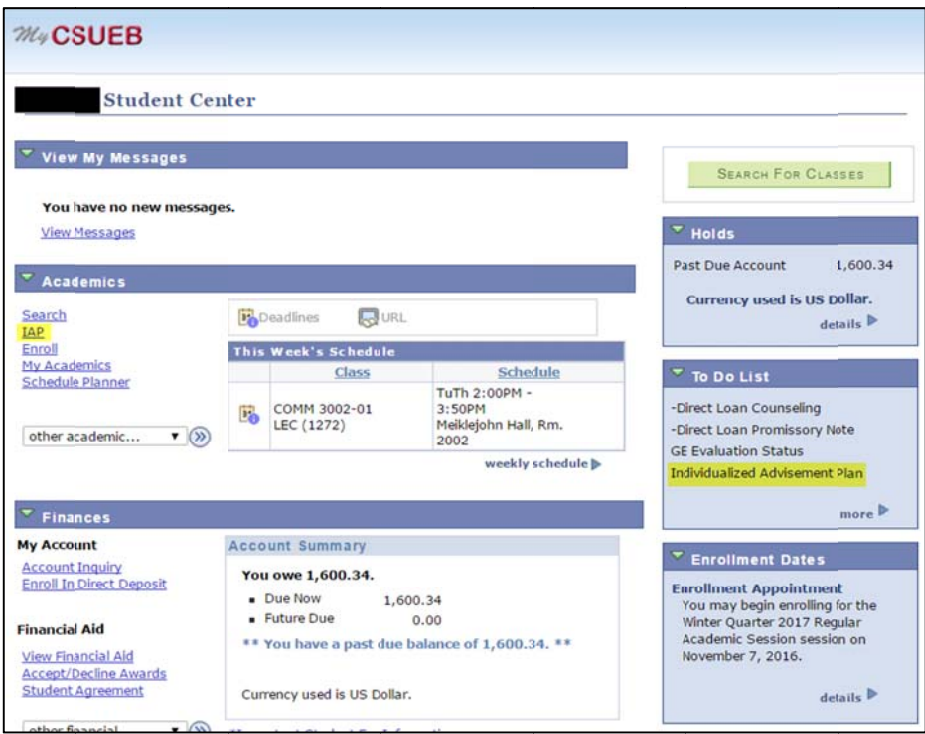




My Planner- Individualized Advisement Plan (IAP)

The following are steps to complete an Individualized Advisement Plan (IAP) using the My Planner tool as a Student.

The Individualized Advisement Plan (IAP) will be a roadmap for Students approved by their Advisors to ensure graduation in their current major and/or minor program in a timely manner.

Instructions	Screen Shots				
<p>Log In to MyCSUEB</p>	 <p>https://cmsweb.csueastbay.edu/psp/HEBPRD/EMPLOYEE/HRMS/h/?tab=GUEST</p>				
<p>Student Center</p> <p>You will now see an IAP link in your Student Center.</p> <p>At some point in time, you will be identified by East Bay to submit a required Individualized Advisement Plan. You will see the Individualized Advisement Plan To Do Item in your To Do List.</p>	 <p>The screenshot shows the MyCSUEB Student Center interface. It includes a navigation menu with links for Search, IAP, Enroll, My Academics, and Schedule Planner. A 'This Week's Schedule' table lists a class: COMM 3002-01 LEC (1272) on TuTh 2:00PM - 3:50PM in Meiklejohn Hall, Rm. 2002. The 'To Do List' on the right highlights 'Individualized Advisement Plan' among other items like Direct Loan Counseling and GE Evaluation Status. A 'Holds' section shows a past due account of 1,600.34.</p> <table border="1" data-bbox="760 1142 1149 1247"> <thead> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>COMM 3002-01 LEC (1272)</td> <td>TuTh 2:00PM - 3:50PM Meiklejohn Hall, Rm. 2002</td> </tr> </tbody> </table>	Class	Schedule	COMM 3002-01 LEC (1272)	TuTh 2:00PM - 3:50PM Meiklejohn Hall, Rm. 2002
Class	Schedule				
COMM 3002-01 LEC (1272)	TuTh 2:00PM - 3:50PM Meiklejohn Hall, Rm. 2002				

Instructions

Screen Shots

IAP Planner-Header Information

Here you will see the header information:

1. **Current Academic Objective-** Student's current objective based on the Program/Plan Page.
2. **Current Academic Summary-** Based on Student's standing, GPAs where applicable
3. **Course Catalog-** will link to the Course Catalog- Ability to add courses by subject area and GE Course Attribute
4. **Submit IAP-** Student can submit their IAP when they are finished planning courses.
5. **Go to What-if Report-** will link to the What-if report page
6. **Save Planner-**Will save current planned courses in the planner.
7. **View As PDF-** Will consolidate planner information into a draft PDF version
8. **Last Modified Data-** Will display who was the last person to modify the Planer, the time, and date (Advisor or Student)
9. **GE Approved By-**Once approved, name of GE approver will populate here
10. **Major Approved By-** Once approved, name of Major approver will populate here
11. **Delete All Courses in Planner-** Will delete all courses in the planner.

