

Daemen College

Self Service Training

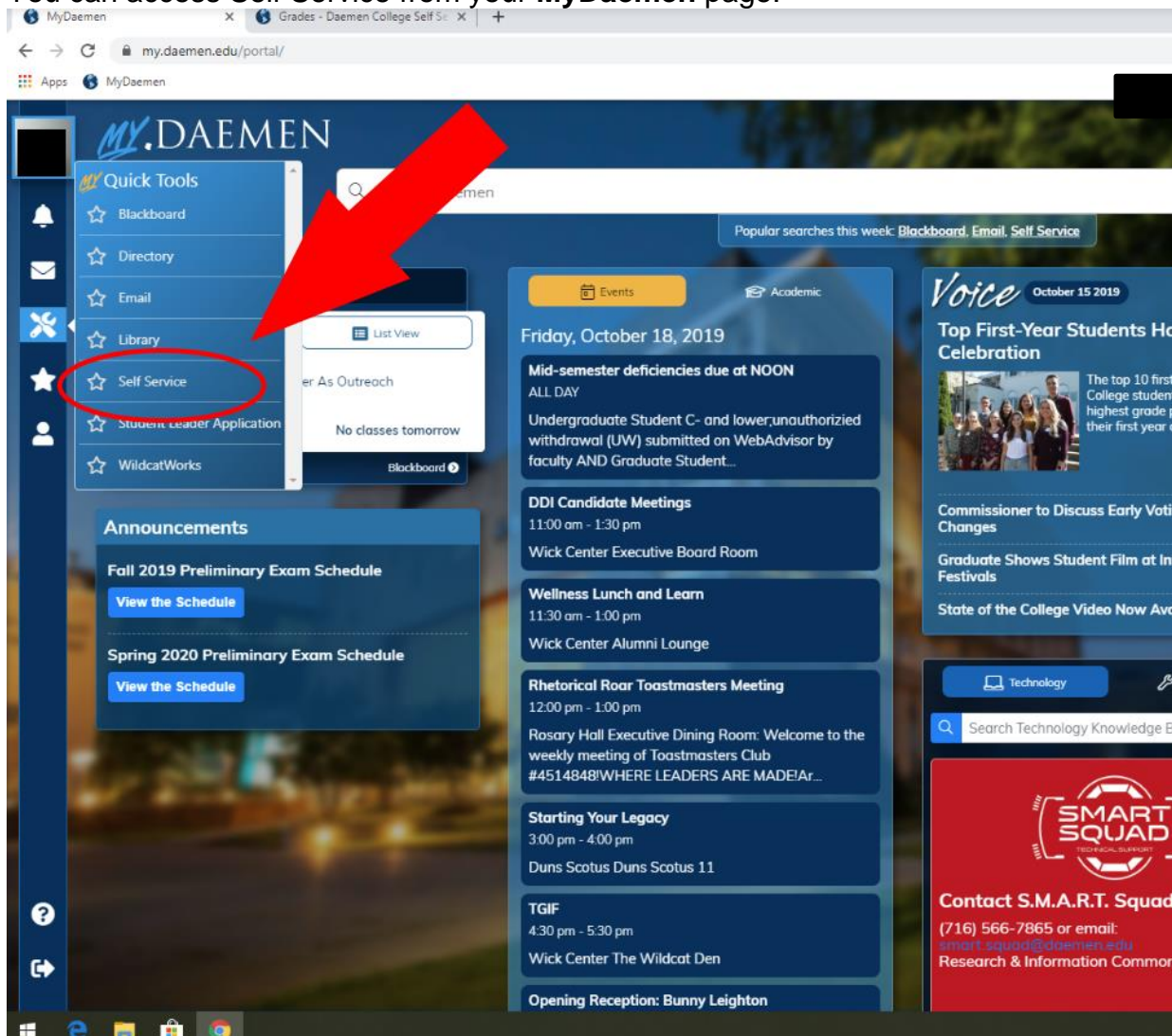
Self Service will help you create your ROAD MAP to completing your degree.

Self Service allows you to:

- [TRACK](#) Progress towards Degree Requirements
- [PLAN](#) courses and [BUILD](#) a schedule for a particular semester
- Communicate and work with your advisor
- [REGISTER](#) for classes
-

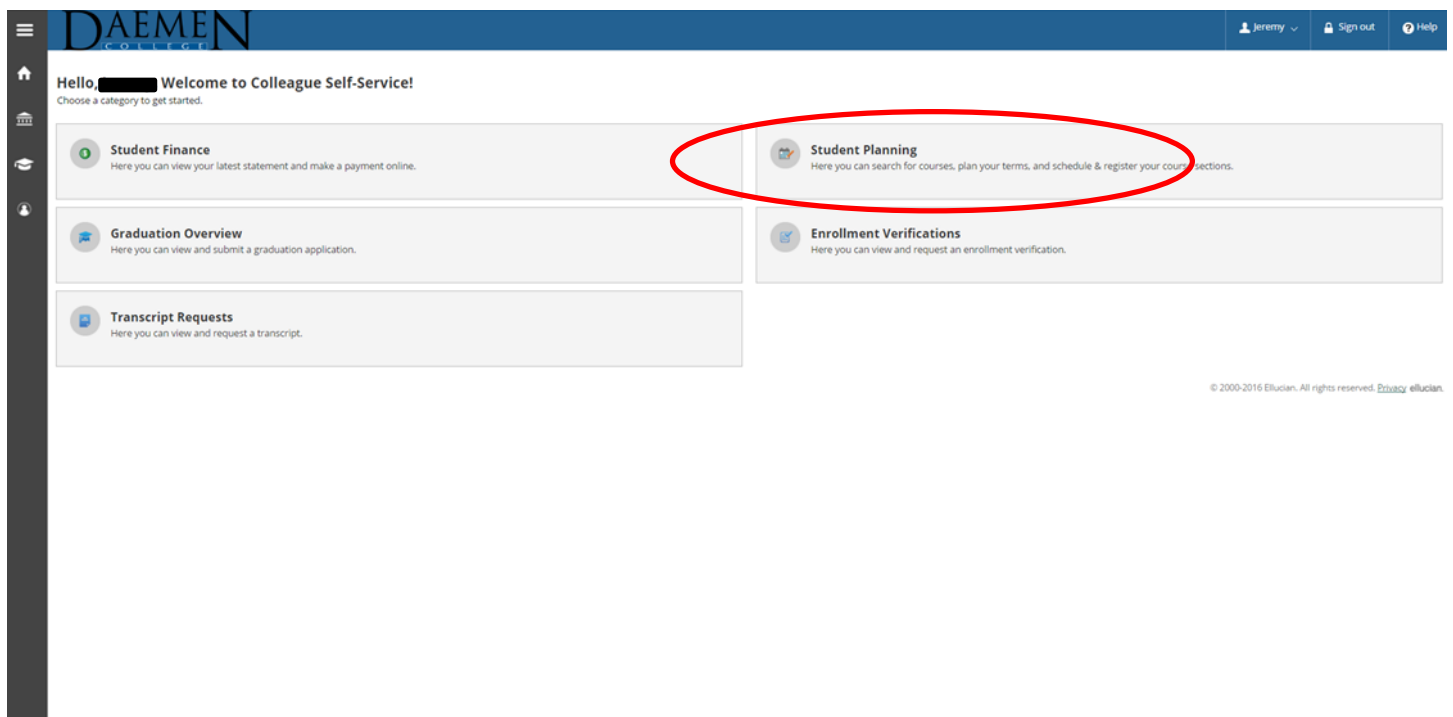
Students can perform academic planning activities such as searching for courses, planning their terms, and scheduling and registering for course sections.

