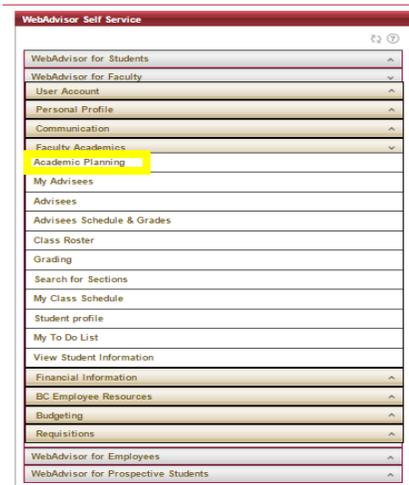


Contents

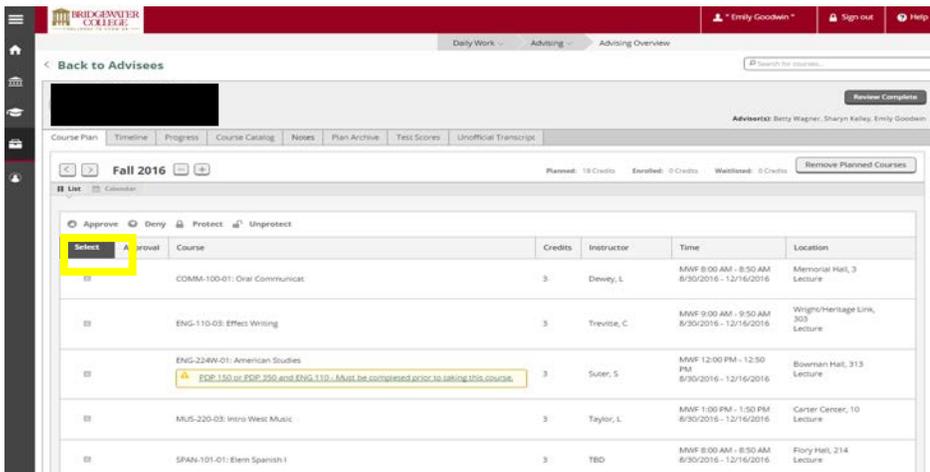
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Where can I find the new Student Planning?

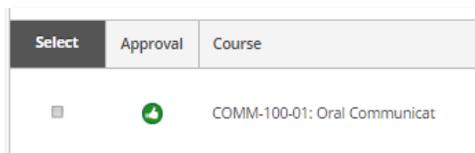


- Go to mybc.bridgewater.edu
- Click on WebAdvisor for Faculty
- Click on Faculty Information
- Click on Academic Planning

How do I approve courses?



1. Click on "Select." This will put a check mark in each box in front of each course.
2. Approve, Deny, Protect, and Unprotect will change from being grayed out to color.
3. Select "Approve."
4. A green thumbs up icon 👍 will appear next to each course.
5. Courses have now been approved for this term once you see the green thumbs up icons in the "Approval" column.

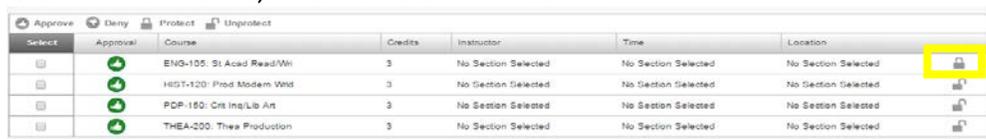


How do I approve one course or protect one course?

1. Go to the “Course Plan” tab.
2. To select one course, click on the box in front of that course to select it.
3. Now, you can approve, deny, protect, or unprotect the selected course.

What is Protect and Unprotect?

Protect will allow you to “protect” a course on an advisee’s course plan. The student cannot move or delete a course that has been protected. Only advisors can *Protect* or *Unprotect* a course. Protecting a course could be used if you know of a course that is only offered in spring of odd years and your advisee has to have that course to graduate. You can protect that course on the course plan. Advisees still need to register for protected courses. Protecting a course will “lock” the lock and show up as protected on the course plan, on the course timeline, and on the calendar view.



