Overview

The Pathway Planner is a new tool in your Student Center (also referred to as SIS) that allows you to view a pre-populated semester-by-semester course sequence (also known as a pathway map) based upon your declared program/plan.

Students should use the Pathway Planner tool in collaboration with their Degree Progress Report to ensure all degree requirements are met including minimum GPA, Arizona General Education Curriculum (AGEC) completion (if applicable), Residency Requirements, etc. with an advisor.

Guide Instructions

This document will show you how to navigate, read and apply the Pathway Planner Tool in your Student Center. If a Pathway Planner has been set up for your declared plan, then you'll have access to the Pathway Planner in the Student Center. Please note not all Maricopa Community College plans are set up in SIS.

Due to the new nature of this tool, you may need assistance navigating, reading and applying this tool. If so, please don't hesitate to follow up with an advisor for assistance.

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Navigating to the Pathway Planner
In this section, you will learn how to navigate to the Pathway Planner in SIS.

**STEP # DESCRIPTION**

1. Sign-in to your Student Center using your MEID and current password.
2. Select “Pathway Planner” from the drop-down menu located under your Academic History. Then click the button.

![Pathway Planner screenshot](image)

**PLEASE NOTE:** You must have a current active plan declared in SIS and the plan must be built in the Pathway Planner. Currently, not all plans are available in this new tool.

Reading the Sections of the Pathway Planner
This section provides an overview of the different areas that make up the Pathway Planner and what they each mean. Please review this section carefully to learn how to read this new tool in support of your academic planning, and follow up with an advisor if you have questions.

**STEP # DESCRIPTION**

1. **Institution/Program**
   If your declared program has a pathway map connected to it in SIS, then it will be generated and found under the Institution/Program area. To get to the program needed, select it from the drop down arrow and click Change. The Pathway Planner for that program will populate.

![Pathway Planner Institution/Program screenshot](image)

**PLEASE NOTE:** Prior Pathways that were not purged will show up on the selection. If the student is no longer in that program/plan, when you select that pathway an error icon will show. This alerts you that:
   1. Invalid Pathway, AA Pathway Requirements Academic Structure setup is changed
   2. Invalid Pathway, Student’s CPP Institution/Career/Program/Plan/Sub-Plan/Plan Requirement Term has changed.

2. **The Header**
   The header is similar to the one you may have seen in the Degree Progress Report (DPR) in SIS if you have used it before with the exception of 2 additions:
   1. The Field of Interest (FOI) that is connected to the plan you are on will be listed here.
   2. The Pathway Generated On date shows the date when the pathway was first generated. This does not show when the pathway was last updated.

![Pathway Planner Header screenshot](image)
3. **Adding Courses to Pathway Planner**

There are two ways to add courses to your pathway planner:

1. **Browse Course Catalog:** This allows you to look in the course catalog and add courses to the pathway planner ad hoc (See Application of Tool section on Adding Courses to Pathway Planner to Navigate this functionality step by step.).

2. **Refresh:** Adds courses to the planner that may have been added to the students' enrollment after the planner was generated or after a course is selected in the Course Requirement area.

**PLEASE NOTE:** It is not recommended to add courses to your pathway map before meeting with an advisor. Please work with an advisor for assistance on what courses may need to be added.

4. **The Pathway Map Legend**

The pathway map legend allows you to understand courses that have been input in the pathway and/or moved around. Review the icon definitions area below:

<table>
<thead>
<tr>
<th>Legend Icons Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Taken</strong></td>
</tr>
<tr>
<td>Course taken at the home institution and graded.</td>
</tr>
<tr>
<td><strong>In Progress</strong></td>
</tr>
<tr>
<td>Course taken at home institution but not graded yet.</td>
</tr>
<tr>
<td><strong>Transferred</strong></td>
</tr>
<tr>
<td>Course transferred in.</td>
</tr>
<tr>
<td><strong>Moved</strong></td>
</tr>
<tr>
<td>A course that was previously in another term but moved to a new term to be taken. This is done so that an advisor/student will know that a course is no longer part of the original pathway set up in the system.</td>
</tr>
<tr>
<td><strong>Critical Courses</strong></td>
</tr>
<tr>
<td>Critical Courses are courses that may predict student success on a path and are identified by the blue cogwheel icon.</td>
</tr>
<tr>
<td><strong>Gateway Courses</strong></td>
</tr>
<tr>
<td>The first “discipline specific” course(s) in a pathway are called Gateway Courses, they are indicated by the exclamation point icon and allow students to experience their chosen pathway and help identify if the path is right for them.</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** It’s important to note that if there are multiple course options to select from in the Requirements Column, you'll need to make a course selection in the Course Requirement Column to see if a course is a Critical and/or Gateway Course.

