

Student Planning | Course enrolment redefined

WebAdvisor & Student Planning Guide

Creating a Plan

Undergraduate, diploma and graduate students can select their courses online using any computer with internet access. Please read this guide and watch the videos to help you get started.





Overview

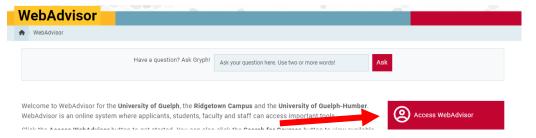
Welcome to the Student Planning informational booklet for the University of Guelph, Ridgetown Campus and University of Guelph-Humber. Student Planning is a self-serve system available to all U of G, Ridgetown and Guelph-Humber students who are actively enrolled in a program. It combines optional degree planning with intuitive course search tools and registration in a new, easy to navigate online environment. To assist both new and returning students, a series of training videos and corresponding information sheets have been developed to help guide you through the most common features of Student Planning.

Creating a Plan

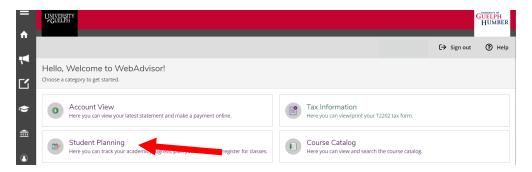
Creating a plan of your degree/diploma allows you to take a proactive step in determining the best path for completing your program requirements, all the way to graduation! This can be done by planning current and future semesters based on previous terms.

You create a plan by adding the desired courses to a "course plan". It is important to understand that you have **not** registered in these courses but rather you plan to register for the course in the term you have added the planned course to. You are not obligated to register for a planned course nor are you billed for the planned course until you register. You can add, remove or move planned courses into any path that is suitable based on prerequisites, semester offerings and other considerations.

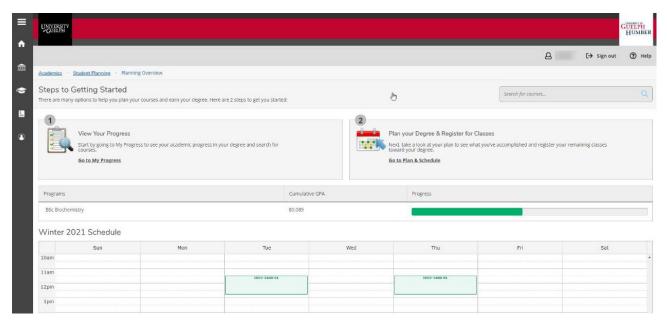
3.1 Using your web browser, go to *WebAdvisor* at https://www.uoguelph.ca/webadvisor and click the "Access WebAdvisor" button.



- 3.2 Log in with your Central Login ID and Password. If you are already logged in to Gryph Mail or CourseLink, you will not need to re-enter your login credentials.
- 3.3 Select "Student Planning".



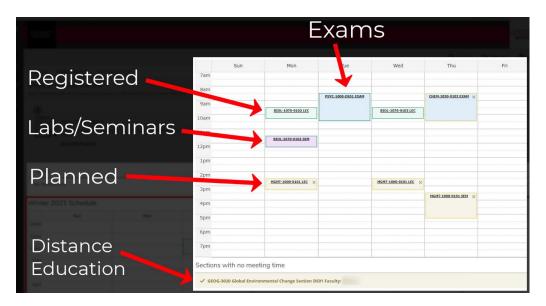
3.4 This brings us to the "Planning Overview" page.



3.5 At a glance, you will find a variety of features which may be helpful for planning your degree. Such features include your *overall cumulative average*, your *approximate* overall progress towards your degree completion and your program and major, if applicable. Additional majors, minors and areas of specialization are not displayed here.



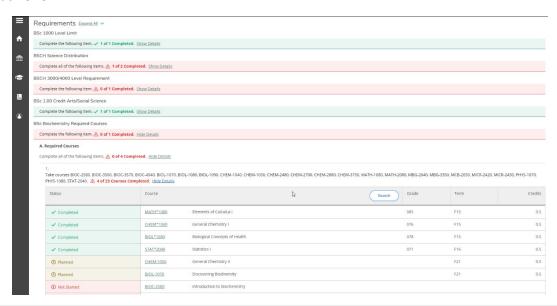
3.6 This page also shows your current semester's timetable. Lectures for registered courses are represented in green, and labs and seminars are shown in purple. Planned courses are shown in yellow. Don't forget to register in your planned courses! Distance Education courses that do not have scheduled lectures, labs or seminars will be listed below the table. For students on the Guelph campus, final exams will also show in this timetable in blue once the schedule has been posted. Because exams are generally spread out over multiple weeks and this schedule shows a single week, you may see overlap in your exams. We recommend going to the "Plan your Degree & Register for Classes" page for full exam details.



