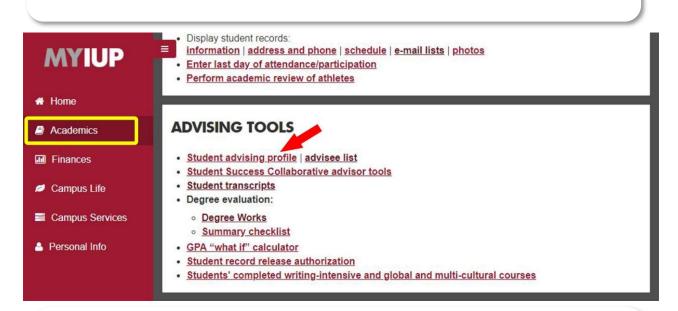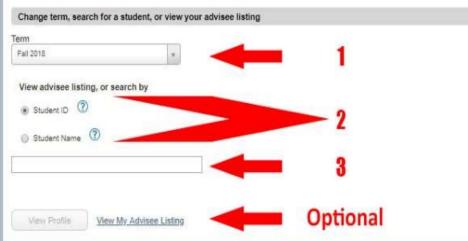## Plan Ahead for Advisors

1. Get started by signing into *MyIUP*
2. Under the *Academics* Tab locate *Advising and Tools*
3. Click the *Student advising profile* link

4. After clicking the link, you will see the below screen
5. Select the current *Term*
6. Next choose either *Student ID* or *Student Name*
7. Enter the selected information in the box below (must press "Enter" for "View Profile" button to become active) or select the *View My Advisee Listing* to see your whole roster.

8. After being redirected to the student's profile, select *Registration and Planning* in the dark gray panel on the left side.
9. If prompted to choose a role, select *Faculty and Advisor* then *OK*.

Please select a role*

You have been assigned multiple roles. How would you like to proceed?

- ● Student
- ● Faculty
- ● Advisor
- ○ Faculty And Advisor

Ok

Remember you can switch between roles at any time.

10. Select a Planning Term from the drop down menu.
11. Enter a student *ID* or *Name*.
12. Select *Continue*.

Student • Registration • Select a Term

Select a Term

Terms Open for Planning ⓘ

Fall 2020 ▾

Search

◉ ID ○ Name

▾

Continue

13. Any plans created for the selected term will appear (shown below).
14. From here plans can be approved using the *Approve This Plan* link or a created new by selecting the *Create A New Plan* button.
15. Selecting the *New Search* link, the process will restart, and a new student can be selected.

Student • Registration • Select a Term • Select A Plan

Select A Plan

New Search   Student: ID:

Plans you have created for this term: 0

Term: Fall 2020

You are allowed a maximum of 5 plans for this term.

[+ Create a New Plan]

Plan: Early Grad Plan | Created by: (Student) | Preferred | Approve This Plan

Title	Hours	CRN	Grade Mode	⚙
▶ Child Abuse	3	12643	Undergraduate Standard L...	
▶ Dilemmas in Crim & Crim Justic	3	10233	Undergraduate Standard L...	
▶ Proseminar	3	10191	Graduate Standard Letter	
▶ Research Methods	3	10193	Graduate Standard Letter	
▶ Soc Persp on Partner Violence	3	12656	Undergraduate Standard L...	

Total Planned Hours: 15   Records: 5

16. After selecting the *Create A New Plan* button, select *Plan Ahead*.
17. Select a Planning Term from the drop down menu.
18. Enter a student *ID* or *Name*.
19. Select *Continue*.
20. Select the *Create A New Plan* button once more.

Plan Ahead
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

Select a Term

Terms Open for Planning ⓘ

Fall 2020 ▾

Search

◉ ID   ○ Name

[   ] ▾

[Continue]

---

22. Enter course search criteria then select **Search**. Use the green **Search Again** button to repeat the add process.
23. After you select **Search**, select **View Sections** on the chosen course.
    Note: Selecting View Section will allow you to choose a specific section to be in. Selecting Add Course will only add the general topic—you will have to manually add the section at registration.

Student • Registration • Select a Term • Select A Plan • Plan Ahead

Plan Ahead

New Search   Student: ID

Find Classes   Created by Others

Enter Your Search Criteria
Term: Fall 2020

Subject   [   ]

Course Number   [   ]

Keyword   [   ]

[Search] Clear   ▸ Advanced Search

IUP   ⚙ 👤

Student • Registration • Select a Term • Select A Plan • Plan Ahead

Plan Ahead

Find Classes

Search Results — 21 Courses
Term: Spring 2019   Subject: Student Affairs/Higher Educ   [Search Again]

Title	Subject Description	Course Number	Hours	Description	
Special Topic	Student Affairs/Higher Educ	681	3		Q View Sections ➕ Add
Internship	Student Affairs/Higher Educ	698	3	A supervised study and/or work...	Q View Sections ➕ Add Course
Legal Issues in SAHE	Student Affairs/Higher Educ	713	3	Emphasizes the legal environm...	Q View Sections ➕ Add Course
Spirituality/Higher Education	Student Affairs/Higher Educ	727	3	Explores the intersection of spir...	Q View Sections ➕ Add

24. After choosing a section select **ADD**.

25. Once the plan is complete, select the **Save Plan** button in the lower right and name the plan when prompted.
26. The plan is now ready to be used in the Advising Profile and at Registration.