Student Planning at Norfolk State University

Student Planning Information 2
Login to Student Planning 2
Navigation 3
View Degree Progress and Course Requirements 4
Select and Add Courses to Plan 5
Request Review of Plan by Advisor 7
Email Advisor 8
Schedule Sections for a Term 8
Register for a Term 10
Drop Registered Courses 11
Update the Timeline 13

Appendix

Contact Resource List 14
Student Planning

Student Planning is a new comprehensive online advising tool at NSU. The application allows for course planning, registration, and degree audit. Students create a plan as a guideline for when required courses will be completed. Courses are planned based on available terms. Advisors review and approve planned courses of their advisees. Students schedule sections for approved courses in advance of registration. During registration periods, students register in one-click. And, as courses are completed, students track their progress toward degree completion. Student Planning is easy to use and accessible via computers, laptops, and smart mobile devices. In this reference guide, instructions for using Student Planning are listed.

Login Steps for MyNSU

1. Open a web browser, (i.e. Chrome, Firefox, or Safari).
2. Enter https://my.nsu.edu into the address bar of the browser.
3. When prompted, enter your University assigned user name and password into the login box.
   a. Click anywhere on the Spartan Self Service icon.
5. In the For Student drop down, Click Student Planning link.
6. The Self Service portal page for the will open.
   a. Click the Student Planning button.

7. The Planning Overview page will open.
Navigate Student Planning

1. **Planning Overview, Plan & Schedule, and My Progress** are the main pages of Student Planning for Students.
   a. Student Planning is set to open to the Planning Overview page.

2. To open main pages, from the Planning Overview page:
   a. Click on ‘Go to My Progress,’ or ‘Go to Plan & Schedule.’

3. **Or,** Click on the Student Planning ‘bread crumb’ and select a page from the drop down list.

4. **Or,** Click on the Academic icon on the vertical bar, and select a page from the Student Planning list.

5. Use buttons and hyperlinks to show information, move between pages, or perform various functions.
View Degree Progress and Course Requirements

1. From the Planning Overview page, Click on Go to My Progress.

   a. Or, Click the Student Planning ‘bread crumb’ on top, left side of the page.
      i. Click on My Progress in the drop down.

2. The My Progress page will open.
   a. Progress indicators will appear on the upper right of page, highlighting credits earned.

   ✓ Credits highlighted in dark green are courses that have been transferred or completed.
   ✓ Credits highlighted in light green are courses that are currently being taken.
   ✓ Credits highlighted in yellow are courses that are not registered for, but have been planned.

3. Course Requirements appear on the lower half of the My Progress page. Navigate to view all requirements.

   Course Requirements: The Requirements area is divided into four main sections:
   ✓ Core Requirements
   ✓ Major Requirements
   ✓ Elective Requirements
   ✓ Other Courses.
Statuses: Each course has one of the following statuses:

- Not Started – courses that have not been taken nor planned
- Planned – courses that have been planned
- In Progress – courses that are currently being taken
- Completed – courses that have been completed
- Fulfilled – courses that have been fulfilled by another course completed
- Transfer Equivalency – courses that were transferred to Norfolk State University.

Select and Add Courses to Plan

1. From the Planning Overview page, Click on Go to My Progress.

   a. Or, Click the Student Planning ‘bread crumb’ on top, left side of the page.
      i. Click on My Progress in the drop down.

2. The My Progress page will appear.
3. In the Requirements Section, select a course with the Not Started status by Clicking the course link. Or, Click the Search button found above a course grouping to view multiple courses which would fulfill the group requirements.

   a. The Search for Courses and Course Sections page will appear with the selected course(s).

   ![Search for Courses and Course Sections]

   b. For a selected course, Click the Add Course to Plan button.

      i. The Course Details box will appear.

         1. Read carefully any warnings that appear.

   c. In the Course Details box, select a Term.

      i. Then Click the Add a Course to Plan button.

   ![Course Details]

   d. A message will appear in the upper right of page.

      i. Contact your advisor if you have issues with prerequisites.

   ![BIO-110L has been added to plan.]

   e. Click the Back to My Progress link (above Filter Results) to return to Requirements.

   ![Back to My Progress]

   f. Add additional courses to your plan.

      i. Verify planned courses using Timeline.
Request Review of Plan by Advisor

1. From the Planning Overview page, Click on Go to Plan & Schedule.
   - Or, Click the Student Planning ‘bread crumb’ on top, left side of the page.
     i. Click on Plan & Schedule in the drop down.

