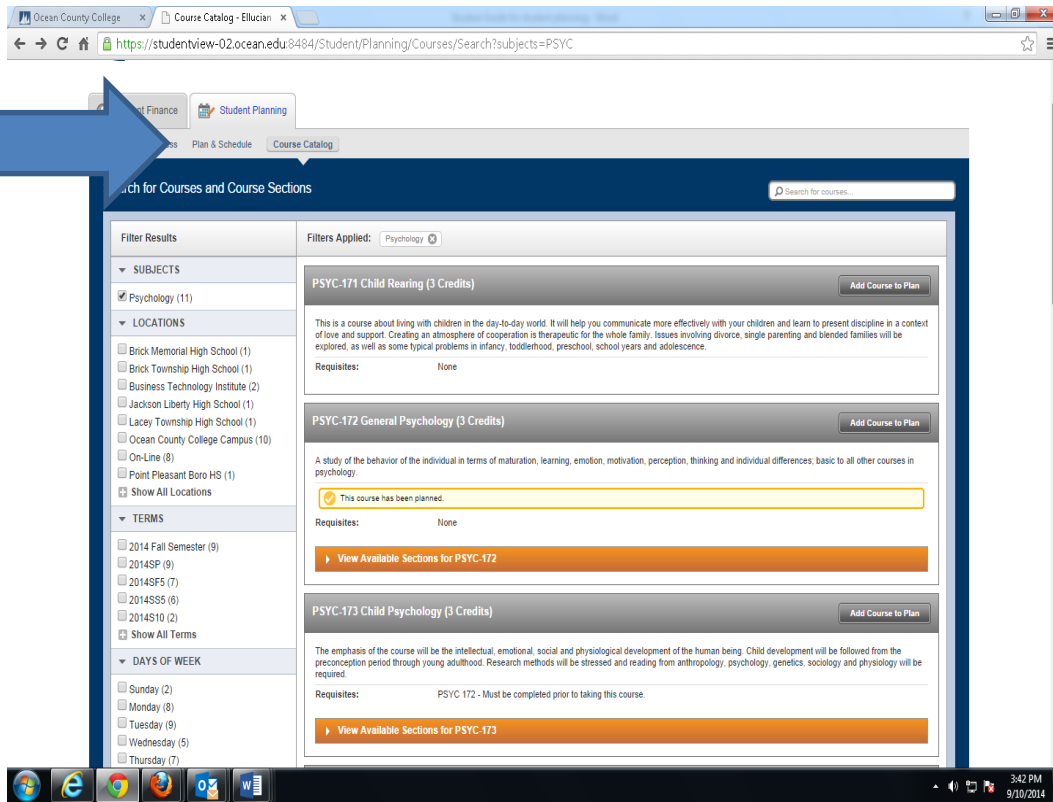


The correct semester is then selected.

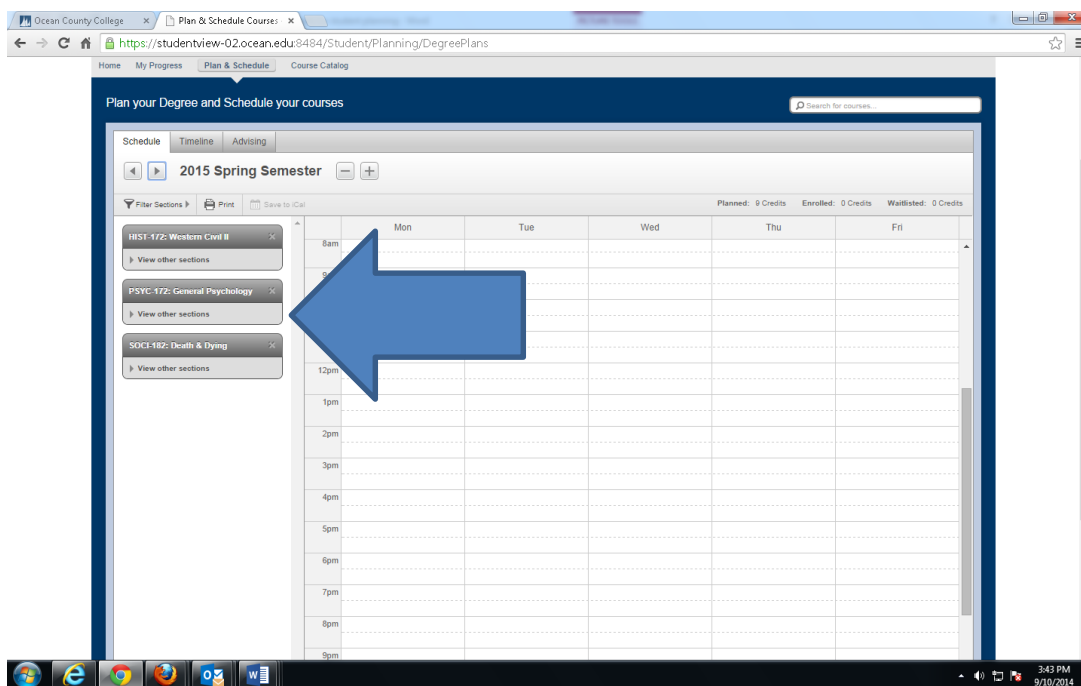
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Adding a Course to the Course Plan (continued)

You can then return to the “Plan & Schedule” tab to see that the course has been added to the plan.



