



HOCKING
COLLEGE

Student Educational Plan (SEP)

2013-2014 Student Tutorial



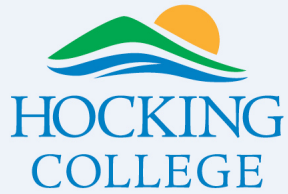
Starting Points

1. Make sure you have the correct academic major and catalog year listed. Both are listed on your WebAdvisor profile. If it is incorrect or you want to change your major, please do so in the concourse using the appropriate form.
2. Also, make sure you have an advisor assigned, also visible from your WebAdvisor profile. If you do not or you want to request a new advisor, please see your academic department secretary.

SEP Purpose

In the simplest sense, this plan will lay out your pathway to graduation. Your plan will be based off of the prescribed curriculum tied to your academic program of choice. You will work with your advisor to build the plan including any needed adjustments such as transfer credit, developmental class requirements and/or work and family demands.

Please remember, this is a plan for you, it will not force you to do anything. Rather, it will hopefully help you graduate in a timely manner. Once built, you and your advisor will use and modify the plan each term.



STEPS TO BUILD SEP

1. The **student** must log into WebAdvisor.
2. Choose the Student menu. —→
3. Click on [Plan Courses](#).

Students

The screenshot displays the 'WEB ADVISOR' interface for 'CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU'. The page features a dark blue header with the Hocking College logo and navigation links: 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'STUDENTS MENU', and 'CONTACT US'. A welcome message 'Welcome Mickey!' is visible in the top right. The main content area is divided into several sections, each with a title bar and a list of links:

- User Account**: [I'm New to WebAdvisor](#), [What's my User ID?](#), [What's my password](#), [Change Password](#)
- Financial Information**: [Make a Payment](#), [Account Summary](#), [Account Summary by Term](#), [View My Payment Plan Schedule](#), [1098 Electronic Consent](#), [View My 1098-T Forms](#), [View My 1098-E Forms](#)
- Financial Aid**: [Financial aid status by year](#), [Financial aid status by term](#), [Financial aid award letter](#), [Financial Aid Shopping Sheet](#), [Accept or reject my financial aid awards](#)
- Communication**: [My Documents](#), [E-mail My Advisor\(s\)](#)
- Registration**: [Search for Sections](#), [Register for Sections](#), [Register and Drop Sections](#), [Manage My Waitlist](#), [Registration Priority Time](#)
- Academic Planning**: [Plan Courses](#), [Program Evaluation](#), [Application for graduation](#)
- Academic Profile**: [Grades](#), [Grade Point Average by Term](#), [Transcript](#), [Program Evaluation](#), [Test Summary](#), [Application for graduation](#), [My educational plan](#), [My class schedule](#), [My profile](#)

At the bottom of the page, there is another set of navigation links: 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'STUDENTS MENU', and 'CONTACT US'. The footer includes the 'WebAdvisor 3.1' logo and the text 'POWERED BY DATATEL'.



STEPS TO BUILD SEP

1. Choose [Course Planning Wizard](#)

Plan Courses

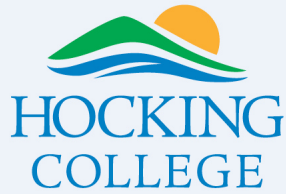
- [View Worksheet](#)
Review your planned courses.
- [Course Planning Wizard](#)
This wizard uses your program evaluation to help plan the courses you need to complete your program.
- [Create/Add to Worksheet](#)
Create a worksheet or add to an existing worksheet by searching the catalog using your own criteria.
- [Modify Worksheet](#)
Remove courses, change the terms or credits of courses on your worksheet, or make notes.
- [Program Evaluation](#)
Get a report evaluating the progress you've made towards completing your program requirements, or evaluate a program you are considering.
- [Register](#)
Register for selected courses on your Course Worksheet.
- [E-Mail Advisor\(s\)](#)
Request feedback from your advisor(s).
- [Advisor-approved Ed Plan](#)
View the Student Educational Plan approved by your advisor.

