

Using Student Planning to Register

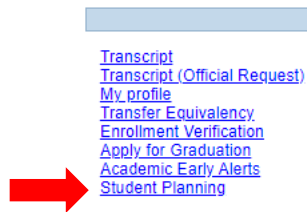
1. Login to your account KeanWISE account.

The screenshot shows the Kean University KeanWISE Web Information System Express homepage. At the top is a dark blue header with the Kean University logo and name on the left, and navigation links for [LOG IN](#), [MAIN MENU](#), and [CONTACT US](#) on the right. Below the header, a light blue banner contains the text "Welcome Guest!" and "KeanWISE is available 24 hours per day, 7 days per week, unless otherwise indicated." To the right of the banner is a vertical menu with five colored buttons: "Prospective Students" (orange), "Students" (dark blue), "Faculty" (olive green), "Employees" (purple), and "Other Services" (brown). The main content area is divided into three columns. The first column, titled "What can I do in KeanWISE?", lists links for "Address Change", "Apply for Graduation" (with a note: "**you must log into KeanWISE to apply"), "Emergency & Missing Student Contact Information", "Enrollment Verification", "View Financial Aid Status", "Sign your Financial Obligation Agreement" (with a note: "**required"), and "Grade Point Average by Term". The second column, titled "What other information do I need?", lists links for "Seek Academic Advisement" (with a note: "**required"), "Register/Update for Campus Alert" (with a note: "**required as part of Campus Safety Checklist"), "View your Course Syllabus" (with a note: "*Requires Kean email and password"), "Check your email", and "Obtain your Student ID Cards" (with a note: "**required as part of Campus Safety"). The third column, titled "Important Semester Information", lists links for "When Can I Register? Winter and Spring 2021", "Academic Calendar", "Add/Drop/Withdrawal Dates", "Payment Due Date & Payment Options", and "View/Pay my Bill" (with a note: "**required").

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 on the right side of the KeanWISE homepage. It shows a vertical stack of five colored buttons: "Prospective Students" (orange), "Students" (dark blue), "Faculty" (olive green), "Employees" (purple), and "Other Services" (brown). A large red arrow points from the left towards the "Students" button, indicating the correct selection for a student user.

- Under Academic Profile, select 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 and Schedule" page. The top navigation bar includes the Kean University logo, "World-Class Education", and user links: "testt", "Sign out", "Help", and a notification icon with the number "2". Below the navigation bar, the breadcrumb trail is "Academics > Student Planning > Plan & Schedule". The main heading is "Plan your Degree and Schedule your courses". Below this are tabs for "Schedule", "Timeline", "Advising", and "Petitions & Waivers". The "Schedule" tab is active, showing a calendar for "Spring 2022" with navigation buttons for previous and next terms, and a "+" button. Below the calendar are buttons for "Filter Sections", "Save to iCal", and "Print". At the bottom right, it shows "Planned: 0 Credits", "Enrolled: 0 Credits", and "Waitlisted: 0 Credits". A red sidebar on the right contains two messages: "Financial Obligation Agreement Required" and "Please check the Registration Bulletin for your designated time.".

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

The screenshot shows a table titled "Required Agreements". The table has columns: Title, Agreement Period, Due Date, Status, and Action. There is one row with the following data:

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

- Read the financial agreement and select accept

FOA SPRING 21



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 Planning interface. On the left is a navigation menu with options: Home, Financial Information, Academics (selected), and Student Planning. The main content area is titled "Required Agreements" and contains a table with the following data:

Title	Agreement Period	Due Date	Status	Action
FOA SPRING 21	20: /FA	3/9/2021	Accepted	3/17/2021 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.

NOTE: Restrictions will appear in the upper right hand corner of the screen when you select the "Plan and Schedule" option.

Academics • Student Planning • Planning Overview

Steps to Getting Started

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

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
BS.ACCOUNTING	(2.500 required)	

Spring 2022 Schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat

9. 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...