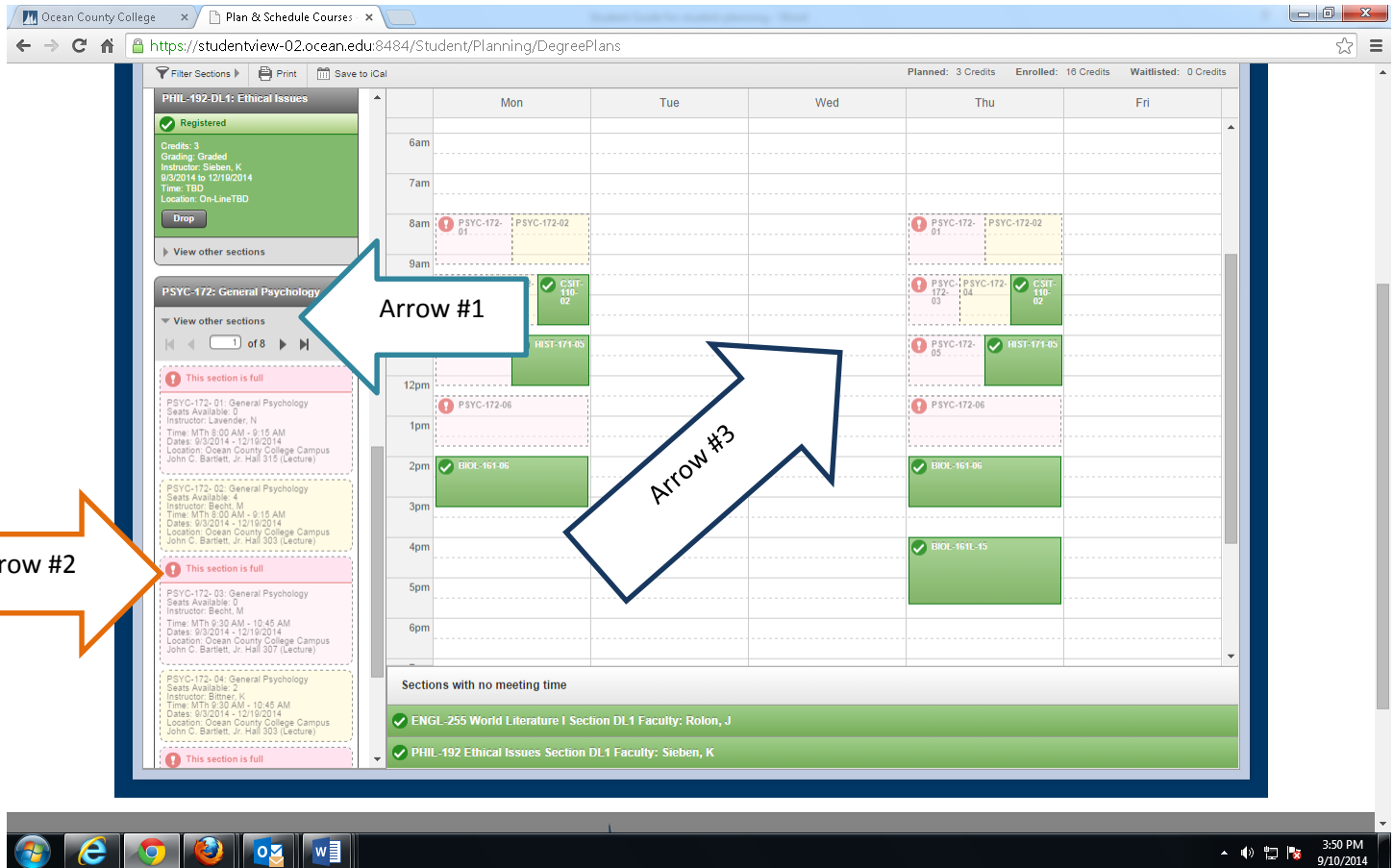
**** Advising Note:**
The next few screen shots show how to add a specific section. It is important for students to remember that while advisors can help students select appropriate courses, picking sections and building a schedule is the students' responsibility.



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Adding a Course to the Course Plan (continued)

When you are planning for a semester for which the schedule has been posted, you can add specific course sections to your plan.



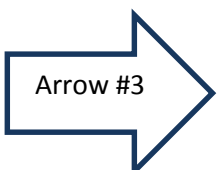
Arrow #1

The sections of the course can be viewed by selecting “View other sections”.
**Note: This function is only available for the next semester, after the schedule is published.