2. Click on the Advising tab. *If the Advising tab is unavailable, please use your NSU email account.*

3. Click on Request Review button to notify your Advisor to review your plan.
   a. A message will appear on upper right of page to verify success.

4. Compose and Save a note, which will be viewable to your Advisor.

5. An email notice will come to your NSU email account once your Advisor reviews your courses.
   a. The Plan and Schedule page will reflect the approvals and possible denials.
   b. Look specifically for the green ‘thumbs up’ or red ‘thumbs down.’
     i. If you see the red denial, contact your advisor to discuss other options.
Email Advisor

1. From the **Planning Overview** page, Click on **Go to Plan & Schedule**.

   a. Or, Click the **Student Planning** ‘bread crumb’ on top, left side of the page.

   i. Click **Plan & Schedule** in the drop down.

2. Click on the **Advising** tab. *If the Advising tab is unavailable, please use your NSU email account.*

3. Click on the **Email** icon beside the Advisor’s name.

4. Complete and send email.

Schedule Sections for a Term

1. From the **Planning Overview** page, Click on **Go to Plan & Schedule**.

   a. Or, Click the **Student Planning** ‘bread crumb’ on top, left side of the page.

   i. Click **Plan & Schedule** in the drop down.

2. Ensure the **Schedule** tab is highlighted.
3. Approved courses are listed on the page.

4. For a selected approved course, Click on View Other Sections to open the drop down.
   a. A list of sections for this course will appear and display on the Schedule.

5. Hover and Click on preferred section.
   a. The Section Details box will appear.

6. Click Add Section to schedule.
   a. The section will appear on your schedule.

7. Repeat until all desired courses are on the schedule.
**Register for a Term**

1. From the *Planning Overview* page, Click on *Go to Plan & Schedule*.

   ![Planning Overview](image)

   a. Or, Click the *Student Planning ‘bread crumb’* on top, left side of the page.
      i. Click on *Plan & Schedule* in the drop down.

2. Ensure the *Schedule* tab is highlighted.

3. Review sections that were previously selected.

4. Use one of two methods to register for courses:
   a. Click the *Register Now* button to register all planned sections simultaneously.
   b. Click the *Register* button to register for a specific section listed.

5. Please note that if your registration is successful, the yellow section fields will display as green.
   a. Look for success or failure messages to appear in the upper right side of page.

![Register Success](image)
b. Look for registered *Online* sections to appear below the schedule.

<table>
<thead>
<tr>
<th>Sections with no meeting time</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ BUS-387 Intro Entrepreneurship Section 90 Faculty: Unavailable</td>
</tr>
<tr>
<td>✓ BUS-478 Strategic Mgmt Section 90 Faculty: Unavailable</td>
</tr>
</tbody>
</table>

6. Use *View Other Sections* drop down to change sections of scheduled courses.
   a. Contact your advisor if course changes to your plan are necessary.

**Drop Registered Courses**

1. From the *Planning Overview* page, Click on *Go to Plan & Schedule*.
   a. Or, Click the *Student Planning* ‘bread crumb’ on top, left side of the page.
      i. Click on *Plan & Schedule* in the drop down.

2. Ensure the *Schedule* tab is highlighted.
3. Click the *Drop* button on the preferred section.

4. Click Update on the *Register and Drop Sections* box.

5. The section will revert back to the Planned status.

6. Use the *View Other Sections* drop down to change sections of scheduled courses.
   a. Contact your advisor if course changes to your plan are necessary.

7. Please see the Registrar to withdraw from all courses.
Update the Timeline

1. From the Planning Overview page, Click on Go to Plan & Schedule.

   ![Image](https://via.placeholder.com/150)

   a. Or, Click the Student Planning ‘bread crumb’ on top, left side of the page.

   i. Click on Plan & Schedule in the drop down.

2. Click on the Timeline tab.

3. Review courses Planned by Term.

   a. If required, add a Term by Clicking the Add a Term button, and follow the prompt.

   b. Unregistered courses may be moved to future Terms.

   i. Click on title of a specific course title, and select a Term when prompted.

   c. If necessary, Remove courses from the Plan.

   i. Click on the ‘x’ to remove a specific course.
Contact Resource List

Office of the Registrar
registrar@nsu.edu
823-8377

For issues related to academic information found in Student Planning

Client Services
clientservices@nsu.edu
823-8678

For login or other technical issues encountered when using Student Planning