

The Planner Advisement Report - Advisors

The Planner is a tool available in the MaineStreet Student Center that helps with planning for enrollment in future classes. The Planner is built by the student and consists of a list of the courses that will be taken during their academic career toward earning their degree. The courses can be organized by term so when enrollment time arrives, the Planner can be used to find sections of courses included in the Planner that are offered for the term and then add them to the Wish List.

Once a student builds their Planner, advisors can view the courses that have been selected. A student's Planner can be accessed via the Advisor Center or the Student Center. In addition, a version of the Degree Progress Report may be generated by the Advisor which would include the courses the student as placed in their Planner.

Important to Note

Although the Planner Report uses the same degree requirements as the Degree Progress Report, the Planner Report is not a substitute for the Degree Progress Report. It is intended for planning purposes only to simplify the process for enrolling for classes.

Best practice is to remove courses from the Planner once enrolled. This will prevent duplication of information on the Planner Report

To view the Student Planner from the Advisor Center:

- Navigate to the Advisor Center: **Academics Homepage > Advisor Center tile**



- Open the ****Student Details**** drop down list next to the student's name and select "Student Planner".

The Planner Advisement Report - Advisors

The screenshot displays the 'Planner Advisement Report - Advisors' interface. At the top, there is a link 'View data for Another student' and a button 'Notify Selected Advisees'. Below this is a search bar with 'Find' and '1 of 1' results. The main table has columns for 'Advisee', 'Academic Detail', 'Notify', 'ID', 'Name', and 'Image'. A red arrow points to the 'Academic Detail' dropdown menu for the first row, which is open and shows a list of options. The 'Student Planner' option is highlighted with a red box and a mouse cursor. Other options include 'Academic History by Subject', 'Academic Information', 'Address', 'Advisor Notes', 'Class Schedule', 'Comments', 'Degree Progress', 'Emergency Contacts', 'Enrollment Appointments', 'Enrollment PINs', 'Evaluate my Transfer Credit', 'Grades', 'Quick Enroll', 'Student Group', 'Telephone', 'Test Scores', 'To Do List', and 'Transfer Credit Report'. Below the table are buttons for 'Notify Selected Advisees' and 'Notify All Advisees', and a 'Go to top' link.

Features of the Planner:

- View the details of the requirement being met by taking the course by selecting the information icon.
- If a planned course has a pre-requisite, use the “yes” link to view the course details enabling a view of the pre-requisite information.
- Use the **View Class Sections** button to see the sections offered for the term in which the course has been assigned in the Planner.

The Planner Advisement Report - Advisors

Advisee Planner

Planned Courses

Course	Description	Units	Typically Offered	Req
ANT 212	The Anthropology of Food	3.00	Fall	i

ANT 212 was added to your Planner to satisfy the following Requirement:

Human Values and Social Context (RG33017)

Students must pass one course in each of the 5 subcategories of Human Values & Social Context courses and earn a total of 18 credits. (RQ5676)

2020 Spring

Course	Description	Prereq	Units	Typically Offered	Req
BIO 122	Biology: The Living Science		3.00	Spring	i
MUY 411	Chamber Jazz Arr & Piano II	yes	3.00	Spring, Even Years	i

MUY 411 - Chamber Jazz Arranging and Piano II

Course Detail

Career Undergraduate
 Units 3.00
 Grading Basis Graded
 Course Components Lecture Required
 Academic Group University Wide Programs
 Academic Organization UM Dept of Music

Enrollment Information

Typically Offered Spring, Even Years
 Enrollment Requirement Prerequisite: MUY 410

View Class Sections

This course is in your planner under Term(s) 2020 Spring.

Below are instructions on how advisors can access the What-If Academic Advisement Report. Note: This report can be run when the Degree Progress Report is otherwise unavailable for inactive/suspended students.

Generating the Planner version of the Degree Progress Report:

MaineStreet navigation:

Academics Homepage > Request Advisement Report tile



- Enter values to create report:
 - Select "Add a New Value" tab

The Planner Advisement Report - Advisors

- Enter Student ID
- Enter "UMPLN" Report Type
- Select "Add" button

Request Advisement Report

Find an Existing Value | **Add a New Value**

ID 01010101

Academic Institution UMS05

Report Type UEMPLN

Add

- Select the Process Request button.

Advisement Report Request | Advisement Report Request Log

ID/Name [blurred] [blurred]

Academic Institution UMS05 University of Maine

Report Type UEMPLN Undergraduate Planner

Date Processed

Report Status Request Pending

*Report Date 10/29/2019

*As of Date 01/01/3000

*Report Identifier ADMIN Administrative Request

Information For Students and Advisors
IMPORTANT TO NOTE

Although the Planner Report uses the same degree requirements as the Degree Progress Report, the Planner Report is not a substitute for the Degree Progress Report. It is intended for planning purposes only to simplify the process for enrolling for classes.

Best practice is to remove courses from the Planner once enrolled. This will prevent duplication of information on the Planner Report.

Actions

Process Request

- The report generated mirrors the Degree Progress Report but differs in that the courses that are in the Student Planner are included. These courses are designated with a star icon.

The Planner Advisement Report - Advisors

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ANT 212	The Anthropology of Food	3.00	2025 Summer		
BIO 122	Biology: The Living Science	3.00	2020 Spring		

View All | [\[?\]](#) First  1-2 of 2  Last