

Student Planning

STUDENT GUIDE & QUICK TIPS

Barry University

OFFICE OF THE REGISTRAR | VERSION 1 - 2021

Student Planning

Student Guide/Quick Tips

Contents

Getting Started	2
Login information	2
Home Page	2
Student Planning – Landing Page	3
My Progress	3
Viewing My Progress	3
Plan & Schedule	4
Viewing Plan & Schedule	4
Finding Courses in Student Planning.....	5
Using Search Box	5
Using My Progress	6
Using Course Catalog.....	6
Adding Course to Plan.....	7
Adding Section to Plan	8
Requesting a Plan Review from advisor.....	9
How to Register	10
Troubleshooting/ Q&A	11
Having trouble with login information?	11
How do I know my registration went through?	11
Why am I unable to register?.....	12
Do I have any holds/restrictions?.....	12
Have I updated my emergency contact information?	12
Am I trying to do an Add/Drop online?.....	13
Registration may not be open at this time.....	13
Has my advisor approved my courses?.....	14
Still have Questions?	14

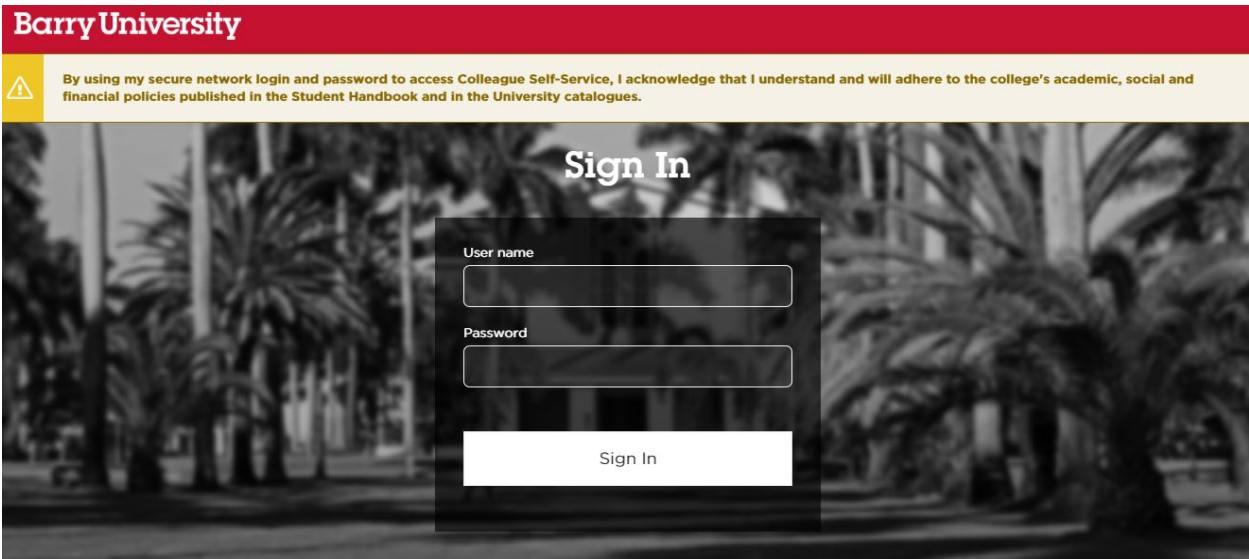
Getting Started

Login information

Website: <https://studentportal.barry.edu>

Sign in using your Barry login credentials. A typical username is the student's *firstname.lastname*

- If you have any questions/concerns regarding your username or password, please contact DoIT for further assistance - (305) 899-3604 - <http://www.barry.edu/doit/support/>



Home Page

The home page of Student Self-Service will have several “modules”, or boxes. For the purposes of this guide, we will be focusing on “Student Planning”.

Notifications

Title	Details	Link
Student Planning Pilot	Part of Student Planning Pilot Group	

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

Course Catalog
Here you can view and search the course catalog.