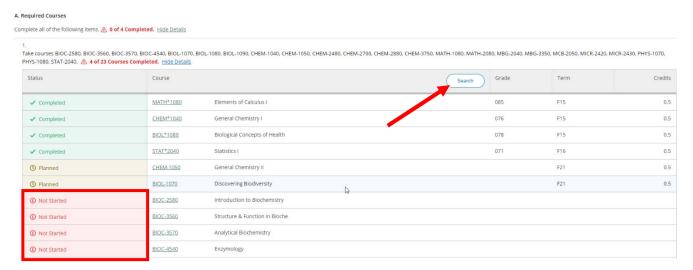
3.7 Aside from the helpful information, this page has two main options - (1) *View Your Progress* where the most powerful planning features are located and (2) *Plan your Degree & Register for Classes*. Click on *Go to My Progress*.



3.8 The *My Progress* page shows all the degree requirements for your program including up-to-date information about what requirements have been completed, what requirements remain and what requirements are currently planned. Scrolling down on this page, you will find more in-depth requirements related to the types of courses that must be completed and the number of credits for each one.



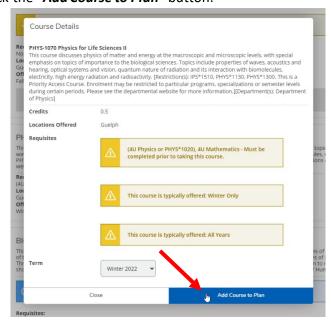
3.9 On the *My Progress* page, there are key course search and planning features available within the Requirements section. To plan for courses in bulk, go to a requirement with courses that have a status of "*Not Started*". For this section, click on the "*Search*" button towards the top. This performs a custom search, loading only the courses listed under that requirement section.



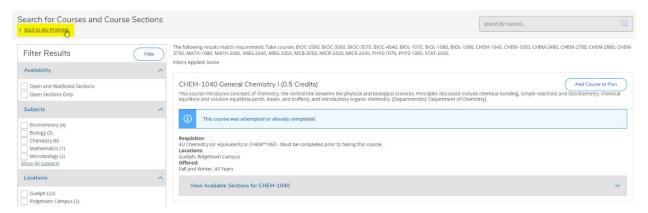
3.10 To add an *unplanned course*, simply click on the "Add Course to Plan" button.



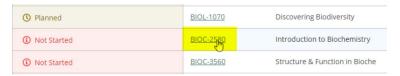
3.11 In the Course Details pop-up, from the dropdown select the *Term* you want to add the planned course to and then click the *"Add Course to Plan"* button.



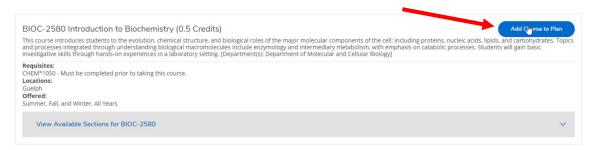
3.12 Once you are done, you can view all updated changes by clicking on the "*Back to My Progress*" towards the top left of the page.



3.13 To plan for a single course at a time, scroll down to a requirement that has several unplanned courses and click on the course code of a desired unplanned course. By clicking the *course code*, this will perform a custom search with results only for that course.

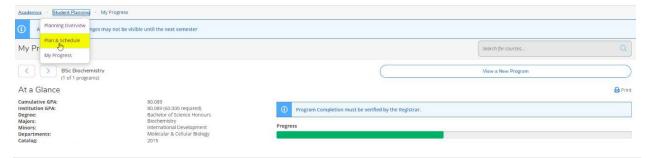


3.14 You can add this course to your plan by clicking the "Add Course to Plan" button.

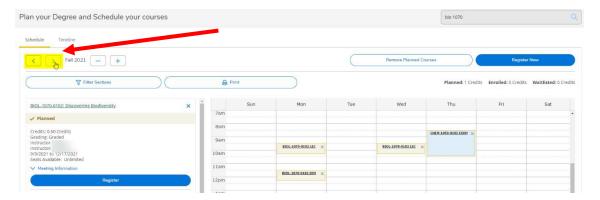


Once you have planned your required courses, you can search and plan electives and make modifications based on your major, minor, specialization or overall progression. We recommend that you review the Schedule of Studies or program requirements for your program in the Academic Calendar to ensure your plan meets all of the requirements for completing your degree.

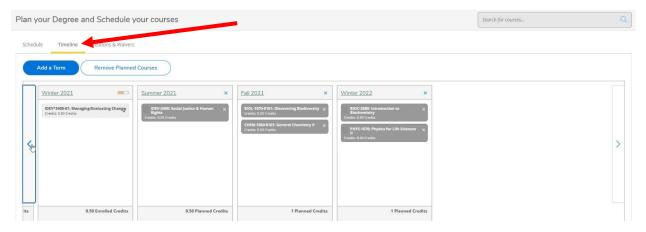
3.15 You can navigate to the *Plan and Schedule* page by clicking on Student Planning in the top left-hand corner and selecting Plan & Schedule from the dropdown.