Arrow #2

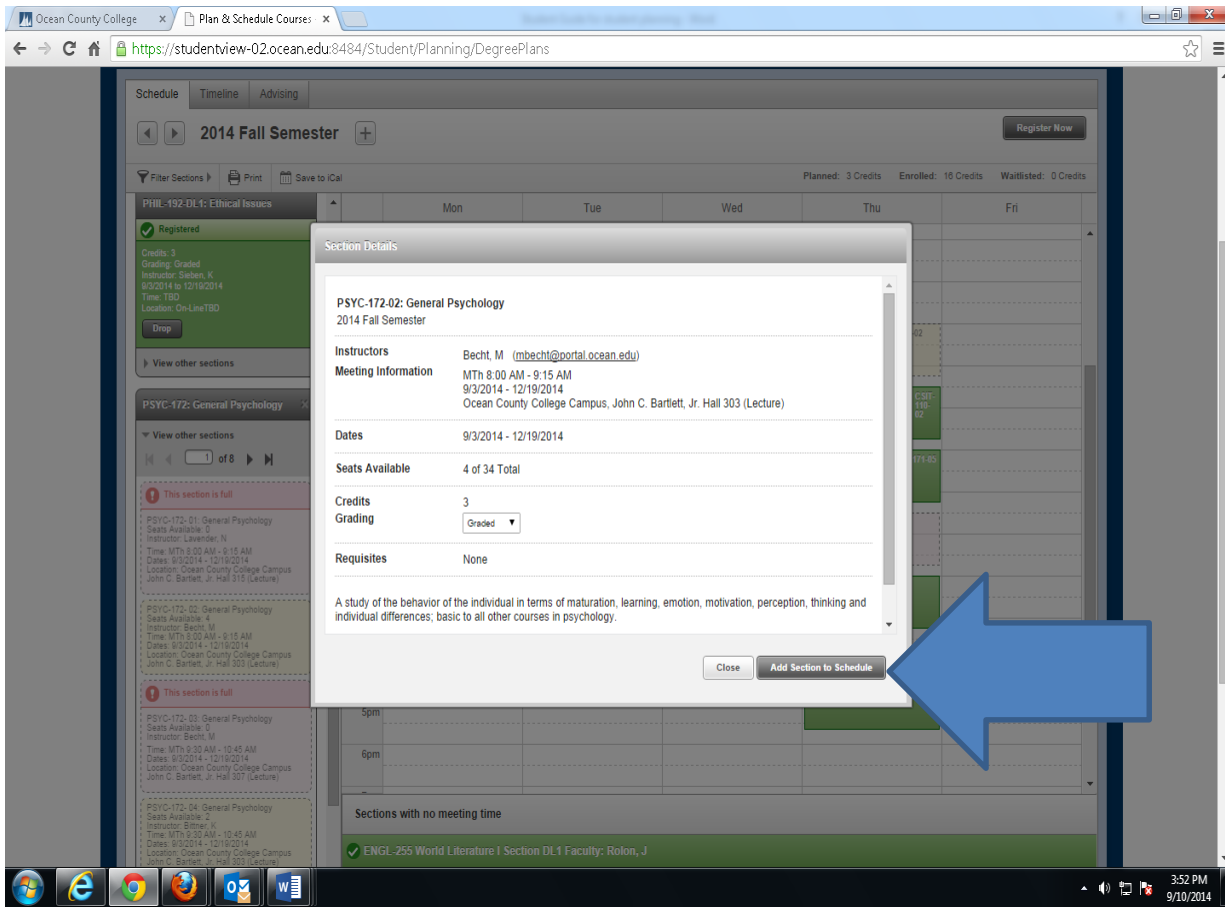
All the section information will be displayed, including an alert when a section is full.



Arrow #3

All the sections are also displayed on the calendar, allowing students to quickly see which sections fit into their schedule.

Adding a Course to the Course Plan (continued)



A course section is then added to the plan by clicking on the course and then selecting “Add Section to Schedule.”

Adding a Course to the Course Plan (continued)

The screenshot shows a web browser window with the URL <https://studentview-02.ocean.edu:8484/Student/Planning/DegreePlans>. The page title is "Plan your Degree and Schedule your courses". The interface is for the "2014 Fall Semester". On the left sidebar, three courses are listed as "Registered":

- BIOL-161-06: General Biology I (Credits: 4, Instructor: Phillips, P, 9/9/2014 to 12/19/2014)
- BIOL-161L-15: Lab-Biology I (Credits: 0, Instructor: Phillips, P, 9/9/2014 to 12/19/2014)
- CSIT-110-02: Computer Literacy (Credits: 3, Instructor: George, D, 9/9/2014 to 12/19/2014)

The main grid shows the following course blocks:

- Monday: PSYC-172-02 (8am-9am), CSIT-110-02 (9am-10am), HIST-171-95 (11am-12pm), BIOL-161-06 (2pm-3pm)
- Thursday: PSYC-172-02 (8am-9am), CSIT-110-02 (9am-10am), HIST-171-95 (11am-12pm), BIOL-161-06 (2pm-3pm), BIOL-161L-15 (4pm-5pm)

A blue arrow points to the PSYC-172-02 block on Thursday. The bottom of the screen shows a Windows taskbar with icons for Internet Explorer, Chrome, Firefox, Outlook, and Word, and a system tray showing the time as 3:53 PM on 9/10/2014.

The course is then added to the plan.

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Adding a Course to the Course Plan (continued)

Courses can also be added to the Course Plan via the “My Progress” Screen Search function.

Start by returning to the “My Progress” tab.

The screenshot displays the 'My Progress' interface for the Liberal Arts program. The navigation menu at the top includes 'Student Finance', 'Student Planning', and 'My Progress', with a blue arrow pointing to the 'My Progress' tab. The main content area is titled 'My Progress' and features a search bar for courses. Below this, the 'Liberal Arts' program is selected, showing a cumulative GPA of 3.674 (2,000 required) and a progress bar for total credits (77 of 64). The progress bar is divided into three segments: 43 (green), 22 (light green), and 12 (yellow). A note indicates that program completion must be verified by the Registrar. The 'Requirements' section is partially visible, showing 'Developmental Studies' with 2 of 2 items completed.

| Category | Value |
|-----------------|------------------------|
| Cumulative GPA | 3.674 (2,000 required) |
| Institution GPA | 3.674 (2,000 required) |
| Degree | Associate in Arts |
| Majors | Liberal Arts |
| Departments | Hummlies and Fine Arts |
| Catalog | 2013 |

| Category | Value |
|---|---|
| Total Credits (77 of 64) | 43 (green), 22 (light green), 12 (yellow) |
| Total Credits from this School (77 of 34) | 43 (green), 22 (light green), 12 (yellow) |

Adding a Course to the Course Plan (continued)

MATHEMATICS - SCIENCE - TECHNOLOGY (12 credits): Students must select one math course (course type: GMAT), one lab science course (course type: GSCL) and one technology course (course type: GTEC) and complete the 12 credit requirement with any additional math, science or technology course from the list of Approved General Education Courses. Students may attempt to "test out" of the technology requirement. If successful, student must take an additional course(s) in math, science or technology from the List of Approved General Education Courses.

