# EDUCATIONAL PLANNING SHEETS

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Accessing your Educational Planning Sheets

1. Create a new folder on your computer to house your planning sheets. You should name this file as something that would allow you to easily locate your forms.

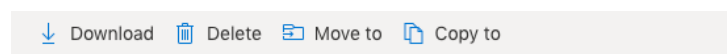2. Access your OneDrive through your online email login by visiting uncw.edu
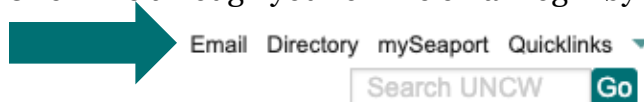
3. After logging into your online email, choose your "Waffle" menu, and select OneDrive
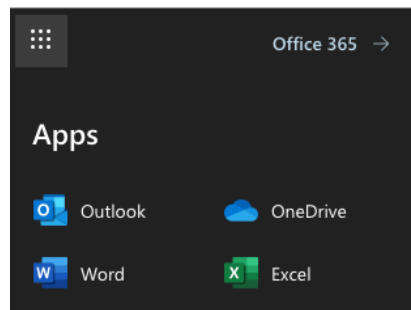
4. Once you have selected OneDrive, select "Shared" from the menu on your left. This option shows you all files and folders that have been shared with you. Find the folder labeled with your name (Last name, First name). The file will also say it was share by Scott Judson.
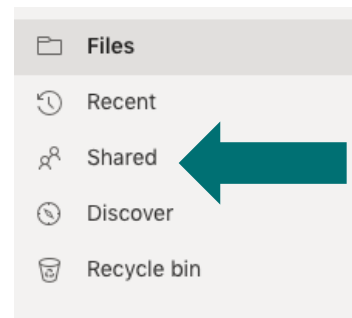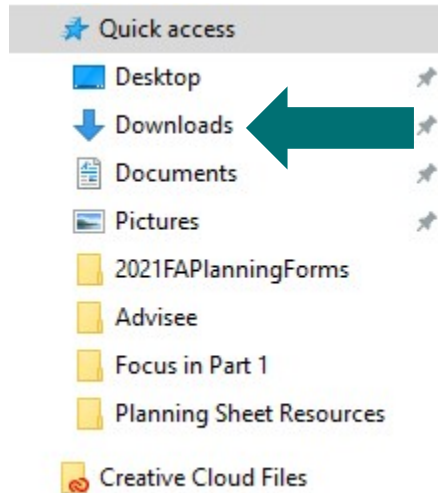

5. Once you have found your folder, double click on the folder to view all files.

6. After opening the folder, you will see all of your advisee planning sheets. All files have already been renamed.

7. In the open folder, you will need to choose all files. To do this, you will need select the small circle located at the top of your screen. This will select all files in the open folder.
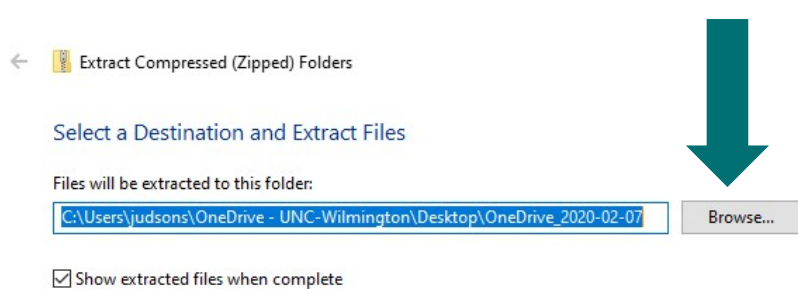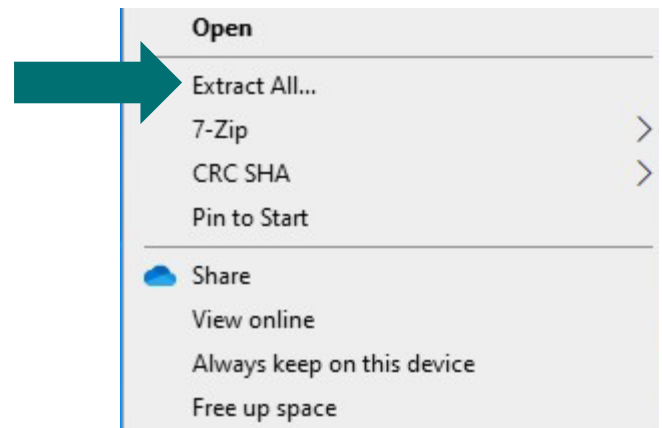
8. Now that all files are highlighted, you will need download all files.

