

# **How to Advise Using Advisee Academic Planner**

# Academic Maps

1. Roadmaps to degree completion
2. Helpful sequence of courses designed by the college
3. Tool to plan for degree progress

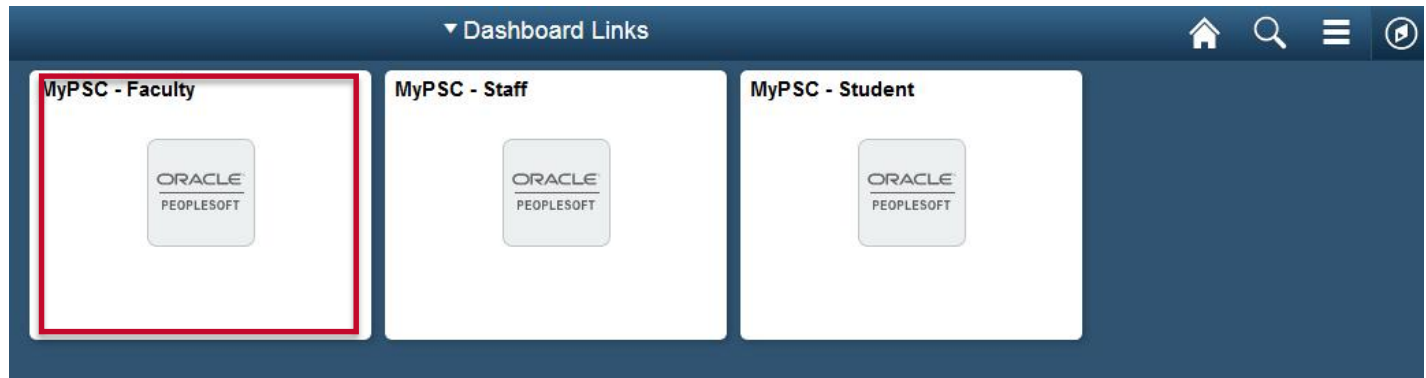
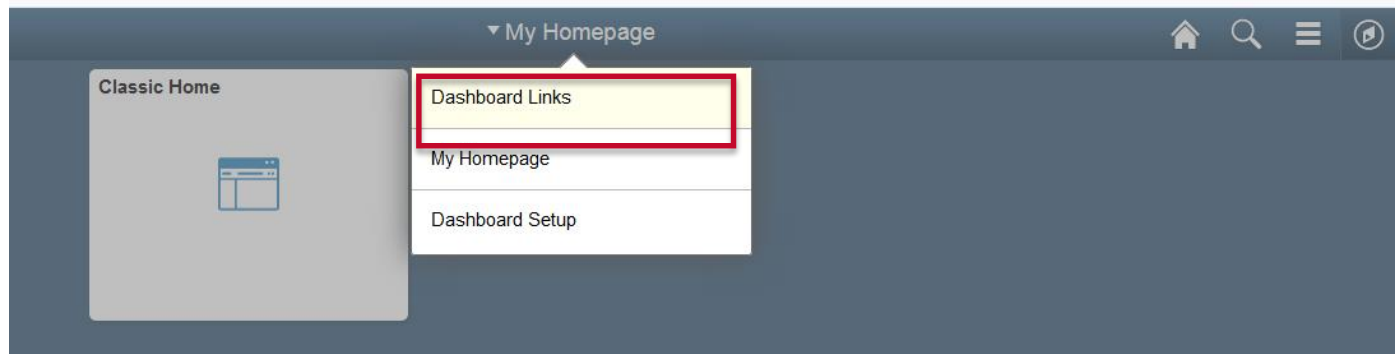
Psychology	Fall Classes		Spring Classes	
	Course	Hours	Course	Hours
Freshman Year	COLL 101 – Intro to Collegiate Education	2	SPCH 152 – Fundamentals of Speech	3
	ENG 101 – English Composition	3	BIOL 130 or 101*** - General Biology/Introductory Botany	4
	PSYC 121 – Intro to Psychology	3	ENG 201 – Advanced English Composition	3
	MATH 110 or 112 – Elementary Algebra/College Algebra	3	HIST 113 or 114***-American History Before 1865/After 1865	3
	ART 206* - Art Appreciation	3	SOC 201 – Principles of Sociology	3
*Or other from perspective on values, thoughts & aesthetics course list (music, philosophy, literature, theater)				
** Or other History class/elective				
***Or other Natural Science course				
Sophomore Year	Elective*	3	Elective*	3
	CMIS 101 – Info Systems Concepts & Applications	3	ESCI 206 or 220***-Principles of Physical Science/Energy	4
	PSYC 250 – Human Growth and Development	3	COUN 410 - Addictions	3
	STAT 210 – Statistics	3	SOC 300 – Contemporary Social Problems	3
	ENG 202** - Appreciation of Literature	3	Community, Regional & Global Studies	3
*From the Additional Psychology Requirement List (Psychology Academic Progress Sheet)				
**Or other from Perspectives on values, thoughts & aesthetics course list (music, philosophy, literature, theater)				
***Or other Natural Science course				
Junior Year	PSYC 330 – Research Methods	3	PSYC 410 – Experimental Psychology	3
	PSYC 305 – Social Psychology	3	PSYC 345 – Psychology of Personality	3
	PSYC 320 – Cognitive Psychology	3	EDUC 365 – Child Abuse & Neglect	3
	COUN 300 or other* - Professional Ethics	3	Elective*	3
	COUN 330 or other* - Diversity Issues in Counseling	3	PSYC 450 – Abnormal Psychology	3
*From the Additional Psychology Requirement List (Psychology Academic Progress Sheet)				
Senior Year	PSYC 380* - Adolescent Psychology	3	PSYC 495 – Seminar in Psychology	3
	PSYC 440 – Biological Psychology	3	PSYC 431 – Psychological Tests & Measurements	3
	PSYC Internship*	3	COUN 420* - Medical & Treatment Issues in Chem Dep	3
	COUN 310* - Techniques of Counseling	3	COUN 390* - Group Work	3
	COUN 320-Assesment, Evaluation, and Casework Mgmt.	3	PSYC Internship*	2
*From the Additional Psychology Requirement List (Psychology Academic Progress Sheet)				

