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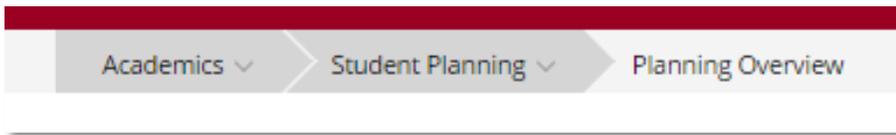
## Where can I find the new Student Planning?



Go to [mybc.bridgewater.edu](http://mybc.bridgewater.edu)  
Click on WebAdvisor for Students  
Click on Academic Planning  
Click on Student Planning

## How do I change between the different options in Student Planning?

To change between the different options, use the dropdown menus at the top.



## How can I add courses to my course plan?

There are three ways to add a course to a plan; My Progress section, Course Catalog section, or “Search or 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
<b>Not Started</b>					

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:** Interm 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

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 region. 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 and 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

2. 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 region. 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 and 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

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 my course plan?

There are 2 ways to add sections to a course plan; Plan & Schedule or Course Catalog.

1. Go to Plan & Schedule. Courses will show on the left side and a calendar will show on the right side of the screen.

Course Plan: Overview Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript

Fall 2016 Planner: 30 Credits Enrolled: 6 Credits Withdrawn: 0 Credits Remove Planned Courses

Calendar

COMM-100-05: Oral Communication  
Planned  
Credits: 3  
Grading: Graded  
Instructor: Babcock, J  
8/29/2016 to 12/18/2016  
Seats Available: 20  
Meeting Information

ENG-110: English Writing  
Approved

ENG-220W-03: American Studies

Section	Sun	Mon	Tue	Wed	Thu	Fri	Sat
COMM-100-05							
ENG-220W-03							

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

COMM-100-05: Oral Communication

Planned

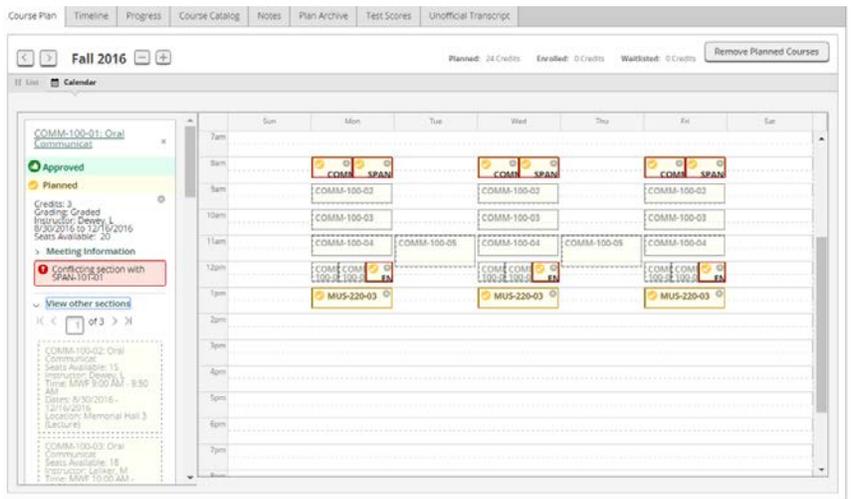
Credits: 3  
Grading: Graded  
Instructor: Babcock, J  
8/29/2016 to 12/18/2016  
Seats Available: 14

Meeting Information

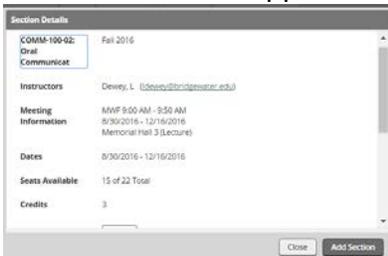
Register

View other sections

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



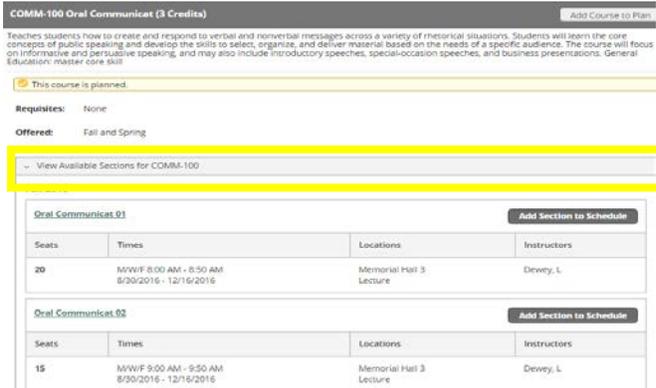
- Click on the section wanted; either on the calendar or in the list on the left side.
- Section details will appear. Click “Add Section to Schedule.”