You can access Self Service from your **MyDaemen** page.

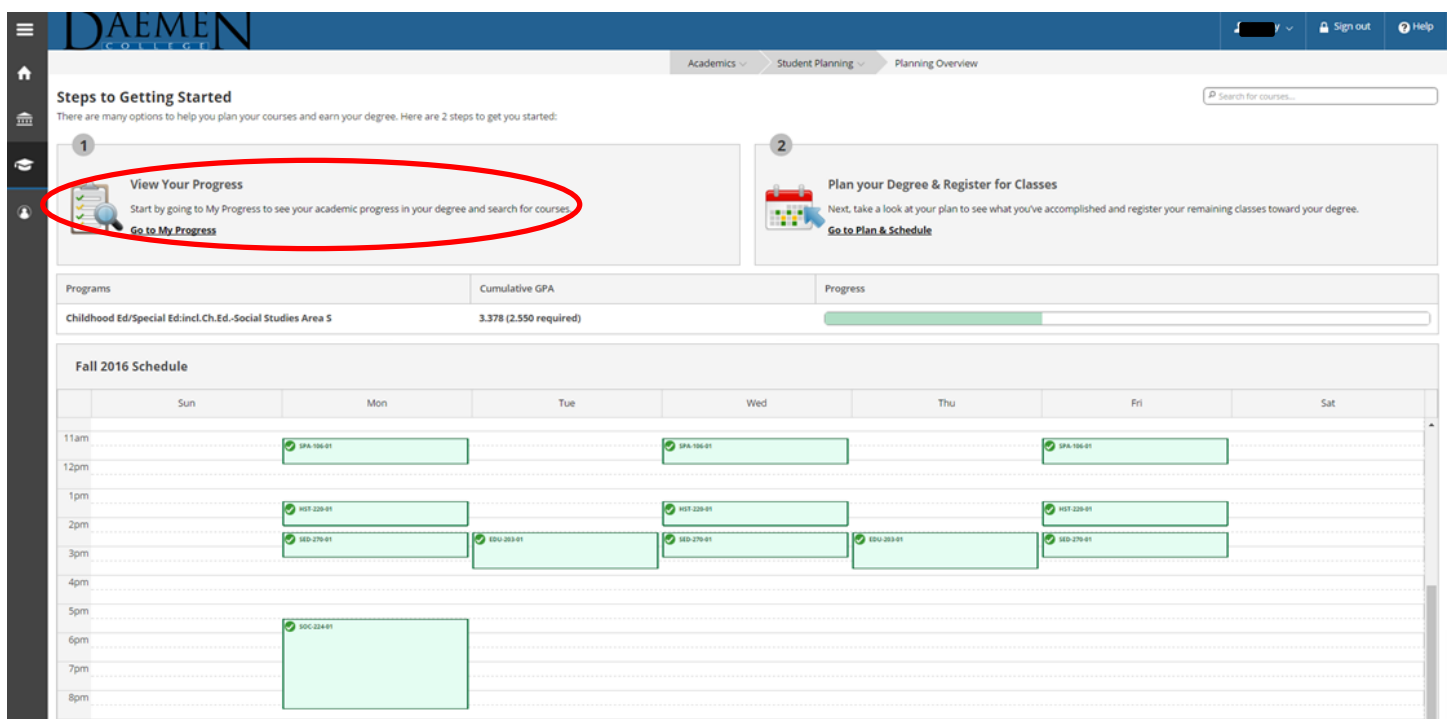


The screenshot shows the MyDaemen portal interface. A red arrow points to the 'Self Service' link in the 'Quick Tools' menu, which is also circled in red. The menu includes links for Blackboard, Directory, Email, Library, Self Service, Student Leader Application, and WildcatWorks. Below the menu, there are sections for 'Announcements' (Fall 2019 and Spring 2020 Preliminary Exam Schedules), 'Events' (Friday, October 18, 2019), and 'Voice' (October 15 2019). The 'Events' section lists various meetings and events, including 'Mid-semester deficiencies due at NOON ALL DAY', 'DDI Candidate Meetings', 'Wellness Lunch and Learn', 'Rhetorical Roar Toastmasters Meeting', 'Starting Your Legacy', 'TGIF', and 'Opening Reception: Bunny Leighton'. The 'Voice' section features a 'Top First-Year Students Home Celebration' and other news items. A 'SMART SQUAD' logo is visible in the bottom right corner.

Click on STUDENT PLANNING



We're going to go through each of the tabs individually but we're going to start with **VIEW YOUR PROGRESS**



The **Progress** tab is basically a student's degree audit. It displays student specific information at the top. It is an interactive degree audit/program evaluation.

My Progress

Childhood Ed/Special Ed:incl.Ch.Ed.-Social Studies Area S (1 of 1 programs)

At a Glance

Cumulative GPA: 3.378 (2,550 required)
 Institution GPA: 3.378 (2,550 required)
 Degree: Bachelor of Science
 Majors: Child/Spec Ed-Soc St AS
 Departments: Education
 Catalog: 15-16

Progress

Total Credits (71 of 141)
 141 OVERALL CREDITS REQUIRED DUE TO 3 EXCESS: MUS-100; DUE TO CHANGE OF MAJOR: 01 Sep 2016 10:44 AM KHERRIGA

27 30 14 141

Total Credits from this School (71 of 30)
 27 30 14

Requirements

MAJOR REQUIREMENTS

Complete all of the following items. 0 of 2 Completed. [Hide Details](#)

A. REQUIRED COURSES

COMPLETE ALL OF THE FOLLOWING:
 Complete all of the following items. 0 of 2 Completed. [Hide Details](#)

1. COMPLETE EDU-313, EDU-319, EDU-320, EDU-327, SED-340, SED-363, SED-364, SED-371 AND SED-401. 0 of 10 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
Registered	EDU-313 Foundations of Educ		2017SP	3
Planned	EDU-316 ElemEducMethSocStu		2017SP	3
Planned	EDU-319 Assessment Meth-Educ		2017SP	3
Not Started	EDU-320 Meth:Mth,Sci,Tec			

Color-coded Progress bars display overall progress, total credits required, and residency requirements. Color key: **Dark Green**=Completed, **Faded Green**=In Progress, **Yellow**=Planned

Progress towards requirements will be clearly labeled, and you will be able to add courses to your Plan directly from My Progress. **CLICK the Search BOX TO SEE THE LIST OF COURSES THAT MEET THAT REQUIREMENT FROM THE COURSE CATALOG.**

