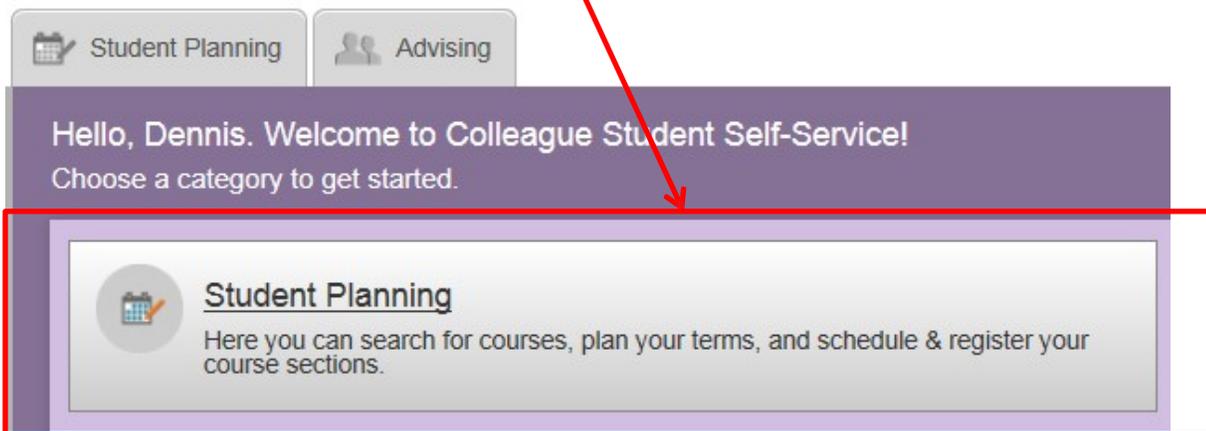


## Procedure for Using Student Education Plan (SEP) Tool

1. Login to the InSite Portal.
2. Once logged in, navigate to the Student menu under WebAdvisor.
3. From the Student menu, select Academic Profile.
4. From the Academic Profile, select Student Education Planning.
5. On the next screen (named *Welcome to the Student Education Planning*), click on the link labeled Student Education Planning tool at the bottom of the page.
6. There is another login screen. Use the same login and password that was used for the InSite Portal.
7. On the next screen (which will have a tab labeled *Student Planning*) at the top, click on the button labeled Student Planning (see screenshot below).



8. On the next screen, you will see a button for *View Your Progress, Plan your Degree & Register for Classes, Programs, Cumulative GPA, Progress*, and the current semester (see screenshot below).

**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.

Search for courses...

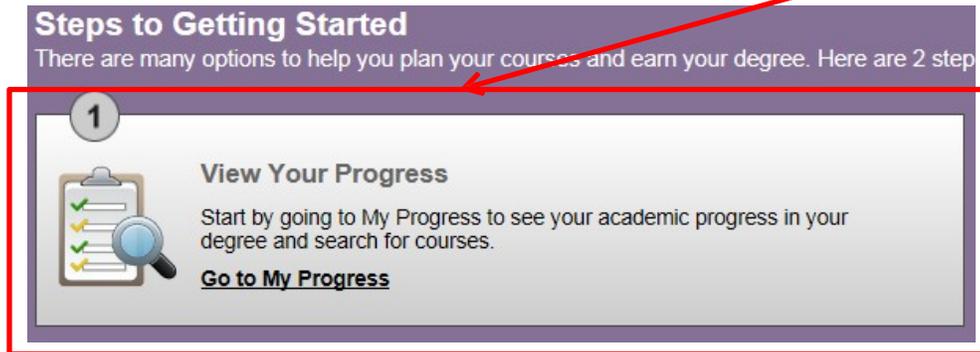
- 1 View Your Progress**  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)
- 2 Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
Allied Health	3.371 (0.000 required)	<div style="width: 70%;"></div>

**Spring 2014 Schedule**

	Mon	Tue	Wed	Thu	Fri
8am					
9am					
10am					

9. To view the courses completed, in progress, and needed for your goal listed under the Programs heading, click on the button labeled *View Your Progress* (see screenshot below). *If your goal has changed we can make that change once you arrive on campus. It will not affect your course selection.*



10. On the next screen, you will see the program you are currently enrolled in, your progress toward your goal (if you are a new student you will not have progress) in the form on a progress bar, your grade point average (GPA), and your total number of credits in green, and your total number of planned credits in yellow. In addition, you will see a series of courses or areas that have been completed, are still needed, or are planned for future semesters (what is generally referred to as a degree audit).

