

TIPS: Selecting Courses in Student Planning

If you are not familiar with logging into Student Planning, you will find it helpful to review "TIPS: Logging into Planning" first.

There are two ways you can plan courses in Student Planning. Planning using **progress** is great for programs where you graduate from NIC (e.g. Social service diploma, business administration certificate). The **plan and schedule** method works well if you know which courses you wish to take and/or you are transferring to another school after NIC.

Please plan your **entire academic year** as early as possible. If you wait until November to plan courses that begin in Winter/January you may find considerable waitlists. Spring/summer schedules are normally available in January.

Upon completing these planning steps you are **not yet registered**. Please carry through and register/waitlist or use our planning document "TIPS: Register, Waitlist and Drop".

This is the screen where you will select how you want to plan your courses:

Academics · Student Planning · Planning Overview				
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		٩
Wave Your Young Hospess Wave Your Young to go a your academic progress in your degree and search the Social Mychanicss	Plan your Dogree & Regist toward your degree. Gete Flan & Schrödz	ter for □asses o see what you've accomplished and r	egister your remaini	ng classes

A. Select courses using "progress"

If you are graduating from North Island College, you can use the progress feature to list what courses you require to graduate. This does NOT work well if you are starting at NIC as a University Studies student and transferring to another institution to graduate.

- If you are transferring to another school after NIC, your Educational Advisor will help you create a personal transfer plan.
- In the progress feature you can link directly to the timetable by clicking on a course
- You can "view a new program" to run a what-if scenario for a program which you are not yet accepted into. For example if you are working on math upgrading for Business Administration and that is your goal, but you are starting as an upgrading or University Studies student:

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	A bmcintosh C→ Sign out ⑦ Help	♠ <>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	View a New Program
Academics Student Planning Planning Overview		(2 of 2 programs)	
Steps to Getting Started There are many options to help you plan your courses and earn your degree. Here are 2 steps to get yo	Search for courses Q	You are not enrolled in this program. The display of this program.	m information is temporary and it will be removed as you leave or refresh this page.
		At a Glance	le Print
View Your Progress	Plan your Degree & Register for Classes	Cumulative GPA: 3.000 Institution GPA: 3.000 (0.000 required) COs: BUSINESS ADMINISTRATION	Program Completion must be verified by the Registrar.
Start by going to My Progress to see your academic progress in your degree and search for courses.	Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.	CERTIFICATE Departments: Business Administration Catalog: 19-20	Progress
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Requirements						
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A. Required Courses						
Complete BUS 100, BUS 132, BI	US 150, BUS 152, BUS 1	62, BUS 170, ECO 110, ECO 111 and ENG 10	50 plus, complete either ENG 115, ENG 1	16 or ENG 11	6	
Complete all of the following its	ems. \Lambda 0 of 2 Comple	ted. Hide Details				
Take courses BUS-100, BUS-	-132, BUS-150, BUS-152	BUS-162, BUS-170, ECO-110, ECO-111, EN	G-160. A 0 of 9 Courses Completed.	Hide Details		
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Not Started	BUS-150	Admin Principles				
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B. Select classes using "plan and schedule"

A second way to choose your courses is to use the "curriculum" tab of your program found on <u>www.nic.bc.ca</u>

From your program's webpage, you can look under the "curriculum" tab to review all courses required to graduate.

This is the feature you will need to use if you are a transfer student. If you are unsure how to create a transfer plan to work toward your goal, please speak with an Educational Advisor

- Choose "plan and schedule"
- Search for your class in the top right

Steps to Getting Started here are many options to help you plan your courses and earn your degree. Here are 2 steps to get yo	Search for courser
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C. Choosing your courses

You can get to this page by following the previous instructions in this document about how to log into Student Planning and how to select classes using plan and schedule. Below are some features found on this page:

- From your MyNIC portal: self-service menu -> students -> student planning -> go to plan and schedule
- Search for your course top right of the page
- Choose a section. Check your semester, course times and choose a section to "add section to schedule"
- Move back and forth to terms using the left/right arrow

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