A. Human/Creative Arts

Take 3 credits from ARTS-1301,ARTS-1303,ARTS-1304,DRAM-1310, DRAM-2366,ENGL-2307,ENGL-2322,ENGL-2323,ENGL-2327, ENGL-2328,ENGL-2332,ENGL-2333,ENGL-2342,ENGL-2343, ENGL-2351,HUMA-1301,HUMA-1302,MUSI-1301,MUSI-1304, MUSI-1306,MUSI-1308,MUSI-1309,MUSI-1310,PHIL-1301, PHIL-1304,PHIL-2306,SPAN-2311,SPAN-2312;

0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
Not Started	ARTS-1301 Art Appreciation (050)			
Not Started	ARTS-1303 Art History I (050)			
Not Started	ARTS-1304 Art History II (050)			
Not Started	DRAM-1310 Intro to Theatre (050)			
Not Started	DRAM-2366 Dev of Motion Pict I (050)			
Not Started	ENGL-2307 Creative Writing I (050)			
Not Started	ENGL-2322 British Lit I (040)			
Not Started	ENGL-2323 British Lit II (040)			
Not Started	ENGL-2327 American Lit I (040)			
Not Started	ENGL-2328 American Lit II (040)			
Not Started	ENGL-2332 World Lit I (040)			
Not Started	ENGL-2333 World Lit II (040)			
Not Started	ENGL-2342 Forms Lit I - Post-Apocalyptic			

Tip: You can also click on a course that has a status of "Not Started" to add it to your Plan. This will also launch the Course Catalog and Class Schedule.

Use the Filters on the left to filter the list to sections that are available by choosing a term, instructor, time of day, location, levels, and/or course types.

The screenshot shows a course catalog interface. On the left, a sidebar contains various filter categories, each with a list of options and checkboxes. A red circle highlights this sidebar. The main content area on the right displays a list of course entries, each with a title, credit value, and a brief description. The visible entries are:

- ART 8-1301 Art Appreciation (060) (0 CEUs)**: An introduction to the visual arts through the study of formal elements, iconography, major historical movements and the history of aesthetics as well as an exploration of the historical and contemporary media. Students will learn to analyze visual art. A few classes will be dedicated to field trips and studio experience. Prerequisite: TSI Reading 345 or equivalent developmental course.
 - Requires: TSI Reading 345 or equivalent developmental course - Must be completed prior to taking this course.
 - View Available Sections for ART 8-1301
- HUMA-1301 Humanities I (040) (0 CEUs)**: This is an interdisciplinary, multi-perspective assessment of cultural, political, philosophical and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. The course covers early civilization to 1600. Prerequisite: ENGL 1301 with a grade of 'C' or better.
 - Requires: ENGL 1301 with a grade of 'C' or better - Must be completed prior to taking this course.
 - View Available Sections for HUMA-1301
- MU 81-1301 Fund of Music (060) (0 CEUs)**: This is an elementary course in the fundamentals of music, notation, scales, keys, primary chords and basic rhythmic patterns. No previous musical knowledge is needed. Class electronic piano lab for applying musical knowledge is part of course. Prerequisite: TSI 345 reading or equivalent developmental course.
 - Requires: TSI 345 reading or equivalent developmental course - Must be completed prior to taking this course.
 - View Available Sections for MUSI-1301
- PHIL-1301 Intro to Phil (040) (0 CEUs)**: A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. Prerequisite: ENGL 1301 with a grade of 'C' or better.
 - Requires: ENGL 1301 with a grade of 'C' or better - Must be completed prior to taking this course.
 - View Available Sections for PHIL-1301
- HUMA-1302 Humanities II (0 CEUs)**: This is an interdisciplinary, multi-perspective assessment of cultural, political, philosophical and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. The course covers 1600 to present. HUMA 1301 is not a prerequisite for HUMA 1302. Prerequisite: ENGL 1301 with a grade of 'C' or better.
 - Requires: ENGL 1301 with a grade of 'C' or better - Must be completed prior to taking this course.
 - View Available Sections for HUMA-1302

The filter sidebar on the left includes the following categories and options:

- SUBJECTS**: English (10), Music - MUSI (8), Art - ARTS (3), Philosophy (2), Drama (2), Show All Subjects
- LOCATIONS**: CDM Main Campus (15), CDM North County (1), Inland Course (11), Midland College (1), Santa Fe Ind. School District (1)
- TERMS**: Credit Fall 2015 (19), Credit Spring 2016 (4)
- DAYS OF WEEK**: Monday (5), Tuesday (7), Wednesday (3), Thursday (3)
- TIME OF DAY**: Select time range...
- INSTRUCTORS**: Adams, M (2), Anderson, D (2), Bowes, G (1), Boyd, P (2), Gureason, S (3), Show All Instructors
- ACADEMIC LEVELS**: Credit (25)
- COURSE LEVELS**: Freshman (14), Sophomore (14)
- COURSE TYPES**: Academic (20), SSP Data Collection CRSE (3)
- FINCS**

From here, you can Add a Course to your Plan or Add Section to Schedule

ARTS-1301 Art Appreciation (050) (0 CEUs) Add Course to Plan

An introduction to the visual arts through the study of formal elements, iconography, major historical movements and the history of aesthetics as well as an exploration of the historical and contemporary media. Students will learn to analyze visual art. A few classes will be dedicated to field trips and studio experience. Prerequisite: TSI Reading 346 or equivalent developmental course.

Requisites: TSI Reading 346 or equivalent developmental course. - Must be completed prior to taking this course.

View Available Sections for ARTS-1301

Credit Fall 2015

Art Appreciation (050) 010IN Add Section to Schedule

Seats	Times	Locations	Instructors
25	8/24/2015 - 1/8/2016	Internet Course, Internet INT Internet Lecture	Peet, C

Art Appreciation (050) 011IN Add Section to Schedule

Seats	Times	Locations	Instructors
25	8/24/2015 - 1/8/2016	Internet Course, Internet INT Internet Lecture	Bowes, G

Art Appreciation (050) 211CL Add Section to Schedule

Seats	Times	Locations	Instructors
25	Th 6:00 PM - 8:50 PM	COM Main Camous. Fine Arts Bldg. 135	Bowes, G

The course is now **Planned** on Progress.

Humanities/Creative Arts Requirement

Complete the following item. 0 of 1 Completed. ✔ Fully Planned [Hide Details](#)

A. Human/Creative Arts

Take 3 credits from ARTS-1301, ARTS-1303, ARTS-1304, DRAM-1310, DRAM-2366, ENGL-2307, ENGL-2322, ENGL-2323, ENGL-2327, ENGL-2328, ENGL-2332, ENGL-2333, ENGL-2342, ENGL-2343, ENGL-2351, HUMA-1301, HUMA-1302, MUSI-1301, MUSI-1304, MUSI-1306, MUSI-1308, MUSI-1309, MUSI-1310, PHIL-1301, PHIL-1304, PHIL-2306, SPAN-2311, SPAN-2312.

✔ Fully Planned 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
✔ Planned	ARTS-1301 Art Appreciation (050)		FA2015	3
❗ Not Started	ARTS-1303 Art History I (050)			
❗ Not Started	ARTS-1304 Art History II (050)			

Timeline

You can also choose the Timeline to see future, past terms and multiple terms at the same time.