Grades
Here you can view your grades by term.

Graduation Overview
Here you can view and submit a graduation application.

Student Planning – Landing Page

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:

3

Search for courses...



1



View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

1

2



Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

2

- Area **1: View Your Progress** – This will bring you to your **My Progress** program evaluation.
- Area **2: Plan your Degree & Register for Classes** – This will bring you to your **Plan & Schedule** and this is where you will register for courses, once your advisor/department has approved them.
- Area **3: Search for courses** – If you know the exact course you would like to look up, you can type it in to the search bar provided.

My Progress

The My Progress screen is where students should go to view their Program Evaluation, which is sometimes referred to as a “Degree Audit”. **My Progress** provides you with information about your progress toward completing your academic program. You can review the following:

- your credits completed and grades received
- program requirements
- program catalog
- anticipated completion date
- cumulative and major GPAs
- completed, in-progress, registered, and planned courses.

Viewing My Progress

To view your **My Progress** page, please select the Step 1 link on the Student Planning landing page.

1



View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

This will pull up the **My Progress** screen. You should see something similar to the example images, below.

My Progress

Search for courses...

<

>

BS Pre-Professional Biology

(1 of 1 programs)

View a New Program

Load Sample Course Plan

At a Glance

Cumulative GPA:

Institution GPA:

Degree:

Majors:

Departments:

Catalog:

Anticipated Completion Date:

3.563 (2.500 required)

3.563 (0.000 required)

Bachelor of Science

Pre-Professional Biology

Biology

2018

8/1/2022

Description

Bachelor of Science in Pre-Professional Biology

Program Notes

Show Program Notes

Progress

100%

100%

Total Credits

72

18

12

102 of 120

Total Credits from this School

63

18

12

93 of 30

Requirements

D. Math & Science w/Lab

Complete all of the following items. ✓ 3 of 3 Completed. [Show Details](#)

E. Art/Humanities/Lit

Complete all of the following items. ⚠ 0 of 2 Completed. [Hide Details](#)

1.

Take 3 ART credits from approved list (GEN,DGE) ⚠ 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
⚠ Not Started					

2.

Take 3 HUM/LIT credits from approved list ⚠ 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
⚠ Not Started					

F. Social Science

Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

Take HIS-150 SOC-200 POS-201 and PSY-281 ⚠ 2 of 4 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
✓ Transfer Equivalency	PSY-281	INTRO TO PSYCHOLOGY			3
✓ Completed	POS-201	AMERICAN GOVERNMENT	A	19/04	3
🔄 In-Progress	SOC-200	PRSPV CNSCNS & SOC JSTC		20/04	3
⚠ Not Started	HIS-150	THE MEANING OF HISTORY			

As you plan, register, and complete courses the My Progress page will reflect that information.

Plan & Schedule

The Plan & Schedule screen is where students should go to view their schedule and register for courses. You can review and perform the following on the **Plan & Schedule** screen:

- past, current, and future schedules
- planned courses the student and/or advisor added
- alternative sections to selected courses
- request a plan review from advisor
- register

Viewing Plan & Schedule

To view your **Plan & Schedule** page, please select the Step 2 link on the Student Planning landing page.

2

Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

Go to Plan & Schedule

This will pull up the **Plan & Schedule** screen. You should see something similar to the example image, below.

Plan your Degree and Schedule your courses

Search for courses...