Show Details ✔ 3 of 3 Credits Completed.

| Status | Course | Grade | Term | Credits | Hide |
|-------------|----------------------------------|-------|--------|---------|------|
| ✔ Completed | MATH-151 A Survey of Mathematics | A | 2014SP | 3 | |

B. Lab Science

Complete 4 credits. Courses must be from rule(s): DA.GSCL. 0 of 4 Credits Completed. ✔ Fully Planned

| Status | Course | Grade | Term | Credits | Hide |
|---------------|----------------------------|-------|--------|---------|------|
| ✔ In-Progress | BIOL-161 General Biology I | | 2014FA | 4 | |

C. Technology

Complete 3 credits. Courses must be from rule(s): DA.GTEC. 0 of 3 Credits Completed. ✔ Fully Planned

| Status | Course | Grade | Term | Credits | Hide |
|---------------|----------------------------|-------|------|---------|------|
| ✔ In-Progress | CSIT-110 Computer Literacy | | | 3 | |

D. Math/Lab Science/Tech

Complete 3 credits. Courses must be from rule(s): DA.MAST. 0 of 3 Credits Completed.

| Status | Course | Grade | Term | Credits | Hide |
|---------------|--------|-------|------|---------|------|
| ❗ Not Started | | | | | |

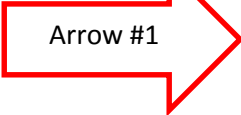
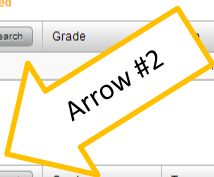
OCC Requirement

Complete the following item. ✔ 1 of 1 Completed.

A. OCC Requirement

OCC Requirement (3 credits): Any course from the list of Approved General Education courses OR ACAD-155 OR Any HEHP course(s)

Complete 1 of the following 3 items. ✔ 1 of 1 Completed.



Arrow #1 This student still needs to take the second math or lab science course to complete the Math/Science/Technology requirement.

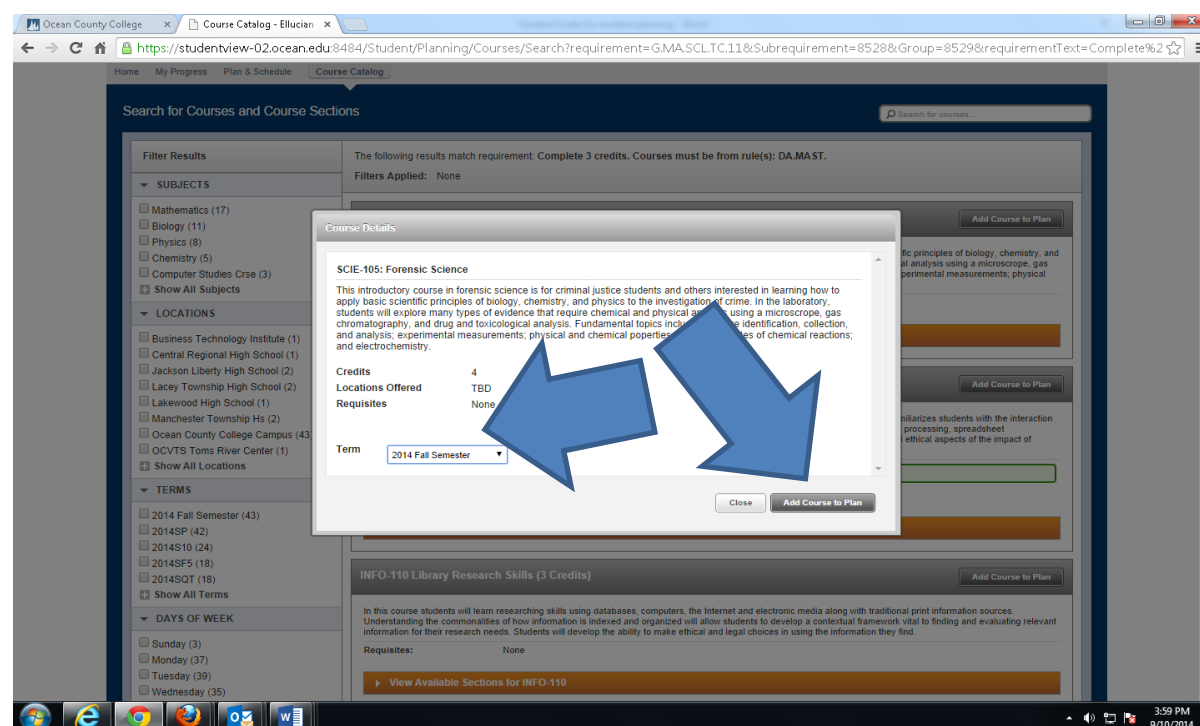
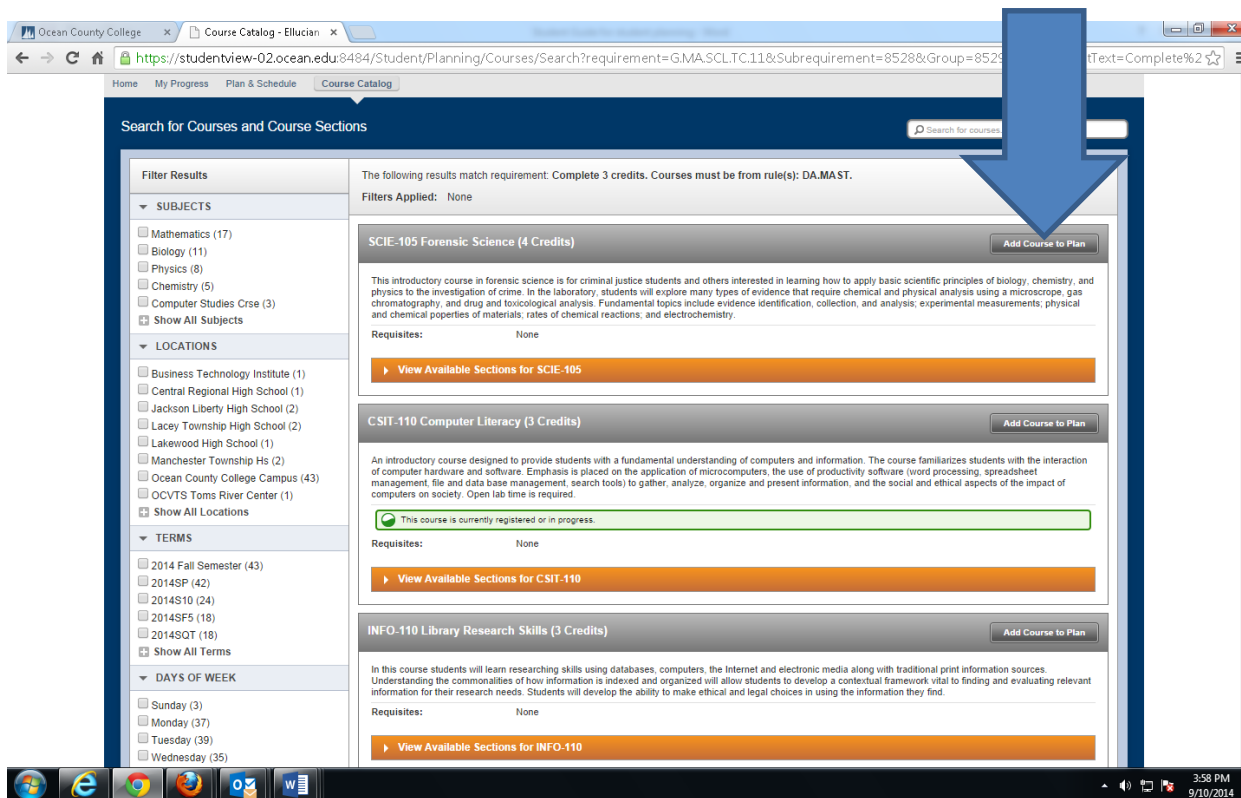