The screenshot shows the DAEMEN COLLEGE Student Planning interface. The 'Timeline' tab is highlighted with a red circle. The main content area displays a grid of course planning cards for various terms: Fall 2016, Spring 2017 Preliminary, Fall 2017, Spring 2018, Fall 2018, and Spring 2019. Each card lists courses with their IDs and credit values, and shows the number of enrolled or planned credits at the bottom. A search bar and navigation tabs are visible at the top.

The number of planned, enrolled or completed credits appear at the bottom of each term. The GPA appears if the term is completed. You can remove planned courses from schedule view or timeline view.

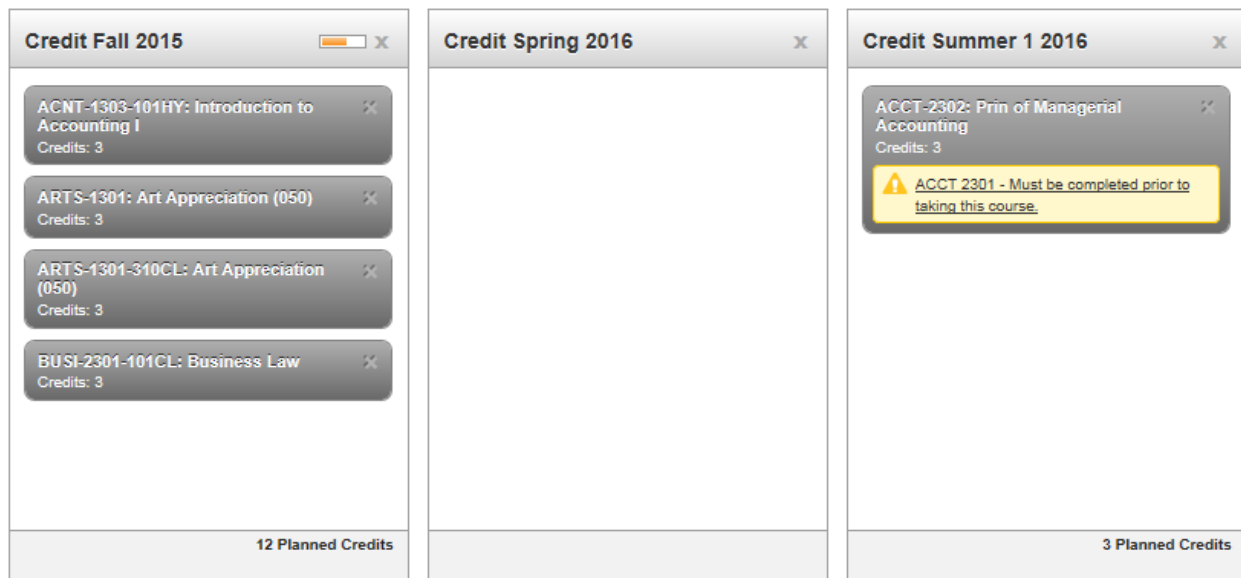
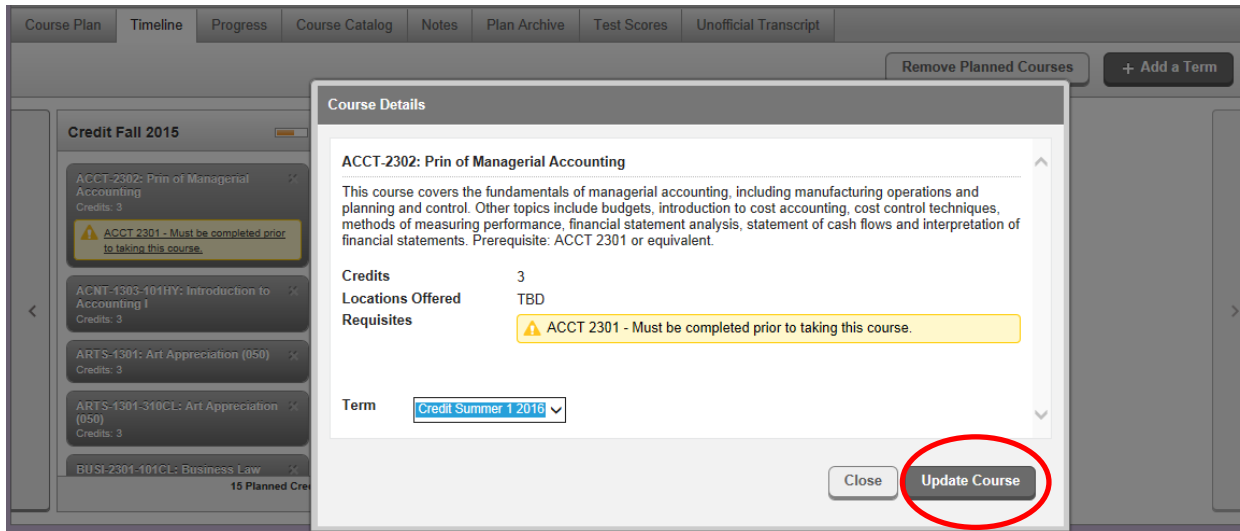
To remove all planned courses, select **Remove Planned Courses** and choose the term. You cannot undo this option, so be careful!

To move courses from term to term:

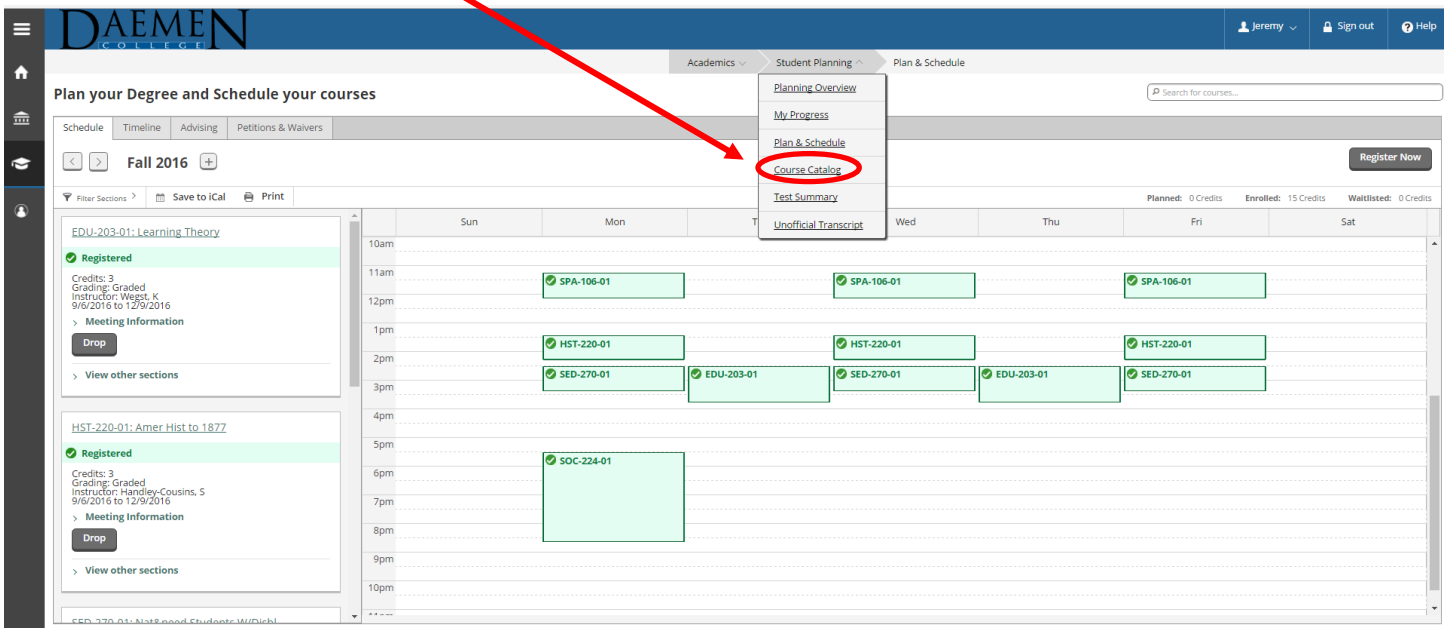
- Add a future term if it is not displayed on the timeline:
 - Click **Add a Term**
 - Select a term to add to plan
 - Click **Add Term**

