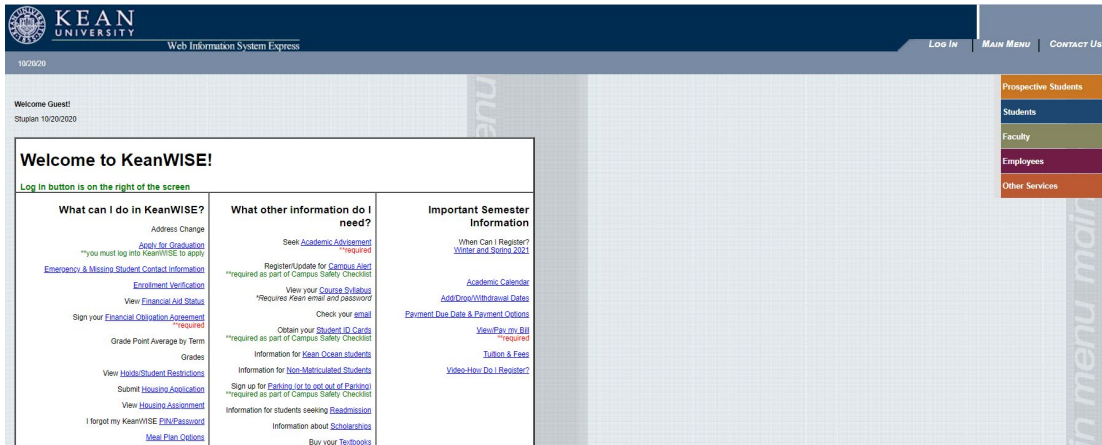
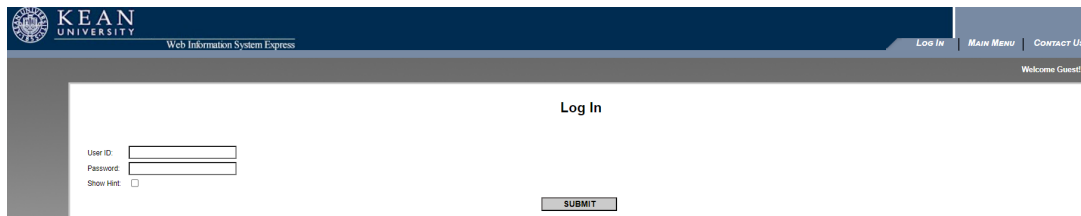


Manually Creating an Academic Plan in Student Planning

1. Go to KeanWise



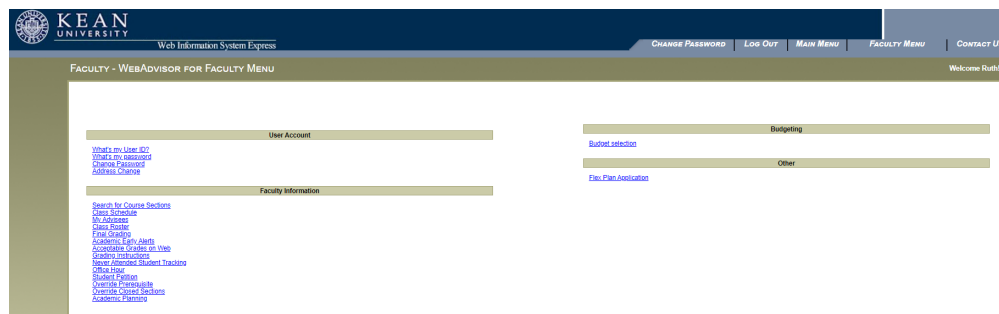
2. Login to your KeanWise account



3. Select the Faculty menu from the options on the screen



4. In the Faculty Information menu, select “Academic Planning”



5. Either select a student from the list of assigned advisees or search for a student either by typing their name or ID# in the search bar

Which student do you want to work with?
Find a student by searching or selecting below.

