

#### Incoming Freshmen:

An incoming Freshman wishes to fill out their 4 year plan. They are a computer science major. They go to the four year plan website and see the basic landing page. The landing page explains that the site is to be used to set up a four year plan. They select the login button and are taken to the login screen. They enter their email address and are emailed a one time use password to sign in with. They enter the password and are taken to the four year plan page. The page has a drop down menu to select the semester to interact with. There is a table at the bottom that has sections for courses taken, courses scheduled for another semester, courses that are offered this semester, and remaining courses that either are not offered this semester or require a prerequisite that has not been taken. The student wishes to add CSC 102 to their first semester. They go to the available section and select the course. The course is then removed from that section and added to the scheduled and current semester sections. They then go to the following spring semester and see that CSC 102 is still under the scheduled section.

#### Transfer Student:

A transfer student wishes to fill out their 4 year plan. They are a math major. They go to the four year plan website and see the basic landing page. The landing page explains that the site is to be used to set up a four year plan. They select the login button and are taken to the login screen. They enter their email address and are emailed a one time use password to sign in with. They enter the password and are taken to the four year plan page. The page has a drop down menu to select the semester to interact with. There is a table at the bottom that has sections for courses taken, courses scheduled for another semester, courses that are offered this semester, and remaining courses that either are not offered this semester or require a prerequisite that has not been taken. They select the semester drop down tag and select the "other" option. This semester is for courses that they have taken at the other college and are transferring in. They select Calc 1 as they already took it at the other college. When navigating to the next semester they see that Calc 1 is now under the taken courses section. They wish to add calc 2 for their first semester however they see that it is in the unavailable section with a note that it is only offered in the spring.

#### Advisor:

An advisor wishes to view a student's four year plan in order to input their schedule. They go to the login page and enter their email. They receive an email with a one time password. They enter that password in the login page and log in. They then see two options, one is to search by student, the other is to search by class. They select search by student and enter the student's name and/ or id number. They can then see the student's four year plan with a drop down menu to select the semester to interact with. There is a table at the bottom that has sections for courses taken, courses scheduled for another semester, courses that are offered this semester, and remaining courses that either are not offered this semester or require a prerequisite that has not been taken. The advisor sees that the student has no unplanned courses that are required for their major. The advisor then looks at the upcoming semester and enters those courses into the actual registration software.

Professor Picking class times:

A professor wishes to view which of their courses may have conflicts with other class times in the upcoming semester. They go to the login page and enter their email. They receive an email with a one time password. They enter that password in the login page and log in. They then see two options, one is to search by student, the other is to search by class. They choose to search by class. They are scheduling for the next semester and are starting with CSC 102. They search by course code (CSC 102) and select the course. They then are given a list of students who wish to take that course, as well as other courses that those students wish to take as well as the number of students for each course. They see that over half the class wishes to take Calc 1 during the same semester so they make sure to meet with the professor for Calc 1 and work out a time that does not overlap with CSC 102.

Returning Student retaking class:

A returning student wishes to make some adjustments to their four year plan. They go to the four year plan website and see the basic landing page. The landing page explains that the site is to be used to set up a four year plan. They select the login button and are taken to the login screen. They enter their email address and are emailed a one time use password to sign in with. They enter the password and are taken to the four year plan page. The page has a drop down menu to select the semester to interact with. There is a table at the bottom that has sections for courses taken, courses scheduled for another semester, courses that are offered this semester, and remaining courses that either are not offered this semester or require a prerequisite that has not been taken. When they go to the drop down tab they can see that there are options to look at previous semesters. They go to one of these semesters and see all of the classes they had taken are still there. When they go to look at the next semester they see that all of these courses are now under the courses taken section. They wish to retake a course since they did not do well on it. They select it from the taken courses and get a box that says they have already taken this course with a checkbox asking if they wish to re take this course. The student checks the box and the course is added to that semester if it is offered. If not they get another box that says that the course is not offered that semester.

Highschool credit student:

An incoming freshman wishes to fill out their four year plan. They have had several high school courses that count as college credits that they wish to mark as taken. They go to the four year plan website and see the basic landing page. The landing page explains that the site is to be used to set up a four year plan. They select the login button and are taken to the login screen. They enter their email address and are emailed a one time use password to sign in with. They enter the password and are taken to the four year plan page. The page has a drop down menu to select the semester to interact with. There is a table at the bottom that has sections for courses taken, courses scheduled for another semester, courses that are offered this semester, and remaining courses that either are not offered this semester or require a prerequisite that has not been taken. They select the semester drop down tag and select the "other" option. They select the classes that correspond to the classes they have credit for. Now when they navigate to the fall semester they see that those courses are all marked as taken. They then continue to fill out the plan as normal.