↓ Download   🗑 Delete   ⊟ Mov

9. Locate the newly downloaded folder in your downloads inside your file explorer. Once you have opened your file explorer, choose "Downloads" on the left side of your screen.

⊞   🔍   🗗   📁   📇

⭐ Quick access
🖥 Desktop   📌
⬇ Downloads   📌
📄 Documents   📌
🖼 Pictures   📌
📁 2021FAPlanningForms
📁 Advisee
📁 Focus in Part 1
📁 Planning Sheet Resources
🔗 Creative Cloud Files

Open
Extract All...
7-Zip   >
CRC SHA   >
Pin to Start
☁ Share
View online
Always keep on this device
Free up space

10. Downloading these files will place them into a compress, or zipped folder. To access your files, you will need to extract the zipped folder. Right-click on the newly downloaded zipped file, and choose "Extract All"

11. Once you choose extract all, you should choose the folder that was created in step 1.

×

← 🗜 Extract Compressed (Zipped) Folders

Select a Destination and Extract Files

Files will be extracted to this folder:

| C:\Users\judsons\OneDrive - UNC-Wilmington\Desktop\OneDrive_2020-02-07 | Browse... |

☑ Show extracted files when complete

| Extract | Cancel |

Opening Educational Planning Forms

1. Locate your planning sheets, and right click on one file and choose "open with" The select "Choose another app"
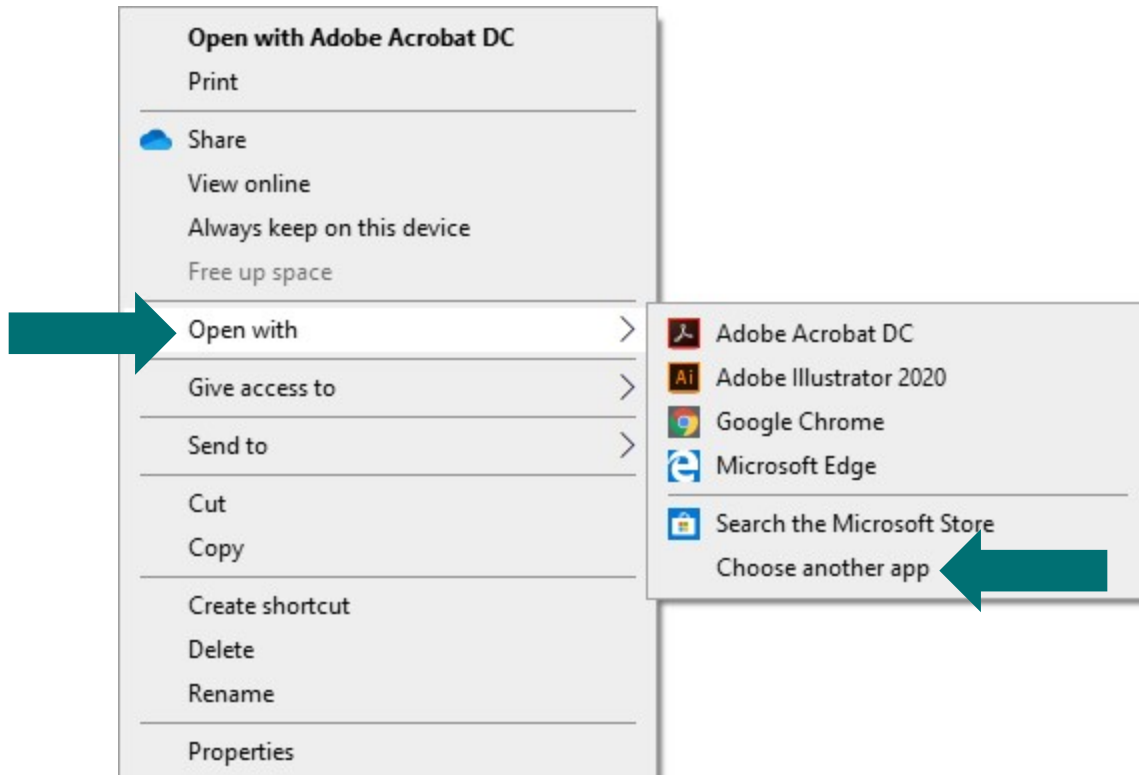
2. After selecting "Choose another app", another dialogue will appear. You will need to choose Adobe Acrobat DC ad choose the "Always use this app to open .pdf file" option at the bottom.

