

## Plan Ahead for Advisors

1. Get started by signing into **MyIUP**
2. Under the **Academics** Tab locate **Advising and Tools**
3. Click the **Student advising profile** link

The screenshot shows the MyIUP website interface. On the left is a dark red navigation menu with the following items: Home, Academics (highlighted with a yellow box), Finances, Campus Life, Campus Services, and Personal Info. The main content area is white and contains a list of links under the heading "ADVISING TOOLS". A red arrow points to the "Student advising profile" link. Above this heading, there is another list of links: information, address and phone, schedule, e-mail lists, photos, Enter last day of attendance/participation, and Perform academic review of athletes.

- Display student records: [information](#) | [address and phone](#) | [schedule](#) | [e-mail lists](#) | [photos](#)
- [Enter last day of attendance/participation](#)
- [Perform academic review of athletes](#)

### ADVISING TOOLS

- [Student advising profile](#) | [advisee list](#)
- [Student Success Collaborative advisor tools](#)
- [Student transcripts](#)
- Degree evaluation:
  - [Degree Works](#)
  - [Summary checklist](#)
- [GPA "what if" calculator](#)
- [Student record release authorization](#)
- [Students' completed writing-intensive and global and multi-cultural courses](#)

4. After clicking the link, you will see the below screen
5. Select the current **Term**
6. Next choose either **Student ID** or **Student Name**
7. Enter the selected information in the box below (must press "Enter" for "View Profile" button to become active) or select the **View My Advisee Listing** to see your whole roster.

The screenshot shows the "ADVISEE SEARCH" page on the Indiana University of Pennsylvania website. At the top, there is a navigation bar with "Banner Self Service", "Advising", and "Advisee Search". Below this is a search form with the following elements: a "Term" dropdown menu set to "Fall 2018" (indicated by arrow 1); a section titled "View advisee listing, or search by" with two radio buttons: "Student ID" (selected, indicated by arrow 2) and "Student Name"; a text input field below the radio buttons (indicated by arrow 3); and two buttons at the bottom: "View Profile" and "View My Advisee Listing" (indicated by arrow labeled "Optional").

8. After being redirected to the student's profile, select **Registration and Planning** in the dark gray panel on the left side.
9. If prompted to choose a role, select **Faculty and Advisor** then **OK**.

## Please select a role\*

You have been assigned multiple roles. How would you like to proceed?

- Student
- Faculty
- Advisor
- Faculty And Advisor

Ok

*\*Remember you can switch between roles at any time.*

10. Select a Planning Term from the drop down menu.
11. Enter a student **ID** or **Name**.
12. Select **Continue**.

[Student](#) • [Registration](#) • [Select a Term](#)

## Select a Term

Terms Open for Planning ⓘ

Fall 2020

Search

ID  Name

Continue

13. Any plans created for the selected term will appear (shown below).
14. From here plans can be approved using the **Approve This Plan** link or a created new by selecting the **Create A New Plan** button.
15. Selecting the **New Search** link, the process will restart, and a new student can be selected.

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#)

## Select A Plan

[New Search](#)

Student:

ID:

### Plans you have created for this term: 0

Term: Fall 2020

You are allowed a maximum of 5 plans for this term.

[+ Create a New Plan](#)

Plan: Early Grad Plan | Created by:  (Student) | Preferred

[Approve This Plan](#)

Title	Hours	CRN	Grade Mode	
<a href="#">▶ Child Abuse</a>	3	12643	Undergraduate Standard L...	
<a href="#">▶ Dilemmas in Crim &amp; Crim Justic</a>	3	10233	Undergraduate Standard L...	
<a href="#">▶ Proseminar</a>	3	10191	Graduate Standard Letter	
<a href="#">▶ Research Methods</a>	3	10193	Graduate Standard Letter	
<a href="#">▶ Soc Persp on Partner Violence</a>	3	12656	Undergraduate Standard L...	

Total Planned Hours: 15

Records: 5

16. After selecting the **Create A New Plan** button, select **Plan Ahead**.
17. Select a Planning Term from the drop down menu.
18. Enter a student **ID** or **Name**.
19. Select **Continue**.
20. Select the **Create A New Plan** button once more.



### Plan Ahead

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

## Select a Term

Terms Open for Planning ⓘ

Fall 2020

Search

ID  Name

Continue

22. Enter course search criteria then select **Search**. Use the green **Search Again** button to repeat the add process.

23. After you select **Search**, select **View Sections** on the chosen course.

**Note:** Selecting View Section will allow you to choose a specific section to be in. Selecting Add Course will only add the general topic—you will have to manually add the section at registration.

## Plan Ahead

[New Search](#) Student:  ID:

**Find Classes** Created by Others

**Enter Your Search Criteria**

Term: Fall 2020

Subject

Course Number

Keyword

Search Clear [Advanced Search](#)

Student • Registration • Select a Term • Select A Plan • Plan Ahead

### Plan Ahead

**Find Classes**

Search Results — 21 Courses  
Term: Spring 2019 Subject: Student Affairs/Higher Educ [Search Again](#)

Title	Subject Description	Course Number	Hours	Description	Actions
Special Topic	Student Affairs/Higher Educ	681	3		<a href="#">View Sections</a> <a href="#">Add Course</a>
Internship	Student Affairs/Higher Educ	698	3	A supervised study and/or work...	<a href="#">View Sections</a> <a href="#">Add Course</a>
Legal Issues in SAHE	Student Affairs/Higher Educ	713	3	Emphasizes the legal environ...	<a href="#">View Sections</a> <a href="#">Add Course</a>
Spirituality/Higher Education	Student Affairs/Higher Educ	727	3	Explores the intersection of spir...	<a href="#">View Sections</a> <a href="#">Add Course</a>

24. After choosing a section select **ADD**.

The screenshot shows the 'Plan Ahead' interface. At the top, there is a navigation bar with 'Student', 'Registration', 'Select a Term', 'Select A Plan', and 'Plan Ahead'. Below this, the 'Plan Ahead' title is displayed. A 'Find Classes' tab is active, showing 'Catalog Search Results' for 'Search Results — 1 Classes' with 'Term: Spring 2019' and 'Subject and Course Number: SAHE733 Student Affairs/Higher Educ'. A table lists search results with columns: Title, Subject Descriptio, Course #, Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, and Attribute. The first row is 'Mgmt of Org Behav in Hig... Lecture' with 'Student Af...', '733', '001', '3', '21764', 'Spri...', 'Maryanne Benjamin...', '12:30 PM - 03:00 PM', 'Type: Indi...', and '11 of 12 seats... Restriction!'. A yellow 'Add' button is visible to the right of the first row. At the bottom, it says 'Page 1 of 1' and '10 Per Page'.

25. Once the plan is complete, select the **Save Plan** button in the lower right and name the plan when prompted.

26. The plan is now ready to be used in the Advising Profile and at Registration.

The screenshot shows the 'Plan Ahead' interface with a 'Name Your Plan' dialog box open. The dialog box has a title bar 'Name Your Plan' and a close button. It contains a text input field for 'Plan Name' and two buttons: 'Close' and 'Save'. The 'Save' button is highlighted in yellow. The background shows the same search results table as the previous screenshot, with the 'Add' button now disabled.