View Student Planner in Advisor Center

1. **Log into NOVAConnect** by clicking **MyNOVA** on the NOVA home page.
2. **Click VCCS 9.0: Student Information System.**
3. **Click Self Service.**
4. **Click Advisor Center**
5. **Click My Advisees**

Your advisees will be displayed in a list on the next page. To **view more detailed information** on a particular advisee, click **View Student Details** on the right side of the advisee’s row. This will take you to the Advisee’s Student Center.

6. **If the student is not your advisee or you have no advisees assigned to you, click on View Data for Other Students.**

7. **Click on Student Center**
8. **Click on My Planner**
9. The following information will display if the student has used the planner:

**Advisee Planner**

**Susan**

**Select Institution / Career**

- Northern Virginia Comm College

### 2012 Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Prereq</th>
<th>Units</th>
<th>Typically Offered</th>
<th>Req</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJ 100</td>
<td>Sur. of Crim. Just.</td>
<td></td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 125</td>
<td>Intro. to Literature</td>
<td>yes</td>
<td>2.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Click on **Course Description** to see the Course Detail information from the College catalog and to View Class Sections that may be available for a specified term.

11. Click on **Yes** in the Prereq (PreRequisite) column to see the course pre-requisite in the Course Detail from the College catalog.

12. Click on **(View Requirement Details)** in the Req column to see which degree requirement this course would satisfy on the student’s advisement report.
13. If the student has not planned any courses, the following message will be displayed:

Your planner is empty. Use Plan by My Requirements or Search Catalog to add courses to your planner.

The student must go to Self-Service/Student Center to plan courses.