Schedule
Timeline
Advising
Petitions & Waivers

<
>
Fall Semester 2020
+

Filter Sections

Save to iCal

Print

BIO-230-01: HUMAN ANATOMY

✓ Registered

Credits: 3 Credits
Grading: Graded
Instructor: Bill, M
8/31/2020 to 12/12/2020

Meeting Information

Drop

View other sections

BIO-303-01: PRINCIPLES OF HUM GENETICS

✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: Bingham, S
8/31/2020 to 12/12/2020
Seats Available: 11

Meeting Information

ⓘ Conflicting section with BIO-230L-L2

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am						SI-979-01	
9am		CHE-352-01	SOC-200-01	CHE-352-01	SOC-200-01	CHE-352-01	SOC-200-01
10am		BIO-341-01	CHE-343-01	BIO-341-01	CHE-343-01	BIO-341-01	CHE-343-01
11am		PHY-201-01		PHY-201-01		PHY-201-01	
12pm							
1pm		BIO-230-01		BIO-230-01		BIO-230-01	
2pm							
3pm			BIO-230L-L2				
4pm		SI-083-01		BIO-303-01		BIO-303-01	
5pm					PHY-201L-L4		
6pm							
7pm							

As you plan and register courses the **Plan & Schedule** page will reflect that information.

Finding Courses in Student Planning

This guide will show three different methods for finding courses in Student Planning.

Using Search Box

The “Search for courses...” box is located toward the upper right side of most screens within Student Planning. Example in image, below.

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...

1



View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2



Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

Examples of what can be entered into the search box:

- Course Subject, Number, and Section (ENG-429-01 or ENG 429 01)
- Course Subject and Number (ENG-429 or ENG 429)
- Course Subject abbreviated (ENG)
- Course Subject spelled out (English)
- Title of Course (English Studies)

Using My Progress

Courses can be found two ways on the My Progress page. Either by clicking on the course number (ex. THE-201) or the **Search** button. The **Search** button will pull up all courses that will fulfill that particular requirement (ex. Clicking on the **Search** button for requirement “C. Foreign Language” will bring up all Foreign Language courses that count for that section.)

Arts and Sciences Gen Ed Rqmts

Complete all of the following items. ⚠ 3 of 7 Completed. [Hide Details](#)

A. Theology/Philosophy

In addition to this Theology/Philosophy requirement, an additional three credit theology course is required. See Theology Course Requirement below.

Complete all of the following items. ⚠ 2 of 3 Completed. [Hide Details](#)

1.

Take PHI-220 ✓ 1 of 1 Courses Completed. [Show Details](#)

2.

Take THE 201 *BIO students only can take THE 306 ⚠ 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
⚠ Not Started	THE-201				
⚠ Not Started	THE-306				

3.

Take 3 PHI credits from approved list (GEN,DGE) ✓ 3 of 3 Credits Completed. [Show Details](#)

B. Communication

Complete all of the following items. ✓ 3 of 3 Completed. [Show Details](#)

C. Foreign Language

Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

Take 3 Foreign Language credits from approved list ⚠ 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
⚠ Not Started					

Using Course Catalog

To look up a course from the Course Catalog, please go back to the home page and select the box titled *Course Catalog*.

Notifications		
Title	Details	Link
Student Planning Pilot	Part of Student Planning Pilot Group	

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

Course Catalog
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Grades
 Here you can view your grades by term.

Graduation Overview
 Here you can view and submit a graduation application.

From the *Course Catalog*, you can search by Subject name or click on “Advanced Search” which will help find a course that meets specific criteria (ex. Only Tuesday on Main Campus).

Subject Search

Advanced Search

Catalog Advanced Search

Term

Select Term

Meeting Start Date

M/d/yyyy

Meeting End Date

M/d/yyyy

Courses And Sections

Synonym

Subject

Course number

Section

Synonym

Subject

Course number

Section

Synonym

Subject

Course number

Section

+ Add More...

Days Of Week

☐ Sunday
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday

Location

Select Location

Academic Level

Select Academic Level

Course Type

Select Course Type

Clear

Search

Adding Course to Plan

Once you have found a specific course to add to the plan, you do so by selecting the “Add Course to Plan” button. This can be found in the upper right corner of the course in question.

ENG-429 ENGLISH STUDIES (3 to 12 Credits)

In-depth study of selected literary topics, works, figures and genres. ENG 429 may be repeated as long as course content varies with each repetition. Prerequisite: ENG 112 or ENG 210

Requisites:
Take ENG-112 or ENG-210; - Must be completed prior to taking this course.