The screenshot shows the My CSUEB IAP Planner interface. At the top, there is a search bar with the text 'iap' and a 'go to ...' dropdown. Below the search bar are navigation tabs: Search, Plan, Enroll, and My Academics. Under the Search tab, there are links for 'iap', 'shopping cart', and 'course history'. The main content area is titled 'IAP' and contains two main sections: 'Current Academic Objective' and 'Current Academic Summary'. The 'Current Academic Objective' section includes a table with the following data:

Career:	Undergraduate	Fall Quarter 2016
Program:	UG Matriculated	Fall Semester 2017
Plan:	Criminal Justice Admin BS	Fall Semester 2017
Sub-Plan:	Justice and Enforcement	Fall Semester 2017

Below the table, it states 'Graduation Status: Not Applied'. The 'Current Academic Summary' section includes the following information:

- Last Term Registered: Fall Quarter 2016
- Academic Standing:
- Overall GPA:
- CSUEB GPA:

At the bottom of the interface, there are several action buttons and labels:

- 3** COURSE CATALOG
- 11** DELETE ALL COURSES IN PLANNER
- 4** SUBMIT IAP
- 5** Go to What-if Report
- 6** SAVE PLANNER
- 7** VIEW AS Pdf
- 8** Last Modified by Last Modified on
- 9** GE Approved by
- 10** Major Approved by

Instructions

Screen Shots

Planned Courses

Here you will see courses in the IAP, planned by the Student and/or Advisor.

Here are a few key areas:

1. **Planned Courses for Future Terms-** All courses when initially added to the IAP will be added into the Planned Courses for Future Terms area. Once added, courses can be moved to a specific term.
2. **Notes-** This section is for notes pertaining to an individual course. Notes will stay with the course if moved to a different term
3. **Move Selected courses to Term-** After Selecting a course, use this drop down to select the term you'd like to move a course(s) to.
4. **Delete-** Trash Can icon is used to delete individual courses from the terms.

Planned Courses for Future Terms

Select	Course	Description	Units	Notes	Delete
<input type="checkbox"/>	COMM 2200	Intro to Journalistic Writing	4.00		
<input type="checkbox"/>	COMM 2300	21st Century Communication	4.00		
<input checked="" type="checkbox"/>	COMM 3002	Communication, Media & Culture	4.00		

Move selected courses to Term ▼ move

Fall Quarter 2016

Select	Course	Description	Units	Notes	Delete
<input type="checkbox"/>	BIOL 1000	Basic Concepts in Biology	5.00		
<input type="checkbox"/>	ENGL 1001	College Writing I	4.00		

Move selected courses to Term ▼ move

Spring Quarter 2017

Select	Course	Description	Units	Notes	Delete
<input type="checkbox"/>	BIOL 1001	Introduction to Biology	4.00		
<input type="checkbox"/>	COMM 1000	Public Speaking	4.00		

Move selected courses to Term ▼ move

Instructions

View PDF

This PDF will produce an easy to read summary of Student data, courses planned, as well as comments from the planner. This summary is just a draft, not to be confused with the official IAP.

Screen Shots

CAL STATE EAST BAY

Individualized Advisement Plan-Draft

Disclaimer: This Individualized Advisement Plan (IAP) is a personalized guide for degree completion. Class offerings and availability are subject to change. Students must meet all degree requirements as specified in their catalog. It is recommended that you regularly meet with your advisor.

11/14/2016 11:58:08 AM

Current Academic Objective		
Career:	Undergraduate	Spring Quarter 2015
Program Plan	UG Matriculated	Spring Quarter 2015
	Communication BA	Spring Quarter 2015
Sub-plan	Professional Public & Org Comm	Spring Quarter 2015

Current Academic Summary	
Last Term Registered:	Fall Quarter 2016
Academic Standing:	Good Standing
Overall GPA:	2.761
CSUEB GPA:	2.08

Planned Courses - Future Terms			
Course	Description	Units	Notes
MATH 800	Introduction to Algebra	4	
MATH 805	Beginning Algebra	4	
MATH 806	Algebra B	4	
MATH 807	Algebra C	4	

Winter Quarter 2017			
Course	Description	Units	Notes
ACCT 3150	Econ Hist Of Us	4	
ACCT 4223	Business Law for Accountants	4	

Student/Advisor Comments

This comment's section will display any comments/notes left by Students, they will be time and date stamped. Advisors will have the ability to add/answer any comments/notes left here. Comments will create a log of messages.