Student
 Advisor

Type a name or ID#

[Email All My Advisees](#)

Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)	
Test, Testchad			0933530	BSACCOUNTING	Gonzalez, Ruth (1st Major Primary Faculty)	View Details

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6. Once you have selected the student's record, click on the "Progress" tab

Daily Work · Advising · Home

Advisee Details

[Back to Advisees](#)

Test, Testchad
Student ID: 0933530
tttest@kean.edu

Program(s): BSACCOUNTING
Advisor(s): Gonzalez, Ruth

[Review Complete](#)
Course Plan last reviewed on 11/12/2020 by Gonzalez, Ruth

Notifications 0

Course Plan | Timeline | **Progress** | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers | Graduation Application

Planned: 9 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits

List | Calendar

7. Review the student's program evaluation.

Cumulative GPA: (2.500 required)
Institution GPA: (2.500 required)
Degree: Bachelor of Science
Majors: ACCOUNTING
Departments: ACCOUNTING
Catalog: 2020
Anticipated Completion Date: 1/11/2024

Description
Program Notes
[Show Program Notes](#)

Requirements [Collapse All](#)
GE Foundation Requirements 13 S.H.

Complete all of the following items: ▲ 0 of 5 Completed. [Hide Details](#)

A. GE*1000/3000
Successfully complete GE*1000 or GE*3000. Note: All undergraduate students must satisfy this University Requirement for Graduation by successfully completing one of the following courses at Kean University: GE*1000 Transition to Kean (all freshmen and transfers entering with 0-29 credits) -or- GE*3000 Transfer Transitions (transfers entering with 30 credits or more).
Complete all of the following items: ▲ 0 of 1 Completed. **Fully Planned** [Hide Details](#)

● Fully Planned ▲ 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
✔ In-Progress	GE*1000 TRANSITION TO KEAN		21/SP	1
⊘ Not Started	GE-3000 TRANSFER TRANSITIONS			

8. Any courses with a status of "not started" can be added to an academic plan.

Successfully complete MATH*1044 or MATH*1054 with a minimum grade of "C", required for Admission to major.

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

0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
Not Started	MATH-1044	PRECALCULUS FOR BUSINESS		
Not Started	MATH-1054	PRE-CALCULUS		

D. Communication

Successfully complete COMM*1402 with a minimum grade of "C", required for Admission to program.

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

0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
Not Started	COMM-1400	SPEECH COMMUNICATION		
Not Started	COMM-1401	HONORS SPEECH COMMUNICATION		
Not Started	COMM-1402	SP COM AS CRITICL CITIZENSHIP		

E. Research&Technology

9. Click on the course number, this will open the course information from the “course catalog” tab

Advisee Details

Program(s): BS.ACCOUNTING

Advisors(s): Gonzalez, Ruth

Test, Testchad

Student ID: 0933530

Course Plan last reviewed on 11/12/2020 by Gonzalez, Ruth

Notifications

Course Plan | Timeline | Progress | **Course Catalog** | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers | Graduation Application

Filter Results

Subjects

- MATHEMATICS (1)

Locations

- KEAN UNIVERSITY UNION (1)
- OCEAN COUNTY COLLEGE (1)
- Online (1)

Terms

MATH-1044 PRECALCULUS FOR BUSINESS (3 Credits)

Equations, inequalities and their applications. Functions and graphs, lines, parabolas and systems of equations, exponential and logarithmic functions, compound interest, present value, annuities and amortization of loans. Matrix algebra, Gauss-Jordan elimination and applications. Inverse of a matrix, solutions of systems of equations and inequalities. Problem solving methods. Students will be required to acquire a specified graphing calculator. Cannot be used as a prerequisite for MATH 2411.

Prerequisites:
Prerequisite(s): MATH*0901 or higher level Math course. - Must be completed prior to taking this course.

[View Available Sections for MATH-1044](#)

[Add Course to Plan](#)

- Click on the “Add Course to Plan” button
- From the course details box use the term drop down menu to add the course to the desired term.
- Click on “Add course to Plan”

Advisee Details

Program(s): BS.ACCOUNTING

Advisors(s): Gonzalez, Ruth

Test, Testchad

Student ID: 0933530

Course Plan last reviewed on 11/12/2020 by Gonzalez, Ruth

Notifications

Course Plan | Timeline | Progress | **Course Catalog** | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers | Graduation Application

Filter Results

Subjects

- MATHEMATICS (1)

Locations

- KEAN UNIVERSITY UNION (1)
- OCEAN COUNTY COLLEGE (1)
- Online (1)

Terms

Course Details

MATH-1044 PRECALCULUS FOR BUSINESS

Equations, inequalities and their applications. Functions and graphs, lines, parabolas and systems of equations, exponential and logarithmic functions, compound interest, present value, annuities and amortization of loans. Matrix algebra, Gauss-Jordan elimination and applications. Inverse of a matrix, solutions of systems of equations and inequalities. Problem solving methods. Students will be required to acquire a specified graphing calculator. Cannot be used as a prerequisite for MATH 2411.

