


Viewing a Student's Planner (Faculty)

As an advisor, you can view a student's My Planner. My Planner allows students to plan their courses term by term. For each term, the student selects the courses to take and adds the courses to their planner. During the enrollment period, students can register for their courses directly from My Planner. However, only the student can use My Planner to plan courses.

These instructions will guide you through the steps to view a student's planner.

1.	From the Faculty Center, click the Advisor Center	
		
	<p>criteria to search for the desired student, such as the student's CSUB ID or last and first name. Click the <input type="button" value="Continue"/> button to continue.</p>	
4.	<p>From the Search Results, click the student you desire.</p> <p>If you receive the message, "No matching values were found" then refine your search and repeat the previous step.</p>	

5.	When the Advisee's Student Center opens, click the My Planner link.	
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6. The **Advisee Planner** page appears. The page displays the courses term by term that the student selected.