
PIEDMONT COLLEGE

OFFICE OF THE REGISTRAR

Student Planning: Overview for the Academic Advisor

Piedmont College
Office of the Registrar
(706) 776-0112
reg@piedmont.edu

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1. Log in to Student Planning from webadvisor.piedmont.edu link labeled: "Student Planning".

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Sign In

User name

Password

Sign In

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2. Click on the advising tab.

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



Student Finance

Here you can view your latest statement and make a payment online.



Tax Information

Here you can change your consent for e-delivery of tax information.



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



Graduation Overview

Here you can view and submit a graduation application.



Advising

Here you can access your advisees and provide guidance & feedback on their academic planning.



Financial Aid

Here you can access financial aid data, forms, etc.



Banking Information

Here you can view and update your banking information.



Grades

Here you can view your grades by term.



Academic Attendance

Here you can view your attendances by term.



Faculty

Here you can view your active classes and submit grades and waivers for students.

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3. A list of your advisees will appear with the last advising date shown.

Who would you like to work with?

Find a student by searching or selecting below.

- Student
 Advisor

Type a name or ID...



[Email All My Advisees](#)

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Date of last advisement	Advisor(s)
	Thomas, Courtney H.				Bachelor of Arts in Mass Communications	Last advising date: N/A	Advisor(s): Sheena Patrick

4. Select the student you wish to view by clicking on the student's name.

Who would you like to work with?

Find a student by searching or selecting below.

- Student
 Advisor

Type a name or ID...



[Email All My Advisees](#)

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Date of last advisement	Advisor(s)
	Thomas, Courtney H.				Bachelor of Arts in Mass Communications	Last advising date: N/A	Advisor(s): Sheena Patrick

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5. You will see a tab listing all options. Please see each section covered below for the full overview.

Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript Grades Petitions & Waivers Graduation Application

I. Course Plan: Shows any courses a student has planned or registered for per semester. There is a list view or calendar view. As the advisor you may approve, deny, protect, or unprotect each or all classes. Protecting a class or classes locks the class in for the student for a particular semester.

Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript Grades Petitions & Waivers Graduation Application

< > Spring 2019 + Register Now

Print Planned: 9 Credits Enrolled: 6 Credits Waitlisted: 0 Credits

List Calendar

Approve Deny Protect Unprotect

<input checked="" type="checkbox"/>	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		ACCT-2010-ATH03: Accounting I	3 Credits	Davis, A	W 6:00 PM - 10:20 PM 1/9/2019 - 3/5/2019	Athens Campus Commons, 303W Lecture

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II. Time Line: Shows a projected schedule per semester. Terms may be added in order to plan for the future.

The screenshot shows the 'Timeline' tab selected in the navigation menu. Below the menu is a blue button labeled 'Add a Term'. The main content area displays a course plan for 'Spring 2019'. The plan includes a list of courses with their credit status:

- ACCT-2010-ATH03: Accounting I (Credits: 3 Credits) - X
- BIOL-1101-DEM01: General Biology I (Credits: 3 Credits) - X
- BIOL-1101-DEM02: General Biology I (Credits: 3 Credits) - ✓
- ENGL-1102-DEM01: Literature and Composition (Credits: 3 Credits) - ✓
- MATH-1113-DEM01: Precalculus (Credits: 3 Credits) - X

A yellow warning box is present next to the BIOL-1101-DEM01 course, stating: "⚠️ BIOL-1101 - Must be taken either prior to or at the same time as this course." At the bottom of the course list, it indicates "6 Enrolled Credits, 9 Planned Credits".

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III. Progress: Shows a degree audit of the currently enrolled program. You can click “View a New Program” button to view a degree audit based on a different preferred program.

