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PIEDMONT COLLEGE

OFFICE OF THE REGISTRAR

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# **Student Planning: A Guide for the Academic Advisor**

**Piedmont College**  
**Office of the Registrar**  
**(706) 776-0112**  
**[reg@piedmont.edu](mailto:reg@piedmont.edu)**

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1. Log in to Student Planning from [webadvisor.piedmont.edu](http://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.



### Financial Aid

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



### Tax Information

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



### Banking Information

Here you can view and update your banking information.



### Student Planning

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



### Grades

Here you can view your grades by term.



### Graduation Overview

Here you can view and submit a graduation application.



### Academic Attendance

Here you can view your attendances by term.



### Advising

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



### 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)                    |
|--|-------------------------------------|------------------|------------------|----|---|-----------------------------------|-------------------------------|
|  | <a href="#">Thomas, Courtney H.</a> |                  |                  |    | Bachelor of Arts in Mass Communications | Last advising date:<br><b>N/A</b> | Advisor(s):<br>Sheena Patrick |

### 4. Select the student you are meeting with 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)                    |
|--|-------------------------------------|------------------|------------------|----|---|-----------------------------------|-------------------------------|
|  | <a href="#">Thomas, Courtney H.</a> |                  |                  |    | Bachelor of Arts in Mass Communications | Last advising date:<br><b>N/A</b> | Advisor(s):<br>Sheena Patrick |

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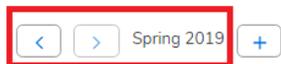
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5. Select the "Course Plan" tab.



6. You may need to use the arrows to go to the upcoming semester which your advisee is registering.



Planned: 0 Credits Enrolled: 6 Credits Waitlisted: 0 Credits

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7. If your advisee has planned courses that you both agree on, select the advisement complete button.



Thomas, Courtney H.  
Student ID:  
@piedmont.edu

Program(s):  
Bachelor of Arts in Mass Communications

Advisor(s):  
Sheena Patrick

Advisement Complete

Review Complete

Notifications 0

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

< > Spring 2019 +

Register Now

Print

Planned: 0 Credits Enrolled: 6 Credits Waitlisted: 0 Credits

List Calendar

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8. Select the "Review Complete" button to archive the plan for future reference.



Thomas, Courtney H.  
Student ID:  
[ctomas@piedmont.edu](mailto:ctomas@piedmont.edu)

Program(s):  
Bachelor of Arts in Mass Communications

Advisor(s):  
Sheena Patrick

Advisement Complete

**Review Complete**

Notifications 0

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

< > Spring 2019 +

Register Now

Print

Planned: 3 Credits Enrolled: 6 Credits Waitlisted: 0 Credits

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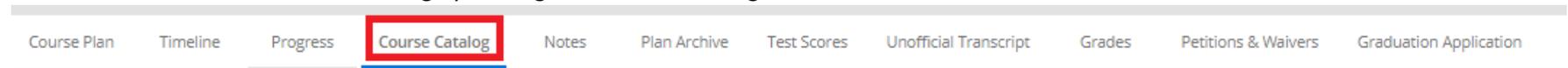
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## **If the student does not have courses planned:** **“Course Catalog” or “Progress” Tabs**

### **Use Course Catalog Search:**

1. Search for courses in the course catalog by clicking the “Course Catalog” tab.



2. Click on or type in the subject you are looking for.

Search for a course subject:

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[Accounting](#)

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[Anthropology](#)

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[Art](#)

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[Athletic Training](#)

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[Biology](#)

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[Biology Lab](#)

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[Business Administration](#)

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[Cardiovascular Technology](#)

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[Chemistry](#)

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3. Click “View Available Sections” for the course. You may also filter results by various criteria.

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

[← Back To Course Catalog](#)

### Filter Results

**Availability** ^

Open Sections

**Subjects** ^

Accounting (5)  
 Biology (1)  
 Business Administration (6)  
 Chemistry (3)

Filters Applied: None

**MATH-2010 Mathematics for Teachers (3 Credits)** [Add Course to Plan](#)

This content course is designed for teachers at the elementary school level; topics included are numerical systems, sets and relations, primes and divisors, binary operations and properties, rational numbers, real numbers, problem solving, elementary algebra, geometry, statistics and probability, decimal/fraction/ratio, and proportion/percent operations. This course will not be accepted as part of the requirements of a major in mathematics or as a general education requirement.

**Requisites:**  
None

[View Available Sections for MATH-2010](#) ▾

4. Select the section to add to the advisee’s schedule and select the “Add Section to Schedule” tab.

Spring 2019

| <a href="#">Mathematics for Teachers ATH01</a> <a href="#">Add Section to Schedule</a> |  |                          |             |
|--|--|--------------------------|-------------|
| Seats  | Times                                      | Locations                | Instructors |
| 25   | M 5:00 PM - 7:20 PM<br>1/9/2019 - 5/8/2019 | Athens Campus<br>Lecture | Edge, F     |

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5. Select the “Add Section” button. This action does not register the student for the course.

Section Details

**MATH-2010-ATH01 Mathematics for Teachers**  
Spring 2019

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|                            |  |
|----------------------------|--|
| <b>Instructors</b>         | Edge, F  |
| <b>Meeting Information</b> | M 5:00 PM 7:20 PM<br>1/9/2019 - 5/8/2019<br>Athens Campus, TBD (Lecture)   |
| <b>Dates</b>               | 1/9/2019 - 5/8/2019  |
| <b>Seats Available</b>     | 25 of 25 Total   |
| <b>Credits</b>             | 3  |
| <b>Grading</b>             | Graded ▾   |
| <b>Requisites</b>          | None   |
| <b>Course Description</b>  | This content course is designed for teachers at the elementary school level; topics included are numerical systems, sets and relations, primes and divisors, binary operations and properties, rational numbers, real numbers, problem solving, elementary algebra, geometry, statistics and probability, decimal/fraction/ratio, and proportion/percent operations. This course will not be accepted as part of the requirements of a major in mathematics or as a general education requirement. |
| <b>Books</b>               | <a href="#">Bookstore Information</a>  |

Close Add Section

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- Click the "Course Plan" tab of the semester you are registering for to review all courses in the advisee's plan.