Select	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		ENG-105: St Acad Read/Wri	3	No Section Selected	No Section Selected	No Section Selected
<input type="checkbox"/>		HIST-120: Prod Modern Wld	3	No Section Selected	No Section Selected	No Section Selected
<input type="checkbox"/>		PDP-150: Cts Inq/Lib Art	3	No Section Selected	No Section Selected	No Section Selected
<input type="checkbox"/>		THEA-200: Thea Production	3	No Section Selected	No Section Selected	No Section Selected

How can I add courses to a course plan?

There are three ways to add a course to a plan; Progress tab, Course Catalog tab, or “Search for Courses.”

Progress tab:

1. Click “Search” next to any requirement or the course name.

C. Experiential Learn

Complete one Experiential Learning course

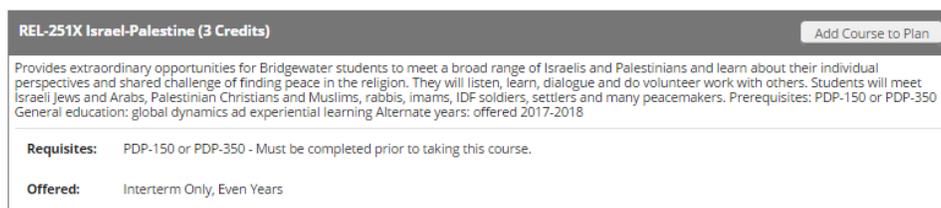
Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

Experiential Learning **0 of 1 Courses Completed.** [Hide Details](#)



Status	Course	Search	Grade	Term	Credits
Not Started					

2. This will take you to the Course Catalog.
3. When you find the course you would like to add, click “Add Course to Plan.”



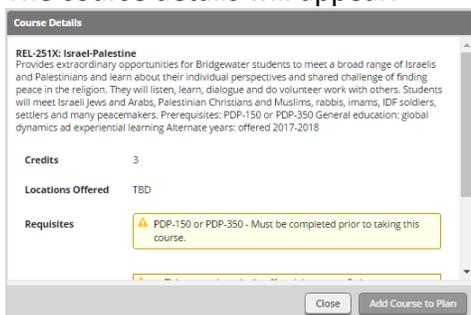
REL-251X Israel-Palestine (3 Credits) Add Course to Plan

Provides extraordinary opportunities for Bridgewater students to meet a broad range of Israelis and Palestinians and learn about their individual perspectives and shared challenge of finding peace in the religion. They will listen, learn, dialogue and do volunteer work with others. Students will meet Israeli Jews and Arabs, Palestinian Christians and Muslims, rabbis, imams, IDF soldiers, settlers and many peacemakers. Prerequisites: PDP-150 or PDP-350 General education: global dynamics ad experiential learning Alternate years: offered 2017-2018

Requisites: PDP-150 or PDP-350 - Must be completed prior to taking this course.

Offered: Interterm Only, Even Years

4. The course details will appear.



Course Details

REL-251X: Israel-Palestine
Provides extraordinary opportunities for Bridgewater students to meet a broad range of Israelis and Palestinians and learn about their individual perspectives and shared challenge of finding peace in the religion. They will listen, learn, dialogue and do volunteer work with others. Students will meet Israeli Jews and Arabs, Palestinian Christians and Muslims, rabbis, imams, IDF soldiers, settlers and many peacemakers. Prerequisites: PDP-150 or PDP-350 General education: global dynamics ad experiential learning Alternate years: offered 2017-2018

Credits 3

Locations Offered TBD

Requisites PDP-150 or PDP-350 - Must be completed prior to taking this course.

Close Add Course to Plan

5. Using the dropdown box next to “Term,” select a term to add the course to the plan.

Course Catalog:

1. When you find the course you would like to add, click “Add Course to Plan.”

REL-251X Israel-Palestine (3 Credits) Add Course to Plan

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Credits: 3

Locations Offered: TBD

Requisites: PDP-150 or PDP-350 - Must be completed prior to taking this course.

Close Add Course to Plan

3. Using the dropdown box next to “Term,” select the term to which you want to add the course.

Search for Courses:

1. In the upper right corner, type in a course you would like to search for in the text box.

Emily Goodwin Sign out Help

Daily Work Advising Advising Overview

Search for courses...