[View a New Program](#) [Load Sample Course Plan](#) [Print](#)

At a Glance

Cumulative GPA:	(2.500 required)
Institution GPA:	(2.500 required)
Degree:	Bachelor of Science
Majors:	GLOBAL BUSINESS
Departments:	GLOBAL BUSINESS
Catalog:	2019
Anticipated Completion Date:	11/9/2025

Description

Program Notes
[Show Program Notes](#)

Progress

Total Credits 25 of 120

Total Credits from this School 10 of 32

10. Below that you will see broken down by categories the courses that are required to complete your major requirements.

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	Grade	Term	Credits
⚠ Not Started	MATH-1044 PRE CALC FOR BUSINESS			

11. 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				

Note: Adding courses to your schedule in preparation for registration can be accomplished in more than one way. The following steps will show two different methods to accomplish this.

Method 1:

12. Selecting a course number from any section in the degree audit page will take you to the course catalog. In this section you will find information about the course such as a description and pre-requisite/co-requisite details. You can use the filters on the left side of the screen to further narrow your search.

[Academics](#) • [Student Planning](#) • [Course Catalog](#)

Search for Courses and Course Sections

[Back to My Progress](#)

Search for courses...

Filter Results

Subjects ⌵

☐ MANAGEMENT (1)

Locations ⌵

☐ KEAN UNIVERSITY UNION (1)☐ WENZHO-KEAN UNIVERSITY (1)

Filters Applied: None

MGS-2030 PRINCIPLES OF MANAGEMENT (3 Credits)

[Add Course to Plan](#)

This course surveys how organizations manage resources in rapidly changing environments. Emphasis is placed on the critical management functions of planning, organizing, leading, and controlling in order to achieve organizational goals.

Requisites:
TAKE COMM*1402, GE*2021; - Must be completed prior to taking this course.

[View Available Sections for MGS-2030](#) ⌵

13. If the course schedule is available for the next semester, clicking on the “View Available Sections” will display all the sections of the course that are being offered.

Subjects

☐ COMMUNICATION (1)

Locations

☐ KEAN UNIVERSITY UNION (1)

☐ OCEAN COUNTY COLLEGE (1)

☐ WENZHOUS-KEAN UNIVERSITY (1)

Show All Terms

☐ Fall 2018 (1)

☐ Fall 2018 Wenzhou (1)

☐ Spring 2019 (1)

☐ Summer I 2018 Wenzhou (1)

Days of Week

☐ Monday (1)

☐ Tuesday (1)

☐ Wednesday (1)

☐ Thursday (1)

☐ Friday (1)

☐ Saturday (1)

Time of Day

Select time range...

Instructors

COMM-3590 BUSINESS & PROF. COMM (3 Credits) Add Course to Plan

AN INTRODUCTION TO PRINCIPLES AND IMPORTANCE OF ORAL PRESENTATIONS. OVERVIEW OF INTERPERSONAL AND COMMUNITY INTERACTION WITHIN BUSINESS AND ORGANIZATIONAL SETTINGS. APPLICATION OF PRESENTING INFORMATIVE AND PERSUASIVE REPORTS AND RESEARCH. Prerequisite(s): COMM 1402 CAT.NO FORMERLY: COMM 3950 PREVIOUS TITLE: BUSINESS AND TECHNICAL PRESENTATION TITLE APPROVED CHANGE AS OF: 2/9/09

Requisites:
TAKE COMM*1402; - Must be completed prior to taking this course.

View Available Sections for COMM-3590

Spring 2019

BUSINESS & PROF. COMM 01 Add Section to Schedule

Runs from 1/22/2019 - 5/15/2019

Seats	Times	Locations	Instructors
24	T/F 9:30 AM - 10:45 AM 1/22/2019 - 5/15/2019	KEAN UNIVERSITY UNION, CENTER FOR ACADEMIC SUCCESS 355 Lecture	TBD

BUSINESS & PROF. COMM 02 Add Section to Schedule

Runs from 1/22/2019 - 5/15/2019

Seats	Times	Locations	Instructors
24	W 11:00 AM - 1:45 PM 1/22/2019 - 5/15/2019	KEAN UNIVERSITY UNION, CENTER FOR ACADEMIC SUCCESS 450 Lecture	TBD