Student / Advisor Comments

Comment SAVE COMMENTS

Comment History

██████████, Last Saved: Nov 7, 2016 01:04 PM

Does it matter if I take Cash Management before Cost Management?

Instructions

Screen Shots

Course Catalog

You can search for courses to add to the planner by searching the alphabetical subject list.

The screenshot shows the MyCSUEB website interface. At the top, there is a navigation bar with the MyCSUEB logo and a search bar. Below the navigation bar are four main tabs: Search, Plan, Enroll, and My Academics. Under the Search tab, there is a search input field containing 'iap'. To the right of the search input are two buttons: 'shopping cart' and 'course history'. Below the navigation bar, the text 'IAP' is displayed. The main heading is 'Browse Course Catalog'. Underneath, it says 'CSU East Bay | Undergraduate'. There is an alphabetical subject list with letters A through Z and numbers 0 through 9. Below the subject list are four buttons: 'COLLAPSE ALL', 'EXPAND ALL', 'ADD TO PLANNER', and 'RETURN PLANNER'. Below these buttons is the text 'Select subject code to display or hide course information.' Below this text is a dropdown menu labeled 'ACCT - Accounting'. Below the dropdown menu is a table with the following columns: 'Select', 'Course Nbr', 'Course Title', and 'Typically Offered'. The table contains 12 rows of accounting courses.

Select	Course Nbr	Course Title	Typically Offered
<input type="checkbox"/>	7900	Corporate Tax	
<input type="checkbox"/>	7810	Financial Accounting	
<input type="checkbox"/>	7500	Management Accounting	
<input type="checkbox"/>	7414	Auditing Standards and Practice	
<input type="checkbox"/>	7413	Auditing	
<input type="checkbox"/>	7412	Business Taxation	
<input type="checkbox"/>	7410	Adv Accounting	
<input type="checkbox"/>	7406	Accounting for Nonprofit Organizations	
<input type="checkbox"/>	7404	Intermediate Accounting III	
<input type="checkbox"/>	7403	Intermediate Accounting II	
<input type="checkbox"/>	7402	Intermediate Accounting I	
<input type="checkbox"/>	7401	Introduction to Financial Accounting	
<input type="checkbox"/>	6999	Issues in Accounting	

Instructions

Screen Shots

Search By Attribute

You can use this button to search courses by General Education (GE) Course attributes.

Select a Course attribute value from the drop down list and a list of active courses will display.

The screenshot shows the MyCSUEB website interface. At the top, there is a navigation menu with buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below the menu, there are buttons for 'ADD TO PLANNER', 'RETURN PLANNER', and 'SEARCH BY SUBJECT'. A dropdown menu is open, showing a list of General Education (GE) course attributes from GE A1 to GE F. The 'ADD TO PLANNER' button is highlighted. The page also displays a search bar with the text 'iap' and a 'go to ...' button. The page title is 'IAP' and the main heading is 'Browse Course Catalog'. The text 'Select course attribute to display course information.' is visible above the dropdown menu.

MyCSUEB

go to ...

Search Plan Enroll My Academics

iap shopping cart course history

IAP

Browse Course Catalog

ADD TO PLANNER RETURN PLANNER SEARCH BY SUBJECT

Select course attribute to display course information.

Course Attribute Value: GEB4

Select	Course Nbr	Course Title
<input type="checkbox"/>	(STAT100)	Elements of Statistics and Probability ** available as of 01162017
<input type="checkbox"/>	(MATH130)	Calculus I ** available as of 01162017
<input type="checkbox"/>	STAT1000	Elements of Probability and Statistics
<input type="checkbox"/>	MATH1110	The Nature of Mathematics
<input type="checkbox"/>	MATH1130	College Algebra
<input type="checkbox"/>	MATH1300	Trigonometry and Analytic Geometry
<input type="checkbox"/>	MATH1304	Calculus I
<input type="checkbox"/>	MATH1010	Mathematics for Business and Social Sciences
<input type="checkbox"/>	STAT2010	Elements of Statistics for Business and Economics
<input type="checkbox"/>	FIN2300	Personal Finance
<input type="checkbox"/>	FIN2301	Personal Finance

Instructions

Screen Shots

Submitting IAP

When you are ready to have your planner reviewed you can "submit" your IAP.