Offered:
Fall Semester, Every Year

[View Available Sections for ENG-429](#)

[Add Course to Plan](#)

After selecting “Add Course to Plan”, you will be asked to select the term you would like to assign the course to. Once the term is selected, please click “Add Course to Plan”.

Course Details

ENG-429 ENGLISH STUDIES
In-depth study of selected literary topics, works, figures and genres. ENG 429 may be repeated as long as course content varies with each repetition. Prerequisite: ENG 112 or ENG 210

Credits
3

Locations Offered

Requisites
- Must be completed prior to
Offered: Fall Semester
Offered: Every Year

Term
Select a term...

3

Select a term...

Fall Semester 2020

Spring Semester 2021

Spring 7-WK Jan-Feb 2021

Spring 7-WK Mar-Apr 2021

Summer Semester I 2021

Summer 7-WK May-June 2021

Summer Term II 2021

Fall Semester 2021

Spring Semester 2022

Select a term...

Close

[Add Course to Plan](#)

This is helpful when planning future terms that do not have sections assigned yet or you plan on selecting a section closer to registration.

Adding Section to Plan

If there is a specific section that needs to be added to the plan and it is available, just select the “Add Section to Plan” button. This is found once the “View Available Section for ...” bar has been expanded under the Course information.

ENG-429 ENGLISH STUDIES (3 to 12 Credits)

In-depth study of selected literary topics, works, figures and genres. ENG 429 may be repeated as long as course content varies with each repetition. Prerequisite: ENG 112 or ENG 210

Requisites:
Take ENG-112 or ENG-210; - Must be completed prior to taking this course.

Offered:
Fall Semester, Every Year

Add Course to Plan

View Available Sections for ENG-429

Fall Semester 2020

[ENG-429-01 \(184265\)](#)
S/T:THE SHORT STORY
Runs from 8/31/2020 - 12/12/2020

Add Section to Plan

Seats	Times	Locations	Instructors
16	T 4:30 PM - 7:30 PM 8/31/2020 - 12/12/2020	BU - Main Campus, Lehman Hall 101 Lecture-In-Person	Bowers, B

Requesting a Plan Review from advisor

You can submit your schedule to your advisor(s), by selecting “Advising” and then “Request Review” while in the **Plan & Schedule** area of Student Planning.

Plan your Degree and Schedule your courses

Search for courses...

Schedule

Timeline

Advising

Petitions & Waivers

My Advisors

☒ [Debra Pantaleo](#) (Academic Advisor)
☒ [Teresa Navarro](#) (General)

Request Review

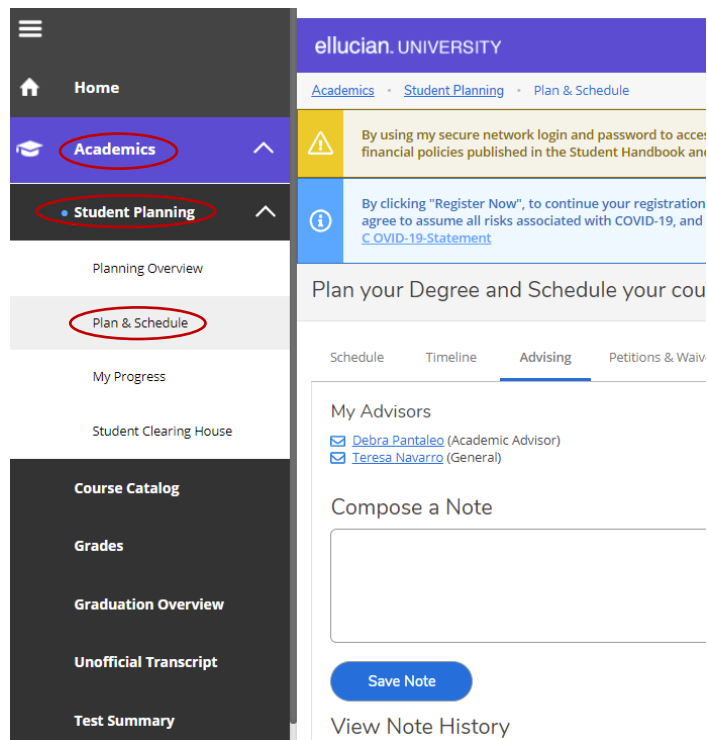
Last review requested on 2/3/2021
Course Plan last reviewed on 2/1/2021 by Navarro, Teresa J.

