Student Planning Overview

1. Login to your KeanWise account.

2. Once logged in select the Student from the options listed on the right hand side of the screen.

3. Under Academic Profile, select Student Planning
4. To accept the financial obligation agreement, go to “Plan and Schedule”, click on the Required Agreement link located in the FOA popup message.

5. The next screen will list any required agreements to be completed. In the action column select view

6. Read the financial agreement and select accept
7. Click on Academics represented by the graduation cap on the left side of the screen, select Student Planning.

8. Option 1, Go to My Progress, this will take you to view your degree audit. Option 2, Go to Plan & Schedule gives you the option to plan and register for courses.
9. Restrictions will appear in the upper right hand corner of the screen when you select the “Plan and Schedule” Option.

10. Selecting “Go to My Progress” will give you a view of your program requirements and the status of each. The top section will provide you with information regarding your program. The bars represent the progress that you have made towards completing your selected major.

11. Below that you will see broken down by categories all required courses to complete your major requirements. Completed sections will be marked shown the screenshot below. To view the information in a completed section, click on “Show Details”
12. Carefully read and follow the instructions provided for each requirement. The statuses next to the courses are identified by different colors. Completed or In Progress courses will display in green, Planned courses in tan and courses not started in red.

13. Use the Student Planning drop down menu and Select Plan and Schedule
14. The Schedule tab is a calendar view. It displays specific term course schedules. The arrows can be used to move from semester to another. This view will be used for course selection and registration.

15. The Timeline allows to view the following:
   - Planned, In Progress and competed courses by semester.
   - Completed semesters will display final grades and semester GPA.

16. The Advising tab, students can:
   - Request Review: a notification is sent to the advisor requesting a review of their course plan.
   - View their advisor’s name and email them.
   - Compose a note, notes are used to send a message to their advisor.
   - View any notes sent by their advisor.
17. The Petitions & Waivers tab, displays any approved course petitions or overrides.

18. Selecting Academics, will display a dropdown menu with additional options such as course catalog, grades etc.