11. Areas that are completed will show as green and will say Completed as well as the course and grade received that was used to meet that area. If an area isn't completed but has already been planned on the Student Education Plan, it will show up yellow and will say Planned (fully planned will show in the heading if the area requires no further planning. If an area still needs planning, it will indicate Not Started in red (see screenshot below).

Status	Course	Search	Grade
Completed	POLSC-120 Introduction to Politics		A
3. Take 4 credits from CHEM-108, 109, 120 <a href="#">Show Details</a> 0 of 4 Credits Completed. Fully Planned			
Status	Course	Search	Grade
Planned	CHEM-108 Introductory Chemistry		
2. Take BIOSC-119 or BIOSC-146 <a href="#">Show Details</a> 0 of 4 Credits Completed.			
Status	Course	Search	Grade
Not Started	BIOSC-119 Fundamentals of Microbiology		
Not Started	BIOSC-146 Principles of Microbiology		
Not Started	BIOSC-146 Principles of Microbiology		
Not Started	BIOSC-146 Intro Bacteriology & Microbio		

12. To plan a course still needed as indicated by the degree audit, click the Search button in the heading of the area that indicates still requires planning (see screenshot above).
13. This will load the available options for the area in the Course Catalog for planning. Once loaded, you may either specify a section from the available options by click on the *View Available Sections for...* or you may

click on the *Add Course to Plan* button. If viewing available sections, you will only be able to add sections from the current term assuming it is before the term has begun. Otherwise, and in most cases, you will choose the *Add Course to Plan* button to add to a future term (see screenshot below).

**BIOSC-146 Principles of Microbiology (5 Credits)** **Add Course to Plan**

Topics include microscopy, culture of microbes and aseptic technique, control and identification of microbes, bacterial biochemistry, metabolism and physiology, cell structure and function, microbial genetics, recombinant DNA and biotechnology, viruses and their life cycles, immunology, epidemiology and study of select infectious diseases. CSU, UC (credit limits may apply to UC-see counselor)

**Requisites:** Take CHEM-108(661) CHEM-109(665) CHEM-116 CHEM-120(676) CHEM-121(680) CHEM-227(760) NONCD-33 NONCD-34 NONCD-35 NONCD-36 NONCD-37 NONCD-168 NONCD-169 or CHEM-226(758); Minimum grade C; - Must be completed prior to taking this course.

**Locations:** Diablo Valley College

**▶ View Available Sections for BIOSC-146**

14. After clicking on the *Add Course to Plan* button, a dialog button will pop up that will give a brief course description like the example above with required prerequisites. Under the *Term* drop down menu, select the future term that the course should be scheduled for and then click *Add course to plan* which will add the course to the term indicated (see screenshot below).

**Course Details**

**BIOSC-146: Principles of Microbiology**

Topics include microscopy, culture of microbes and aseptic technique, control and identification of microbes, bacterial biochemistry, metabolism and physiology, cell structure and function, microbial genetics, recombinant DNA and biotechnology, viruses and their life cycles, immunology, epidemiology and study of select infectious diseases. CSU, UC (credit limits may apply to UC-see counselor)

**Credits** 5

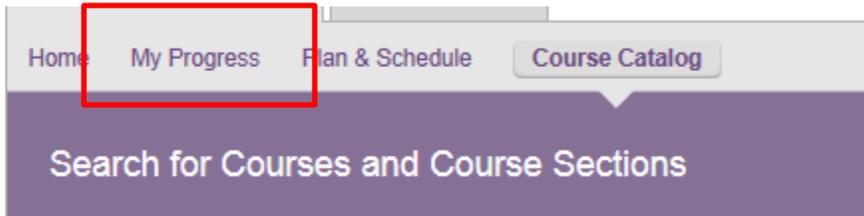
**Locations Offered** Diablo Valley College

**Requisites** ⚠ Take CHEM-108(661) CHEM-109(665) CHEM-116 CHEM-120(676) CHEM-121(680) CHEM-227(760) NONCD-33 NONCD-34 NONCD-35 NONCD-36 NONCD-37 NONCD-168 NONCD-169 or CHEM-226(758); Minimum grade C; - Must be completed prior to taking this course.