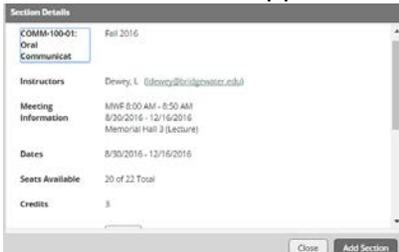
- The section will now appear in yellow on the calendar.

### Course Catalog:

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



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

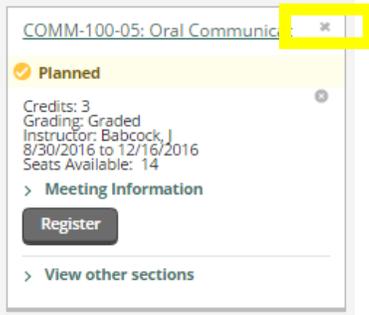


- Click “Add Section to Schedule.”

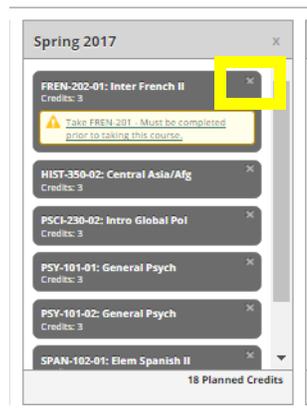
## How do I remove a course from my course plan?

To remove a course from your course plan, you can do this 2 ways; on your *Schedule* tab or *Timeline* tab. You click on the “x” in the upper right corner next to the course name.

Schedule tab:

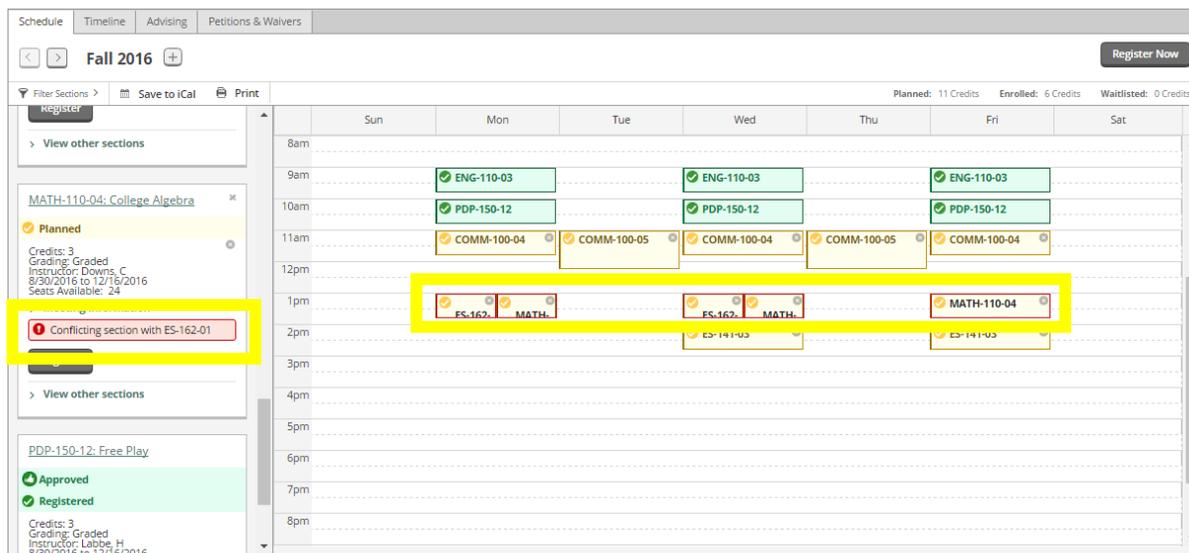


Timeline Tab:



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

You will get a warning if there is a scheduling conflict on your *Schedule* view. The warning will appear on the left side of the *Schedule* view under the classes that are conflicting and on the calendar view. The conflicting classes will have a red box around them.

