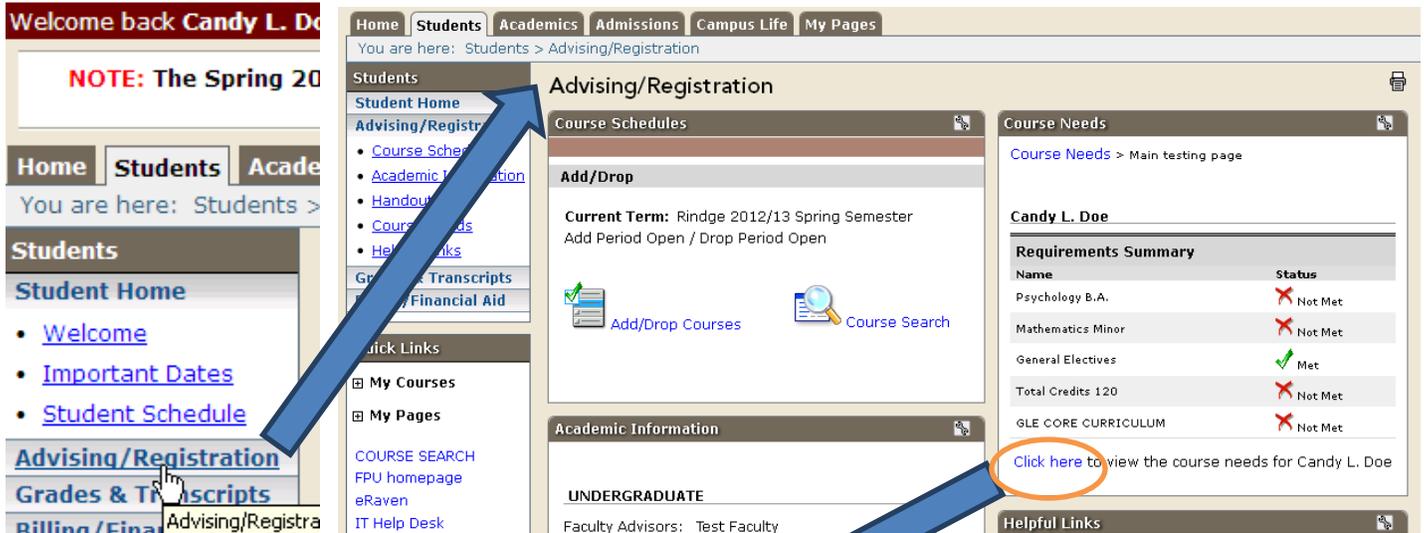


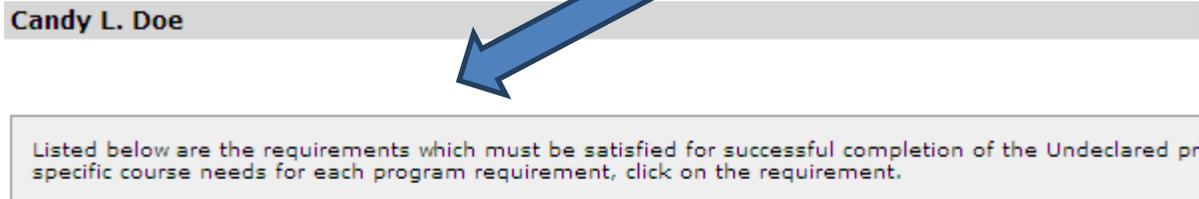
# Using the Course Needs Portlet on Campus Web – A Guide for Students

## Finding Course Needs

Course Needs is located on the Advising/Registration tab, found on the left hand side of the Students tab. Once on Advising/Registration, Course Needs is in the box on the upper right hand side of the screen:



Click where it says "Click Here" to open up the Portal.