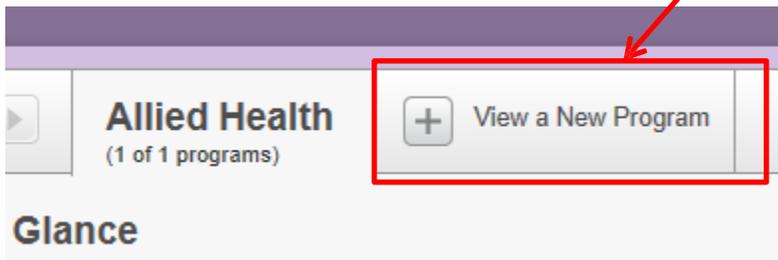
**Term** Spring 2015 ▾

Close **Add Course to Plan**

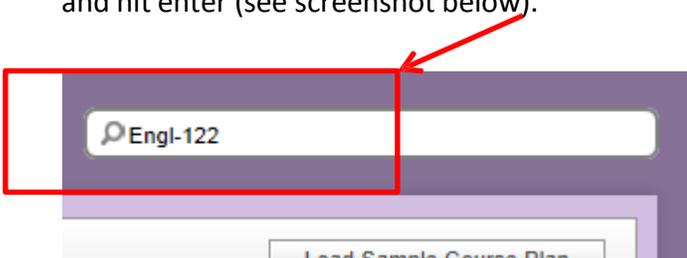
15. Once completed, to return to the degree audit, click on the *My Progress* link at the top of the page and then repeat steps 12 – 14 until all courses required are planned (see screenshot below).



16. To view what the potential progress on the degree audit might be for a program you are not yet enrolled in, click on the button labeled *View a New Program* (see screenshot below). **Note: this is only a temporary view, to make the change permanent, you must declare the new program with Admissions and Records. Courses can be planned, however, on the Student Education Plan from this temporary view using steps 12 – 14 above.**

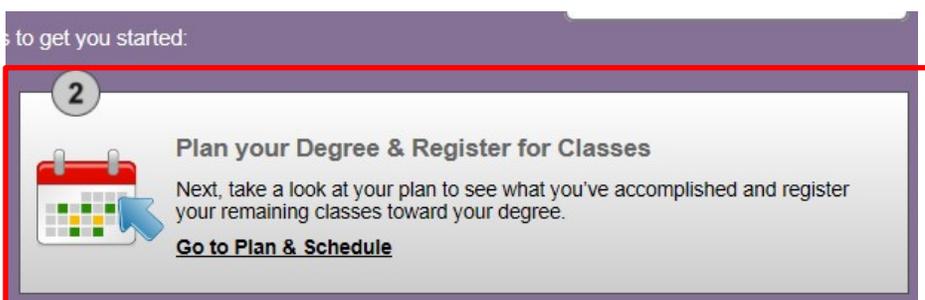


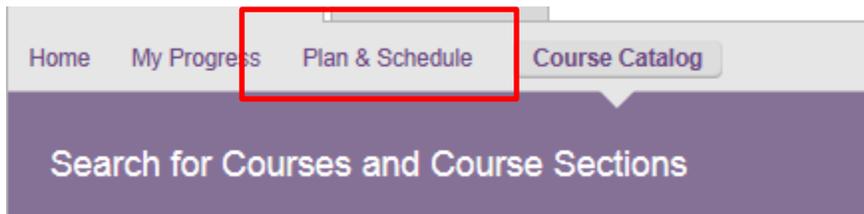
17. To add a course manually, if you want to take a course not required on the degree audit or if planning for a goal that is not in the system (i.e., transfer, degree at another community college, etc.), enter the course abbreviation, dash, and then the course number in the *Search for courses* field at the top of each screen and hit enter (see screenshot below).



18. Step 17 will bring up the Course Catalog as it did in Step 13. Follow the instructions in Step 13 and 14 to add the desired course to the Student Educational Plan.