An email notification confirming submission will be received after submission.

MyCSUEB

go to ...

Search Plan Enroll My Academics

iap shopping cart course history

IAP

Current Academic Objective		
Career:	Undergraduate	Fall Quarter 2016
Program:	UG Matriculated	Fall Semester 2017
Plan:	Criminal Justice Admin BS	Fall Semester 2017
Sub-Plan:	Justice and Enforcement	Fall Semester 2017
Graduation Status: Not Applied		

Current Academic Summary	
Last Term Registered: Fall Quarter 2016	
Academic Standing:	
Overall GPA:	
CSUEB GPA:	

[Go to What-if Report](#)

Add courses to Planner using:

[COURSE CATALOG](#) [DELETE ALL COURSES IN PLANNER](#) [SUBMIT IAP](#) [SAVE PLANNER](#) [VIEW AS PDF](#)

Last Modified by Jessica Owens - Consultant
Last Modified on 11/07/16 1:03:22PM

GE Approved by
Major Approved by

Approved IAP

Once a General Education Advisor AND a Major Advisor Approves the IAP a time/date stamped Approved IAP link will display in the Planner. This is the Individualized Advisement Plan.

The IAP To Do Item will also be removed from the To Do List.

[Go to What-if Report](#)

Add courses to Planner using:

[COURSE CATALOG](#) [DELETE ALL COURSES IN PLANNER](#) [SAVE PLANNER](#) [VIEW AS PDF](#)

[IAP has been approved by GE and Major Advisors on 11/6/16 04:29 PM](#)

Last Modified by Wendy W Chen
Last Modified on 11/07/16 9:42:00AM

GE Approved by Jessica Owens - Consultant
Major Approved by Wendy W Chen

Individual Academic Plan

Disclaimer: This Individual Academic Plan (IAP) is a personalized guide for degree completion. Class offerings and availability are subject to change. Students must meet all degree requirements as specified in their catalog. It is recommended that you regularly meet with your advisor.

Approved IAP By GE and Major Advisors on 11/06/2016 04:29:41 PM
 GE Approved by : Wendy W Chen
 Major Approved by : Wendy W Chen

Current Academic Objective		
Career:	Undergraduate	Fall Semester 2017
Program	UG Matriculated Fall Semester 2017	Fall Semester 2017
Plan	Criminal Justice Admin BS	Fall Semester 2017
Sub-plan	Justice and Enforcement	Fall Semester 2017

Current Academic Summary	
Last Term Registered:	Fal Quarter 2016
Academic Standing:	
Overall GPA:	4
CSUEB GPA:	4

Unassigned Courses				
Course	Description	Prereq	Units	Notes
ANTH 3505	Indians of California		4	
ANTH 3745	Human Sexuality: Anthro Pers		4	

Fall Quarter 2016				
Course	Description	Prereq	Units	Notes
ACCT 2251	Intro to Financial Accounting	Y	4	

Fall Semester 2017				
Course	Description	Prereq	Units	Notes
CRJ 450	Women in Crimina Justice ** available as of 01/16/2017		3	Can I take this course in my Junior year?

My CSUEB

Academics

Search IAP Enroll My Academics Schedule Planner

other academic... ▾

SEARCH FOR CLASSES

SHARE MY INFORMATION

This Week's Schedule

Class	Schedule
ACCT 2251-02 DIS (1850)	TuTh 6:00PM - 7:50PM Art and Education, Rm. 0239
CRJA 3400-01 LEC (1978)	MoWe 12:00PM - 1:10PM Science, Rm. N207
CRJA 4127-01 LEC (2003)	Partial Online-See Class Notes
CRJA 4700-01 LEC (2033)	TuTh 10:00AM - 11:50AM Science, Rm. N221
	Th 6:00PM - 9:30PM Art and Education, Rm. 0293

weekly schedule ►
enrollment shopping cart ►

Finances

Holds

International Health Insurance
details ►

To Do List

- Declaration of Finances
- Health Ins Compliance Form
- I-20 Consent Form
- TOEFL/IELTS Scores
- Verification of Finances
- GE Evaluation Status
- Final Transcripts

more ►

Returned IAP from a GE or Major Advisor

If an Advisor returns an IAP, they will leave comments in the comments sections and you will be notified via Email that your IAP needs to be updated and resubmitted.

The Submit button will be reactivated and you will resubmit your IAP data.

STUDENT STEPS:

