

Student Planning Overview

1. Login to your KeanWISE account.

The screenshot shows the KeanWISE web application interface. At the top left is the Kean University logo and the text 'KEAN UNIVERSITY Web Information System Express'. At the top right are navigation links for 'LOG IN', 'MAIN MENU', and 'CONTACT US'. Below the header, there is a 'Welcome Guest!' message and a note that KeanWISE is available 24 hours per day. The main content area is titled 'Welcome to KeanWISE!' and includes a green note: 'Log In button is on the right of the screen'. The page is divided into three columns of links:

- What can I do in KeanWISE?**
 - Address Change
 - [Apply for Graduation](#) (**you must log into KeanWISE to apply)
 - [Emergency & Missing Student Contact Information](#)
 - [Enrollment Verification](#)
 - View [Financial Aid Status](#)
 - Sign your [Financial Obligation Agreement](#) (**required)
 - Grade Point Average by Term
- What other information do I need?**
 - Seek [Academic Advisement](#) (**required)
 - Register/Update for [Campus Alert](#) (**required as part of Campus Safety Checklist)
 - View your [Course Syllabus](#) (*Requires Kean email and password)
 - Check your [email](#)
 - Obtain your [Student ID Cards](#) (**required as part of Campus Safety)
- Important Semester Information**
 - When Can I Register? [Winter and Spring 2021](#)
 - [Academic Calendar](#)
 - [Add/Drop/Withdrawal Dates](#)
 - [Payment Due Date & Payment Options](#)
 - [View/Pay my Bill](#) (**required)

On the right side of the page, there is a vertical menu with five options: 'Prospective Students' (orange), 'Students' (dark blue), 'Faculty' (olive green), 'Employees' (maroon), and 'Other Services' (orange).

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

This image is a close-up of the user selection menu from the previous screenshot. It shows the navigation links 'LOG OUT', 'MAIN MENU', and 'CONTACT US' at the top. Below them is a vertical list of user roles: 'Prospective Students', 'Students', 'Faculty', 'Employees', and 'Other Services'. A red arrow points to the 'Students' option, which is highlighted with a dark blue background.

3. Under Academic Profile, select Student Planning

Academic Profile

- [Transcript](#)
- [Transcript \(Official Request\)](#)
- [My profile](#)
- [Transfer Equivalency](#)
- [Enrollment Verification](#)
- [Apply for Graduation](#)
- [Academic Early Alerts](#)
- [Student Planning](#)



- To accept the financial obligation agreement, go to “Plan and Schedule”, click on the Required Agreement link located in the FOA popup message.

The screenshot shows the Kean University 'Plan & Schedule' page. The user is logged in as 'testt'. A red popup message is displayed on the right side of the page, containing the following text: 'Financial Obligation Agreement Required. Your registration cannot be processed until you have read and accepted the Financial Obligation Agreement. Please do so immediately via the : [Required Agreements Page](#)'. Below the popup, there is another message: 'Please check the [Registration Bulletin](#) for your designated time.' The page header includes the Kean University logo and 'World-Class Education'. The main content area is titled 'Plan your Degree and Schedule your courses' and includes navigation tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active, showing 'Spring 2022' and buttons for navigation and filtering. At the bottom, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The status bar at the bottom right indicates 'Planned: 0 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'.

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

The screenshot shows the 'Required Agreements' table. The table has the following columns: Title, Agreement Period, Due Date, Status, and Action. The data row is as follows:

| Title | Agreement Period | Due Date | Status | Action |
|---------------|------------------|----------|------------|----------------------|
| FOA SPRING 21 | 20: /FA | 3/9/2021 | Incomplete | View |

- Read the financial agreement and select accept

Incomplete Print

I understand that I am registering for academic courses at Kean University ("KU" or "University"). I hereby acknowledge and agree that I am fully responsible for the cost and expense of all tuition, fees, housing, meal plan costs and other related educational expenses associated with my enrollment in academic courses at KU. I understand that on or before the payment due date for the academic semester, I must pay in full the total amount due and owing for the academic courses, including without limitation, tuition, fees and expenses provided by the University for the current and all previous academic semesters. In the event that I do not pay this amount in full by the due date, I must apply for a deferred payment plan, if available, or have enough Financial Aid or scholarship funds to cover my charges and expenses incurred by the due date. By submitting my registration I agree to the terms and conditions set forth herein below in the manner described:

I. This Financial Obligation Agreement shall be applicable for each academic semester that I seek to enroll in academic courses at KU and shall remain in full force and effect until the balance of my account is paid in full. I understand that I may contact the Office of Student Accounting at stuacct@kean.edu or (908) 737-3240 if I have any

Cancel Accept

- Click on Academics represented by the graduation cap on the left side of the screen, select Student Planning.

The screenshot shows the Kean University Student Center interface. The left sidebar contains navigation options: Home, Financial Information, Academics (selected), Student Planning, Planning Overview, My Progress, Plan & Schedule, Register for Classes, Course Catalog, and Grades. The main content area displays 'Required Agreements' with the following table:

| Title | Agreement Period | Due Date | Status | Action |
|--------------------------------|-------------------|------------|------------|----------------------|
| FOA - SUMFALL22 | 22/S1,22/S2,22/FA | 12/31/2022 | Incomplete | View |
| Financial Obligation Agreement | 22/WB,22/SP | 6/30/2022 | Incomplete | View |
| Financial Obligation Agreement | FALL 2021 | 12/31/2021 | Accepted | View |

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- 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.

Steps to Getting Started Search for courses...

There are many options to help you plan your courses and earn your degree. Here are 2 steps t...

1



View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2



Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

| Programs | Cumulative GPA | Progress |
|-----------------|------------------------|--|
| GLOBAL BUSINESS | 2.626 (2.500 required) | <div style="width: 80%; height: 15px; background-color: green;"></div> |

9. Restrictions will appear in the upper right hand corner of the screen of the screen when you select the “Plan and Schedule” Option.

academics > Student Planning > Plan & Schedule

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

< > Spring 2022 +

Financial Obligation Agreement Required

Your registration cannot be processed until you have read and accepted the Financial Obligation Agreement. Please do so immediately via the [Required Agreements Page](#)

Please check the registration bulletin for your designated time.

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.

My Progress Search for courses...

< > BS.GLOBAL BUSINESS (1 of 1 programs) View a New Program Load Sample Course Plan

At a Glance Print

| | |
|--|---|
| <p>Cumulative GPA: (2.500 required)</p> <p>Institution GPA: (2.500 required)</p> <p>Degree: Bachelor of Science</p> <p>Majors: GLOBAL BUSINESS</p> <p>Departments: GLOBAL BUSINESS</p> <p>Catalog: 2019</p> <p>Anticipated Completion Date: 11/9/2025</p> | <div style="border: 1px solid blue; background-color: #e6f2ff; padding: 5px; margin-bottom: 10px;"> <p>Program Completion must be verified by the Registrar.</p> </div> <p>Progress</p> <div style="width: 100%; height: 15px; background-color: #ccc; position: relative;"> <div style="width: 100%; height: 100%; background-color: green;"></div> </div> <p>Total Credits 25 of 120</p> <div style="width: 100%; height: 15px; background-color: #ccc; position: relative;"> <div style="width: 100%; height: 100%; background-color: green;"></div> </div> <p>Total Credits from this School 10 of 32</p> <div style="width: 100%; height: 15px; background-color: #ccc; position: relative;"> <div style="width: 100%; height: 100%; background-color: green;"></div> </div> |
|--|---|

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”

A. GE*1000/3000

GE*1000 or GE*3000 is a University graduation requirement for undergraduate students that must be satisfied in one of the two ways: GE*1000 (all freshmen and transfer students entering with 0-29 credits) or GE*3000 (transfer students entering with 30 credits or more)

Complete all of the following items. ✓ 1 of 1 Completed. [Show Details](#)

B. Composition

Successfully complete ENG*1030 with the required grade of "C" or higher.

Complete all of the following items. ✓ 1 of 1 Completed. [Show Details](#)

C. Mathematics

See the catalog for information regarding pre-requisites and equivalencies for General Education coursework. A grade of "C" or higher is required.

Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 0 of 1 Courses Completed. [Hide Details](#)

| Status | Course | Search | Grade | Term | Credits |
|---------------|---|--------|-------|------|---------|
| ⓘ Not Started | MATH-1044 PRE CALC FOR BUSINESS | | | | |

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.

A. Major Required 31 SH

Successfully complete all major courses with a grade of "C" or higher.

Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 4 of 10 Courses Completed. [Hide Details](#)

| Status | Course | Search | Grade | Term | Credits |
|---------------|---|--------|-------|-------|---------|
| ✓ Completed | ACCT*2210 PRINCIPLES OF ACCOUNTING II | | B | 18/SP | 3 |
| ✓ Completed | BLAW*2051 BUSINESS LAW I | | C+ | 18/SP | 3 |
| ✓ Completed | MKT*2500 PRINCIPLES OF MARKETING | | B- | 18/SP | 3 |
| 🔄 In-Progress | MGS*2150 BUSINESS STATISTICS & APPLIC. | | | 18/FA | 4 |
| 🔄 In-Progress | FIN*3310 MGT OF CORPORATE FINANCE I | | | 18/FA | 3 |
| 🔄 In-Progress | MGS*2030 PRINCIPLES OF MANAGEMENT | | | 19/SP | 3 |
| ✓ Completed | ACCT*2200 PRINCIPLES OF ACCOUNTING I | | A- | 17/FA | 3 |
| 🕒 Planned | MGS-3040 MANAGEMENT INFORMATION SYSTEMS | | | 19/SP | 3 |
| ⓘ Not Started | MGS-3520 BUS ETHICS AND SOC RES | | | | |
| ⓘ Not Started | MGS-4010 OPERATIONS MANAGEMENT | | | | |

13. Use the Student Planning drop down menu and Select Plan and Schedule

Academics · Student Planning · My Progress

My Progress

Home
Plan & Schedule
My Progress

Search for courses...

View a New Program Load Sample Course Plan

At a Glance

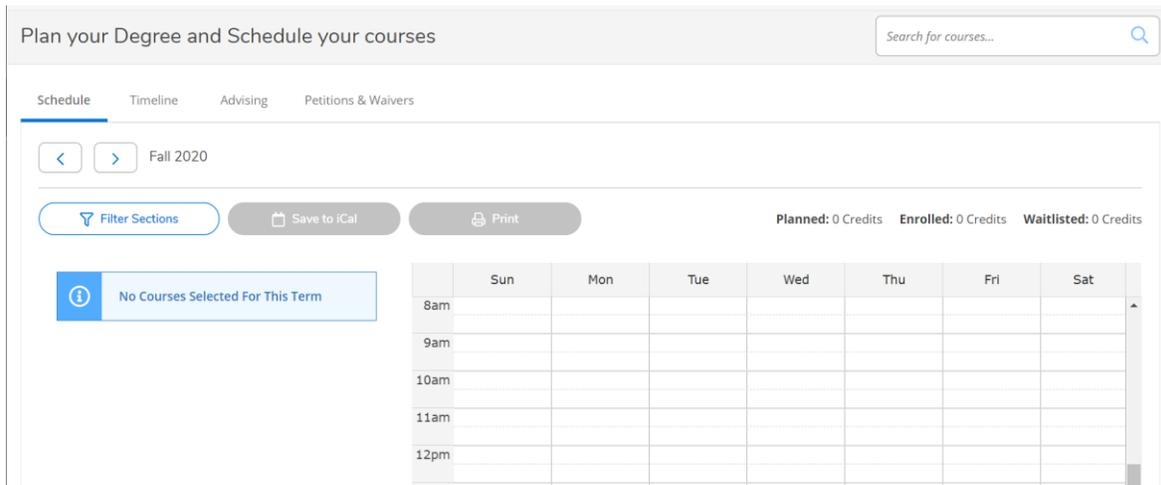
Cumulative GPA: 3.335 (2.500 required)
Institution GPA: 3.335 (2.500 required)
Degree: Bachelor of Science
Majors: GLOBAL BUSINESS
Departments: GLOBAL BUSINESS
Catalog: 2017
Anticipated Completion Date: 9/5/2022

Program Completion must be verified by the Registrar.

