



Viewing a Student's Planner (Staff)

As an advisor, you can view a student's My Planner. My Planner allows students to plan their courses term by term. For each term, the student selects the courses to take and adds the courses to their planner. During the enrollment period, students can register for their courses directly from My Planner. However, only the student can use My Planner to plan courses.

These instructions will guide you through the steps to view a student's planner.

1. Navigate to the **Advisee Student Center**:

Self Service > Advisor Center > Advisee Student Center

2. The search page opens. Enter in your criteria to search for the desired student, such as the student's CSUB ID or last and first name. Click the **Search** button to continue.

Maximum number of rows to return (up to 300):

ID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

3. From the **Search Results**, click the student you desire.

Search Results									
ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
1111	Duck, Donald		**/ **/****	(blank)	*****	USA	SSN	Duck	Donald
2222	Duck, Huey		**/ **/****	(blank)	*****	USA	SSN	Duck	Huey
3333	Duck, Huey		**/ **/****	(blank)	*****	USA	SSN	Duck	Huey

If you receive the message, "No matching values were found" then refine your search and repeat the previous step.

4. When the **Advisee's Student Center** opens, click the My Planner link.

Academics

[My Class Schedule](#)

[My Planner](#)

You are not enrolled in classes.

other academic...



- 5. The **Advisee Planner** page appears. The page displays the courses term by term that the student selected.

Advisee Planner					
Sally Student					
▼ Fall 2012					
Course	Description	Prereq	Units	Typically Offered	Req
COMM 304	Technical and Report Writing	yes	5.00	Fall, Winter and Spring Terms	
▼ Winter 2013					
Course	Description	Prereq	Units	Typically Offered	
ENGL 364	Studies Fiction: Afro-Amer Exp	yes	5.00	Fall and Winter Terms	
▼ Spring 2013					
Course	Description	Prereq	Units	Typically Offered	
SPAN 419	Contemp Hispanic-Amer Novel	yes	5.00	Spring Term	

Column	Usage
Course	Subject area and catalog number
Description	Course name link, which takes you to the Course Detail when clicked
Prereq	If the course has prerequisites, then a yes link appears. Click the yes link, to view the Course Detail
Units	Number of units
Typically Offered	The term in which the course is typically offered. This information is subject to change without notice, so be sure to check the course availability as the desired term approaches.
Req	If the course satisfies a graduation requirement, then an icon appears. Click the icon to view the requirement information about the selected course.