Compose a Note

Save Note

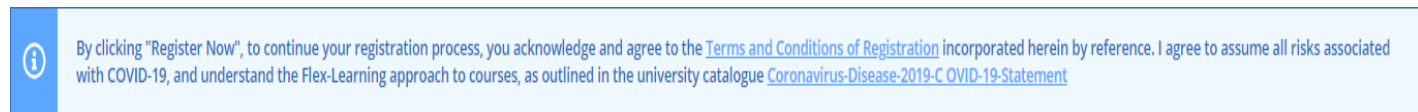
Your full plan (including all terms) is submitted and your advisor(s) receives an email. Your advisor(s) may approve or deny any course in any planned term. Otherwise, your advisor may just make comments about your plan that you can review by selecting “Advising”.

You can also get to this area from any screen within Student Self-Service by using the leftmost panel. It can be found under “Academics” → “Student Planning” → “Plan & Schedule”.



How to Register

Make sure to always read the “Terms and Conditions of Registration”, which can be found at the top of the screen in the **Plan & Schedule** area of Student Planning. Once you click “Register Now” or “Register” you are acknowledging and agreeing to these Terms and Conditions.



Once you have read the Terms and Conditions and you are ready to register, you can do so in two different ways, shown below.

Schedule Timeline Advising Petitions & Waivers

< > Fall Semester 2021 +

1

Register Now

Filter Sections

Save to iCal

Print

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

CS-180-03: INTRO TO DIGITAL LITERACY

Approved

Planned

Credits: 3 Credits
Grading: Graded
Instructor: Vivanco, K
8/23/2021 to 12/11/2021
Seats Available: 20

Meeting Information

Register

View other sections

2

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		ENG-111-01		ENG-111-01		ENG-111-01	
9am		CS-180-03 X		CS-180-03 X		CS-180-03 X	
10am							
11am							
12pm							
1pm							
2pm							

- Option **1: Register Now** – This will register you for all the planned and approved courses for this term.
- Option **2: Register** – This will register you for the one specific course, if approved by your advisor (i.e. CS-180-03).

You will not see these buttons if:

- Registration is not open (i.e. before registration opens or after the start of the term.).
- If a section has not been chosen, (i.e. CS-180 is planned and approved but a section was not selected).

Troubleshooting/ Q&A

Having trouble with login information?

1. Make sure you're using the correct website: <https://studentportal.barry.edu>
2. Sign in using your Barry login credentials. A typical username is the student's *firstname.lastname* .
 - o If you have any questions/concerns regarding your username or password, please contact DoIT for further assistance - (305) 899-3604 - <http://www.barry.edu/doit/support/>
 - o WebAdvisor and Student Planning Log-in Information is the same.

How do I know my registration went through?

You should receive an email confirmation that you have successfully registered. In Student Planning you should see the message "Registered, but not started" for the courses if the term has not yet begun.

