MARICOPA
COMMUNITY COLLEGES

SIS Pathway Planner
Student How-To Reference Guide

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.
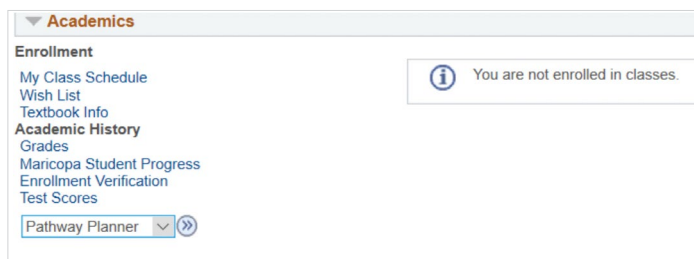
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Navigating to the Pathway Planner

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.

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.

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:

a. The **Field of Interest (FOI)** that is connected to the plan you are on will be listed here.

b. The **Pathway Generated On** date shows the date when the pathway was first generated. This does not show when the pathway was last updated.

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.

Add courses to Pathway Planner using: [Browse Course Catalog]   [Refresh]

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:

Taken   In Progress   Transferred   Moved   Critical Courses   Gateway Courses   Critical/Gateway Courses

Legend Icons Definitions

Icon	Definition
Taken	Course taken at the home institution and graded.
In Progress	Course taken at home institution but not graded yet.
Transferred	Course transferred in.
Moved	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.
Critical Courses	**Critical Courses** are courses that may predict student success on a path and are identified by the blue cogwheel icon.
Gateway Courses	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.

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.

Select	Requirement Term	Requirement	Course Requirement	Critical/ Gateway Courses	Prereq	Lab Requirement	Course Used	Description	Term	Grade	Units	Status	Course Attribute	Course Moved	Notes
☐		English Foundation	Select Courses				Select Courses								🗋
☐		Reading Foundations	Select Courses				Select Courses								🗋
☐		Math Foundation	Select Courses				Select Courses								🗋

Move selected courses to Term [▼] [Move]

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:

▽ Fall 2020

Select	Requirement Term	Requirement	Course Requirement	Critical/ Gateway Courses	Prereq	Lab Requirement	Course Used	Description	Term	Grade	Units	Status	Course Attribute	Course Moved	Notes
☐	Fall 2020	AAA 115 or CPD 150	Select Courses												
☐	Fall 2020	ASB 102 or ASM 104	ASB 102	✹											🗒
☐	Fall 2020	ENG 101 or 107	ENG 101		yes		ENG 101	First-Year Composition		A	3.00	⇦			
☐	Fall 2020	MAT 140 or 141 or 142 or 145 or 146 or 220 or 221	MAT 140		yes		MAT 140	College Mathematics		A	3.00	⇦			

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.

Move selected courses to Term [▽] [Move]

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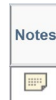
If there are options for Courses Used where a course needs to be selected, then once a course is chosen and the Refresh button is clicked, if the student has the course, it will populate there. There are some reasons why a course completed would not pull in. In those cases, please reach out to an advisor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

[Refresh]

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

Description	Name of the course.
Term	The term the course was taken.

Grade	The grade the student received for the course.	
Units	The number of hours/units assigned to the course. Course units will not populate in the Pathway Planner until the Course Used column is populated.	
Status	An icon will appear to show if the course is in progress, graded, transfer, etc. See legend for the meaning of these icons.	
Course Attribute	Any attributes associated with the course at the time it was taken.	

i. This next column is usually blank unless the course has been moved to a different term. If the course was moved, then the "moved" icon will appear.

j. **Notes Column.** Advisors can leave a note for students about a course or course requirement in the course row. This feature can be used to highlight recommendations or reminders for students. The note always remains connected to the course, so, if a course is moved the note will move with it as well. Students can see a sticky note like image in the course row if a note has been added.

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.

Select	Requirement Term	Requirement	Course Requirement
☐	Fall 2019	ASB 102 or ASM 104	Select Courses

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

Course Requirement

The following courses may be used towards requirement ⓘ

Personalize | Find | View All | | First ◀ 1-2 of 2 ▶ Last

	Course	Description	Units	Course Attribute	Select
1	ASM 104	Bones Stones/Human Evol	4	GE-SB;GE-SG	Select
2	ASB 102	Intro Cultural Anthropology	3	GE-G;GE-SB	Select

Return

3. The course will now be inserted into the **Course Requirement** area.

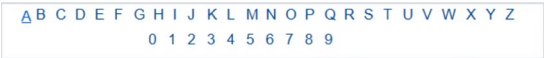| Select	Requirement Term	Requirement	Course Requirement
☐	Spr 2020	ENG 102 or ENG 108	Select Courses
☐	Spr 2020	ASB 222 or ASB 223	Select Courses
☐	Spr 2020	ASB 102 or ASM 104	ASB 102
☐	Spr 2020	CRE 101	CRE 101