5. **Unassigned Courses/Foundational Courses**

This is a space to hold Foundational (also known as Developmental Education) Courses and those courses you may have added from the **Browse Course Catalog**.

The courses in the Unassigned Section are not planned for, but can be moved and planned for in future semesters. Please work with your academic advisor prior to adding courses to your pathway map to ensure you are taking the right courses based upon course placement and plan of study.
6. The Pathway Map

The Pathway Map section is where coursework for your program is mapped out in a term by term course sequence based upon a part time or full time status. The Pathway Map may be customized based upon your academic planning needs.

Let's review one term to help you read and understand the different columns in the Pathway Map:

![Pathway Map Example]

a. Select. The Select box is checked if you want to move a course from one term to another. You will check the box next to the course you want to move and using the “Move Selected Courses to Term” after that term you can move the selected course(s) to another term.

(See Application of Tool section on Moving Courses to Navigate this functionality step by step.)

b. Requirement Term. The first term is pulled from SIS from the students first term of admittance to the institution. The subsequent terms will follow the first term skipping summer terms. Summer terms can be added in as needed.

c. Requirement. This column is the course as identified in the pathway map - this is the requirement for the program. At times, there will be “or” course options and/or a set of courses to choose from which will be displayed here.

d. Course Requirement. This column is important. In progress, registered for, transferred courses won't be pulled in this column, unless a course choice is selected from the Requirement Column. When there is a “or” course option or list of courses, you will have to select the course you want in this column. Once you have selected the course and hit Refresh, if the student has the course in their enrollment record, it will pull in. (See Application of Tool section on Selecting Courses to Navigate this functionality step by step.)

If the Requirement column only lists one course, then it will auto populate, if not then a course selection needs to be made. In some pathway maps two options are listed in one term and the same course options are listed in the second term. If this is in the layout of the pathway map, it is always a good idea to select the course the student plans to take first and the one to take in the subsequent semester.

e. If a course is a critical course and/or gateway course, that icon will show up in the next column.

f. Prereq. If the course has a prerequisite or corequisite in the system, a ‘yes’ will show up next to the course to let you know if a prereq is needed prior to taking the course. This does not keep the student from registering or using a course in this area. This is for informational purposes only.

g. Lab Requirement. If a course selected in the Course Requirement has a lab requirement component that goes with this course, it will show up in this section. This will let the student know if a course they have selected requires a lab as well. Once the student has taken a course, the lab course will not show up with the grade on the pathway. (PLEASE NOTE: This functionality will be updated to show the lab course and grade in version 2 of the Pathway Planner.)

h. Course Used. This section will list out the courses students have used to complete the requirement including courses taken at the home institution, courses transferred in, test credits, and other credits.

When the pathway is first generated and a single course is in the Course Requirement area, then the pathway will auto populate the Course Used area if the student has completed the course.

If there are options for Courses Used where a course needs to be selected, then once a course is chosen and the Refresh button is clicked, if the student has the course, it will populate there. There are some reasons why a course completed would not pull in. In those cases, please reach out to an advisor for help.

Once a course is in the Course Used area it will show you the following information:

<table>
<thead>
<tr>
<th>Description</th>
<th>Name of the course.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>The term the course was taken.</td>
</tr>
</tbody>
</table>
Application of the Pathway Planner: Selecting, Adding and Moving Courses

Now that you understand how to read each of the sections of the Pathway Planner, let’s review some of the basic functions you may use such as selecting, adding and moving courses.

Selecting Courses

The pathway map will show a list of Requirements for a specific semester. From these requirements a Course Requirement must be named. If there is only one course listed in the Requirement line, then the Course Requirement will automatically populate. (Example: CRE 101)

However, if there are Requirement Options, then a Course Requirement must be selected prior to Course Used being populated. (Example: ASB 102 or ASM 104)

**STEP # DESCRIPTION**

1. Click the Select Courses link next to the course list (under the Requirement Column) you want to make the selection for.