The screenshot shows the 'Add a Term to Your Plan' dialog box. The dialog has a title bar with 'Remove Planned Courses' and '+ Add a Term' buttons. The main content area says 'Please select a term to be added to your plan:' followed by a dropdown menu showing 'Credit Summer 1 2016'. At the bottom are 'Cancel' and 'Add Term' buttons.

- Click on the Course title
- Select the term from the drop down list
- Click **Update Course**

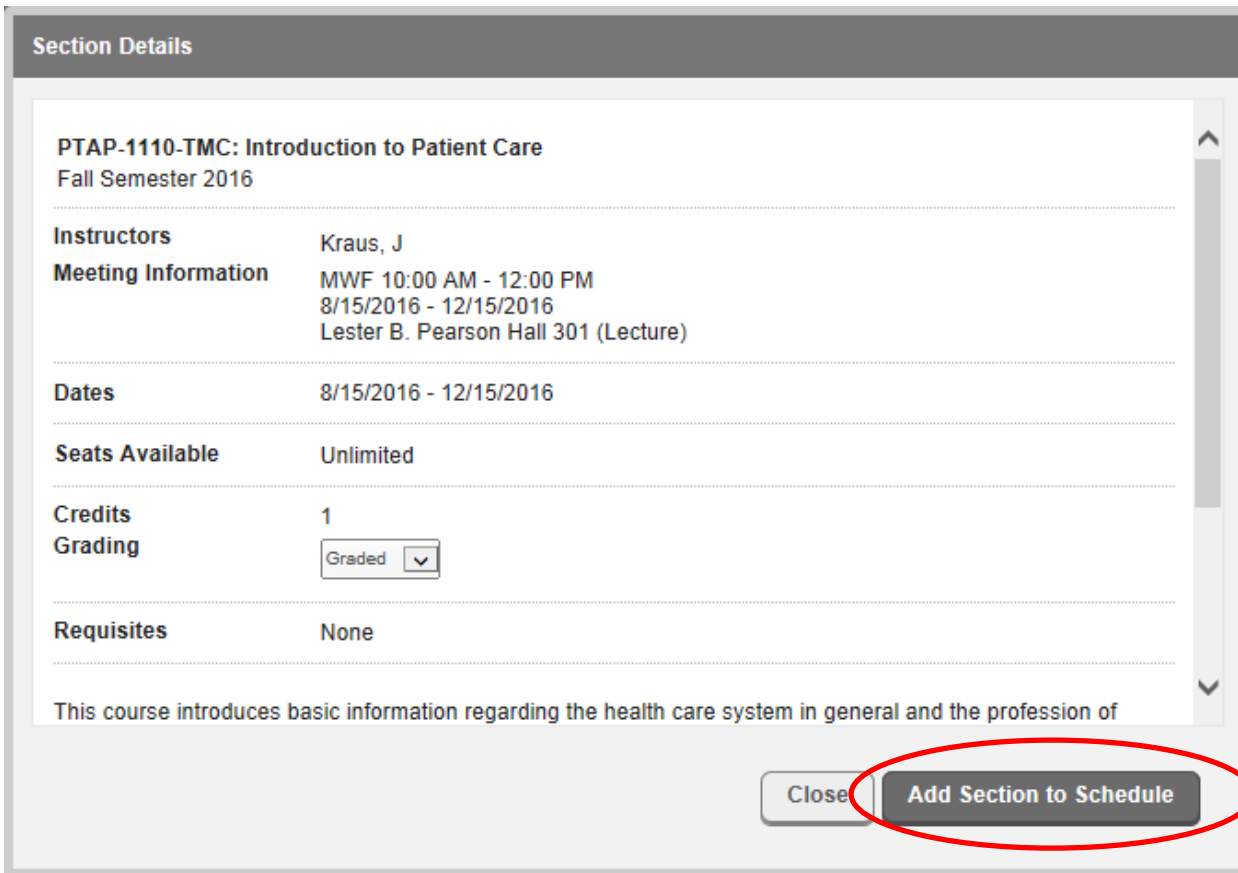


The **Course Catalog** tab allows you access to the entire College catalog. You can use the **Search for courses...** box to search for a particular course or for a word in that course name or description. You can search for a subject by entering it in the **Search for a course subject:** box or scrolling through the list of subjects.



The screenshot shows the Daemen College Student Planning interface. At the top, there is a navigation bar with 'Academics' and 'Student Planning' menus. A dropdown menu is open under 'Student Planning', with 'Course Catalog' highlighted by a red circle. A red arrow points from the text above to this circle. The main area displays a course schedule for Fall 2016, with various course sections listed in a grid format. On the left, there are details for two registered courses: EDU-203-01: Learning Theory and HST-220-01: Amer Hist to 1877.

Click **Add Section to Schedule**



The screenshot shows the 'Section Details' page for the course PTAP-1110-TMC: Introduction to Patient Care, Fall Semester 2016. The page lists the instructor as Kraus, J, and the meeting information as MWF 10:00 AM - 12:00 PM from 8/15/2016 to 12/15/2016 in Lester B. Pearson Hall 301 (Lecture). Other details include dates, unlimited seats available, 1 credit, graded grading, and no prerequisites. At the bottom, there is a 'Close' button and an 'Add Section to Schedule' button, which is highlighted by a red circle.

When you are ready to REGISTER for your Courses click on PLAN YOUR DEGREE AND REGISTER FOR COURSES.

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: Childhood Ed/Special Ed/Incl.Ch.Ed.-Social Studies Area 5
Cumulative GPA: 3.378 (2.550 required)

Fall 2016 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am		SPA-106-01		SPA-106-01		SPA-106-01	
12pm							
1pm		HST-220-01		HST-220-01		HST-220-01	
2pm		SED-270-01		SED-270-01		SED-270-01	
3pm		SED-270-01	EDU-203-01	EDU-203-01	EDU-203-01	SED-270-01	
4pm							
5pm							
6pm		SOC-224-01					
7pm							
8pm							
9pm							
10pm							

The **Schedule View** will default to the current term if you are currently registered. If you are not registered, it will default to the last term registered. From the **Schedule View**, you can see what you have planned. You can plan to take both courses and sections.