The screenshot displays the Registrar's Office interface for a student named Thomas, Courtney H. The student's profile includes a placeholder for a photo, their name, student ID, and email address. The program is listed as Bachelor of Arts in Mass Communications, and the advisor is Sheena Patrick. On the right side, there are two buttons: "Advisement Complete" (highlighted with a red box) and "Review Complete". Below the profile is a "Notifications" section with a red circle containing the number 0. A horizontal menu contains several tabs: "Course Plan" (highlighted with a red box), "Timeline", "Progress", "Course Catalog", "Notes", "Plan Archive", "Test Scores", "Unofficial Transcript", "Grades", "Petitions & Waivers", and "Graduation Application". Below the menu, there are navigation arrows, the semester "Spring 2019", and a "+" button. A "Print" button is located at the bottom left. On the right, there is a "Register Now" button and a status summary: "Planned: 3 Credits", "Enrolled: 6 Credits", and "Waitlisted: 0 Credits".

- Once you and your advisee agree on the courses, select the "Advisement Complete" button.

This screenshot is identical to the previous one, but the "Advisement Complete" button on the right side is now highlighted with a red box, indicating it has been selected.

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8. Select the “Review Complete” button to archive the plan for future reference.

Thomas, Courtney H.  
Student ID: [redacted]@piedmont.edu

Program(s):  
Bachelor of Arts in Mass Communications

Advisor(s):  
Sheena Patrick

Advisement Complete

**Review Complete**

Notifications 0

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

< > Spring 2019 +

Print

Register Now

Planned: 3 Credits Enrolled: 6 Credits Waitlisted: 0 Credits

9. Marking “Advisement Complete” and Registration Complete” does not register your advisee. Students must register in their account during the specific dates for their class level. Specific dates can be found on the Academic Calendar.

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### Use Progress/Degree Audit to search:

1. Click the "Progress" tab.

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

2. Scroll down the list of requirements and find a class that has the status of "not started".

#### 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. ⚠ 1 of 4 Completed. [Hide Details](#)

1. TAKE ENGL-1101; MINIMUM GRADE C ✓ 1 of 1 Courses Completed. [Show Details](#)
2. TAKE MATH-1113 MATH-2050 MATH-2100 OR MATH-2450; MIN. GRADE C 🕒 Fully Planned ⚠ 0 of 1 Courses Completed. [Hide Details](#)

| Status      | Course   | Search | Grade | Term   | Credits |
|-------------|--|--------|-------|--------|---------|
| In-Progress | <a href="#">MATH-1113</a> Precalculus                  |        |       | 2019SP | 3       |
| Not Started | <a href="#">MATH-2050</a> Mathematics for Liberal Arts |        |       |        |         |

3. Click on the class you have chosen.

| Status      | Course   | Search | Grade | Term   | Credits |
|-------------|--|--------|-------|--------|---------|
| In-Progress | <a href="#">MATH-1113</a> Precalculus                  |        |       | 2019SP | 3       |
| Not Started | <a href="#">MATH-2050</a> Mathematics for Liberal Arts |        |       |        |         |

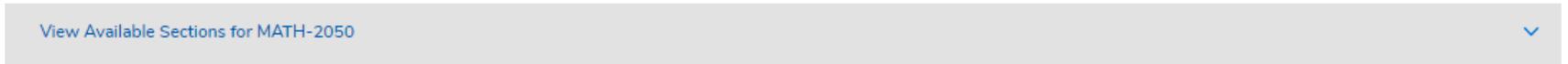
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4. Click “View Available Sections” for the course.



5. Select the section you need by clicking “Add Section to Schedule” and “Add Section” on the popup box. This will add the course to the plan. This does not register the student for the course.



6. Click on the “Course Plan” tab for the semester you are working with. You can approve, deny, protect, or unprotect the course.



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7. Once you and your advisee agree on the courses, select the “Advisement Complete” button.

The screenshot displays a user profile for Thomas, Courtney H., with program information (Bachelor of Arts in Mass Communications) and advisor information (Sheena Patrick). The interface includes a navigation menu with options like Course Plan, Timeline, Progress, and Course Catalog. A 'Spring 2019' term selector is visible, along with a 'Print' button and a 'Register Now' button. At the bottom right, credit status is shown: Planned: 3 Credits, Enrolled: 6 Credits, Waitlisted: 0 Credits. Two buttons are positioned at the top right: 'Advisement Complete' (highlighted with a red box) and 'Review Complete'.

8. Select the “Review Complete” button to archive the plan for future reference.

This screenshot is identical to the previous one, showing the same user profile and navigation options. In this view, the 'Review Complete' button at the top right is highlighted with a red box, while the 'Advisement Complete' button is not.

9. Marking “Advisement Complete” and Registration Complete” does not register your advisee. Students must register in their account during the specific dates for their class level. Specific dates can be found on the Academic Calendar.

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## **Key Points**

- Students should be instructed to have a listing of planned classes prior to the advising appointment.
- Use the Advising tab to find the advisee you are meeting with.
- Use “Advisement Complete” to remove the Advising Hold.
- Use “Review Complete” to archive a copy of your advisement period planned courses.
- Use the “Course Catalog” or “Progress” tab to search for courses if the student has not planned courses.