



# LOAD COURSE PLAN

# WHEN YOU FIRST CLICK ON “GO TO PLAN & SCHEDULE:

The screenshot displays the LINCOLN student planning interface. At the top, the LINCOLN logo is on the left, and user information (Itest415), Sign out, and Help links are on the right. The breadcrumb trail shows 'Academics > Student Planning > Plan & Schedule'. The main heading is 'Plan your Degree and Schedule your courses', followed by a search bar for courses. A light blue message box states, 'It looks like you don't have any courses planned.', with a 'Load Sample Course Plan' button. Below this, navigation tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers' are visible. The 'Schedule' tab is active, showing a semester selector for 'SP 20 Semester 16 Wk' with navigation arrows and buttons for minus and plus. Below the semester selector are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. On the right side of this section, it displays 'Planned: 0 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. At the bottom, a calendar grid shows days from Sun to Sat, with a message box on the left stating 'No Courses Selected For This Term'.

# CLICK ON “LOAD SAMPLE COURSE PLAN”:

The screenshot displays the LINCOLN student planning interface. At the top, the LINCOLN logo is on the left, and user information (Itest415), Sign out, and Help links are on the right. The main header includes 'Academics', 'Student Planning', and 'Plan & Schedule'. Below this is a search bar for courses. A central message states, 'It looks like you don't have any courses planned.', with a blue arrow pointing to a 'Load Sample Course Plan' button. Navigation tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers' are visible. The 'Schedule' section shows 'SP 20 Semester 16 Wk' with navigation arrows and buttons for 'Filter Sections', 'Save to iCal', and 'Print'. Summary statistics show 'Planned: 0 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. A weekly calendar grid is partially visible at the bottom, with a message 'No Courses Selected For This Term' on the left.

# THEN YOU WILL NEED TO SELECT TERM AND PROGRAM:

Load Sample Course Plan

The course plan will assist you in sequencing your courses, providing the ideal path in meeting your academic goals.

First, choose the first term to use for your course plan:

Next, select from one of your enrolled programs:

Bachelor of Science in Psychology

Or, choose a different program:

  

\*NOTE: If you did not load sample course plan before or during your first semester at Lincoln, your only option is to select the first term available.

# CLICKING “PREVIEW” WILL GENERATE AN EXAMPLE TO LOAD:

## Load Sample Course Plan

This is an example of the sequence of course work to complete the selected program. Press the Load button to apply these courses to the course plan. Press the Back button to select a different sample plan.

### Bachelor of Science in Psychology

<b>SP 20 Semester 16 Wk</b>	<b>Completed/Enrolled</b>	<b>Credits</b>
PSY-101: General Psychology		3 Credits
ENG-101: Composition & Rhetoric I		4 Credits
GE-101: University Seminar		1 Credits
HFA-GRP1: GE - Humanities & Fine Arts		0 Credits
SBS-GRP2: GE - Social & Behavioral Sci		0 Credits
<b>FA 20 Semester 16 Wk</b>	<b>Completed/Enrolled</b>	<b>Credits</b>
PSY-102: Advanced General Psychology		3 Credits
ENG-102: Composition & Rhetoric II		3 Credits
NSC-GRP1: GE - Natural Sciences		0 Credits

Cancel      Back      **Load**

# IF THERE IS NO COURSE LOAD EXAMPLE AVAILABLE THE FOLLOWING MESSAGE WILL APPEAR:



There are a couple of reasons you will receive this message:

1. Catalog Year assigned to your student program does not have an academic map (curriculum track or course plan) associated together.
2. Office of the Registrar has not received and/or updated the associated academic map (curriculum track course plan).

The academic maps (curriculum tracks or course plans) are available from 2018 to present.

# AFTER CLICKING LOAD, THE SCREEN SHOULD REFLECT SUCCESSFUL STATUS:

The screenshot displays the LINCOLN student planning interface. At the top, the LINCOLN logo is on the left, and user information (Itest415), Sign out, and Help links are on the right. The breadcrumb trail shows Academics > Student Planning > Plan & Schedule. A green notification bar at the top right states "You have successfully added courses to the plan" with a checkmark icon. Below this, the main heading is "Plan your Degree and Schedule your courses" with a search input field. Another green notification bar below the heading repeats the success message. The navigation tabs include Schedule (selected), Timeline, Advising, and Petitions & Waivers. The current view is for "SP 20 Semester 16 Wk" with navigation arrows and minus/plus buttons. A "Remove Planned Courses" button is on the right. Below the semester information, there are buttons for "Filter Sections", "Save to iCal", and "Print". At the bottom right, the credit status is shown: "Planned: 8 Credits", "Enrolled: 0 Credits", and "Waitlisted: 0 Credits".

# TO VIEW COURSES PLANNED:

CLICK ON TIMELINE:

The screenshot displays a web application for degree planning. At the top, there are navigation links for "Academics", "Student Planning", and "Plan & Schedule". Below this is a header "Plan your Degree and Schedule your courses" with a search bar on the right. A green notification bar states "You have successfully added courses to the plan." Below the notification are tabs for "Schedule", "Timeline", "Advising", and "Petitions & Waivers". The "Timeline" tab is active, showing a "Planned Courses" section. A yellow tooltip explains that courses can be moved between terms by clicking a drag handle on the left and dragging the course to the desired term, noting that only planned courses can be moved. The main area shows three semester cards: "FA 20 Semester 16 Wk", "SP 21 Semester 16 Wk", and "FA 21 Semester 16 Wk". Each card lists courses with their credit values and includes a warning icon and text indicating prerequisites that must be taken before or at the same time as the course.

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses...

✓ You have successfully added courses to the plan.

Schedule Timeline Advising Petitions & Waivers

Courses can be moved between terms by clicking the drag handle on the left and dragging the course to the term of your choice. You may only drag planned courses; you cannot drag protected, registered, or completed course sections.

OK

Planned Courses

FA 20 Semester 16 Wk

- ENG-102: Composition & Rhetoric II Credits: 3 Credits
- HFA-GRP2: GE - Humanities & Fine Arts Credits: 0 Credits

SP 21 Semester 16 Wk

- HFA-GRP3: GE - Humanities & Fine Arts Credits: 0 Credits
- Take ART-100 - Must be taken either prior to or at the same time as this course.

FA 21 Semester 16 Wk

- INTCD-GRP1: GE - Intl Cultural Diversity Credits: 0 Credits
- Take AAS-200 - Must be taken either prior to or at the same time as this course.

# TO MODIFY COURSES:

- ▶ Select “Timeline”
  - ▶ Click on the course if you would like to take it in another semester and select another term
  - ▶ Clicking the “X” will remove the course completely
  - ▶ If you have planned a course for a semester that you do not fully meet the requirements for, A warning message will illuminate and display right underneath the course
  - ▶ Remember that **ALL** requirements must be completed in order to receive your degree
  - ▶ If course is protected by your advisor, you will not be able to move or remove course.

**\*\*\* (Please see your Advisor if you have questions)**