Plan your Degree and Schedule your courses

Schedule

Fall 2016

Planned: 0 Credits Enrolled: 15 Credits Waitlisted: 0 Credits

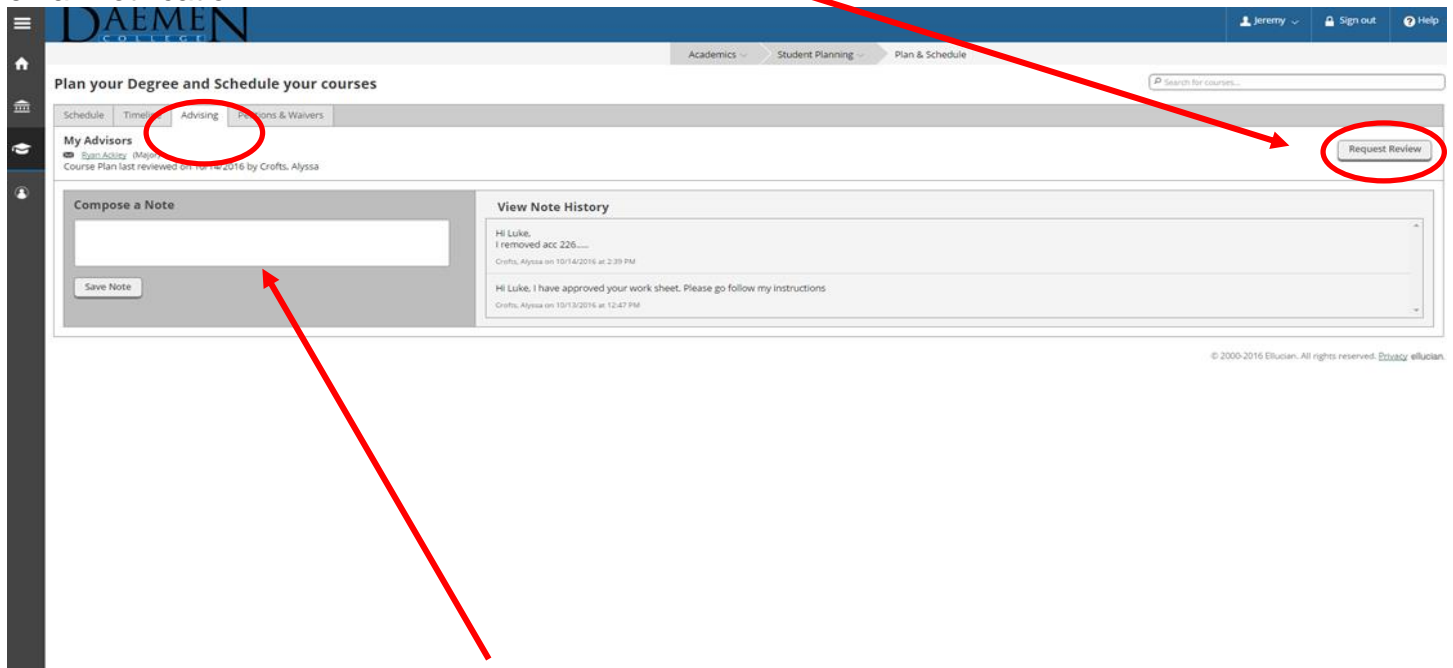
EDU-203-01: Learning Theory
Registered
Credits: 3
Grading: Graded
Instructor: West, K
9/6/2016 to 12/9/2016
Meeting Information
Drop
View other sections

HST-220-01: Amer Hist to 1877
Registered
Credits: 3
Grading: Graded
Instructor: Handley-Cousins, S
9/6/2016 to 12/9/2016
Meeting Information
Drop
View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10am							
11am							
12pm		SPA-106-01		SPA-106-01		SPA-106-01	
1pm		HST-220-01		HST-220-01		HST-220-01	
2pm		SED-270-01		SED-270-01		SED-270-01	
3pm		SED-270-01	EDU-203-01	EDU-203-01	EDU-203-01	SED-270-01	
4pm							
5pm							
6pm		SOC-224-01					
7pm							
8pm							
9pm							
10pm							

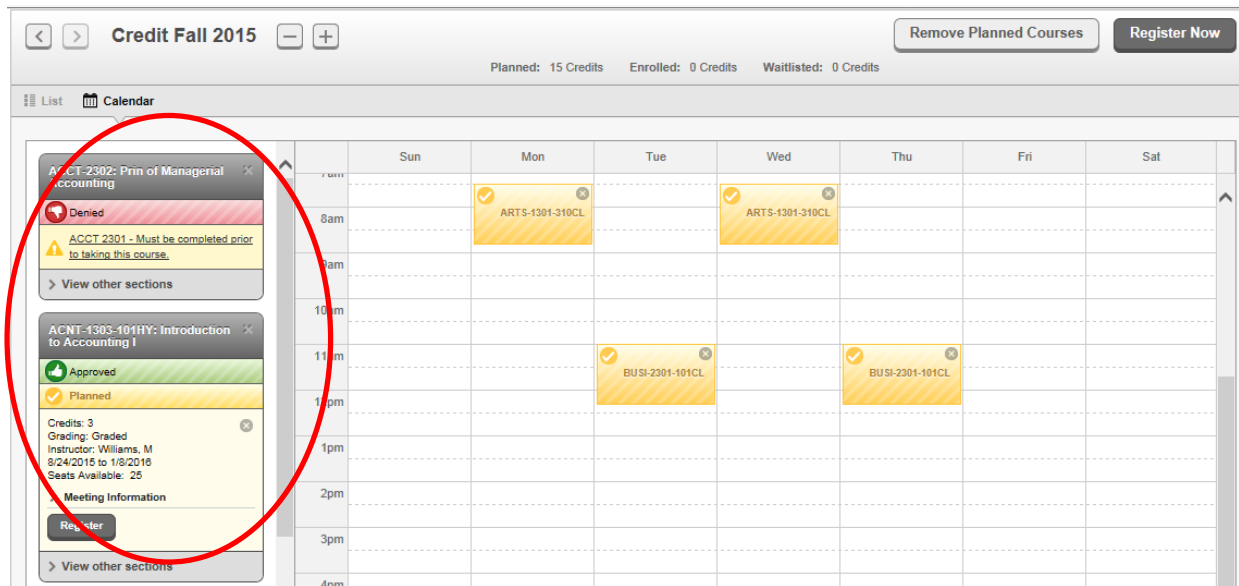
You can easily see if a section conflicts by clicking **View other sections**

You must receive approval for courses in order to register! In order to do this you must request your plan to be reviewed. You can request a review of your plan at any time by selecting the **Advising TAB** and then **CLICKING ON REQUEST REVIEW**. If you request a review, your advisor will receive email notification.



Notes Add a note to your advisor in the **Compose a Note** section. Please be careful when sending notes because once saved, they cannot be edited or deleted. The notes do remain with your record, so if you change majors or advisors, it will still be accessible to any advisor who can view your plan. The notes are considered a part of your record under FERPA and can be primary method of communicating with your advisor.

Your advisor can **Approve**, **Deny** and **Protect** courses. **You can only register for approved courses.**



We have received approval for one course but were denied from one ACCT because our advisor doesn't think it is a good idea for us to take it yet. You must meet the prerequisite first. Therefore, you are not able to register for courses that have not been approved.