2. Click the Select button next to the course you want to use for this requirement.

3. The course will now be inserted into the Course Requirement area.
4. **PLEASE NOTE:** Courses listed in the Select Courses for any general education area will update each semester based on if a course has that designation or not. Therefore if a student selects courses prior to a term that is ready for registration, the student will want to make sure to check that the course still has that general education designation before registering.

Adding Courses
If you want to add a course to the pathway planner that is not currently showing, you can use Browse Course Catalog to add the course.

**STEP # DESCRIPTION**

1. **Click on the Browse Course Catalog button.**

2. **Click on the letter for the subject you want to find.**

3. **Click the green arrow next to the subject where you want to find the course.**

4. **Check the boxes next to the courses you want to add to the pathway planner.**

5. **Scroll to the top or bottom and click on the Add to Pathway Planner.**

6. **If a student has more than one pathway planner, the system will prompt you to select which planner to add the course to.**

If they only have one planner it will automatically add it to that planner.

7. **Course has now been added to the pathway planner under Unassigned Courses.**

Moving Courses
In the Pathway Planner, courses can be moved around to specialize the pathway for a student who may need to add additional courses or move courses around they are taking. Courses that are in the Unassigned Courses section can be moved to terms once added to the planner as well. Courses can be moved one by one or in a group if the courses are under the same term.

**STEP # DESCRIPTION**

1. **To move a course, Click the Select box next to the course you are trying to move.**

2. **Under each term or under Unassigned Courses there is a box that says “Move selected courses to Term” In the drop down select the term you want to move the course to.**
3. Once the term is selected click the **Move** button.

4. Once you have clicked the move button, at the top of the pathway you will see a note letting you know what course was moved and where it was moved to.

5. Navigate to the term where you moved the course and you will now see it there.

**PLEASE NOTE:** Courses moved from the Unassigned term will not have a Requirement Term listed. However, if a course is moved from a pathway course that was already listed in a term (example: Spr 2020 ASB 102 or ASM 104) then the Requirement Term will remain where the course came from and the Move icon will display to note that the course was moved and the pathway is no longer showing the initial default pathway.

6. Once a course is moved, if you hover your cursor over the move icon next to the course, it will tell you the MEID of the person who moved it along with date and time.

7. If a course is moved and then moved back to its correct requirement term, then the move icon will be removed.
Registering for Courses Using the Pathway Planner

Now that you understand how to read this new tool and apply its basic functions, now let's review how to register.

Students are able to register for their courses using the pathway planner.

**STEP # DESCRIPTION**

1. Sign-in to your **Student Center** using your MEID and current password.

2. Under the Academics area click on **Add a Class**.

3. Click the button next to Pathway Planner under the Find Classes Option. Click Search.

4. Students can register for courses under the Unassigned area or the current terms that registration is allowed. For this example spring 2020 is the term open for registration. If a course has not been selected in the Course Requirement area the message “No course available in Course Requirement” will show up.
5. If a course is not being offered for the term you are registering for, it will have a message that says "This course is not offered..." in the term you are registering for.

![Course Schedule](image)

6. Next to the courses you have selected in Course Requirement that can be enrolled in, a Select box will show up. Click select next to the course you want to register for (e.g. CRE 101)

```
<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Section</th>
<th>Days</th>
<th>Start</th>
<th>End</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2020</td>
<td>CRE 101</td>
<td>001</td>
<td>TuTh</td>
<td>10:30AM</td>
<td>11:50AM</td>
<td>Language/Comm. Bldg. LC 428</td>
<td>Brandi Lea Smith</td>
</tr>
</tbody>
</table>
```

7. Select the section of the course you want to register for.

![Select Section](image)

8. Follow the normal steps you would take to register for the class. Return to the Pathway Planner to enroll in the next course.

9. If there is a course you want to enroll in on the pathway planner that is not in the term registration is taking place, you must move the course to the term of registration or enroll using the Add a Class Search for Class functionality.

**PLEASE NOTE:** Course will need to be moved to the correct term of enrollment so you won't be deemed "off-track" on your pathway.