Requirement	Description	Needed	Earned
<a href="#">RCORE</a>	CORE Requirements	35.00 Credit Hours;	7.00 Credit Hours; 2 Requirements;
<a href="#">RPSBA</a>	Psychology B.A.	45.00 Credit Hours; 2.0000 GPA	3.00 Credit Hours; 1 Requirements;
GENELEC	General Electives	<b>All Requirements Met!</b>	43.00 Credit Hours; 1 Requirements; 9.00
TOT120	Total Credits 120	120.00 Credit Hours; 2.0000 GPA	50.00 Credit Hours; 16 Requirements; 9.00

[Advising Worksheet](#) 

[Recalculate Student Progress](#)

Always click on this button when you go into the Course Needs screen. This ensures that all changes made to your record recently (new major added, courses completed, etc...) is updated on the Advising Worksheet.

From here you can do a few different things. One of the main functions of the Course Needs portal is to provide Student access to the Advising Worksheet (also known as the Degree Audit), attached as a .pdf document on the Course Needs screen.

## Advising Worksheet

Franklin Pierce University Advising Worksheet

<b>Personal Information (Last, First, or Pseudonym):</b>		<b>Advisor Information:</b>	
Doe, Carly L. 123 Main Street Ridge, NH 03401		Advisor #1: Downing, Teresa S. Advisor #2: Faculty, Test	
<b>Degree Information (Catalog Year 2012):</b>		Career Hours Earned: 00.00	
Major 1: Undeclared	GPA: 0.0000	Career GPA: 1.00	Last Term GPA: .00
		Current Acad Probation Sts: Academic Probation	

CORE Requirements		7.00 Hours Earned / 6.00 GPA
Substitution IC10F		
+ IC105	College Writing I	
+ IC106	College Writing II	
+ IC210	The American Experience	
+ IC212	Challenge of Business	
+ IC260	The Twentieth Century	
+ Complete 8 Credit Hours of a Lab Science Sequence.		
Complete a Bio Sequence		
Choose BI102 or AH102		
Complete CH101 & CH102		
Complete ES100 & ES104		
Complete GL101 & GL102		
Complete IC110 & IC111		
Complete PH101 & PH102		
Complete One Semester of College-Level Mathematics.		
	MT221	Calculus I T 4.00
+ Sophomore Arts Core-Complete IC305 or IC306		
Junior Behavioral Science Core-Complete IC305, AN101, PS101, or SO101.		
	PS101	Intro to Psychology T 3.00
+ Junior Humanities Core-Complete IC310 or IC360		

<b>Scale Key:</b>	
* - Still Required	IP - Course is in Progress
(Requirement) Met By - Requirement has been met via Substitution	(Requirement) Met By - Requirement has been met via Substitution
Unapproved - Alteration has been entered, but not passed Approval Track	Unapproved - Alteration has been entered, but not passed Approval Track

Franklin Pierce University Advising Worksheet

Psychology B.A.		3.00 Hours Earned / 6.00 GPA
+ PS220	CHS/Adolescent Develop	
	PS101	Intro to Psychology T 3.00
+ PS251	Abnormal Psychology	
+ PS260	State for Behavioral Sci	
+ PS261	Research Methods in Psych	
+ Complete PS488, PS490, PS491 or PS495.		
+ PS494	Senior Seminar	
+ Complete Two 300 Level Laboratory Courses.		
+ Complete 15 Hours of Psychology Electives, Including at Least One Course From Each Group.		
+ Complete PS420 or PS421		
+ Complete PS322 or PS324		
+ Complete 9 Additional Hours of Psych Electives		
PSELECT Advisor Approved PS Elect		

General Electives		43.00 Hours Earned / 1.00 GPA
General Electives		
FAELOGLE	FA GLE Elective	T 3.00
GE100	General Elective Credit	T 3.00
GE100	General Elective Credit	T 3.00
GE100	General Elective Credit	T 6.00
HUMW2GLE	Humanities GLE 2	T 3.00
HUMW3GLE	Humanities GLE	T 3.00
MLELOGLE	ML GLE Elective	T 3.00
MTELECTLL	MT Elective-Lower Level	T 4.00
PSELOGLE	PS GLE Elective	T 3.00
LF101	ELEMENTARY FRENCH I	T 3.00
SO101	Intro to Sociology	T 3.00

<b>Scale Key:</b>	
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The Advising Worksheet outlines the requirements for all declared majors and minors as well as the general education program. Courses which have been substituted or waived will also show on this report.