## **Academic Planner**

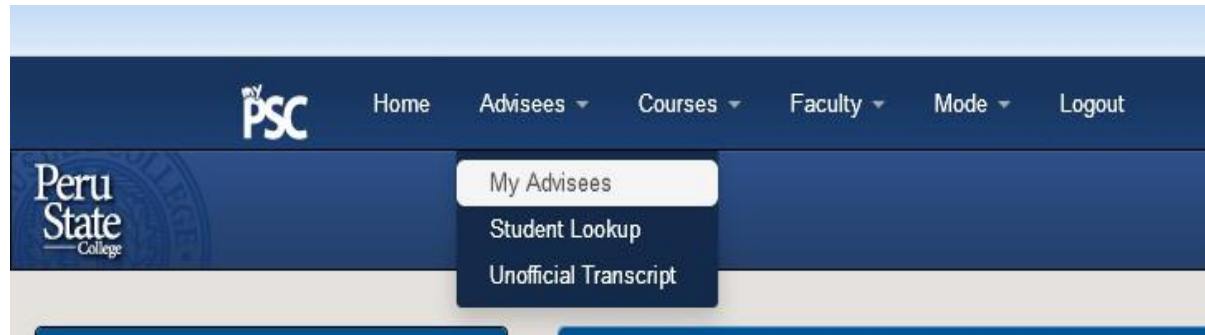
1. Online tool within PeopleSoft (myPSC)
2. Allows students to plan for future semesters
3. Allows students to enroll in classes directly from their Planner through a link to the Shopping Cart
4. Advisors can view advisee's academic planner, shopping cart and schedule.

# Navigating the Academic Planner

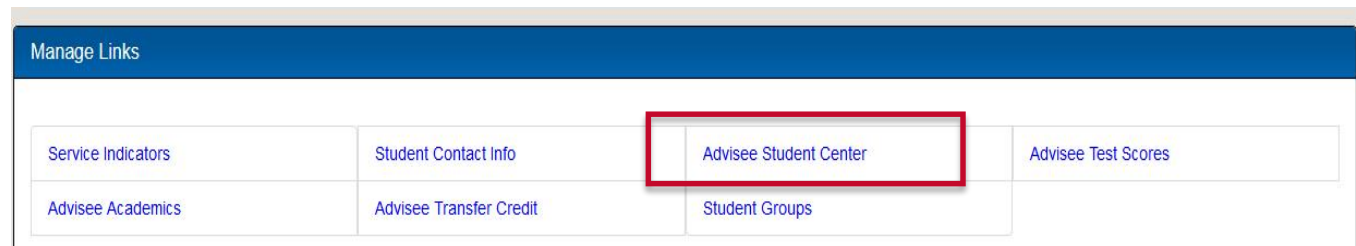
1. Log into your myPSC with your NUID
2. Select My Homepage>Dashboard Links
3. Select MyPSC - Faculty