Course Plan Timeline **Progress** Course Catalog Notes Plan Archive Test Scores Unofficial Transcript Grades Petitions & Waivers Graduation Application

< > Bachelor of Arts in Mass Communications
(1 of 1 programs)

[View a New Program](#) [Load Sample Course Plan](#) [Print](#)

At a Glance

Cumulative GPA:	3.917 (2.000 required)
Institution GPA:	3.917 (0.000 required)
Degree:	Bachelor of Arts
Majors:	Mass Communications
Departments:	Mass Communications
Catalog:	2018
Anticipated Completion Date:	10/19/2023

Description

Program Notes
[Show Program Notes](#)

Requirements

General Education ARSC
Complete all of the following items. ⚠ 0 of 7 Completed. [Hide Details](#)

A. The Individual
Complete all of the following items. ⚠ 0 of 4 Completed. [Hide Details](#)

1. TAKE ENGL-1101; MINIMUM GRADE C ⚠ **Fully Planned** ⚠ 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
✔ In-Progress	ENGL-1101 Rhetoric and Composition	<input type="text" value="Search"/>	2018FA	3

Progress

Total Credits 54 of 120

Total Credits from this School 54 of 30

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IV. Course Catalog: Shows the course catalog listed by subject. You can also access what courses are available per semester.

Course Plan Timeline Progress **Course Catalog** Notes Plan Archive Test Scores Unofficial Transcript Grades Petitions & Waivers Graduation Application

Search for a course subject:

- [Accounting](#)
- [Anthropology](#)
- [Art](#)
- [Athletic Training](#)
- [Biology](#)
- [Biology Lab](#)
- [Business Administration](#)
- [Cardiovascular Technology](#)
- [Chemistry](#)
- [Chemistry Lab](#)
- [Computer Science](#)

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- V. Notes: Can compose a note for the student. Can view any other notes on the student. Every note is public.

Course Plan Timeline Progress Course Catalog **Notes** Plan Archive Test Scores Unofficial Transcript Grades Petitions & Waivers Graduation Application

Compose a Note

Save Note

[View Note History](#)

- VI. Plan Archive: Can view the student's plan of planned or registered classes at a particular point in time. The plan should be archived after every advising appointment.

Course Plan Timeline Progress Course Catalog Notes **Plan Archive** Test Scores Unofficial Transcript Grades Petitions & Waivers Graduation Application

Archived PDF	Archive Date	Archived By
Download	1/8/2019 3:14:31 PM	Patrick, Sheena

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VII. Test Scores: Can view any test scores that have been received for the student such as SAT, ACT, AP, CLEP, etc.

Course Plan Timeline Progress Course Catalog Notes Plan Archive **Test Scores** Unofficial Transcript Grades Petitions & Waivers Graduation Application

Admission Tests

Test	Date Taken	Score	Percentile	Status	Status Date
ACT English	1/8/2019	40			
SAT Composite	1/8/2019	510			
SAT Critical Reading/Verbal	1/8/2019				
SAT Math	1/8/2019				
SAT Math	1/8/2019	500			

Placement Tests

No tests of this type have been recorded.

Other Tests

Test	Date Taken	Score	Percentile	Status	Status Date
AP English Language & Comp	1/8/2019	3 of 5			
CLEP U.S. History 1	1/8/2019	50 of 80			

VIII. Unofficial Transcript: Can view the student's unofficial transcript for Piedmont College. This will only show courses taken at Piedmont College.

Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores **Unofficial Transcript** Grades Petitions & Waivers Graduation Application



These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.



Degree Audit Transcript Group Transcript



Graduate Transcript Transcript

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IX. Grades: Can view all grades per semester. Select drop down menu per semester.

Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript **Grades** Petitions & Waivers Graduation Application

Spring 2019 (1/9/2019-5/8/2019) ▼

Fall 2018 (8/15/2018-12/12/2018) ▼

Spring 2016 (1/4/2016-4/27/2016)
Term GPA: 4.000 ▼

X. Petitions & Waivers: Can view the faculty's consent for a student to be in a class, and a requisite waiver for a student to override the requisite into a class from each professor.

Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript Grades **Petitions & Waivers** Graduation Application

Student Petition(s)

No existing petitions

Faculty Consent(s)

Course	Section	Term/Period	Status	Updated On	Reason
BIOL-1101	DEM02	Spring 2019	Accepted	1/8/2019 3:53:59 PM	

Requisite Waiver(s)

No existing waivers

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XI. Graduation Application: Can view if a student has submitted a graduation application.

Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	Grades	Petitions & Waivers	Graduation Application
Program of Study	Bachelor of Arts in Mass Communications									
Graduation Term										
Diploma	Bachelor of Arts									
Major	Mass Communications									
✓ Application submitted on 1/8/2019										