Course Planning FAQs

- [What is a Course Planning Worksheet?](#)
- [What's the difference between a Course Planning Worksheet and a Student Educational Plan?](#)
- [How does the course planning wizard work?](#)
- [What if I have more than one program?](#)
- [How does the Program Evaluation work?](#)
- [Can I search the course catalog?](#)
- [I know the course number - can I add it without searching the course catalog?](#)
- [Why are there courses on my worksheet that I didn't plan?](#)
- [Do courses for which I'm registered show on my worksheet?](#)
- [How can I get additional help to use these planning tools?](#)

OK

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STEPS TO BUILD SEP

1. Confirm the academic program you are pursuing. Most students will have one program. If you have more than one program, then individual plans must be built per program. If so, Consult with your advisor on this approach as there will be financial aid implications to discuss.
2. Most importantly, choose whichever program you are focusing on in the upcoming term.
3. Click Submit.

The screenshot shows the 'WEB ADVISOR' interface for Hocking College. The page title is 'WEB ADVISOR' and the user is identified as 'Mickey'. The main content area is titled 'Program Confirmation' and contains the following text: 'First, please confirm the program for which you are planning: Accounting and Financial Services.....Catalog: 2013-2014 Academic Year'. Below this text is a dropdown menu with 'Yes' selected, and a 'SUBMIT' button. The page footer includes navigation links: 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'STUDENTS MENU', 'HELP', and 'CONTACT Us'. The 'WebAdvisor 3.1' logo is also present in the bottom right corner.



STEPS TO BUILD SEP

1. Select the requirement that needs planning. This list will include all aspects of a program that could be planned most typically including the degree and associated certificates. Note, the vast majority of you will be planning your degree which will be the **first option** listed.
2. Click Submit.

WEB ADVISOR

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

CURRENT STUDENTS Welcome Mickey!

Choose a Requirement

Step 1: Choose one of the requirements listed below.

Accounting and Financial Services (2013-2014 Academic Year)

Program Status: Requirement In Progress

Select ONE	Requirement	Exception	Status	Need to Plan
<input type="checkbox"/>	Accounting and Financial Services		Requirement In Progress	Yes
<input type="checkbox"/>	Technology GPA Requirement		Requirement In Progress	Yes

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STEPS TO BUILD SEP

1. Select the subrequirement (academic term) to plan. Each semester will be planned separately.
2. Click Submit.

The screenshot shows the 'WEB ADVISOR' interface for 'CURRENT STUDENTS'. The user is logged in as 'Mickey!'. The main heading is 'Choose a Subrequirement'. Below this, there is a text input field containing 'Accounting and Financial Services (2013-2014 Academic Year) ---> Accounting and Financial Services'. Below the input field, it says 'Complete all 4 subrequirements'. A table is displayed with the following columns: 'Select ONE', 'Subrequirement', 'Exception', 'Status', and 'Need to Plan'. The table has four rows corresponding to the four semesters. A 'SUBMIT' button is located below the table. The footer of the page includes navigation links: 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'STUDENTS MENU', 'HELP', and 'CONTACT US'. The version 'WebAdvisor 3.1 POWERED BY DMI/ATEL' is also visible.

WEB ADVISOR

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CURRENT STUDENTS Welcome Mickey!

Choose a Subrequirement

Step 2: Choose one of the subrequirements listed below.

Accounting and Financial Services (2013-2014 Academic Year) ---> Accounting and Financial Services

Complete all 4 subrequirements

Select ONE	Subrequirement	Exception	Status	Need to Plan
<input type="checkbox"/>	FIRST SEMESTER		Planning	Yes
<input type="checkbox"/>	SECOND SEMESTER		Requirement In Progress	Yes
<input type="checkbox"/>	THIRD SEMESTER		Requirement In Progress	Yes
<input type="checkbox"/>	FOURTH SEMESTER		Planning	Yes

SUBMIT

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STEPS TO BUILD SEP

1. Select a component of the term to plan. This will typically be the first option yet again as you want to plan for all of the courses in the selected semester.
2. Click Submit.

WEB ADVISOR

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CURRENT STUDENTS Welcome Mickey!

Choose a Component

Step 3: Choose one of the components listed below.

Accounting and Financial Services (2013-2014 Academic Year) ---> Accounting and Financial Services ---> FIRST SEMESTER

What is Required
Complete the following groups:

- 1) ACC-1101, ACC-1120, ACC-1130, BUS-2247, GS-1000, BUS-1102.
- 2) Take 3 credits from Sociology/Psychology Elective.

Select ONE	Component	Exception	Status	Need to Plan
<input type="radio"/>	Group 1:		Planning	Yes
<input type="radio"/>	Group 2:		Planning	

SUBMIT

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STEPS TO BUILD SEP

1. Select the course, choose the appropriate term to take the course and submit.

Step 4: Select the courses to add to your worksheet.