BUSINESS & PROF. COMM 03 Add Section to Schedule

Runs from 1/22/2019 - 5/15/2019

14. Selecting the “Add Section to Schedule” will add the course to your schedule. The below message will appear, click on “Add Section”

2018 (1)

2018 Wenzhou (1)

ing 2019 (1)

ummer I 2018 Wenzhou (1)

of Week

nday (1)

esday (1)

nesday (1)

ursday (1)

ay (1)

urday (1)

of Day

ct time range...

ctors

ck, J (1)

pege, S (1)

PRINCIPLES OF MANAGEMENT 01 Add Section to Schedule

Runs from 1/22/2019 - 5/15/2019

Instructors

TBD

Add Section to Schedule

Instructors

TBD

Add Section to Schedule

Instructors

TBD

Add Section to Schedule

Section Details

Spring 2019

Instructors TBD

Meeting Information M, Th 2:00 PM 3:15 PM
1/22/2019 - 5/15/2019
KEAN UNIVERSITY UNION, GREEN LANE ACADEMIC BUILDING 304
(Lecture)

Dates 1/22/2019 - 5/15/2019

Seats Available 40 of 40 Total

Credits 3

Grading Graded

Requisites ⚠ TAKE COMM*1402, GE*2021; - Must be completed prior to taking this course

Close Add Section

15. A confirmation message will appear in a green box at the top of the screen.

Academics • [Student Planning](#) • [Course Catalog](#)

Search for Courses and Course Sections

Filters Applied: None

Filter Results

Subjects

☐ MANAGEMENT (1)

MGS-2030 PRINCIPLES OF MANAGEMENT (3 Credits)

This course surveys how organizations manage resources in rapidly changing environments. Emphasis is placed on the critical management functions of planning, organizing, leading, and controlling in order to achieve organizational goals.

Requisites:

MGSCOMM4100, CEM3001: Must be completed before taking this course.

[Add Course to Plan](#)

MGSC-2030-02 has been planned on the schedule.

Method 2:

16. Courses can also be added to your schedule by using the course catalog. It can be accessed from the My Progress page by using the drop down menu, under Student Planning.

Academics • [Student Planning](#) • [My Progress](#)

My Progress

Planning Overview

Plan & Schedule

My Progress

Course Catalog

At a Glance

Cumulative GPA: 2.626 (2,500 required)

Institution GPA: 2.626 (2,500 required)

Degree: Bachelor of Science

Majors: GLOBAL BUSINESS

Departments: GLOBAL BUSINESS

Catalog: 2017

Anticipated Completion Date: 1/19/2022

Alternate Catalog Year: Select catalog year...

Description

Program Notes

Show Program Notes

Requirements

Go Foundation Requirements 12 C 14

View a New Program

Load Sample Course Plan

Print

Program Completion must be verified by the Registrar.

Progress

Total Credits: 65 / 21 / 6 / 92 of 120

Total Credits from this School: 65 / 21 / 92 of 32

17. The catalog is listed in alphabetical order by subject as shown below.

Search for Courses and Course Sections

Search for courses...

Subject Search

Advanced Search

Search for a course subject: Type a subject...

ACCOUNTING

AMERICAN SIGN LANGUAGE

ANTHROPOLOGY

ARCHITECTURE

ASIAN STUDIES

ASTRONOMY (ASTR)

ATHLETIC TRAINING

18. You can search the catalog by scrolling down the list or by entering several letters found in the desired subject. This will narrow down the list so that you can make the appropriate selection.

Search for a course subject: ma
GERMAN
MANAGEMENT
MARKETING
MASTER HOLOCAUST AND GENOCIDE
MATHEMATICS
SCIENCE TECHNOLOGY & MATH ED

19. Depending on the selected subject, the course catalog will display by color the status of a course that is part the major's requirement. From the list you can add the desired course to your plan by clicking on the "Add Course to Plan" button.