Arrow #2 The Search function can be used to help the student search for a course that meets this requirement.

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Adding a Course to the Course Plan (continued)

Once the Search function tab is clicked, Student Planning will display all the courses that meet that requirement. When you find a course, you can click “Add Course to Plan”.

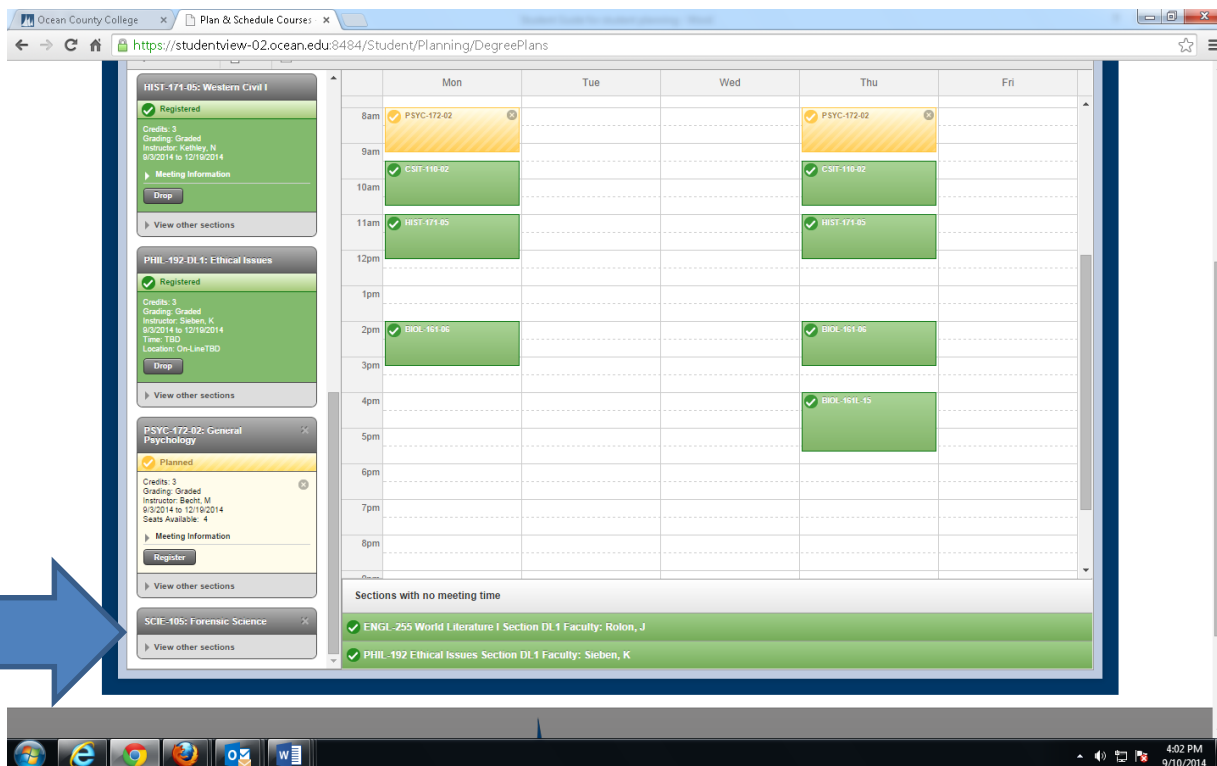
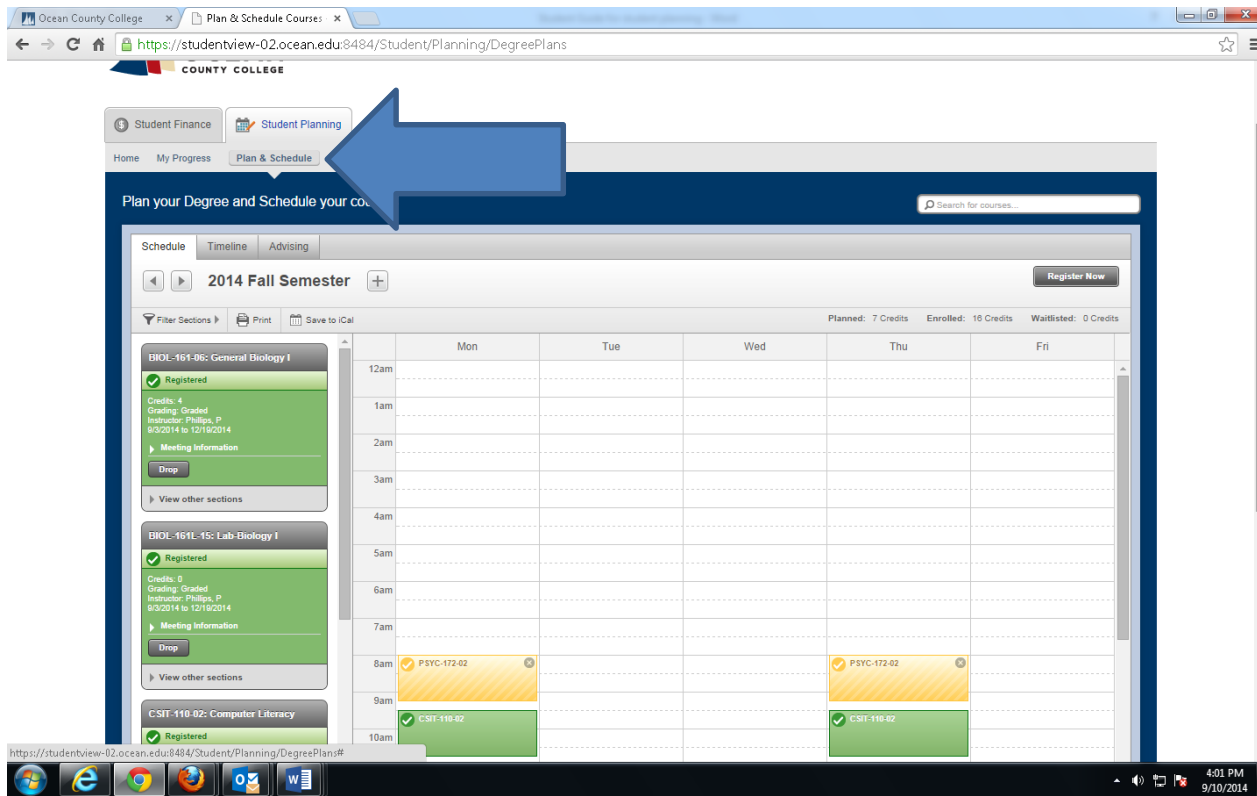


You can then select the correct term and click “Add Course to Plan.”

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Adding a Course to the Course Plan (continued)

You can then return to the "Plan & Schedule" tab.



The course has now been added to the plan.

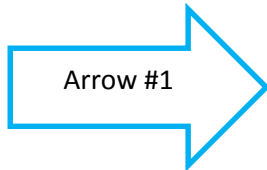
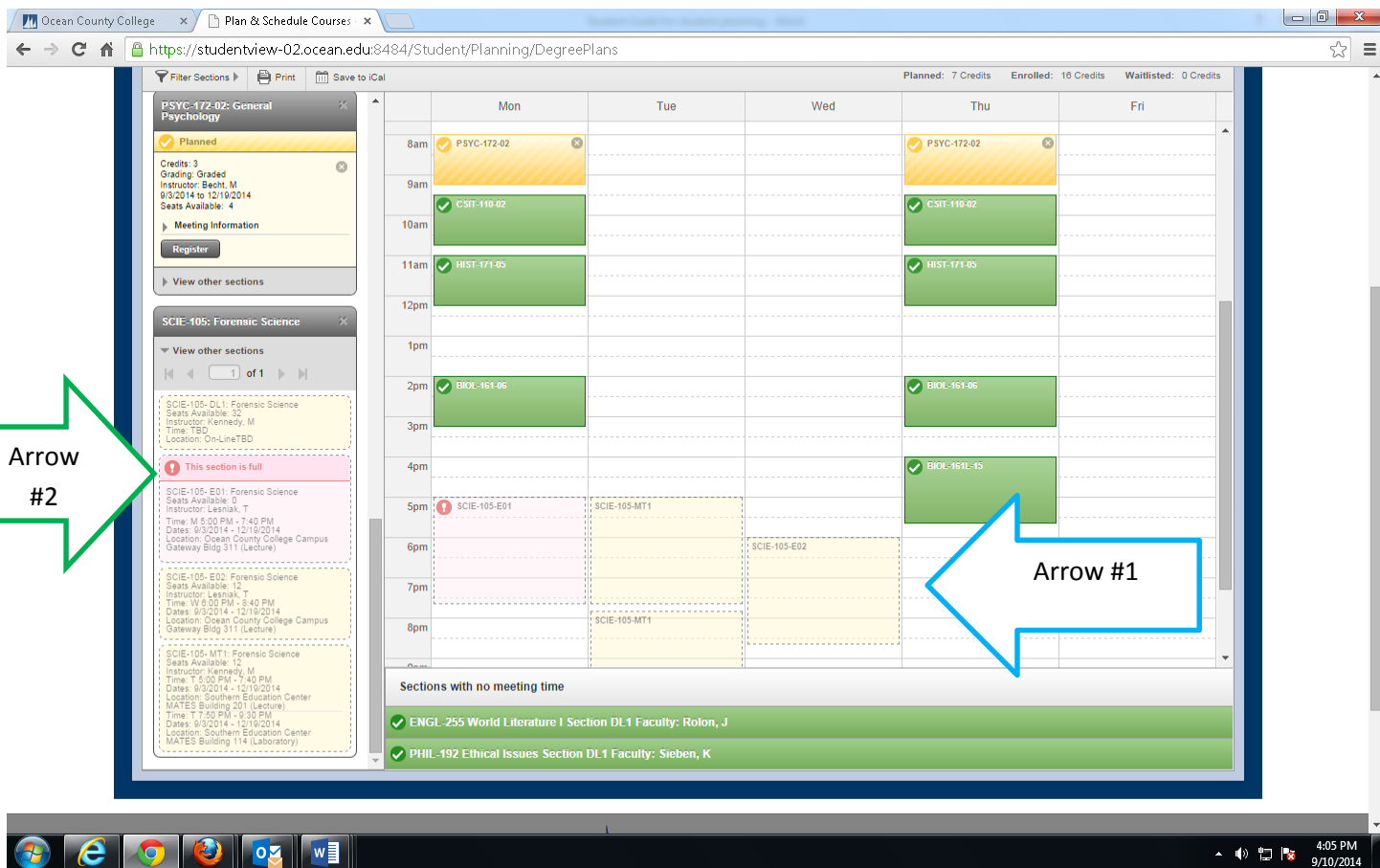
OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

Adding a Course to the Course Plan (continued)

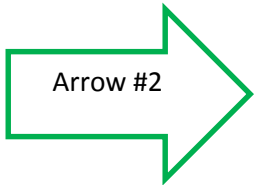
The “View Other Sections” function can be used to add a specific section of the course to the plan.

The screenshot displays a web browser window with the URL <https://studentview-02.ocean.edu:8484/Student/Planning/DegreePlans>. The interface is divided into a sidebar on the left and a main grid on the right. The sidebar lists three courses: PHIL-192-DL1: Ethical Issues (Registered), PSYC-172-02: General Psychology (Planned), and SCIE-105: Forensic Science. A blue arrow points to the 'View other sections' link for SCIE-105. The main grid shows a schedule from 11am to 8pm. Existing sections include HIST-171-05 at 11am, BIOL-161-06 at 2pm, and BIOL-161L-1S at 4pm. A section titled 'Sections with no meeting time' lists ENGL-255 World Literature I Section DL1 Faculty: Rolon, J and PHIL-192 Ethical Issues Section DL1 Faculty: Sieben, K. The footer of the browser window shows the Ocean County College logo and copyright information: © 2000-2014 Elucian. All rights reserved. The taskbar at the bottom indicates the time is 4:04 PM on 9/10/2014.

Adding a Course to the Course Plan (continued)



Arrow #1 All the sections will display on the calendar, allowing you to easily see what will fit into your current schedule.



Arrow #2 Note that Student Planning will alert you that a section is full.

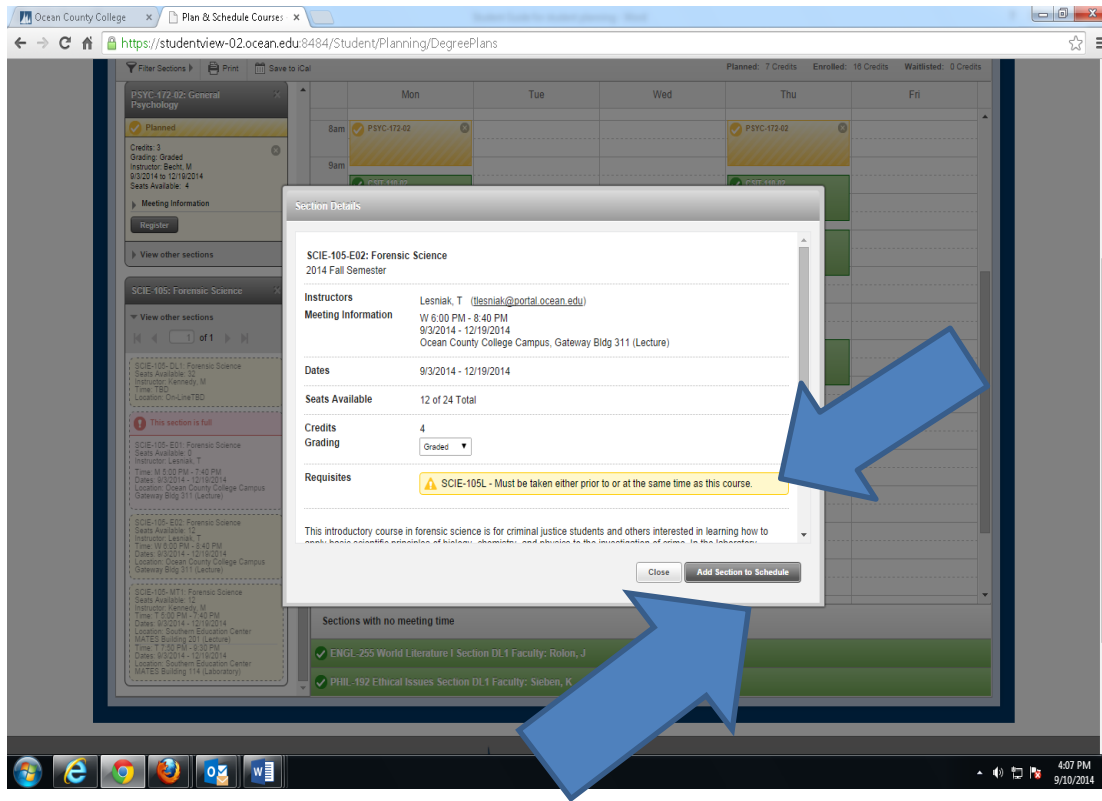
OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

