

STUDENT PLANNING – Instruction Guide



1. Access Student Planning via Connect2U or directly at <https://selfservice.wne.edu>
2. Enter your WNE username and password.
3. Click _____.

1. Once in Student Planning, click on _____.
2. Wait for your advisees' names to load.
3. Click on an advisee's name (could take 10-20 seconds).

1. Click on the tab _____
2. If necessary, click on the arrow next to the term to toggle to upcoming term.
3. If your advisee has planned courses that you do not agree with:
 - a) You may delete those courses from your advisee's plan or you can suggest to your advisee to remove them.
 - b) You may add courses to an advisee's plan or you can suggest to your advisee to add them.
 - c) You can send a note to your advisee indicating what you would like them to do.
4. If you note any holds on your advisee's account, mention to your advisee that the holds may need to be cleared in order to register.
5. Once the plan is satisfactory, click _____ (top right corner in gray box next to student's name).
6. Click _____ to archive the proposed plan.

1. Click _____ when you have determined that your advisee has an acceptable plan in place and is ready to register.

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If you need assistance, please contact your Dean's office or Enrollment Services/Registrar at x2080.