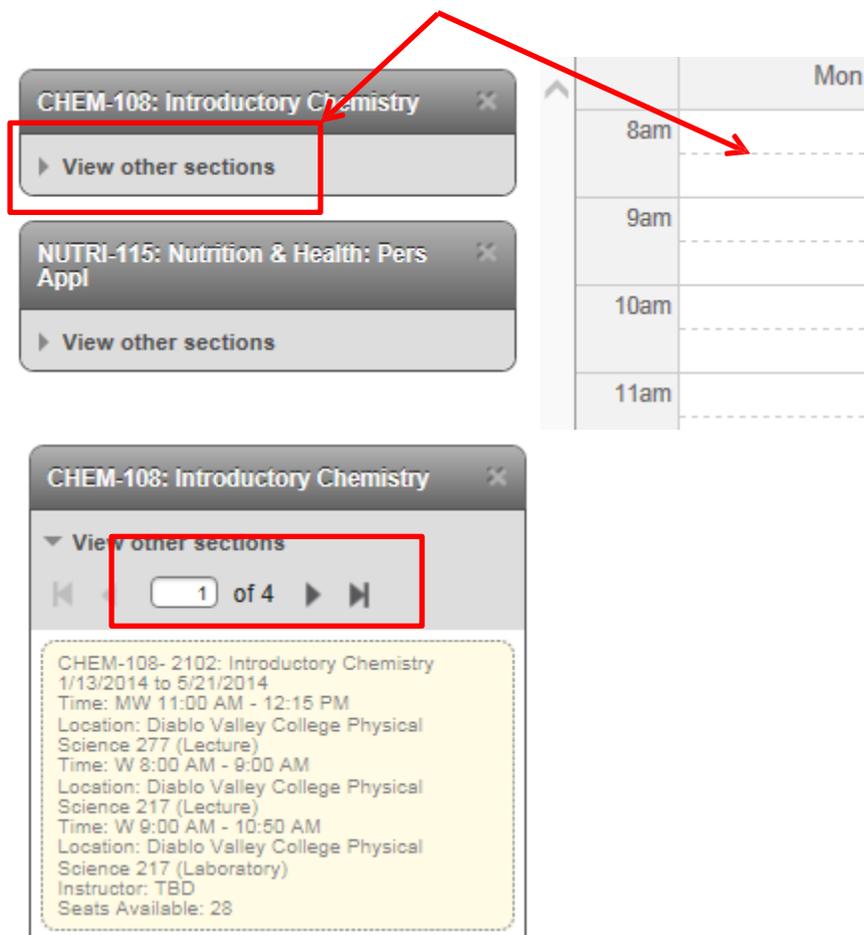
19. To view the Student Educational Plan, click on the *Plan your Degree & Register for Classes* on the home page indicated in Step 8 or click on the *Plan & Schedule* link at the top of each page (see screenshots below).