Your advisor can also Protect a course. This will keep a student from moving it to a future term or removing it. Your advisor may think this is a good idea if we know the course is only offered in that term or may not be offered again for a year.

Registration/Drop/Add

After selecting courses, go back to the **Schedule** tab. Your planned courses are listed. You can **View other Sections** for each course to help you plan your course schedule.

Once your registration period is open, Click **Register Now**.

The screenshot shows a web interface for course registration. At the top, it says "Credit Fall 2015" and "Planned: 15 Credits Enrolled: 0 Credits Waitlisted: 0 Credits". There are buttons for "Remove Planned Courses" and "Register Now" (highlighted with a red box). Below this is a calendar view showing planned courses for the week of Sun to Sat. The courses are:

- ACCT-2302: Prin of Managerial Accounting (Denied)
- ACCT-2301: Must be completed prior to taking this course.
- ACNT-1303-101HY: Introduction to Accounting I (Approved, Planned)
- Credits: 3
- Grading: Graded
- Instructor: Williams, M
- 8/24/2015 to 1/9/2016
- Seats Available: 25
- Meeting Information
- Register
- View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		ARTS-1301-310CL		ARTS-1301-310CL			
9am							
10am							
11am			BUSI-2301-101CL		BUSI-2301-101CL		
12pm							
1pm							
2pm							
3pm							
4pm							

You will be registered for all eligible sections. If there are any reasons a section is not registered, **Notifications** will display.

The screenshot shows a user profile for Tanya Crump with options for "Sign out" and "Help". There is a "Notifications" button with a red circle containing the number 3. Below this are three notification messages:

- ACNT-1303-101HY - You must complete the online learner's workshop before enrolling
- ARTS-1301-310CL - Student requires instructors consent to register in ARTS-1301-310CL.
- BUSI-2301-101CL - The GL account 11-0-0000-0000-4210 has a status of "A" for the 2016 ledger.

You will still be registered for all other eligible sections. The section will display a status of **Registered** and turns green.

Credit Fall 2015

Planned: 12 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

Register Now

List Calendar

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6am							
7am							
8am		ARTS-1301-310CL		ARTS-1301-310CL			
9am							
10am							
11am			BUSI-2301-101CL		BUSI-2301-101CL		
12pm							
1pm							
2pm							
3pm							

Once registered, you can **DROP** a section by clicking **Drop** button on that particular section.

Register and Drop Sections

You have elected to drop: BUSI-2301-101CL (3 Credits)

Select sections to drop:

- BUSI-2301-101CL (3 Credits)

Select sections to add:

- ACNT-1303-101HY (3 Credits)
- ARTS-1301-310CL (3 Credits)

Cancel Update

Choose the sections to drop or add and click **Update**.

The section returns to a **Planned** status.

BUSI-2301-101CL: Business Law

✓ **Planned**

Credits: 3
Grading: Graded
Instructor: De Los Reyes, R
8/24/2015 to 1/8/2016
Seats Available: 25

> Meeting Information

Register

> View other sections

View a New Program

Students sometimes want to know what if they change their major to something else. You can View a New Program as a “What If” scenario.

DAEMEN COLLEGE

Academics > Student Planning > My Progress

My Progress

Childhood Ed/Special Ed:incl.Ch.Ed.-Social Studies Area S (1 of 1 programs)

View a New Program

At a Glance

Cumulative GPA: 3.378 (2.550 required)
Institution GPA: 3.378 (2.550 required)
Degree: Bachelor of Science
Majors: Child/Spec Ed-Soc St AS
Departments: Education
Catalog: 15-16

Program Completion must be verified by the Registrar.

Progress

Total Credits (71 of 141)
141 OVERALL CREDITS REQUIRED DUE TO 3 EXCESS: MUS-100; DUE TO CHANGE OF MAJOR: 01 Sep 2016 10:44AM KKERRIGA

Total Credits from this School (71 of 30)

Requirements

MAJOR REQUIREMENTS

Complete all of the following items. **0 of 2 Completed.** [Hide Details](#)

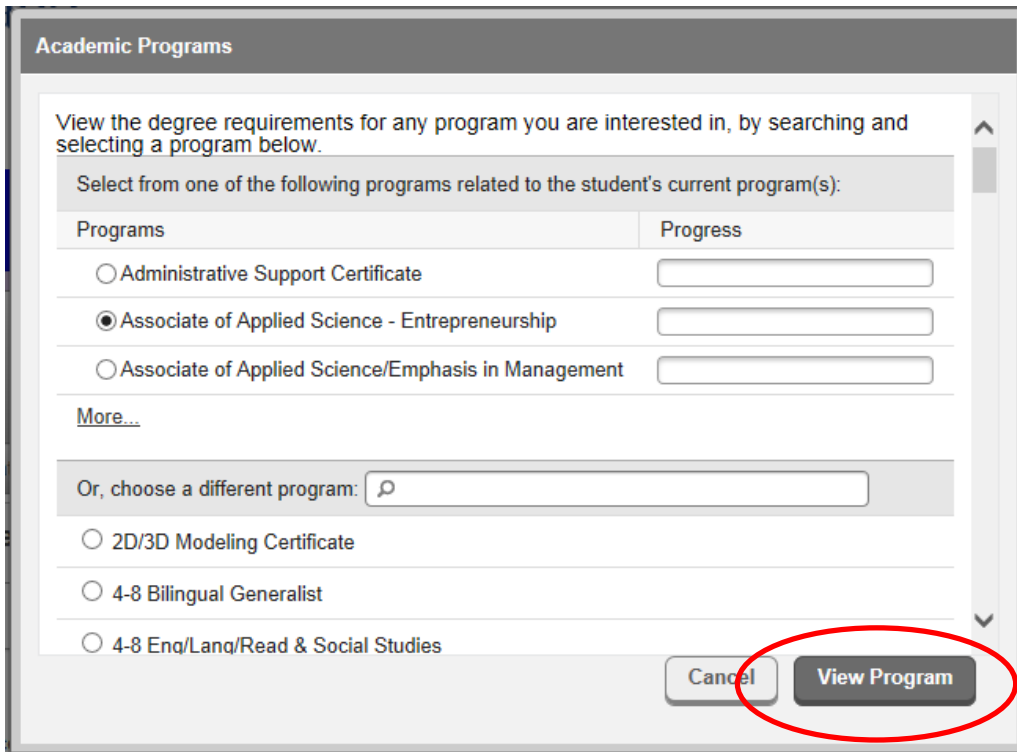
A. REQUIRED COURSES

COMPLETE ALL OF THE FOLLOWING:
Complete all of the following items. **0 of 2 Completed.** [Hide Details](#)

1. COMPLETE EDU-313, EDU-316, EDU-319, EDU-320, EDU-327, SED-340, SED-363, SED-364, SED-371 AND SED-401. **0 of 10 Courses Completed.** [Hide Details](#)