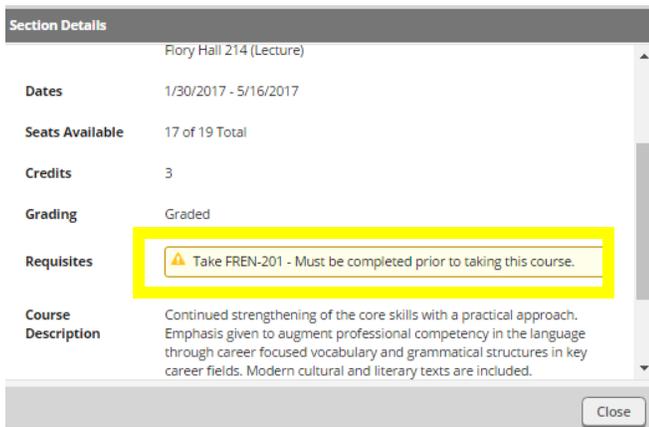


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## How do I know if there is a pre-requisite or a co-requisite to a course?

A warning will show up when you try to add the course to your course plan and a warning will show under your course name under the *Schedule* tab and in the *Timeline* tab.

When you add the class:



**Section Details**  
Flory Hall 214 (Lecture)

**Dates** 1/30/2017 - 5/16/2017

**Seats Available** 17 of 19 Total

**Credits** 3

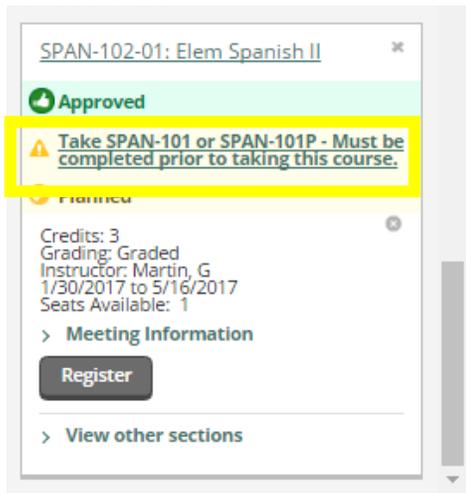
**Grading** Graded

**Requisites** ⚠ Take FREN-201 - Must be completed prior to taking this course.

**Course Description** Continued strengthening of the core skills with a practical approach. Emphasis given to augment professional competency in the language through career focused vocabulary and grammatical structures in key career fields. Modern cultural and literary texts are included.

Close

Schedule tab:



SPAN-102-01: Elem Spanish II

Approved

⚠ Take SPAN-101 or SPAN-101P - Must be completed prior to taking this course.

Planned

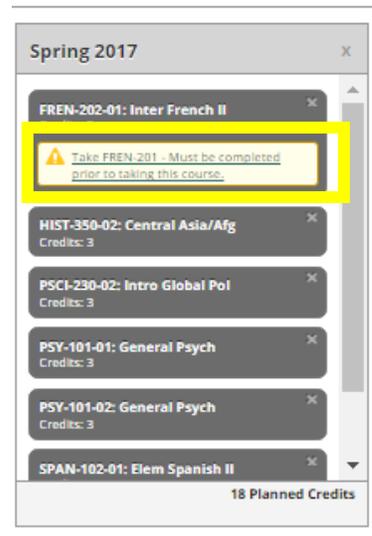
Credits: 3  
Grading: Graded  
Instructor: Martin, G  
1/30/2017 to 5/16/2017  
Seats Available: 1

> Meeting Information

Register

> View other sections

Timeline Tab:



Spring 2017

FREN-202-01: Inter French II

⚠ Take FREN-201 - Must be completed prior to taking this course.