### 3. Select Advisees>My Advisees



### 4. Select Advisee Student Center



## 5. Select advisee from drop down menu>Change

The screenshot displays the PSC Student Center interface. At the top, there is a navigation bar with links: Home, Advisees, Courses, Faculty, Mode, and Logout. Below this, the user's name 'Judith Joan Ruskamp' is shown. The interface includes tabs for 'Faculty Center', 'Advisor Center', and 'Search'. A breadcrumb trail indicates the user is in the 'Student Center' under 'My Advisees'. The main content area is titled 'Advisee Student Center' and shows the name 'Taylor Rene Eltiste' with a dropdown menu. A red box highlights the 'Change' button next to the dropdown. To the left of the dropdown is a large black rectangular area. Below the dropdown, there is a 'Schedule' section with a table of class times and rooms. The right sidebar contains sections for 'Holds', 'To Do List', 'Enrollment Dates', and 'Advisor'.

Navigation: Home | Advisees | Courses | Faculty | Mode | Logout

User: Judith Joan Ruskamp

Tabs: Faculty Center | Advisor Center | Search

Breadcrumb: My Advisees | Student Center | General Info | Transfer Credit | Academics | Test Scores

Section: Advisee Student Center

Advisee: Taylor Rene Eltiste

\*Change Advisee: [Dropdown Menu] **Change**

Academics:

- My Class Schedule
- Shopping Cart
- My Planner
- other academic...

Schedule:

Schedule	
TuTh 12:30PM - 1:45PM	TJ Majors 325
Room	TBA
TuTh 9:30AM - 10:45AM	TJ Majors 228
Room	TBA
Room	TBA
MoWe 12:30PM - 1:45PM	Jindra Fine Arts 109
Room	TBA

Weekly Schedule ▶

Personal Information

Holds:

- Academic Advising Flag
- State Vehicle Waiver Receive
- Travel Waiver Form Receive
- Release of Information

To Do List:

- PSC Social Security Card
- December Grad Application

Enrollment Dates:

- Open Enrollment Dates

Advisor:

- Program Advisor
- Jacob Kenneth Bartlett

6. Make sure the correct advisee's information is displaying.
7. Select My Planner

Betsy Bobcat

\*Change Advisee Muh, Jaelynn Rose

Change

▼ Academics

My Class Schedule  
Shopping Cart  
My Planner

other academic...



Deadlines

URL

This Week's Schedule

	Inst	Class	Schedule
	PSC	EDUC 208-000A LEC (10945)	TuTh 9:30AM - 10:45AM TJ Majors 230 TuTh 9:30AM - 10:45AM T.I Majors 203



9. Review the advisee's planner
10. Select cancel to return to advisee's student center.

Faculty Center

Advisor Center

Search

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#) | [Test Scores](#)

Advisee Planner

Betsy Bobcat

▼ Summer 2019


Course	Description	Units	Typically Offered
CMIS 101	Information Systems Concepts a	3.00	F/S Online & Campus

▼ Fall 2019

Course	Description	Units	Typically Offered
PSYC 250	Human Growth and Development	3.00	F/S Online & Campus
SOC 300	Contemporary Social Problems	3.00	F/S Online-Fall Campus
STAT 210	Statistics	3.00	F/S/M Online - F/S Campus

▼ Spring 2020

Course	Description	Units	Typically Offered
COUN 410	Addictions	3.00	Spring Campus
ENG 202	Appreciation of Literature	3.00	