Search for Courses and Course Sections

[Back to Course Catalog](#)

Filter Results

Availability

☐ Open and Waitlisted Sections

☐ Open Sections Only

Subjects

☒ MANAGEMENT (51)

Locations

☐ KEAN UNIVERSITY UNION (27)

☐ OCEAN COUNTY COLLEGE (11)

☐ WENZHOUE-KEAN UNIVERSITY (6)

Show All Terms

☐ Fall 2018 (23)

☐ Spring 2019 (22)

☐ Fall 2018 Wenzhou (6)

☐ Summer I 2018 Wenzhou (2)

Days of Week

☐ Monday (27)

☐ Tuesday (27)

☐ Wednesday (27)

Filters Applied: **MANAGEMENT** x

MGS-2030 PRINCIPLES OF MANAGEMENT (3 Credits) [Add Course to Plan](#)

This course surveys how organizations manage resources in rapidly changing environments. Emphasis is placed on the critical management functions of planning, organizing, leading, and controlling in order to achieve organizational goals.

This course is in progress.

Requisites:
TAKE COMM*1402, GE*2021; - Must be completed prior to taking this course.

[View Available Sections for MGS-2030](#)

MGS-2110 QUANTITATIVE METH IN MGT SCI (3 Credits) [Add Course to Plan](#)

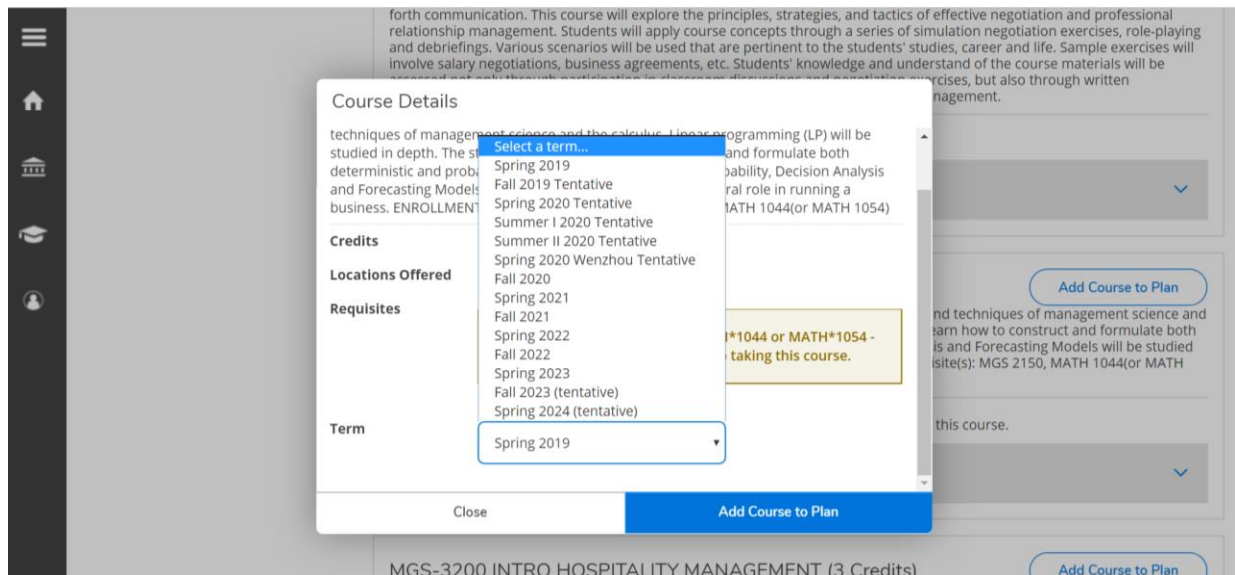
THE COURSE IS AN INTRODUCTION TO CALCULUS BASED OPTIMIZATION TECHNIQUES WITH APPLICATIONS TO BUSINESS PROBLEMS. TOPICS INCLUDE: LINEAR MODELS, LINEAR PROGRAMMING, MATRIX ALGEBRA, INTRODUCTION TO DIFFERENTIAL CALCULUS, THE USE OF DERIVATIVES TO SOLVE MAXIMA AND MINIMA PROBLEMS AND PARTIAL DERIVATIVES. SEMESTER HOURS: THREE Prerequisite(s): MATH 1044 OR MATH 1054 LIMITATION ON ENROLLMENT: 30 CATALOG DESCRIPTION CHANGES 10/17/08

Requisites:
Take MATH*1044 or MATH*1054 - Must be completed prior to taking this course.