2. This will take you right to the course catalog.

How do I add sections to a course plan?

There are 2 ways to add sections to a course plan; Calendar view under Course Plan or Course Catalog.

Calendar View under Course Plan Tab:

1. Click “Calendar” next to “List” on the Course Plan screen.

Course Plan Timeline Progress

Fall 2016

List Calendar

2. Courses will show on the left side and a calendar will show on the right side of the screen.

Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript

Fall 2016

Planned: 34 Credits Enrolled: 9 Credits Waitlisted: 0 Credits Remove Planned Courses

COMM-100-01: Oral Communication

Approved

Planned

Credits: 3 Grading: Grade: Incomplete/ Drop: 5/20/2016 Seats Available: 20

Meeting Information

Specifying section with SPAN 1070

View other sections

ENG-110: Effect Writing

Protected

Approved

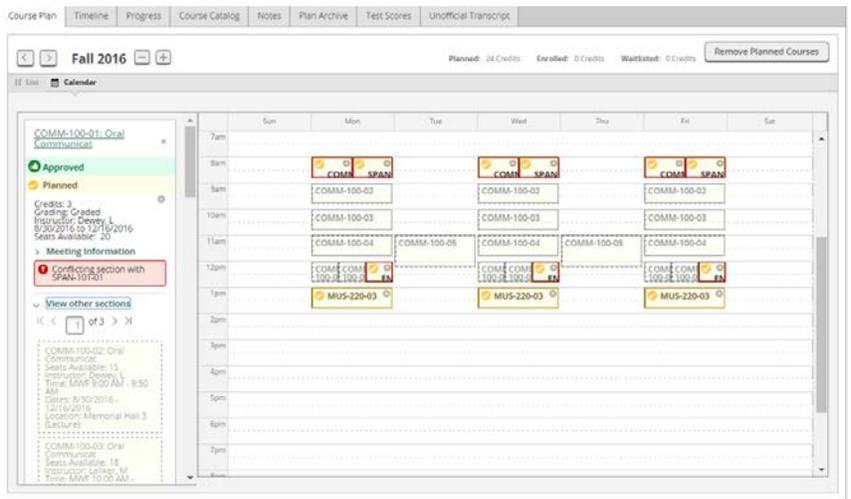
View other sections

ENG-220W-01: American Studies

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am		COM-SPAN		COM-SPAN		COM-SPAN	
10am							
12pm							
1pm		ENG-220W-01		ENG-220W-01		ENG-220W-01	
2pm		MUS-220-03		MUS-220-03		MUS-220-03	
3pm							
4pm							
5pm							
7pm							

3. Under each course on the left side, click “View other sections.”

4. The sections for the course will show under the course and on the calendar.



5. Click on the section wanted; either on the calendar or in the list on the left side.
6. Section details will appear. Click “Add Section to Schedule.”



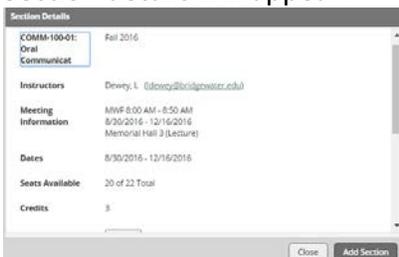
7. The section will now appear in yellow on the calendar.

Course Catalog:

1. Once you have found the course in the Course Catalog, click “Available Sections for” under the course details.



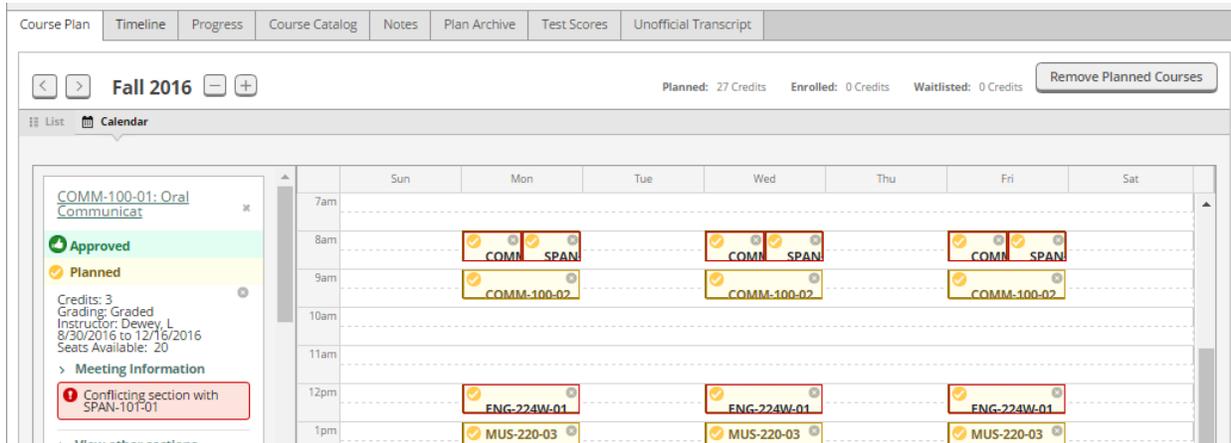
2. Find the section you want to add to the schedule.
3. Click “Add Section to Schedule”
4. Section details will appear.



5. Click “Add Section to Schedule.”

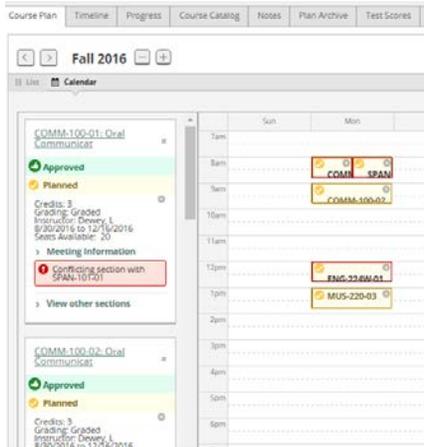
How do I remove a course or a section from a course plan?

To remove a section, in the Calendar view under *Course Plan*, click on the gray "x" in the upper right corner of the course section. This will remove the section, not the course.



How do I know if there is a scheduling conflict with my course sections?

You will see a warning if there is a scheduling conflict on the Calendar view under *Course Plan*.



How do I know if there is a pre-requisite or a co-requisite to a course?

A warning will show up when you try to add the course to a course plan in the course details from the Course Catalog and a warning will show under the course name under the *Timeline* tab.

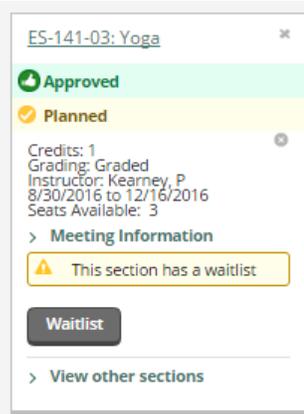
<input type="checkbox"/>	ENG-224W-01: American Studies	MWF 12:00 PM - 12:50 PM 8/30/2016 - 12/16/2016	Bowman Hall, 313 Lecture
<input type="checkbox"/>	MUS-220-03: Intro West Music	MWF 1:00 PM - 1:50 PM 8/30/2016 - 12/16/2016	Carter Center, 10 Lecture

The table displays course details. The first row is for 'ENG-224W-01: American Studies' with a yellow warning box: 'PDP 150 or PDP 350 and ENG 110 - Must be completed prior to taking this course.' The second row is for 'MUS-220-03: Intro West Music'.

Click on the course name and you will be redirected to the Course Catalog to add that course to the course plan.

How does my advisee know when I have approved courses?

Courses approved will have a green thumb's up and a green striped "Approved"  under the course name on their Plan and Schedule tab.

