



## *Academic Planning Instructions*

### **Accessing E-advising:**

1. [www.callutheran.edu](http://www.callutheran.edu)
  2. Click MyCLU on top of page
  3. Sign in with your *username* and *password*
  4. Click *WebAdvisor* on top of page
  5. Select *WebAdvisor* for Students
  6. Under (purple bold) *Academic Planning* select *plan courses*
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### ***TWO OPTIONS FOR PLANNING COURSES:***

#### **1. Course Planning Wizard** – (using your program evaluation/requirements)

1. Click Course Planning Wizard
2. Confirm catalog year and click submit
3. Select either major, minor, emphasis, upper division major, upper division UG, or Core 21. Click Submit.
4. Select a sub-requirement that says “Not started yes” next to it. Click Submit
5. Choose a course(s) by selecting the box; then choose a planned term for the selected course. Click submit.
6. All planned courses will appear. To add more courses click ok and repeat this process. Note: You will need to log in again each time you complete this process and attempt to do it again.

#### **2. Create or add a worksheet** - (without using your program evaluation)

Note: This will not show classes you have taken or need to take.

1. Click Create/Add to Worksheet
  2. Confirm catalog year, click submit
  3. Select subject and course level (course number optional), click submit
  4. Check box for desired course(s) and select planned term, click submit
  5. View planned courses. When done click ok
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### ***Other Features:***

#### **View Worksheet** - To view (not change) previously planned courses

1. Click View Worksheet
2. Confirm catalog year and click submit
3. View courses
4. When done, click ok

**Modify Worksheet** - To remove or change planned terms for your planned courses

1. Click Modify Worksheet
2. Confirm catalog year and click submit
3. Mark the check box to **remove any planned course** or use the arrow box to **select a new planned term for a course**.
4. Add private worksheet notes that only you can see, as desired
5. Add public worksheet notes that others may see, as desired
6. Click submit when finished
7. Your screen will be refreshed to the same page with the new changes in place.
8. When done, use your browser's back button to return to the main menu

**Program Evaluation** -To view all of the courses you need to take to graduate including your major, minor, emphasis and core classes, as well as view courses you have previously taken:

1. Click Program Evaluation
2. Choose your active program (your declared major and desired degree) by checking the box or, if you are thinking of changing your area of study and wish to see the courses required, select a new one in the drop box.
3. Include all work (already highlighted), click submit
4. Print using your browser's print function
5. When done viewing/printing click ok

**Registrar** - register for classes using your planned programs:

1. Click Register
2. Confirm catalog year and click submit
3. All previously planned courses will appear. Select planned courses you would like to register for and click submit

**Email Advisor** -To contact your advisor with questions

Note: Before you contact your advisor make sure that your plan is updated:

1. Click on Email Advisor/s
2. Your advisor's name and email address will appear
3. Check send to box (if not already checked)
4. Enter additional addresses if desired
5. Enter a subject and a message.
6. When done click submit

**Advisor Approved Ed Plan** - view your advisor's approved Ed plan

1. Click Advisor Approved Ed Plan
2. Choose your academic program by checking the box next to your listed program
3. Select option format desired in drop box and click submit