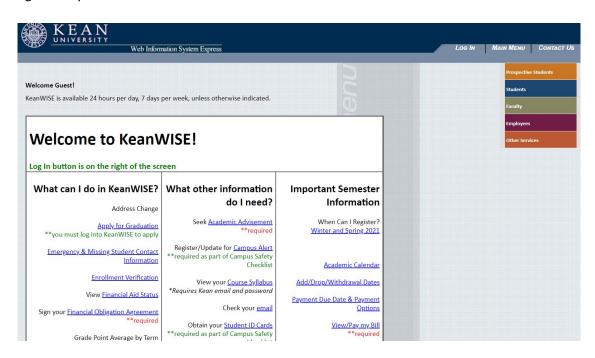
## **Advising Overview**

1. Login in to your KeanWise account



2. Select Academic Planning to access the module.

## **Faculty Information**

Search for Course Sections - Self Service

Class Schedule

My Advisees

Class Roster

Final Grading

Acceptable Grades on Web

**Grading Instructions** 

**Never Attended Student Tracking** 

Office Hour

**Student Petition** 

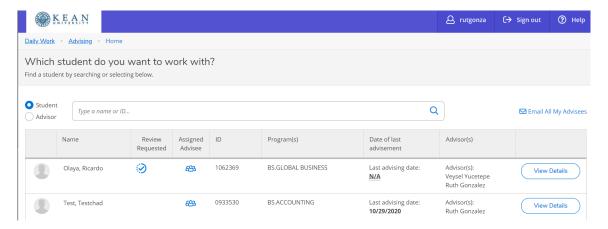
**Override Closed Sections** 

Academic Planning

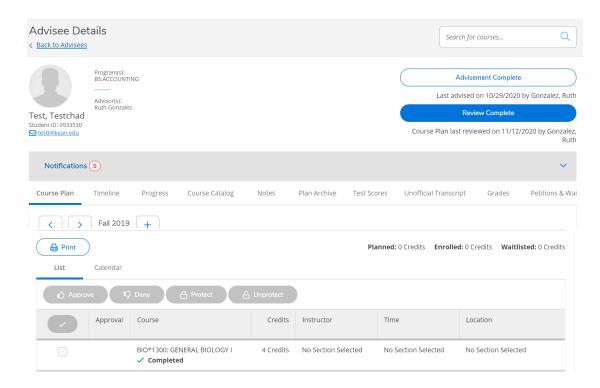
Faculty Advise

Academic Early Alerts(WKU)

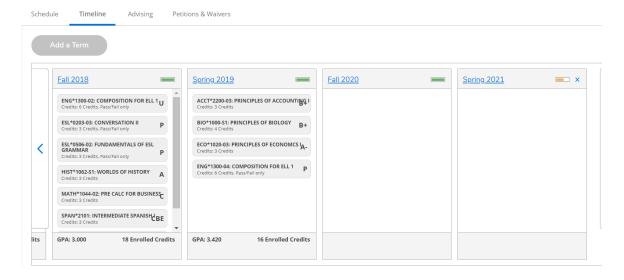
3. Assigned Advisees will be listed on this page. If you have no advisees assigned, you can search by student ID# or name. Select the student's record to work with by selecting "View Details" next to the student's name.



4. The Course Plan tab displays the student's semester schedule as a list or the calendar view. Use the arrows to move from one semester to another.

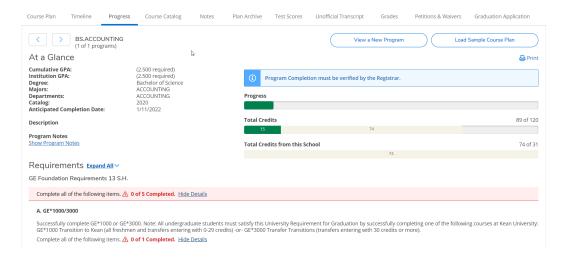


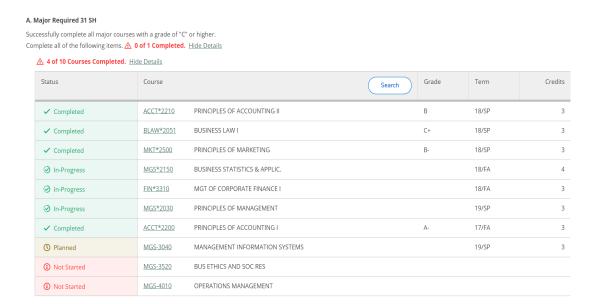
- 5. The Timeline displays:
  - Planned, In Progress and competed courses by semester.
  - Completed semesters will display final grades and semester GPA
  - Courses can be moved from one semester to another by clicking and dragging the course to the desired semester
  - Additional terms can be added with the "Add a Term" button