HIST-350-02: Central Asia/Afg  
Credits: 3

PSCI-230-02: Intro Global Pol  
Credits: 3

PSY-101-01: General Psych  
Credits: 3

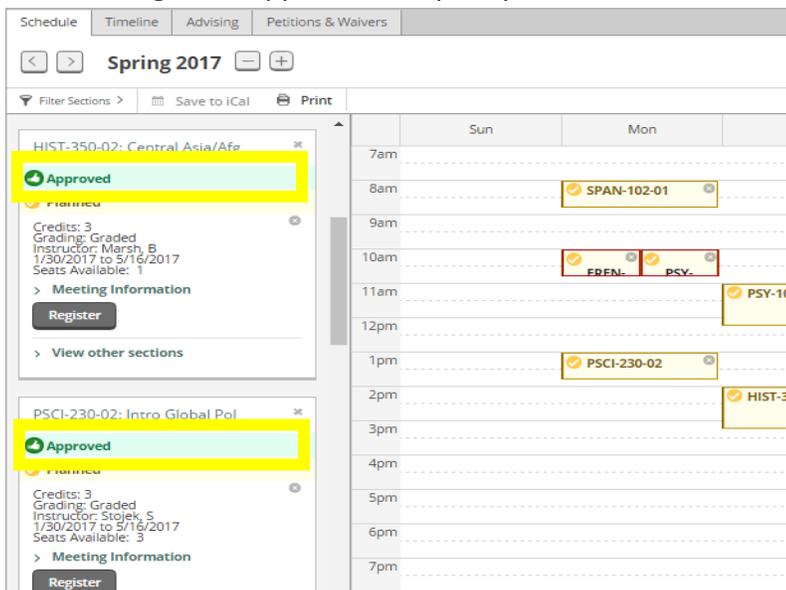
PSY-101-02: General Psych  
Credits: 3

SPAN-102-01: Elem Spanish II

18 Planned Credits

## How do I know my courses have been approved?

You will see a green "Approved" strip on your courses under the *Schedule* tab.



Schedule | Timeline | Advising | Petitions & Waivers

Spring 2017

Filter Sections | Save to iCal | Print

	Sun	Mon
7am		
8am		SPAN-102-01
9am		
10am		FREN-201, PSY-101
11am		
12pm		
1pm		PSCI-230-02
2pm		
3pm		HIST-350-02
4pm		
5pm		
6pm		
7pm		

HIST-350-02: Central Asia/Afg

Approved

Planned

Credits: 3  
Grading: Graded  
Instructor: Marsh, B  
1/30/2017 to 5/16/2017  
Seats Available: 1

> Meeting Information

Register

> View other sections

PSCI-230-02: Intro Global Pol

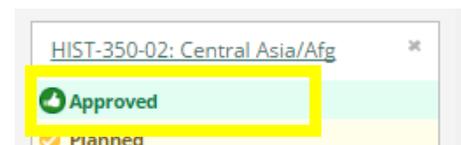
Approved

Planned

Credits: 3  
Grading: Graded  
Instructor: Stojek, S  
1/30/2017 to 5/16/2017  
Seats Available: 3

> Meeting Information

Register



HIST-350-02: Central Asia/Afg

Approved

Planned

## If I move an approved course from one term to a different term, do I have to have that course re-approved?

Yes, you will need to get approval from your advisor if you moved an approved course to a different term.

## How do I register for courses?

Once you have your courses approved, preferred sections selected, and registration is open, in your *Schedule* view 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, click “Register” under the course name and section on the left side for your calendar view.

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

Spring 2017

Remove Planned Courses Register Now

Planned: 18 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

Filter Sections Save to iCal Print

HIST-350-02: Central Asia/Afg

Approved

Planned

Credits: 3  
Grading: Graded  
Instructor: Marsh, B  
1/30/2017 to 5/16/2017  
Seats Available: 1

Register

PSCI-230-02: Intro Global Pol

Approved

Planned

Credits: 3  
Grading: Graded  
Instructor: Stojek, S  
1/30/2017 to 5/16/2017  
Seats Available: 3

Register

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## How do I know I have registered for my courses?

Your courses will change from yellow to green on your *Schedule* tab. Also, you will get a green “Registered” strip on the course name on the left side of the calendar view under the *Schedule* tab. In your *Timeline* tab, the courses will change from a dark gray to a light gray and you will receive an acknowledgement email from the registrar’s office once your course registrations are processed.

Schedule Timeline Advising Petitions & Waivers

Fall 2016

Register Now

Planned: 11 Credits Enrolled: 6 Credits Waitlisted: 0 Credits

Filter Sections Save to iCal Print

ENG-110-03: Effect Writing

Approved

Registered

Credits: 3  
Grading: Graded  
Instructor: Trevino, C  
8/30/2016 to 12/16/2016

Drop

ES-141-03: Yoga

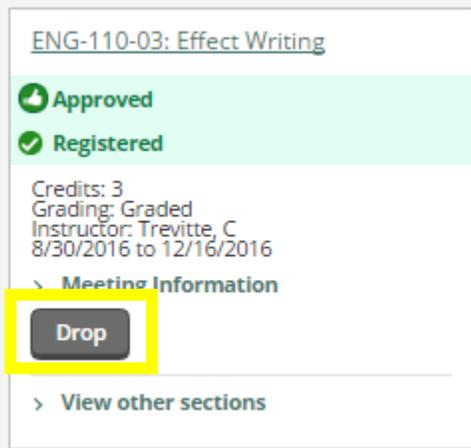
Approved

Planned

Credits: 1  
Grading: Graded  
Instructor: Kearney, P  
8/30/2016 to 12/16/2016  
Seats Available: 3