 Go to top

Cancel

# 11. Refer back to your Academic Map to offer suggestions/changes to the student's academic planner

Psychology	Fall Classes		Spring Classes	
	Course	Hours	Course	Hours
<b>Freshman Year</b>	COLL 101 – Intro to Collegiate Education	2	SPCH 152 – Fundamentals of Speech	3
	ENG 101 – English Composition	3	BIOL 130 or 101*** - General Biology/Introductory Botany	4
	PSYC 121 – Intro to Psychology	3	ENG 201 – Advanced English Composition	3
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	ART 206* - Art Appreciation	3	SOC 201 – Principles of Sociology	3
	*Or other from perspective on values, thoughts & aesthetics course list (music, philosophy, literature, theater) ** Or other History class/elective ***Or other Natural Science course			
<b>Sophomore Year</b>	Elective*	3	Elective*	3
	CMIS 101 – Info Systems Concepts & Applications	3	ESCI 206 or 220***-Principles of Physical Science/Energy	4
	PSYC 250 – Human Growth and Development	3	COUN 410 - Addictions	3
	STAT 210 – Statistics	3	SOC 300 – Contemporary Social Problems	3
	ENG 202** - Appreciation of Literature	3	Community, Regional & Global Studies	3
<b>Junior Year</b>	*From the Additional Psychology Requirement List (Psychology Academic Progress Sheet) **Or other from Perspectives on values, thoughts & aesthetics course list (music, philosophy, literature, theater) ***Or other Natural Science course			
	PSYC 330 – Research Methods	3	PSYC 410 – Experimental Psychology	3
	PSYC 305 – Social Psychology	3	PSYC 345 – Psychology of Personality	3
	PSYC 320 – Cognitive Psychology	3	EDUC 365 – Child Abuse & Neglect	3
	COUN 300 or other* - Professional Ethics	3	Elective*	3
	COUN 330 or other* - Diversity Issues in Counseling	3	PSYC 450 – Abnormal Psychology	3
<b>Senior Year</b>	*From the Additional Psychology Requirement List (Psychology Academic Progress Sheet)			
	PSYC 380* - Adolescent Psychology	3	PSYC 495 – Seminar in Psychology	3
	PSYC 440 – Biological Psychology	3	PSYC 431 – Psychological Tests & Measurements	3
	PSYC Internship*	3	COUN 420* - Medical & Treatment Issues in Chem Dep	3
	COUN 310* - Techniques of Counseling	3	COUN 390* - Group Work	3
	COUN 320-Assesment, Evaluation, and Casework Mgmt.	3	PSYC Internship*	2
	*From the Additional Psychology Requirement List (Psychology Academic Progress Sheet)			

## 12. Review the advisee's shopping cart

Faculty Center | **Advisor Center** | Search

My Advisees | **Student Center** | General Info | Transfer Credit | Academics | Test Scores

Advisee Student Center

Betsy Bobcat

\*Change Advisee: Muhr, Jaelynn Rose [v] [Change]

▼ Academics

My Class Schedule  
**Shopping Cart**  
My Planner

other academic... [v] [»]

Deadlines URL

**This Week's Schedule**

	Inst	Class	Schedule
	PSC	EDUC 208-000A LEC (10945)	TuTh 9:30AM - 10:45AM TJ Majors 230 TuTh 9:30AM - 10:45AM

## 13. Choose a term to review, continue

Faculty Center | **Advisor Center** | Search

My Advisees | **Student Center** | General Info | Transfer Credit | Academics | Test Scores

Advisee Shopping Cart

Jaelynn Rose Muhr

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Spring 2019	Undergraduate	Peru State College
<input checked="" type="radio"/> Summer 2019	Undergraduate	Peru State College
<input type="radio"/> Fall 2019	Undergraduate	Peru State College

Cancel [Continue]

# 14. Review advisee's shopping cart and/or class schedule

Faculty Center

Advisor Center

Search

My Advisees

Student Center

General Info

Transfer Credit

Academics

Test Scores

Advisee Shopping Cart

Reynolds, Robert

Reynolds, Robert

Summer 2019 | Undergraduate | Peru State College

Change Term

☒ Open

☐ Closed

Summer 2019 Shopping Cart

Class	Days/Times	Room	Instructor	Units	Status
EDUC 321-049X (10013)		TBA	S. Westerlin	3.00	<input checked="" type="radio"/>
ESCI 240-049X (10723)		TBA	J. Martinelli	4.00	<input checked="" type="radio"/>

▼ My Summer 2019 Class Schedule

☒ Enrolled

☒ Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
CMIS 101-049X (10034)	Information Systems Concepts a (Lecture)		TBA	L. Parriott	3.00	<input checked="" type="radio"/>
STAT 210-049X (10722)	Statistics (Lecture)		TBA	C. Leonard	3.00	<input checked="" type="radio"/>