## 6. The Progress tab:

- The colored bars: represent the progress that a student has made towards completing their major.
- A breakdown by categories of the courses that are required to complete the major
- Course Statuses: identified by different colors, completed or In Progress courses will display in green, Planned courses in tan and courses Not Started in red
- The "Expand All' option will display the details in all sections that have been completed
- Individual sections can also be collapsed or expanded by selecting the "hide details" or "show details" in the desired section
- Clicking on a course number will open the course catalog where you will find additional course details
- Clicking on the "search" button in a section will open the course catalog and display all courses in that section

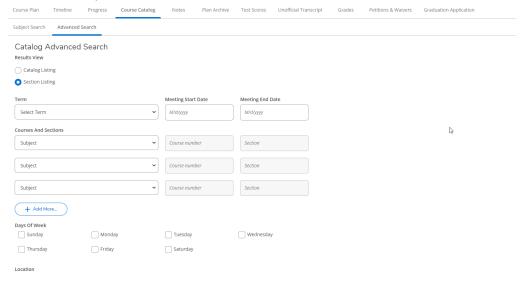




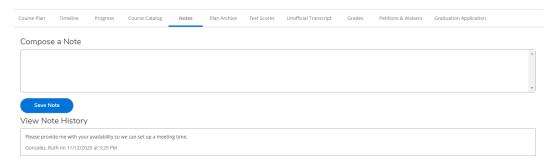
7. The Course Catalog tab, is used to do a course search by subject



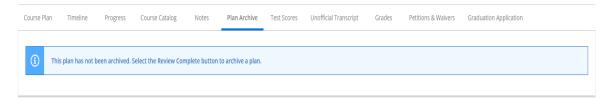
Advanced Search allows for a more detailed course search by selecting additional criteria such as location, days of the week, etc.



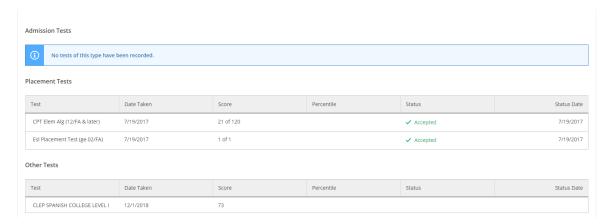
8. The Notes tab allows advisors to make notes regarding the student and read a note that the student may have sent. A history of each note is stored and cannot be deleted. A system generated email will be sent to the Advisor when a student submits a note to their advisor.



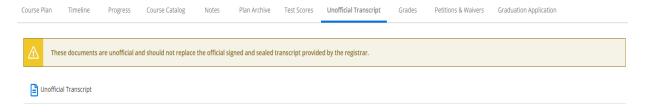
9. The Plan Archive tab: allows advisors to save a copy of a student's academic plan. A PDF copy is created and saved and can be accessed when needed. Archived academic plans do not automatically update when changes are made. The revised copy can be archived for the most current version.



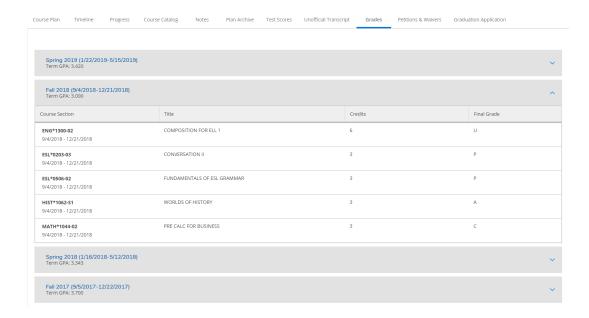
10. The Test Scores tab will display any scores for any tests that the student may have taken such as Placement tests, CLEP, etc.



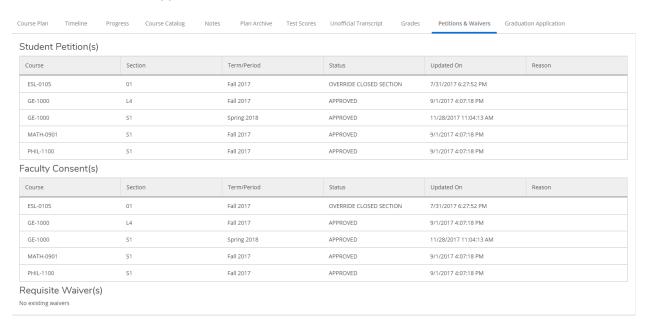
11. The Unofficial transcript tab contains a PDF copy of the student's unofficial transcript



12. The Grades tab contains a breakdown of final grades by semester



13. The Petitions and Wavers tab displays any course petitions, course waivers, or requisite waivers that have been approved for the student.



14. The Graduation Application tab displays any graduation applications that have been submitted by the student.