## How do I drop a course from my schedule that I have already registered for?

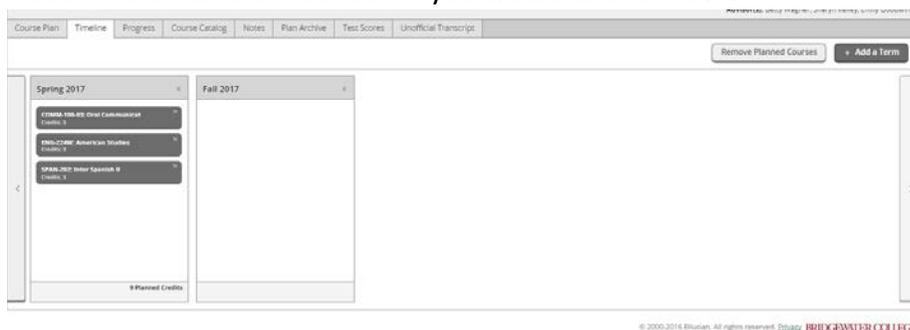
Go to your *Schedule* tab. Your courses will be listed on the left side of the calendar view. Under the course name on the left side, you will find a “Drop” button. Click “Drop” to drop the course. You will receive an acknowledgement email from the registrar’s office every time you drop a course.



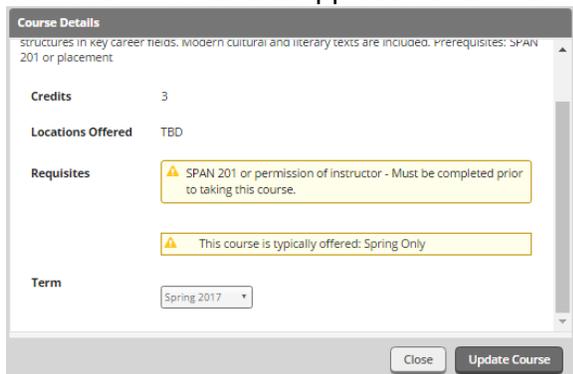
## How do I move a course from one term to another one?

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.

## How are the filters in the Course Catalog useful and why should I use them?

You can use the filters to narrow down the results for a course. You can filter by subject, term, day of the week, time of day, instructor, academic level, and course type.

Filter Results	Filters Applied: Art
Academics	
<b>SUBJECTS</b>	<b>ART-100 Intro Visual Art</b>
<input checked="" type="checkbox"/> Art (36)	A beginning exploration of the history and theory of art, with emphasis on knowledge and pleasure.
<b>LOCATIONS</b>	<b>Requisites:</b> None
<b>TERMS</b>	<b>Offered:</b> Interterm
<input type="checkbox"/> 2016/SP (16)	
<input type="checkbox"/> Fall 2016 (16)	<b>ART-115 Intro Sculpture</b>
<input type="checkbox"/> Spring 2017 (16)	An introductory exploration of sculpture studio. This course is an introduction to the technical aspects of sculpture.
<input type="checkbox"/> Interterm 2017 (6)	<b>Requisites:</b> Corequisite
<input type="checkbox"/> 2016/S1 (1)	<b>Offered:</b> Fall and Sp
<input checked="" type="checkbox"/> Show All Terms	<a href="#">View Available Sections</a>
<b>DAYS OF WEEK</b>	
<input type="checkbox"/> Monday (9)	<b>ART-120 Intro Vis Design</b>
<input type="checkbox"/> Tuesday (12)	A studio project-based introduction to visual design principles, techniques in any art media and other fields.
<input type="checkbox"/> Wednesday (9)	<b>Requisites:</b> None
<input type="checkbox"/> Thursday (12)	<b>Offered:</b> Fall and Sp
<input type="checkbox"/> Friday (4)	<a href="#">View Available Sections</a>
<b>TIME OF DAY</b>	
Select time range...	<b>ART-130 Intro Drawing (I)</b>
<b>INSTRUCTORS</b>	A studio based exploration of drawing techniques and evaluating visual ideas as we build practical and theoretical skills.
<input type="checkbox"/> Covert, N (8)	<b>Requisites:</b> Corequisite
<input type="checkbox"/> Hough, M (8)	<b>Offered:</b> Fall and Sp
<input type="checkbox"/> Jost, S (8)	
<input type="checkbox"/> Kniss, E (9)	
<b>ACADEMIC LEVELS</b>	
<input type="checkbox"/> Undergraduate (36)	
<b>COURSE LEVELS</b>	
<input type="checkbox"/> Third Year (18)	
<input type="checkbox"/> Fourth Year (12)	
<input type="checkbox"/> First Year (4)	
<input type="checkbox"/> Second Year (2)	
<b>COURSE TYPES</b>	
<input type="checkbox"/> GenEd Fine Arts/Music (12)	
<input type="checkbox"/> GenEd Fine Art (4)	
<input type="checkbox"/> Writing Intensive (3)	
<input type="checkbox"/> GenEd Europe (1)	
<input type="checkbox"/> Suppress Schedule Print (1)	
<b>TOPICS</b>	
<input type="checkbox"/> Gen Ed Fine Arts (6)	
<input type="checkbox"/> Gen Ed Europe (1)	