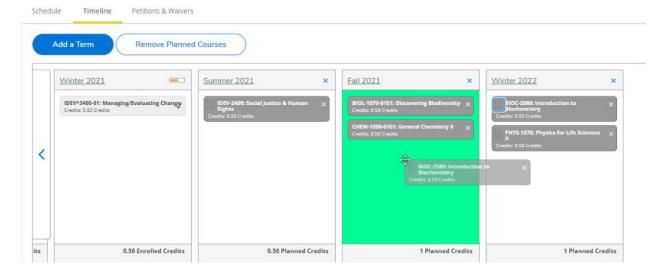
3.16 In the *Plan and Schedule* page you can navigate among terms using the arrows on the left-hand side.

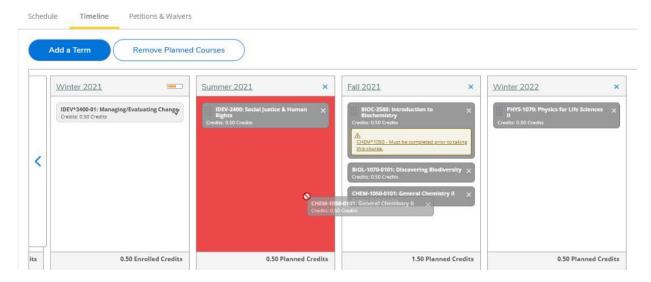


3.17 To receive a greater view of your degree, click the *Timeline* tab. The timeline displays *completed* courses, in-progress courses and courses planned in the future for each term you add to the view.



3.18 Here, you can easily rearrange your planned courses by term using the drag and drop feature. You can move any course you have not completed or have not registered for.

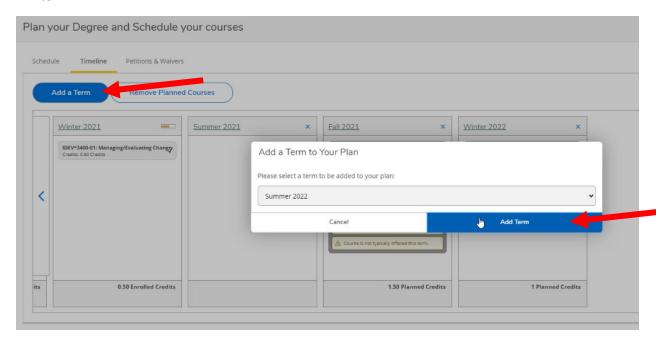




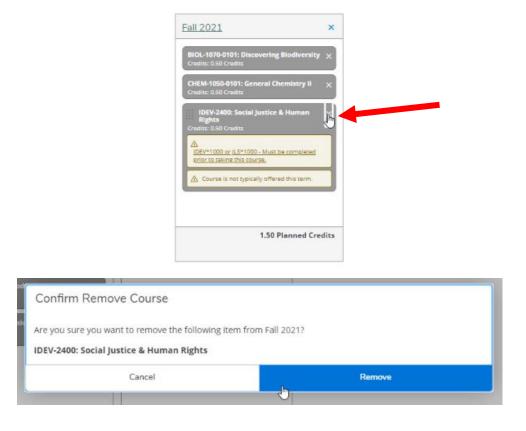
Please note that most courses are not offered every term. If you drag a course into a term that it is not usually offered in, a message will appear below the course title. If a course is missing a prerequisite, a warning message will also appear below the course title. It is the student's responsibility to ensure that prerequisites are planned accordingly to avoid scheduling complications in future terms.



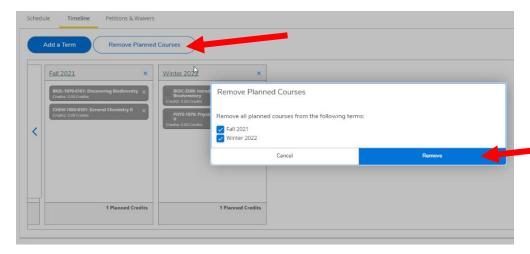
3.19 To add more terms to your plan, simply press the "Add a term" button and select the desired term.



3.20 If you wish to discard a course or an entire term, hit the **X** located next to each one.

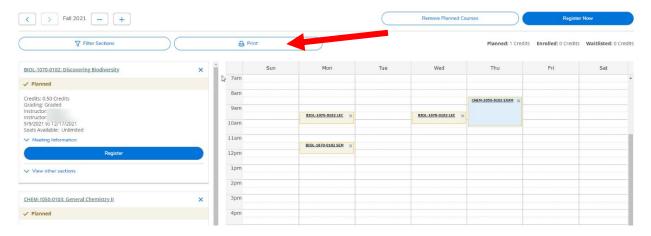


3.21 To discard all planned courses, hit the "Remove Planned Courses" button.



You can register for courses in the "Schedule" tab if you're within the course enrolment period for one of the terms.

3.22 You can also print your planned schedule using the "Print" button on the page.



Questions?

Watch our Student Planning videos and read the FAQs on your campus's Student Planning website for more information about degree planning and course enrolment at the University of Guelph, Ridgetown campus and University of Guelph-Humber.

- Student Planning website for Guelph and Ridgetown students
- Student Planning website for Guelph-Humber students