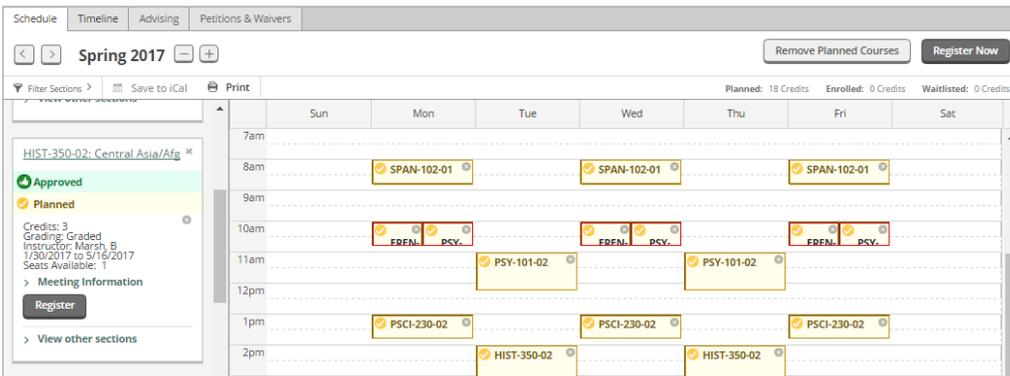


If an advisee moves an approved course from one term to a different term, does the advisee need to get approval again?

Yes, you will need to approve the course, if it was moved from one term to a different term.

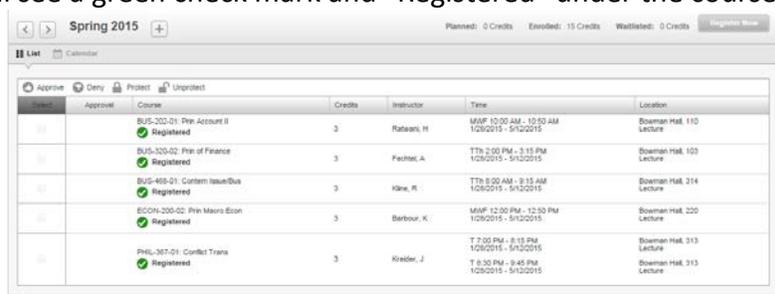
How do advisees register for courses?

When registration opens for your advisee, he/she will have to go to *Schedule* view and click on the "Register" button in the top right corner (right above your calendar view) to register for all courses at once. To register for one course at a time, advisees can click "Register" under the course name and section on the left side for your calendar view.

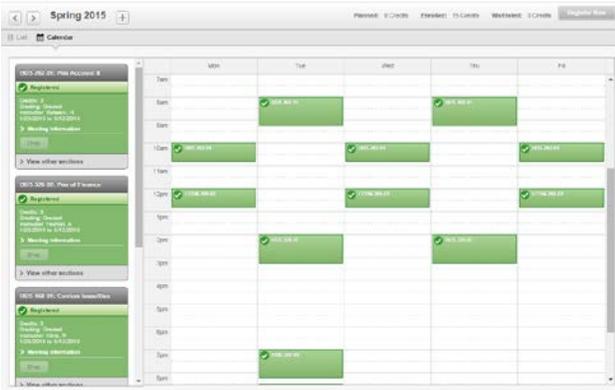


How do I know my advisees have registered for courses?

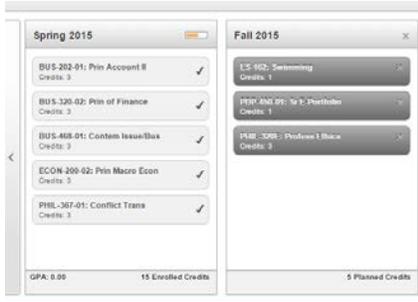
You will see a green check mark and "Registered" under the courses on Course Plan tab.



Your advisees' courses will change from yellow to green on the Calendar view of Course Plan tab. Also, you will see a green "Registered" strip on the course name on the left side of the calendar view under the *Course Plan* tab and all the courses will be green on the schedule.

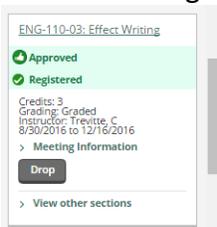


On the *Timeline* tab, the courses advisees have registered for will change from a dark gray to a light gray.



How do advisees drop a course from their schedule if they have already registered for that course?

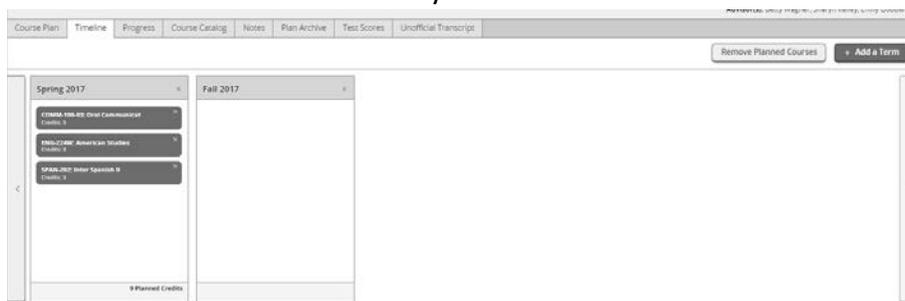
Students will go to the *Schedule* tab. The courses will be listed on the left side of the calendar view. Under the course name on the left side, they will find a "Drop" button. Click "Drop" to drop the course. They will receive an acknowledgement email from the registrar's office every time you drop a course.



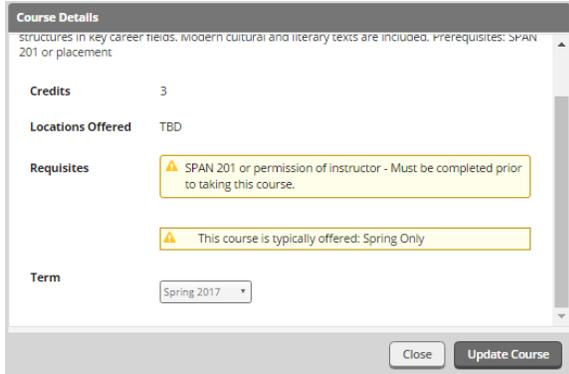
How do I move a course from one term to another one?

You can change a course from one term to another term in the Timeline section. This will only work if a section HAS NOT been selected.

1. Click on the name of the course you would like to move.



2. The course details will appear. Scroll to the bottom.



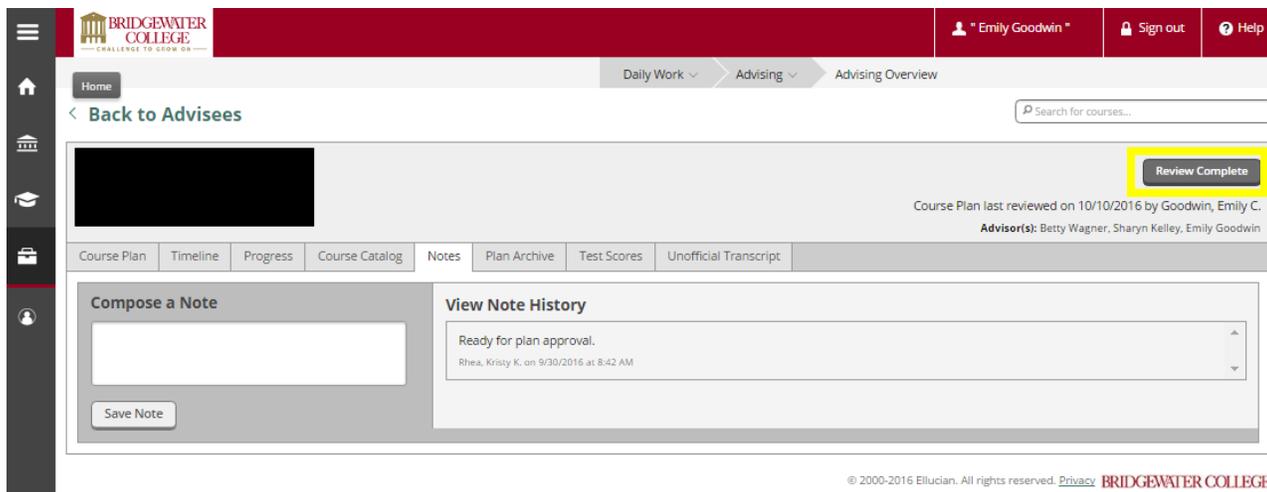
3. Using the dropdown box next to “Term,” select the term to which you want to add the course.

My advisee said he/she is ready for approval of courses, but I didn't get a notification or an icon next to his/her name. Why?