Progress

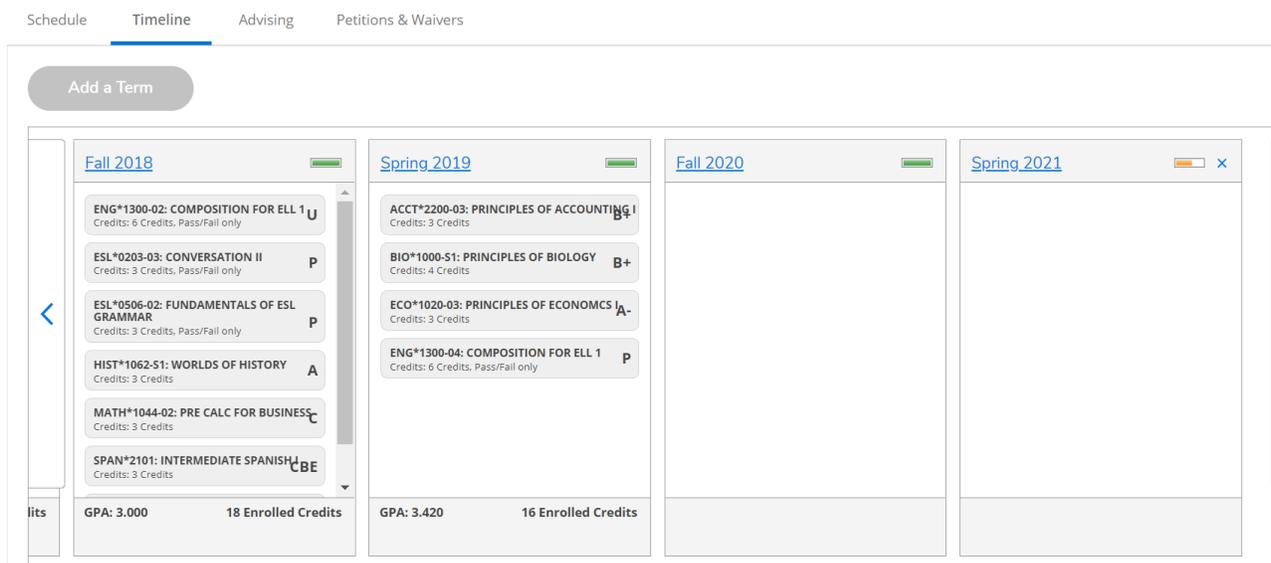
Total Credits 38 of 120

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 completed 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

My Advisors

[✉ Ruth Gonzalez \(Major\)](#)

[Request Review](#)

Last review requested on 1/14/2021
Course Plan last reviewed on 1/14/2021 by Yucetepe, Veysel

Compose a Note

[Save Note](#)

View Note History

Please contact me.
Gonzalez, Ruth on 11/4/2020 at 12:07 PM

17. The Petitions & Waivers tab, displays any approved course petitions or overrides.

Student Petition(s)

| Course | Section | Term/Period | Status | Updated On | Reason |
|-----------|---------|-------------|-------------------------|------------------------|--------|
| ESL-0105 | 01 | Fall 2017 | OVERRIDE CLOSED SECTION | 7/31/2017 6:27:52 PM | |
| GE-1000 | L4 | Fall 2017 | APPROVED | 9/1/2017 4:07:18 PM | |
| GE-1000 | S1 | Spring 2018 | APPROVED | 11/28/2017 11:04:13 AM | |
| MATH-0901 | S1 | Fall 2017 | APPROVED | 9/1/2017 4:07:18 PM | |
| PHIL-1100 | S1 | Fall 2017 | APPROVED | 9/1/2017 4:07:18 PM | |

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