3. This step will allow you to edit, and save the student's information into the planning forms.
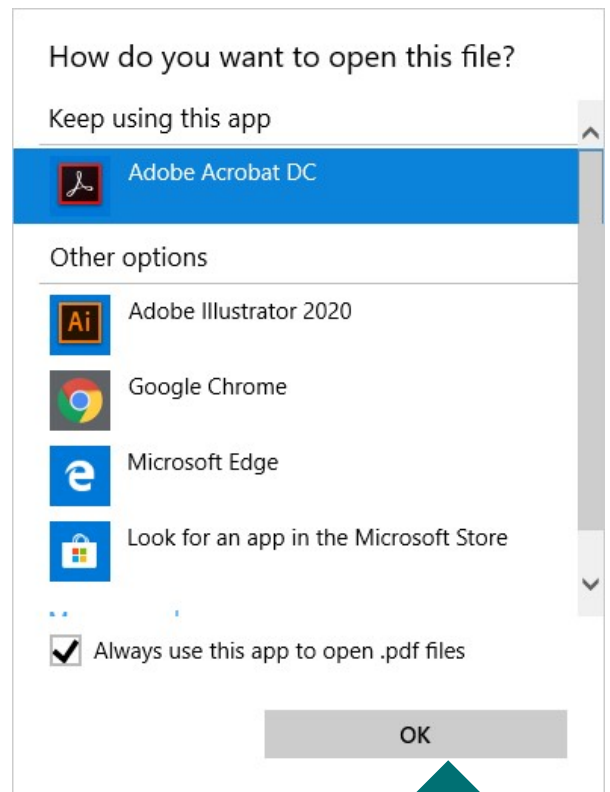
Educational Planning Guide

1. University College Advisors assist students with the academic exploration process. It is extremely important for advisors to thoroughly document their interactions with students, noting the decision-making processes to chart the student's academic progress. Advising notes build rapport between the advisor and the student, provide information to efficiently guide students during exploration, and assist other advisors as well as staff members who work with the student.

2. Areas to complete on the registration sheet include:
   a. Verify cell phone. The check box must be marked for the form to save properly.
   b. Number of Absences in Current Classes
   c. Current Grades in Current Classes
   d. Projected Semester Grades for Current Classes
   e. Advisor/Student Concerns & Recommendations (Notes)
   f. Suggested Classes for Summer Semester
   g. Suggested Classes for Fall Semester

Quick Tips for Completing the Registration Form
- See below for an example of properly completed form.
- Current class progress could influence the classes for the following semester. For example, if a student is failing MAT 111 currently, MAT 151 might not be a good choice for the following semester.
- Common notes include:
  i. Major class requirements
  ii. Different major than listed on sheet
  iii. Major declaration information
  iv. Information on Foreign Language Placement Exam
  v. Plans for Graduate School or Pre-Professional Plans
  vi. Ideas for second majors or minors
  vii. Notes on incoming transfer credit or missing AP credits
- Alternative Class Choices for future semesters helps students have back-up classes (for freshman is good to have eight-ten options) in case first choices are full during the registration process. These classes can also be referenced back to in future advising sessions.
- Email your registration forms immediately after your session with the student. This allows the student to have immediate feedback. To email your registration form, follow the instructions below:
  a. In Adobe Acrobat, save the file and then click the email icon, this will bring you to your Outlook send screen, enter the students email address and push Send.

University College
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Advisor: Michelle Vliem
Email: vliemm@uncw.edu

Educational Planning

For Semester: Summer/Fall 2020

Meeting Date: 2/27/20

Name: Sammy Seahawk
ID: 850000000
Area: UC-Film Studies
UNCW Earned Hours: 12

Email: sammy123@uncw.edu
Cell Phone: 123.456.7890
Edited Number: N/A
Confirmed Cell Phone: ☑

Intended Major:	Total Earned Hours:
Considering Business	15

Time Ticket: _____

Registration PIN: 1234

Check SeaNet for holds!

Current GPA: _____

Current Classes	Number of Absences	Current Grades	Projected Grades
ENG-101	4	B	B
FST-210		A	B
MAT-111	5	D	D
GLY-135		C	C
UNI-101	3	B	B

Suggested Fall Courses:

Subject	Course	Cred Hrs	Requirement
ENG	201	3	Comp
PED	101	2	Wellness
BIO	105	4	Science w/Lab
PRT	101	3	FL
*MAT	151	3	Major-Bu
*MAT	111	3	Possible Repeat
MIS	213	3	Major-Bu
ECN	221	3	UHIB/Bus

Summer Courses:

Subject	Course	Cred Hrs	Requirement
HST	106 or 103	3	HPA
PAR	103 or 105	3	HPA

Advisor Comments:

Student seriously considering BUS, not enjoying FST course.
*Shared the importance of doing well in MAT-111, for BUS will need MAT-151 consider repeating MAT-111 if needed.
Referred to Math lab.
**ECN-221, if fail MAT-111 consider taking this course in future semester.
Interested in studying abroad, referred to IP.
Study is also considering taking summer course at CC. Spoke about Transient Study Application
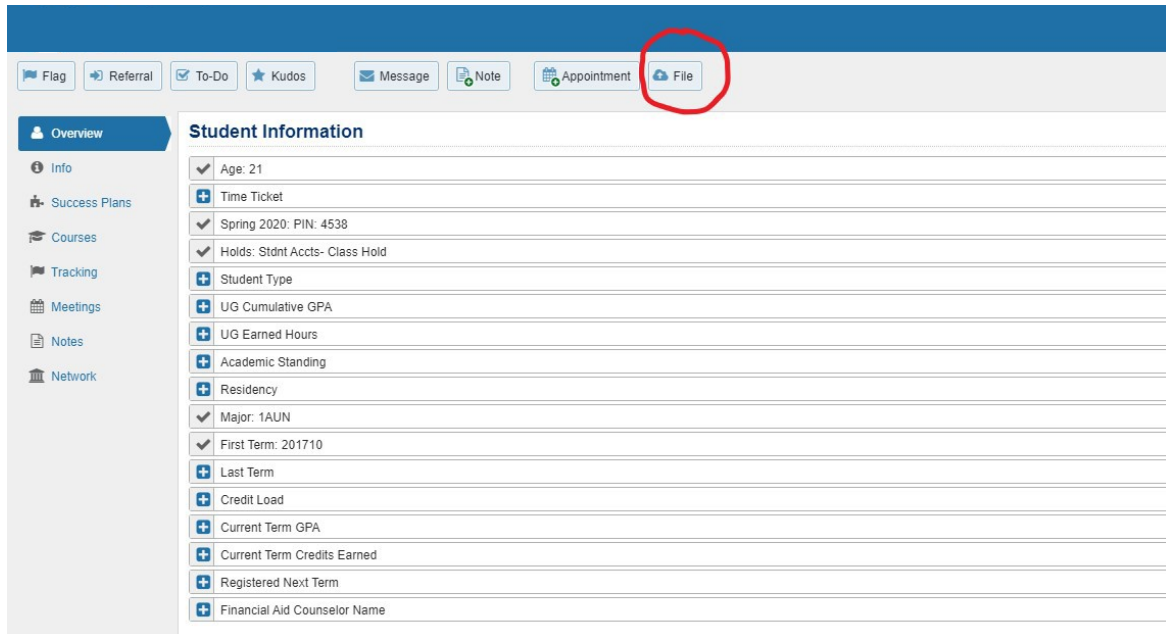
___ Transcripts/Transfer Credits

___ Use the Foreign Language Placement Tool

x Utilize the University Learning Center

___ Declare your major

___ Check with Financial Aid Counselor

x Visit the Career Center

x Transient Study Application

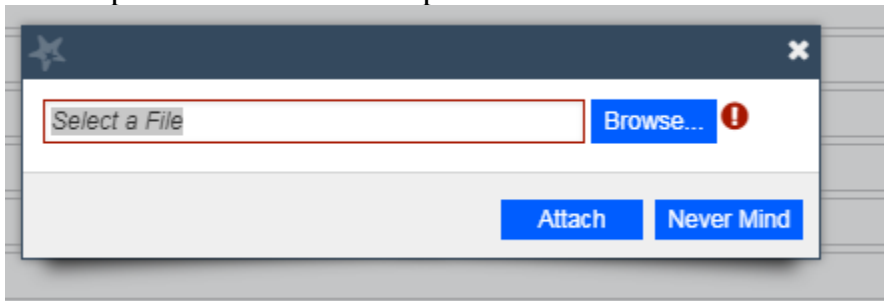___ Pre-professional (pre-health/pre-law)

Save

Upload Form in Starfish

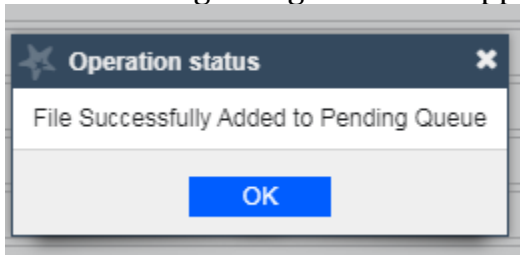In Starfish, go to Student's Overview Page Click on "File" at the top of the screen

- The following dialogue box will open. Browse to the location of the file on your desktop and click Attach to upload

- The following dialogue box will appear. Hit OK.

- File will initially appear as "pending virus scan"
- After several minutes, this will change to "uploaded" and a delete "x" will appear (in case you need to delete the file if you uploaded it in error)

Student Files

SP2020UCRegForm Al███████ Ki███ (uploaded by Michelle Vliem on 10-17-2019) ⊗