Credits: 3

Locations Offered: TBD

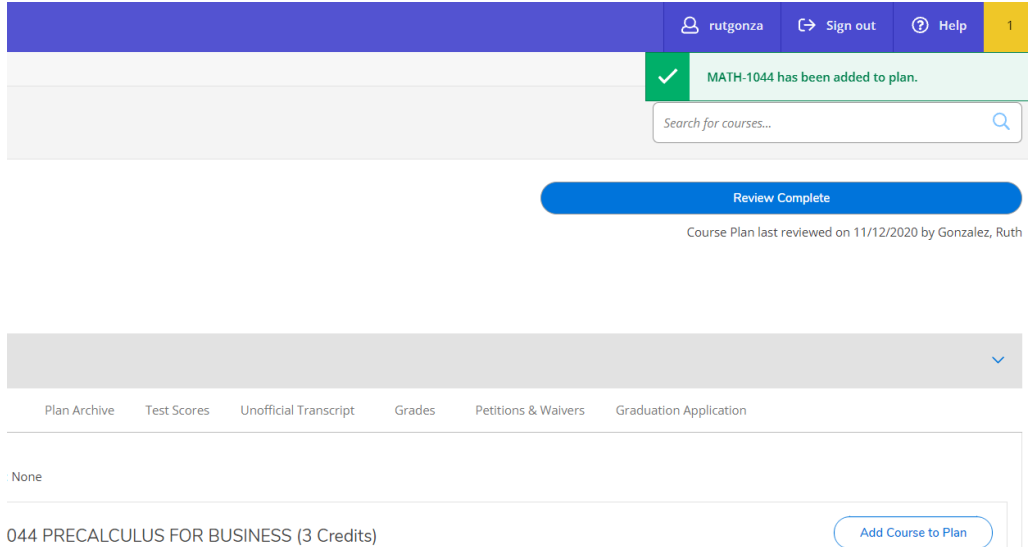
Prerequisites:
Prerequisite(s): MATH*0901 or higher level Math course. - Must be completed prior to taking this course.

Term

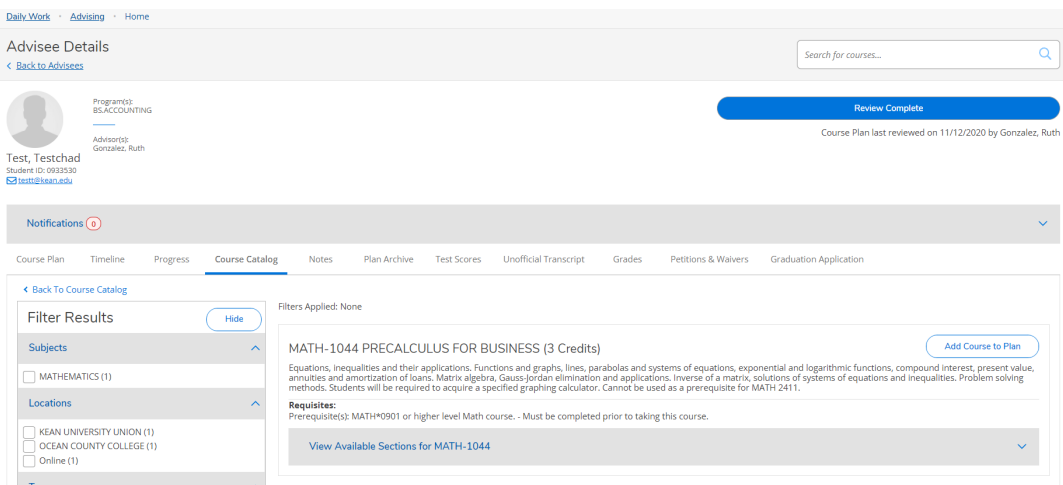
- Select a term...
- Select a term...
- Fall 2020
- Fall 2021
- Fall 2021 Wenzhou

[Add Course to Plan](#)

d. A confirmation message will appear on the top right corner of the screen



11. Return to the program evaluation by clicking on the “Progress” tab. Repeat steps 7-10 as needed.



Note: Planned courses can be seen in the program evaluation and in the timeline. See samples below.