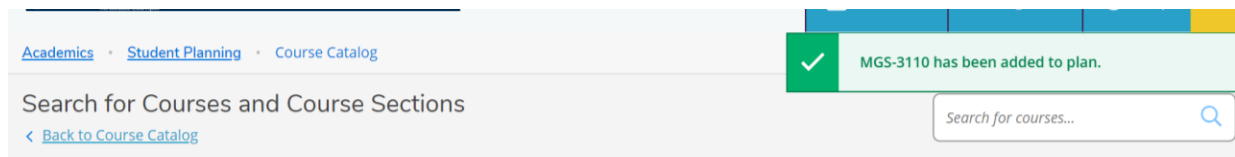
MGS-2150 BUSINESS STATISTICS & APPLIC. (4 Credits) [Add Course to Plan](#)

This course focuses on real world business data and the ability required to use statistical tools to draw meaningful conclusions. Topics include techniques for summarizing and describing data, the nature of uncertainty and probability theory, central limit theorem, and sampling methodology. Inferential topics include

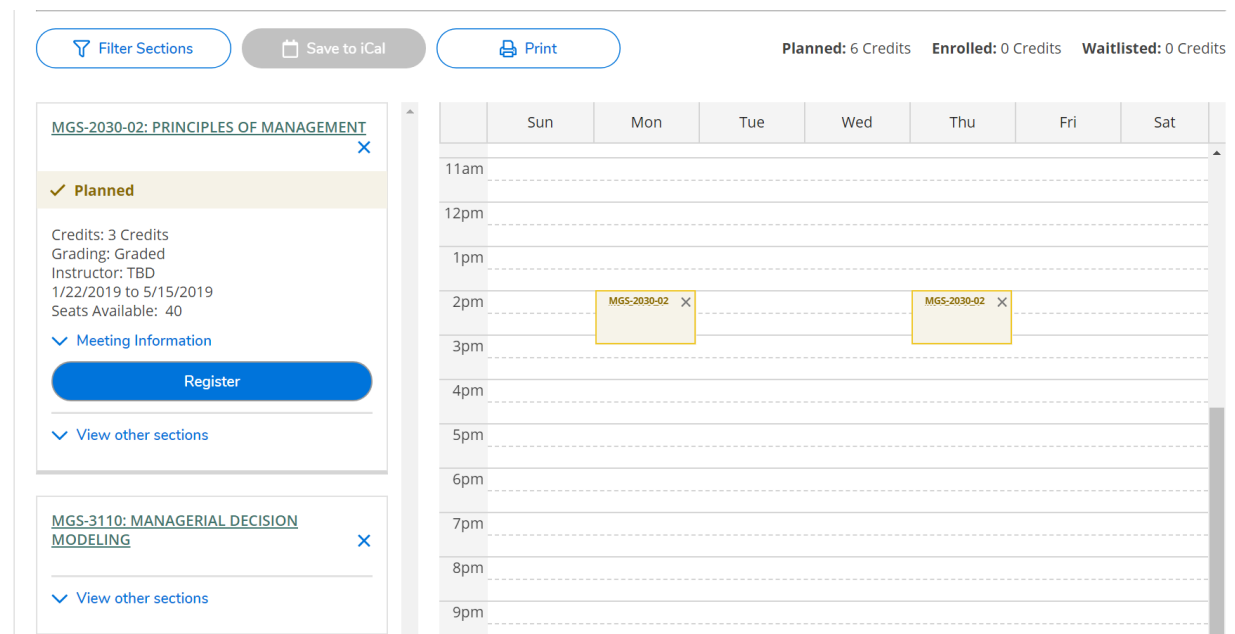
14. The below message will appear, select the term to add the course to and then press the "Add Course to Plan" option. Following this option will only place the course on the course schedule without a specified section number.



15. A confirmation email will appear in a green box at the top of the screen.



16. Return to the schedule page to view the selected course on your course schedule.



17. On the left side of the screen select “view other sections” this will display all the available course sections. Make note, that there may be more than one page of available sections for the course. The sections are visible on the calendar and on the side bar. (Note: This view allows you select sections that will not conflict with other course sections that were previously selected).