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.
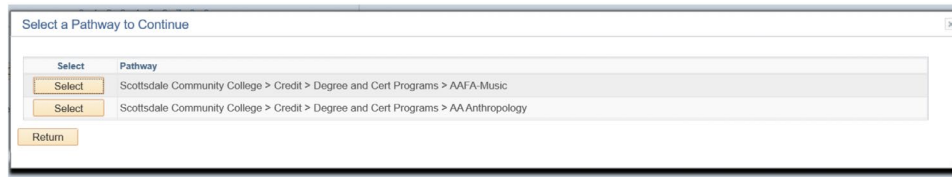
☐	Fall 2020	HU	Select Courses

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.   Browse Course Catalog

2. Click on the *letter* for the subject you want to find.   A B C D E F G H I J K L M N O P Q R S T U V W X Y Z   0 1 2 3 4 5 6 7 8 9

3. Click the *green arrow* next to the subject where you want to find the course.   ▷ MAT - Mathematics

4. Check the boxes next to the courses you want to add to the pathway planner.   ☑ 120 Intermediate Algebra

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

Select a Pathway to Continue		✕
Select	**Pathway**	
Select	Scottsdale Community College > Credit > Degree and Cert Programs > AAFA-Music	
Select	Scottsdale Community College > Credit > Degree and Cert Programs > AA Anthropology	
Return		

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.

▽ Unassigned Courses

Select	Requirement Term	Requirement	Course Requirement	Prereq	Lab Requirement	Course Used	Description	Term	Grade	Units	Status	Course Attribute		Delete
☐		English Foundations (ENG courses)	Select Courses			Select Courses							☐	🗑
☐		Reading Foundations (RDG courses)	Select Courses			Select Courses							☐	🗑
☐		Math Foundations (MAT courses)	MAT 092	yes		MTC 205	Music Theory III	Fall 2019		3.00	◆	MUS2222	☐	🗑
☐			MAT 120	yes		Select Courses							☐	🗑

Move selected courses to Term [▼] Move

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.

▽ Unassigned Courses

Select	Requirement Term	Requirement	Course Requirement	Prereq	Lab Requirement	Course Used	Description	Term	Grade	Units	Status	Course Attribute		Delete
☐		English Foundations (ENG courses)	Select Courses			Select Courses							☐	🗑
☐		Reading Foundations (RDG courses)	Select Courses			Select Courses							☐	🗑
☐		Math Foundations (MAT courses)	MAT 092	yes		MTC 205	Music Theory III	Fall 2019		3.00	◆	MUS2222	☐	🗑
☑			MAT 120	yes		Select Courses							☐	🗑

2. Under each term or under Unassigned Courses there is a box that says "Move selected courses to Term"

Move selected courses to Term [▼] Move

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.

MAT 120 has been moved to Fall 2019.

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.

Units	Status	Course Attribute	Course Moved

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.

Select	Requirement Term	Requirement	Course Requirement	Critical/Gateway Course	Prereq	Lab Requirement	Course Used	Description	Term	Grade	Units	Status	Course Attribute	Course Moved	Notes	Select	Message
☐	Spr 2020	ASB 222 or ASB 223	ASB 223	✴												Select	
☐	Spr 2020	ASB 102 or ASM 104	ASM 104	✴												Select	
☐	Spr 2020	CRE 101	CRE 101		yes											Select	
☐	Spr 2020	ENG 102 or ENG 108	ENG 102		yes											Select	
☐	Fall 2019	MAT 140 or 141 or 142 or 145 or 146 or 220 or 221	MAT 140		yes		MAT 140	College Mathematics		A	3.00	⬅		🗐	🗒		This course is not offered in Spring 2020

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)

| ☐ | Spr 2020 | CRE 101 | CRE 101 | | yes | | | | | | | | | | | Select |

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

Spring 2020 Course Schedule

My Class Schedule	Shopping Cart
You are not registered for classes in this term.	Your shopping cart is empty.

🟢 Open   🔲 Closed

sections for Spring 2020

1-11 of 11

Section	Personalize | Find | View All | 🗗 | 📊	First ◀ 1 of 1 ▶ Last
Section	Session	Status	
0001-LEC (14431)	DD	🟢	Select

Section Details	Personalize | Find | 🗗 | 📊	First ◀ 1 of 1 ▶ Last
Days	Start	End	Room	Instructor	Dates
TuTh	10:30AM	11:50AM	Language/Comm. Bldg. LC 428	Brandi Lea Smith	01/21/2020 – 05/08/2020

Section	Personalize | Find | View All | 🗗 | 📊	First ◀ 1 of 1 ▶ Last
Section	Session	Status	
0002-LEC (14432)	DD	🟢	Select

Section Details	Personalize | Find | 🗗 | 📊	First ◀ 1 of 1 ▶ Last
Days	Start	End	Room	Instructor	Dates
TuTh	9:00AM	10:20AM	Language/Comm. Bldg. LC 428	Brandi Lea Smith	01/21/2020 – 05/08/2020

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.