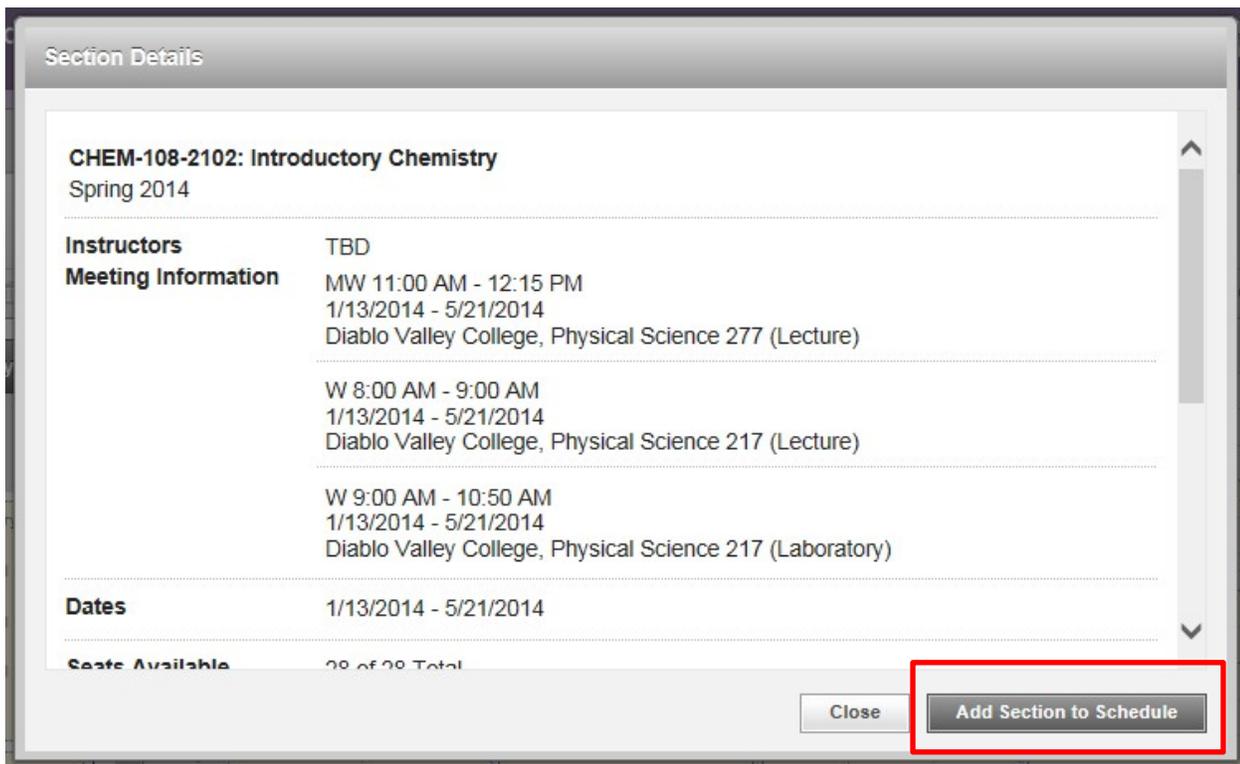


20. When in the Plan and Schedule screen, the default will be the current term. From here, you can register for classes by click on the *View other sections* option under each class and then selecting the appropriate section. You can also change terms by clicking on the arrow keys (see screenshot in step 21). **Remember: you will NOT be able to enroll in classes until after you submit your SEP and once your priority registration date arrives.**

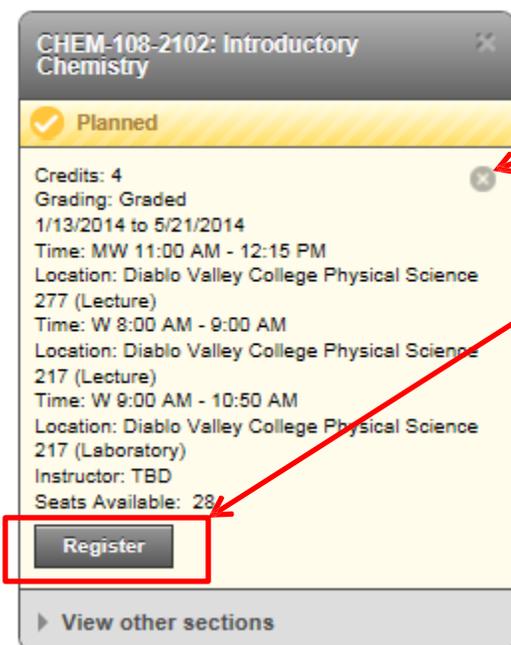
21. To register for a previously planned course, first, click on the *View other sections* link located beneath the course number and title which will expand to see all the course sections on the grid to the right of the courses (see screenshot below). **Note: when sections are expanded, there may be multiple pages for each class. Make sure to check the number of pages under the number and title of the course as shown below.**



22. Next, click on the desired section. A dialog button will appear that will display the course section information. If the course section is indeed the one desired, click the *Add Section to Schedule* button at the bottom of the dialog button (see screenshot below).

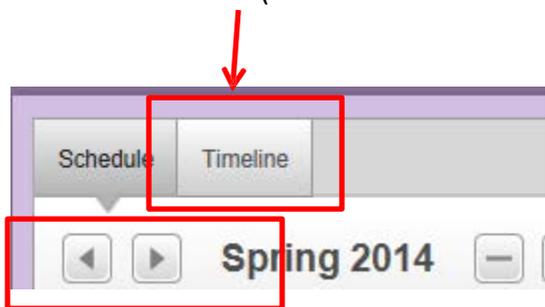


23. Once the section is added to the schedule, the section will appear on the grid in yellow as planned. To register, simply click on the *Register* button on the left hand side of the page (see screenshot below). **Note: you do NOT want to register in this section, click on the grey, circled X prior to hitting register.**



24. Once registered, the course will appear as green on the grid. For waitlisting, the Register button would say waitlisting instead but otherwise the process is the same as registering.

25. To view the Student Education Plan (SEP) in its entirety, click on the *Timeline* button near the top of the screen (see screenshot below).



26. From the next screen, you can see the entire SEP and move side to side using the arrows on the sides of the screen, you can add a term to the SEP, you can view any Advisor Notes added to the student record, and most importantly, you can move a course from one term to another.

27. To move a course from one term to another, click on the desired course and then select the new term from the *Term* drop down menu and then click *Update Course* (see screenshots below).