MGS-2030-02: PRINCIPLES OF MANAGEMENT

✓ **Planned**

Credits: 3 Credits
Grading: Graded
Instructor: TBD
1/22/2019 to 5/15/2019
Seats Available: 40

Meeting Information

Register

View other sections

MGS-3110: MANAGERIAL DECISION MODELING

View other sections

1 of 2

MGS-3110-01 MANAGERIAL DECISION MODELING
Seats Available: 30

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am		MGS-3110-05		MGS-3110-02	MGS-3110-05		
12pm							
1pm			MGS-3110-01			MGS-3110-01	
2pm		MGS-2030-02 ✕			MGS-2030-02 ✕		
3pm							
4pm							
5pm		MGS-3110-04					
6pm							
7pm							
8pm				MGS-3110-03	MGS-3110-06		
9pm							
10pm							
11pm							

18. Hovering over a specific section will highlight it on the calendar. You can add the desired section by clicking on it on the calendar or on the side bar.

1 of 2

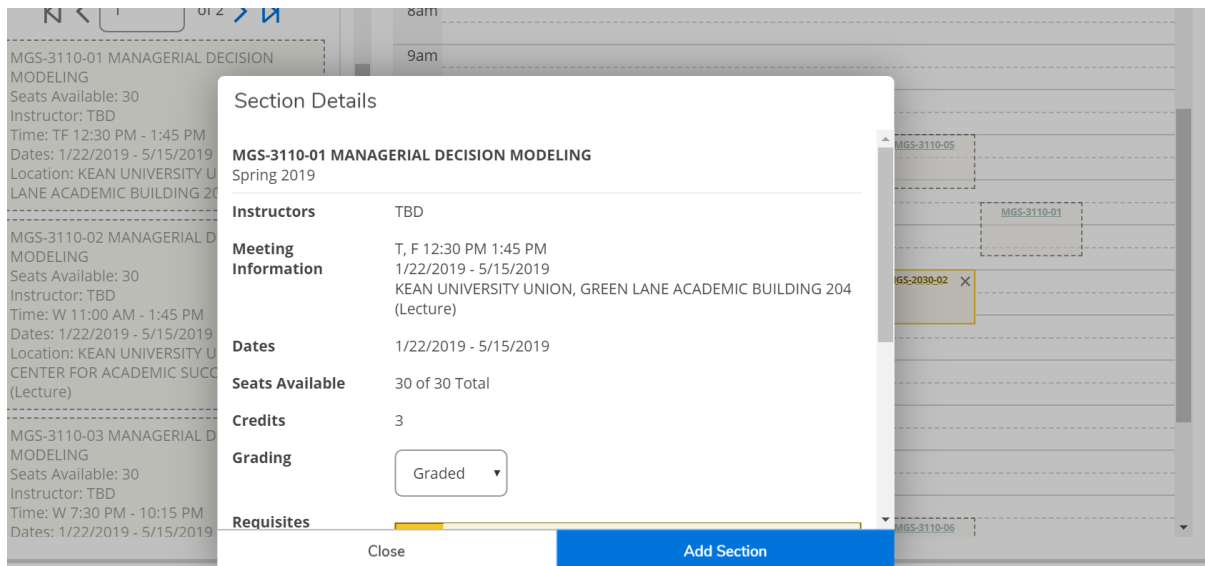
MGS-3110-01 MANAGERIAL DECISION MODELING
Seats Available: 30
Instructor: TBD
Time: TF 12:30 PM - 1:45 PM
Dates: 1/22/2019 - 5/15/2019
Location: KEAN UNIVERSITY UNION GREEN LANE ACADEMIC BUILDING 204 (Lecture)

MGS-3110-02 MANAGERIAL DECISION MODELING
Seats Available: 30
Instructor: TBD
Time: W 11:00 AM - 1:45 PM
Dates: 1/22/2019 - 5/15/2019
Location: KEAN UNIVERSITY UNION CENTER FOR ACADEMIC SUCCESS 351 (Lecture)