Accounting and Financial Services (2013-2014 Academic Year) -> Accounting and Financial Services -> FIRST SEMESTER -> Group 1

What Required Applied

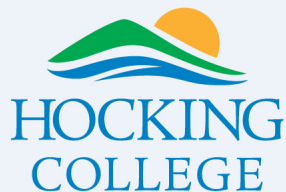
Still to plan
Take these course(s): ACC-1101 Accounting I, BUS-2247 MS Excel for Windows, BUS-1102 Princ. & Pract of Management

Narrow my search Show courses already taken

Select	Planned Term	Course Name and Title	Department	Credits	CEUs	Academic Level	Location	Course Type	Session Cycle	Yearly Cycle
<input type="checkbox"/>		ACC-1120 Payroll Accounting	Business	3.00		Undergraduate				
<input type="checkbox"/>		ACC-1130 Desktop Machine Operations	Business	2.00		Undergraduate				
<input type="checkbox"/>		BUS-1102 Princ. & Pract of Management	Business	3.00		Undergraduate				
<input type="checkbox"/>		BUS-2247 MS Excel for Windows	Business	3.00		Undergraduate				
<input type="checkbox"/>		GS-1000 HC Cornerstone	Arts and Sciences	1.00		Undergraduate				

SUBMIT

WebAdvisor 3.1
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STEPS TO BUILD SEP

1. Review planned courses. Note the the far right column which will show who added the class to the plan and if the advisor has approved it or not.
2. Click on [Course Planning Wizard](#), repeat earlier steps and plan the next semester.

WEB ADVISOR

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

Planning Home | Planning FAQ

CURRENT STUDENTS | Welcome Mickey!

Course Planning Worksheet

[Course Planning Wizard](#) | [Catalog Search and Add](#) | [Modify](#) | [Resister](#) | [E-mail Advisor\(s\)](#)

These are PLANNED courses for which you have NOT registered.

Accounting and Financial Services Catalog: 2013-2014 Academic Year

The following courses are inactive: COMM-123, ACC-111, ACC-162, ACC-150, ACC-120, ACC-130, BUS-102, COMM-122, GS-101, DAT-180, ACC-101, ACC-140, COMM-121, COMM-122, ACC-100, ACC-110, BUS-110, BUS-103, COMM-130, ACC-102, ACC-110 Payroll Accounting, ACC-110 Desktop Machine Operations, BUS-1102 Princ. & Pract. of Management, BUS-2247 MS Excel for Windows, GS-1000 HC Cornerstone has been added to your worksheet.

Planned Term	Course Name and Title	Credits	CEUs	Added By
Winter 2011	COMM-123 Communication I (has prerequisites)	3.00		Student
Winter 2011	ACC-111 Adv. Accounting Simulation (has prerequisites)	1.00		Student (Advisor approved)
Winter 2011	ACC-110 Payroll Accounting (has prerequisites)	2.00		Student (Advisor approved)
Spring 2011	ACC-150 Business Statistics	4.00		Student (Advisor approved)
Winter 2012	ACC-120 Payroll Accounting	3.00		Student (Advisor approved)
Winter 2012	ACC-130 Desktop Machine Operations	2.00		Student (Advisor approved)
Winter 2012	BUS-110 Princ. & Pract. of Management I	3.00		Student (Advisor approved)
Winter 2012	COMM-122 Communication I (has prerequisites)	3.00		Student (Advisor approved)
Winter 2012	GS-101 Focus on Business	1.00		Student (Advisor approved)
Winter 2012	DAT-180 Keyboarding	1.00		Student (Advisor approved)
Spring 2012	ACC-110 Payroll Accounting (has prerequisites)	3.00		Student (Advisor approved)
Summer 2012	ACC-150 Individual Analysis	3.00		Student (Advisor approved)
Summer 2012	COMM-121 Communication I (has prerequisites)	4.00		Advisor
Summer 2012	COMM-122 Communication I (has prerequisites)	3.00		Student
Autumn 2012	ACC-110 Payroll Accounting	3.00		Student (Advisor approved)
Autumn 2012	ACC-112 Accounting Simulation (has prerequisites)	1.00		Student
Autumn 2012	BUS-110 Marketing	3.00		Advisor
Autumn 2012	PEL-1307 Indoor Facilities Training	1.00		Advisor
Spring 2013	ACC-110 Payroll Accounting	3.00		Student
Spring 2013	ACC-130 Desktop Machine Operations	2.00		Student
Spring 2013	ACC-2201 Cost Accounting (has prerequisites)	4.00		Student
Spring 2013	ACC-2100 Cultural Accounting	3.00		Student
Spring 2013	BUS-1102 Princ. & Pract. of Management I (has prerequisites)	3.00		Student (Advisor approved)
Spring 2013	BUS-1102 Princ. & Pract. of Management	3.00		Student
Spring 2013	BUS-2247 MS Excel for Windows	3.00		Student
Spring 2013	GS-1100 General Studies System	3.00		Advisor
Spring 2013	COMM-120 Speech (has prerequisites)	3.00		Student (Advisor approved)
Spring 2013	ENG-2123 English Composition II, C (has prerequisites)	3.00		Advisor
Spring 2013	GS-1000 HC Cornerstone	1.00		Student
Autumn 2013	ACC-110 Payroll Accounting (has prerequisites)	4.00		Student (Advisor approved)
Autumn 2013	PEL-1100 Personnel Services Statistics class (prerequisites)	4.00		Advisor