## My advisor wants me to “Request Review.” What does that mean?

To “request review,” click on *Plan and Schedule*. Now, click on the *Advising* tab. On the right side, you will see a gray “Request Review” button. Click on “Request Review.”

The screenshot shows the 'Plan your Degree and Schedule your courses' page with the 'Advising' tab selected. In the top right corner, there is a search bar labeled 'Search for courses...'. Below the navigation tabs, the 'My Advisors' section lists Kristy Rhea (Major) and Jennie Carr (Major). On the right side of the page, a yellow box highlights the 'Request Review' button. The main content area is divided into two sections: 'Compose a Note' with a text input field and a 'Save Note' button, and 'View Note History' which displays a note: 'Can you please approve my courses?' from Goodwin, Emily C. on 10/5/2016 at 2:57 PM.

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Once you click “Request Review,” you will get a notification in the upper right corner saying “Your plan is ready for review.” Now, you have sent a notification in “Student Planning” to your advisors that you have requested a review.

The screenshot shows a user interface with a dark red header bar containing 'Emily Goodwin', 'Sign out', 'Help', and '1 Notifications'. Below the header, a green notification box with a checkmark icon displays the message 'Your plan is ready for review'. The background shows the 'Plan and Schedule' page with a search bar.

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

No. Notes are not emails. Notes will only show under the *Advising* tab. This is one way to communicate with your advisors. All of your advisors can see the notes you save under this tab. Type your note in the box under the “Compose a Note.” When you are finished, click “Save Note.”

This screenshot is identical to the one above, showing the 'Advising' tab. A yellow box highlights the 'Compose a Note' section, which includes a text input field and a 'Save Note' button. The 'View Note History' section is also visible, showing the same note as in the previous screenshot.

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

You will find any notes that your advisors send you under the *Advising* tab. Look under View Note History to see any notes that have been saved by you and/or your advisors.

This screenshot is identical to the one above, showing the 'Advising' tab. A yellow box highlights the 'View Note History' section, which displays the note: 'Can you please approve my courses?' from Goodwin, Emily C. on 10/5/2016 at 2:57 PM. The 'Compose a Note' section is also visible but not highlighted.

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## How do I tell my advisor I'm ready for my courses to be approved?

Please email your advisor and tell him/her your courses are ready to be approved.

## I click on my advisor's name under the Advising tab and I can't email him or her. Why?

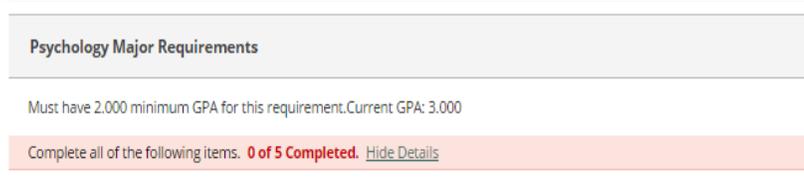
This program is linked to Outlook so you aren't able to email your advisor through this program. Please email your advisor another way.

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

You have 3 progress bars at the top of your *My Progress* page. The top progress bar shows your progress towards completion. The second progress bar shows your progress to the minimal required number of credits, 123 credits. The third progress bar shows your progress towards the 33 credits you are required to take from Bridgewater. Dark green means you have 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 Major GPA?

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



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

Your required credits to graduate can be found on your *My Progress* tab by clicking "Show Program Notes."