Adding a Course to the Course Plan (continued)

You can then select a section that works with your current schedule.

The screenshot displays the 'Plan & Schedule Courses' interface for Ocean County College. The browser address bar shows the URL: <https://studentview-02.ocean.edu:8484/Student/Planning/DegreePlans>. The interface includes a sidebar on the left with course details for 'PSYC-172-02: General Psychology' and 'SCIE-105: Forensic Science'. The main area is a grid showing the student's current schedule across days of the week (Mon-Fri) and times (8am-8pm). Two blue arrows point to specific sections in the grid: one points to 'SCIE-105-E00' on Wednesday at 8pm, and the other points to 'BIOL-161-13' on Thursday at 4pm. Below the grid, there is a section titled 'Sections with no meeting time' which lists 'ENGL-255 World Literature I Section DL1 Faculty: Rolon, J' and 'PHIL-192 Ethical Issues Section DL1 Faculty: Sieben, K'. The Windows taskbar at the bottom shows the system clock as 4:06 PM on 9/10/2014.

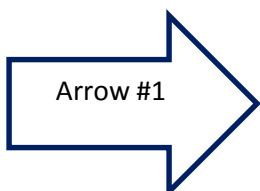
Adding a Course to the Course Plan (continued)



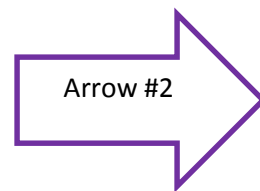
Note that Student Planning will alert you when a lab section must be selected in conjunction with a lecture for a lab science course.

The “Add Section to Schedule” button is clicked to add the section to the plan.

Adding a Course to the Course Plan (continued)



The course is then added to the plan.



Student Planning will alert again that a lab section must be added to the plan.
**It is important to note that while the lecture can be added to the plan without the lab, you would not be able to register for the lecture without the lab.

OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

Registering for Courses via Student Planning

During the regular registration period, students with access to register for courses online can register for courses/add courses via Student Planning. All of the deadlines, rules and regulations associated with regular registration apply to registration via Student Planning.

You can register for the course section via the “Register” button. Note that you cannot register for a course until you have selected a section.

Remember, a planned course is not on your schedule until you have registered for the course.

The screenshot displays the 'Plan & Schedule Courses' interface. On the left, three course sections are listed:

- PHIL-192-DL1: Ethical Issues**: Registered. Credits: 3, Grading: Graded, Instructor: Sieben, K, 9/3/2014 to 12/19/2014, Time: TBD, Location: On-LineTBD. A 'Drop' button is visible.
- PSYC-172-02: General Psychology**: Planned. Credits: 3, Grading: Graded, Instructor: Beeht, M, 9/3/2014 to 12/19/2014, Seats Available: 4. A 'Register' button is highlighted with a blue arrow.
- SCIE-105-E02: Forensic Science**: Planned. A warning icon indicates 'You must also take SCIE-105L'. Credits: 4, Grading: Graded, Instructor: Lesniak, T, 9/3/2014 to 12/19/2014, Seats Available: 12. A 'Register' button is visible.

The main area shows a weekly schedule grid from Monday to Friday, 6am to 7am. The grid contains the following sections:

- 8am - 9am**: PSYC-172-02 (Mon, Thu)
- 9am - 10am**: CSIT-110-02 (Mon, Thu)
- 11am - 12pm**: HIST-171-05 (Mon, Thu)
- 2pm - 3pm**: BIOL-161-06 (Mon, Thu)
- 4pm - 5pm**: BIOL-161L-15 (Thu)
- 6pm - 7am**: SCIE-105-E02 (Wed)

At the bottom, a section titled 'Sections with no meeting time' lists:

- ENGL-255 World Literature I Section DL1 Faculty: Rolon, J
- PHIL-192 Ethical Issues Section DL1 Faculty: Sieben, K

The Windows taskbar at the bottom shows the time as 4:15 PM on 9/10/2014.

OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

Dropping Courses via Student Planning

During the regular registration period, students with access to register for courses online can also drop courses via Student Planning. All of the deadlines, rules and regulations associated with regular registration apply to registration via Student Planning.

You can drop the course via the “Drop” button.

Remember, a course is not officially dropped from your schedule until you have taken this action.

The screenshot displays the Student Planning interface in a web browser. On the left, a list of courses is shown with their details and a 'Drop' button. A large blue arrow points to the 'Drop' button for the BIOL-161L-15: Lab-Biology I course. The main area shows a class schedule grid with time slots from 6am to 5pm. Courses are scheduled in the grid, including PSYC-172-02, C.SIT-110-02, HIST-171-05, BIOL-161-06, and BIOL-161L-15. At the bottom, there is a section for 'Sections with no meeting time' listing ENGL-255 and PHIL-192.