****Progress view:** (the status of planned courses will change from “not started” to “planned” in the program evaluation as shown below)

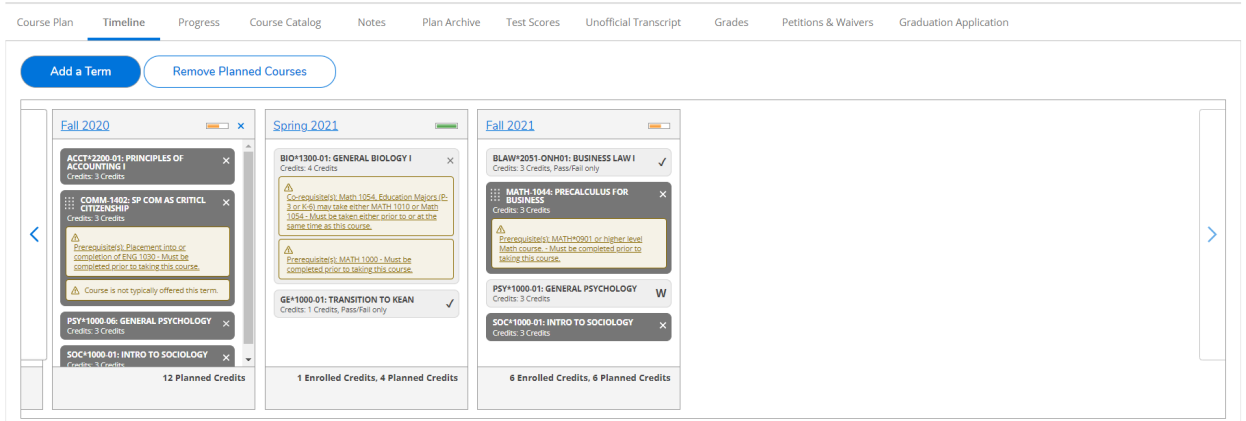
C. Mathematics
 Successfully complete MATH*1044 or MATH*1054 with a minimum grade of "C", required for Admission to major.

Complete all of the following items. ▲ 0 of 1 Completed. **Fully Planned** [Hide Details](#)

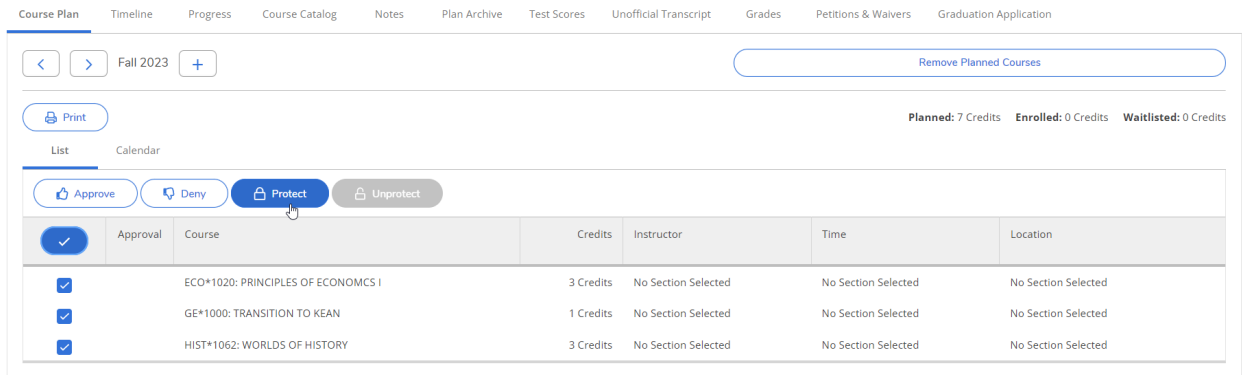
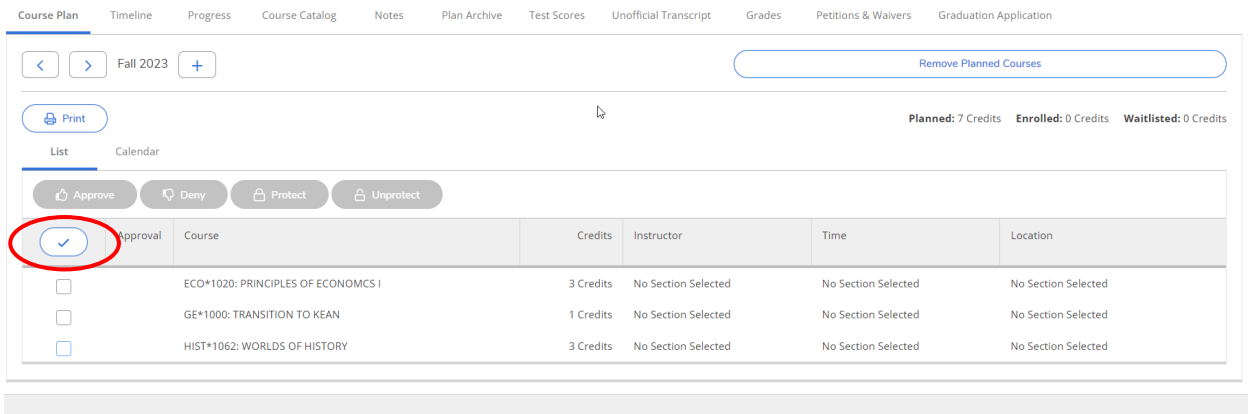
● Fully Planned ▲ 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
● Planned	MATH-1044 PRECALCULUS FOR BUSINESS		21/FA	3
● Not Started	MATH-1054 PRE-CALCULUS			

