STUDENT PLANNING – Instruction Guide

Quick Steps for Faculty Advisors

STEP 1 - Log into Self-Service Student Planning

1. Access Student Planning via Connect2U or directly at https://selfservice.wne.edu
2. Enter your WNE username and password.
3. Click **Sign In**.

STEP 2 – Access an Advisee's Proposed Plan

1. Once in Student Planning, click on **Advising**.
2. Wait for your advisees' names to load.
3. Click on an advisee's name (could take 10-20 seconds).

STEP 3 – Review your Advisee's Proposed Schedule

1. Click on the tab **Course Plan**
2. If necessary, click on the arrow next to the term to toggle to upcoming term.
3. If your advisee has planned courses that you do not agree with:
    a) You may delete those courses from your advisee's plan or you can suggest to your advisee to remove them.
    b) You may add courses to an advisee's plan or you can suggest to your advisee to add them.
    c) You can send a note to your advisee indicating what you would like them to do.
4. If you note any holds on your advisee's account, mention to your advisee that the holds may need to be cleared in order to register.
5. Once the plan is satisfactory, click **Review Complete** (top right corner in gray box next to student[1]s name).
6. Click **Archive** to archive the proposed plan.

STEP 4 – Mark Advisement Complete to allow a student to register

1. Click **Advisement Complete** when you have determined that your advisee has an acceptable plan in place and is ready to register.
    Your advisee CANNOT register for courses until you have marked Advisement Complete!

If you need assistance, please contact your Dean's office or Enrollment Services/Registrar at x2080.