ENG-111-01: FIRST-YR COMPOSITION/RHETORIC

Approved

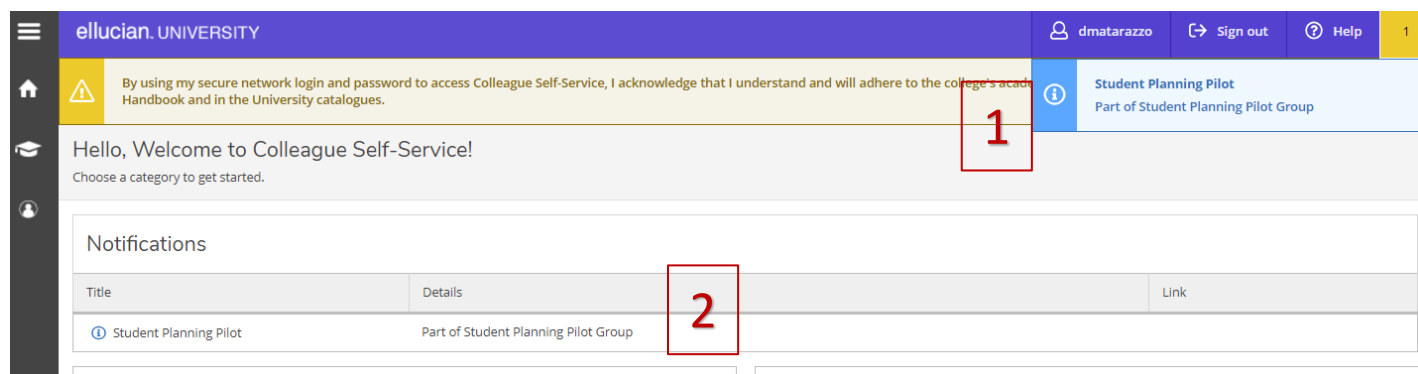
Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: TBD
8/23/2021 to 12/11/2021

Why am I unable to register?

Do I have any holds/restrictions?

When you first log in you may see some of your restrictions right away in two different areas.



The screenshot shows the ellucian UNIVERSITY portal. At the top, there is a navigation bar with the university name, user name 'dmatarazzo', and links for 'Sign out' and 'Help'. Below this, a yellow banner contains a warning icon and text about secure network login. To the right of the banner, a blue box labeled 'Student Planning Pilot' is highlighted with a red square and the number '1'. Below the banner, a grey box says 'Hello, Welcome to Colleague Self-Service!'. Below that, a 'Notifications' box is shown, containing a table with columns 'Title', 'Details', and 'Link'. A notification titled 'Student Planning Pilot' is listed, and this row is highlighted with a red square and the number '2'.

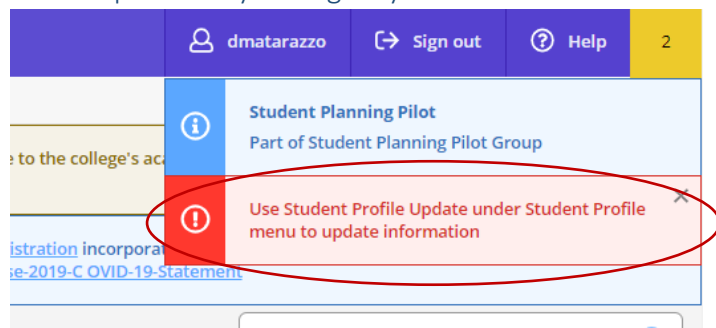
- Area 1: In the upper right “notification” area.
- Area 2: Within the “Notifications” box.

Notifications in these areas may not necessarily prevent you from registration (i.e. Student Planning Pilot actually allows you to register using Student Planning while we are initially rolling it out). However, we advise that you take care of any and all holds before registration opens to ensure you can register on time.

Another place you may see holds/restrictions is in the **Plan & Schedule** area (where you register). For example, if you have a financial hold it will notify you once you enter **Plan & Schedule**.

Please contact the appropriate area to resolve any and all holds.