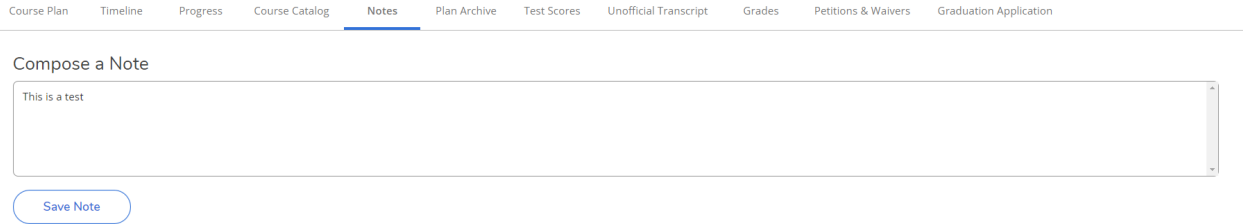
**** Timeline View (courses can be removed from a term or moved to another term by clicking and dragging)**



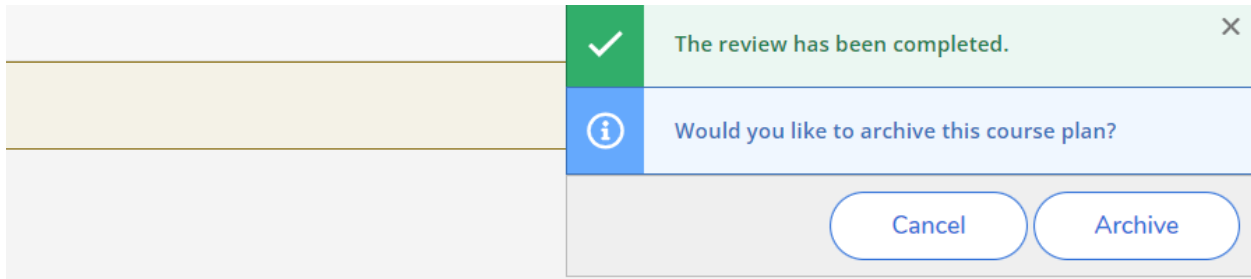
12. Once all the recommended courses have been added to the plan, click on the “course plan” tab. The courses added to the plan for the corresponding term will be listed there. Click on the check mark (circled in red, in the 1st screenshot below) to select all the courses. Once all the courses have been selected click on the “protect” option. (2nd screenshot below). This will lock the courses in that semester and students will not be able to delete or move them to another term.



13. Course recommendations for electives or other requirements for which a specific course is not listed in Progress page, can be made by selecting the “Notes” tab. Type in the applicable information in the box and then save it by clicking on the “save note” button.



14. Click on the “Review Complete” button. A notification will appear in green in upper right-hand corner of the screen. You will also see a message asking you if you would like to archive the course plan. Click on “archive” and a PDF version will be created. The PDF can be viewed by selecting the “Plan Archive” tab. (2nd screenshot below).



Course Plan last reviewed on 5/3/2023 by Gonzalez, Ruth