Private Worksheet Notes

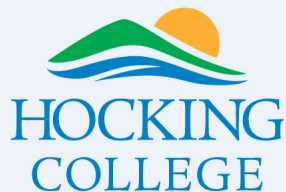
Public Worksheet Notes
Student will not be attending Autumn 2014; outside commitments

OK

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

Course Planning Wizard | Catalog Search and Add | Modify | Resister | E-mail Advisor(s)

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SEP

1. Once complete, you can view your plan from the [Course Planning Wizard](#) by selecting the first option on the left – [View Worksheet](#).
2. Then, maintenance and modification of the plan will be done with your advisor through the [Modify Worksheet](#) option. Here, you can add new classes, remove classes and/or change when courses will be taken in your plan. Just make sure to maintain communication with your advisor as they have to approve any changes. It will look this from the student perspective:

Modify My Course Worksheet

These are PLANNED courses for which you have NOT registered.

Accounting and Financial Services.....Catalog: 2013-2014 Academic Year

The following courses are inactive: ACC-100. Your advisor has removed ACC-102, COMM-130, BUS-103, BUS-110, COMM-121, ACC-140, COMM-122, ACC-110, ACC-101, OAT-180, MATH-108, GS-101, COMM-122, BUS-102, ACC-130, ACC-120, COMM-123, ACC-150, ACC-162, ACC-111 from your student ed plan.

Remove	Planned Term	Course Name and Title	Credits	CEUs	Added By
<input type="checkbox"/>	Autumn 2012	ACC-100 Accounting I	3.00		Student (Advisor approved)
<input type="checkbox"/>	Autumn 2012	PED-1307 Indoor Triathlon Training	1.00		Advisor
<input type="checkbox"/>	Spring 2013	ACC-1120 Payroll Accounting	3.00		Student
<input type="checkbox"/>	Spring 2013	ACC-1130 Desktop Machine Operations	2.00		Student
<input type="checkbox"/>	Spring 2013	ACC-2200 Cost Accounting (has prerequisites)	4.00		Student
<input type="checkbox"/>	Spring 2013	ARCH-2280 Cultural Anthropology	3.00		Student
<input type="checkbox"/>	Spring 2013	BUS-1102 Princ. & Pract of Management	3.00		Student
<input type="checkbox"/>	Spring 2013	BUS-2247 MS Excel for Windows	3.00		Student
<input type="checkbox"/>	Spring 2013	CJ-1100 Criminal Justice Systems	3.00		Advisor
<input type="checkbox"/>	Spring 2013	ENGL-2123 English Composition II, CI (has prerequisites)	3.00		Advisor
<input type="checkbox"/>	Spring 2013	GS-1000 HC Cornerstone	1.00		Student
<input type="checkbox"/>	Autumn 2013	PSYC-1160 Behavioral Sciences Statistics (has prerequisites)	4.00		Advisor

Private Worksheet Notes

Public Worksheet Notes

Student will not be attending Autumn 2014-
outside commitments.

Advisor Comments He would like to take practicum by Fall 2013, make sure all pre-requisites are met prior to Fall 2013. Remember no cheese.