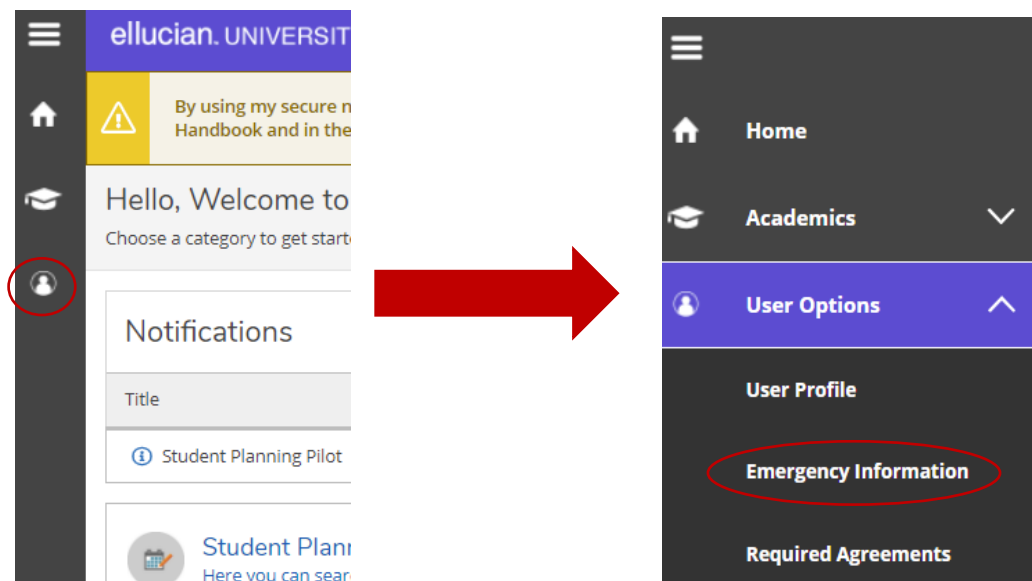
Have I updated my emergency contact information?



The screenshot shows a portion of the ellucian UNIVERSITY portal. At the top, there is a navigation bar with the user name 'dmatarazzo', links for 'Sign out' and 'Help', and a yellow box with the number '2'. Below this, a blue box labeled 'Student Planning Pilot' is visible. Below that, a red box with a white exclamation mark icon and the text 'Use Student Profile Update under Student Profile menu to update information' is highlighted with a red oval.

Have you seen a notification regarding your “Student Profile Update”? Part of the Student Profile contains Emergency Contact information, which is mandatory. You will need to update this information before you can register.

You can update this information by clicking on the Person Icon, which opens up “User Options” on the left navigation pane. Then click on “Emergency Information” to add at least one Emergency Contact.



Then click on “Add New Contact” and enter your Emergency Contact’s information.

Emergency Information

Not Confirmed
I confirm that this information is accurate and current as of today.

Emergency Contacts

+ Add New Contact

Health Conditions in Case of Emergency

☐ Asthmatic ☐ Diabetic ☐ Epileptic

Other Emergency Information

Once you have added at least one emergency contact the notification should no longer appear.

Can I Add/Drop Online?

Online Add/Drop is not available at this time. Please contact your academic advisor and complete a Registration Adjustment form. The form and more information about this process can be found on the Office of the Registrar’s website (<https://www.barry.edu/registrar/registrar-forms.html>).

Registration may not be open at this time.

While you can plan and your advisor can approve courses ahead of time, if registration is not open you cannot register. Please contact your academic advisor if you have further questions regarding registration timelines.

Has my advisor approved my courses?

If registering through Student Planning, your advisor must approve your courses before you can register. You will know that a course is approved because it will state in a green message "Approved".

[CS-180-03: INTRO TO DIGITAL LITERACY](#)



 Approved

 Planned

Credits: 3 Credits
Grading: Graded
Instructor: Vivanco, K
8/23/2021 to 12/11/2021
Seats Available: 20

This can be seen while in the **Plan & Schedule** area of Student Planning.

[Still have Questions?](#)

Please contact your academic advisor or the Office of the Registrar if you have any additional questions.

If you need to contact the Office of the Registrar, please email Terri Navarro - tnavarro@barry.edu . Please indicate that it is Student Planning related to better assist in your request.