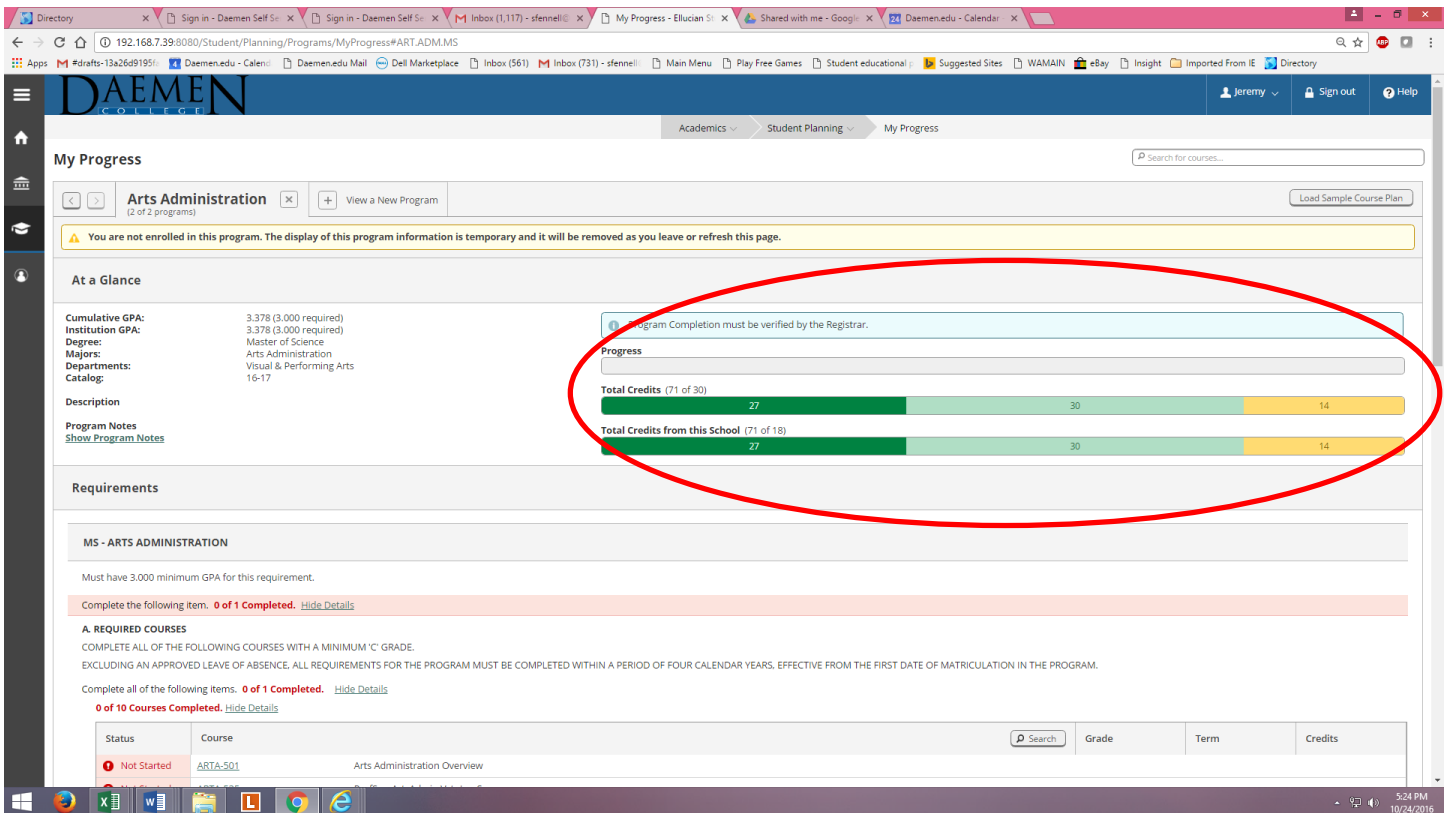
Status	Course	Grade	Term	Credits
✓ Registered	EDU-313 Foundations of Educ		2017SP	3
✓ Planned	EDU-316 ElemEducMethSocStu		2017SP	3
✓ Planned	EDU-319 Assessment Meth-Educ		2017SP	3
⚠ Not Started	EDU-320 Meth.Mth.Sci.Tec			

View the degree requirements for any program you may be interested in, by searching and selecting a program from the list. The programs that are related to your current program will appear at the top of the list.



- Select a program that you may be interested in
- Click **View Program**

This will allow you to see your progress in this new selected program.



Help

One other great feature is the Help menu at the top of the page. The Help menu has a detailed list of the most the common questions. It covers most of the basic functions of Student Planning.

If you need additional assistance, please contact the Student Success Center at 716-839-8228.

For technical assistance, please contact studentplanning@daemen.edu

The screenshot displays the Daemen College Student Planning system. At the top, the navigation bar includes 'Academics', 'Student Planning', and 'Plan & Schedule'. A 'Help' icon is circled in red in the top right corner. A red arrow points from the 'Help' icon to a list of help topics on the right side of the page. The main content area shows 'Plan your Degree and Schedule your courses' with tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below this are sections for 'My Advisors', 'Compose a Note', and 'View Note History'.

Plan & Schedule Help

- How can I search for course sections?
- How can I add course sections to my schedule?
- How can I view and filter available sections for courses in my course plan?
- How can I view and filter my planned course sections?
- How can I remove planned courses from my course plan?
- How can I load a sample course plan?
- How can I add the necessary requisite courses and course sections to my plan?
- How can I submit my schedule to my advisor for approval?
- How can I register if my schedule contains available sections for more than one course?
- How can I register when some sections on my schedule are available and others are not?
- How can I register for a section that has a requisite?
- How can I add a course section to my registration?
- Why am I unable to register for my courses?
- How can I drop a registered section?
- How can I add myself to the waitlist of a closed section?
- How can I remove myself from a waitlist?
- How do I view information about the books needed for a course?
- How can I view notes to and from my advisor?
- How can I email my advisor?
- How can I see my petitions and waivers?
- How can I add courses to my course plan?
- How can I view and modify my course plan?
- How can I load a sample course plan to my course plan?

Three Quick Methods to Create a Plan

Method A

1. Select Progress.
2. Select a course that is marked Not Complete OR Select Search for an area Not Complete
3. Add the course to the plan
4. On the picklist, select the term where you want to add the course to.
5. Go back to the Progress View
6. Repeat from Step 2

Method B

1. Click on Course Catalog
2. Search for the course in the top right field, using the specific course subject and course number (i.e. PSYC 1305) and press enter.
3. Add the course to the plan
4. From the picklist, select the term where you want to add the course to.
5. Repeat from Step 3

Method C

1. Click on Course Catalog
2. Click on the subject that you would like to search for (i.e. Psychology).
3. Select the course (i.e. PSYC 1305)
4. Add the course to the plan
5. From the picklist, select the term where you want to add the course to.
6. Repeat from Step 2

Helpful Tips:

- You can click on Progress or the Timeline at any time.
- Progress will display the courses by requirement that are **COMPLETED, NOT STARTED, or PLANNED** in your audit/program evaluation.
- Timeline will display the courses by term as **COMPLETED, NOT STARTED OR PLANNED**.
- You can move courses from term to term via Timeline; click on the course and select a different term from the drop down menu.
- You can delete any course or term from the Timeline view by clicking the top, right X.
- You can request a review from your advisor using the Advising tab. This notifies your advisor by e-mail. Use the Compose a note feature to provide additional information about your plans.