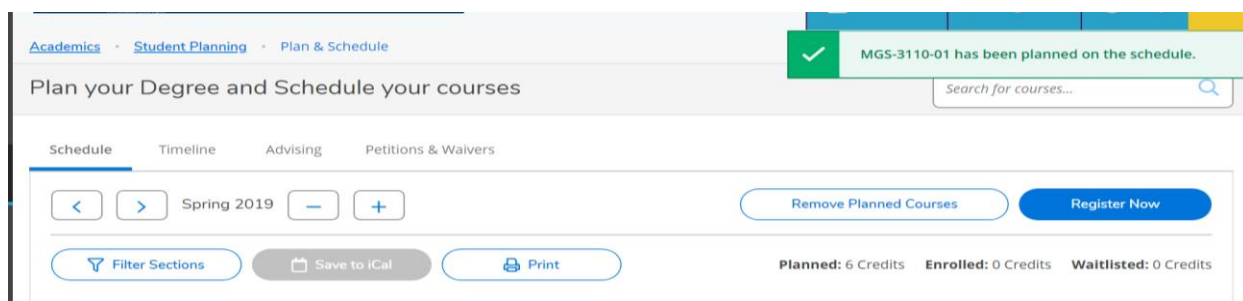
MGS-3110-03 MANAGERIAL DECISION MODELING
Seats Available: 30
Instructor: TBD
Time: W 7:30 PM - 10:15 PM
Dates: 1/22/2019 - 5/15/2019

12pm						
1pm		MGS-3110-01			MGS-3110-01	
2pm		MGS-2030-02 ✕			MGS-2030-02 ✕	
3pm						
4pm						
5pm		MGS-3110-04				
6pm						
7pm						
8pm				MGS-3110-03	MGS-3110-06	
9pm						
10pm						
11pm						

19. Once you have made your selection, the box below will appear, click on “add section”.



20. You will see a confirmation message at the top of the screen.



21. Repeat the steps as needed until you have made all course selections with available sections. The courses on the calendar and in the side bar will be colored tan and labeled as “planned”. This does not mean that you are registered for the courses. If registration has opened, the “register now” button will be highlighted. If it’s not open, the button will be grayed out. You can register all course at once by clicking on the “register now” button or individually from the left side bar by clicking the “register” button.

Spring 2019

Remove Planned Courses Register Now

Filter Sections Save to iCal Print

Planned: 6 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

Credits: 3 Credits
Grading: Graded
Instructor: TBD
1/22/2019 to 5/15/2019
Seats Available: 40

Meeting Information

Register

View other sections

MGS-3110-01: MANAGERIAL DECISION MODELING

Planned

Credits: 3 Credits
Grading: Graded
Instructor: TBD
1/22/2019 to 5/15/2019
Seats Available: 30

Meeting Information

Register

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm			MGS-3110-01			MGS-3110-01	
2pm		MGS-2030-02			MGS-2030-02		
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							

22. Once you have registered for all courses or an individual course, you will notice that the color of the course on the calendar and the left side bar will change to green with a status of “Registered”.

Spring 2019

Register Now

Filter Sections Save to iCal Print

Planned: 3 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

MGS*2030-02: PRINCIPLES OF MANAGEMENT

Registered

Credits: 3 Credits
Grading: Graded
Instructor: TBD
1/22/2019 to 5/15/2019

Meeting Information

Drop

View other sections

MGS-3110-01: MANAGERIAL DECISION MODELING

Planned

Credits: 3 Credits
Grading: Graded
Instructor: TBD
1/22/2019 to 5/15/2019
Seats Available: 30

Meeting Information

Register

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm			MGS-3110-01			MGS-3110-01	
2pm		MGS-2030-02			MGS-2030-02		
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							

23. Once you have completed planning your course schedule for the upcoming semester, you can use the “Request Review” button located under the Advising tab, to request that your advisor review your planned semester courses. In the note box you can send a message with any questions or concerns to your advisor.



Schedule

Timeline

Advising

Petitions & Waivers

My Advisors

✉ [Ruth Gonzalez](#) (First Major Primary)

Request Review

Compose a Note

Save Note