Your advisee did not click on “Request Review” under the *Advising* tab. For an advisee to “request review,” he/she needs to click on *Plan and Schedule*. Then, click on the *Advising* tab. On the right side, he/she will see a gray “Request Review” button. He/she needs to click on “Request Review.” Now, you will get a notification and an icon next to his/her name.

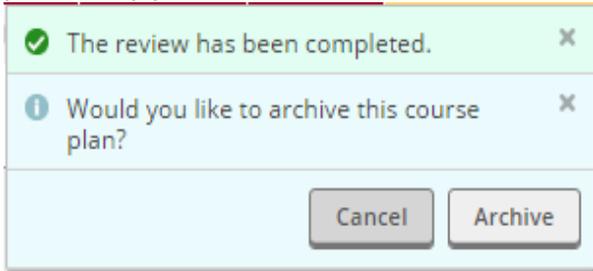
I have approved courses and the icon next to the advisee's name and the notification at the top will not go away. Why?

Click on “Review Complete” in the upper right corner of the *Notes* tab. Clicking “Review Complete” will remove the icon  from next to your advisee's name on your list of advisees.



What does “Would you like to archive this course plan?” mean?

After you click “Review Complete,” you will get a notification, in the upper right corner, that “The review has been completed.” and “Would you like to archive this course plan?” Archiving the course plan will create a PDF of the courses approved, any changes to the course plan, and any notes. Advisees do not see the archived plans, only you and the other advisors will see the archived plans.



My advisee wants me to send a “note.” Is this an email?

No. Notes are not emails. Notes will only show under the *Notes* tab. This is one way to communicate with your advisees. All advisors and the advisee can see the all the notes saved under this tab.

My advisee said he/she sent me a note. Where do I find that note?

You will find any notes that your advisees send you under the *Advising* tab.

My advisee tries to email me by clicking on my name under the Advising tab and he/she can’t email me. Why?

This program is linked to Outlook so your advisee isn’t able to email you through this program. Please have your advisee email you another way.

What are the 3 bars at the top of Progress and what do the colors and numbers mean?

There are 3 progress bars at the top of the *Progress* page. The top progress bar shows your advisee’s progress towards completion. The second progress bar shows your advisee’s progress to the minimal required number of credits, 123 credits. The third progress bar shows your advisee’s progress towards the 33 credits he/she is required to take from Bridgewater. Dark green means you advisee has completed those number of credit. Light green means those credits are in-progress. Yellow means those credits have been planned.

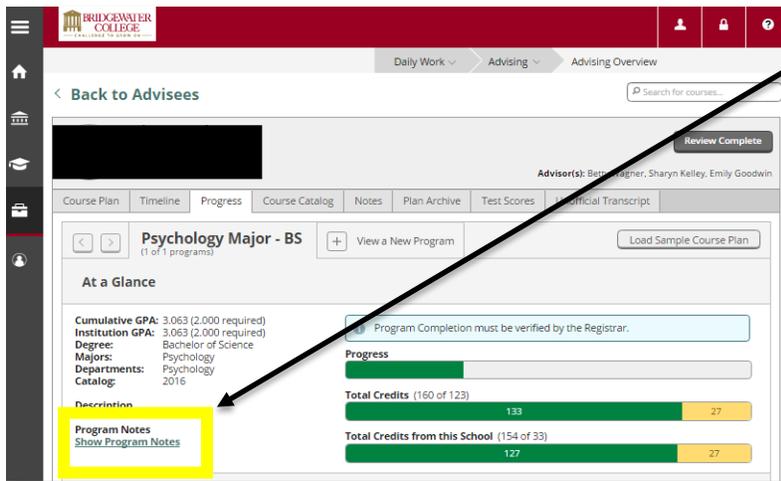
Where can I find my advisee’s Major GPA?

You can find your advisee’s Major GPA on the *Progress* page. The Major GPA will be right above the courses required for the major about halfway down the page (under your PDP 450 course requirements.)



Where can I find the required credits to graduate & the number of credits completed in 300/400 levels courses?

Required credits to graduate can be found on the *Progress* tab by clicking "Show Program Notes."



Will I be able to see any holds?

Yes. Holds will show in the upper right corner.