If your advisor has included any notes in your online record, these Advising Notes will show up at the bottom of the worksheet.

Choose 2 GM535, 540, 563			
GM535	Managerial Communications	A	3.00
GM540	Organizational Behavior	B	3.00
● Choose GM525 or GI610			
<b>Advising Meeting Notes</b>			
(5/5/2010)	TEST - JOHN DOE		
(5/5/2010)	We had a meeting - TSD		

Advising Notes can be entered by the Advisor via Campus Web or by various Administrative Offices (Registrar, Center for Academic Excellence, etc...) using Jenzabar.

**Course search** can also be launched through Course Needs which can be particularly helpful for students who have already declared a major. This allows you to search for courses which you still need to take and can take you right to the offerings for those courses in the current semester, making it a more targeted search than the general Course Search.

Requirement	Description	Needed
<b>RCORE</b>	CORE Requirements	35.00 Credit Hours;
<b>RPSBA</b>	Psychology B.A.	45.00 Credit Hours;2.0000 GPA

Clicking on one of the highlighted Requirement sets (also known as Student Aims) brings you to a screen with more detail about what you still need to complete in that Aim:

**Advising/Registration**

Course Needs - RPSBA

Course Needs > Program Requirements > RPSBA

**Psychology B.A.**

**Course Requirements**

Req	Description	Status	Course	Course Title	Hours Needed	Hours Earned	Grade Needed	Grade Earned
PS230	Child/Adolescent Develop (Required)	Required	<a href="#">See available courses...</a>		3.00			
PS251	Abnormal Psychology (Required)	Required	<a href="#">See available courses...</a>		3.00			
PS260	Stats for Behavioral Scie (Required)	Required	<a href="#">See available courses...</a>		3.00			
PS261	Research Methods in Psych (Required)	Required	<a href="#">See available courses...</a>		4.00			
PS494	Senior Seminar (Required)	Required	<a href="#">See available courses...</a>		3.00			

From this screen, clicking *See available courses...* will bring the you to the listings (if any) for that course in the **default** semester (which can be changed on this screen – see highlighted term next page)

Course Needs - Results

Course Needs > Program Requirements > RPSBA > Results

**Search Results**

Search Again Term: **2012 Fall UG Rindge** Division: All Search

Other previously selected search criteria still apply.

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
		<b>PS 260 01</b>	STATISTICS FOR BEHAVIORAL SCIENCES	Kohler, Emlee C.	1/18	O	TR 1:40 PM-2:55 PM; Rindge Campus, Petrocelli Hall, Classroom	3.00	9/4/2012	12/19/2012
		<b>PS 260 02</b>	STATISTICS FOR BEHAVIORAL SCIENCES	Kohler, Emlee C.	0/18	F	TR 3:05 PM-4:20 PM; Rindge Campus, Petrocelli Hall, Classroom	3.00	9/4/2012	12/19/2012

When you are logged in to Campus Web AND you are currently active for online registration, the Add column will also include a box that will allow you to add the course right from that screen. This again allows you to search for courses from within your own degree audit and select them for online registration. The general course search feature only needs to be used to select elective courses or courses in a major/minor program of study that has not yet been declared.

Questions? Contact Terri Downing, Coordinator of Advising at x4105 or [downingt@franklinpiercedu](mailto:downingt@franklinpiercedu) for more information or to schedule an individual appointment to review accessing your online resources or other academic planning needs.