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.

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

**Required Information**
- Degree Objective: Bachelor of Science
- Program: Business Administration
- Major: Marketing
- Minor: Accounting
- Academic Advisor: Wanda H. Brown

**Degree Information - Catalog Year 2012**
- Major II: Undeclared
- GPA: 3.000
- Credits Earned: 60.00
- Credits Remaining: 18.00
- Lower Division GPA: 2.00
- Upper Division GPA: 3.00
- Academic Probation: No

**Course Requirements**
- Lower Division Courses
  - TCH 100 English Composition
  - CJS 100 Legal Environment
  - BLC 100 Business Mathematics
  - MAT 110 Precalculus
  - MTH 101 Intro to Statistics
  - MTH 102 Calculus
- Upper Division Courses
  - ENG 310 Survey of English Literature
  - ENG 320 Survey of American Literature
  - ENG 330 Survey of World Literature
  - ENG 340 Language and Literature
  - ENG 350 Shakespeare
  - ENG 360 Creative Writing
  - ENG 400 Special Topics

**General Education**
- Social Sciences
  - HIST 101 Survey of World History
  - HIST 202 U.S. History
  - HIST 303 International Relations
  - POLS 101 Government
  - POLS 201 Comparative Politics
  - PSY 101 General Psychology
  - PSY 201 Developmental Psychology
  - PSY 301 Social Psychology
  - PSY 401 Cognitive Psychology
  - PSY 501 Neuropsychology
- Natural Sciences
  - BIOL 101 General Biology I
  - BIOL 201 General Biology II
  - CHEM 101 General Chemistry I
  - CHEM 201 General Chemistry II
  - PHYS 101 General Physics I
  - PHYS 201 General Physics II
  - PHYS 301 Modern Physics
  - PHYS 401 Quantum Mechanics
  - PHYS 501 Nuclear Physics
- Humanities
  - ENGL 101 English Composition
  - ENGL 201 Survey of American Literature
  - ENGL 301 Shakespeare
  - ENGL 401 Special Topics
- Fine Arts
  - ART 101 Survey of Art
  - ART 201 Art History
  - ART 301 Studio Art
  - ART 401 Art Criticism
- Communication
  - COMM 101 Speech Communication
  - COMM 201 Public Speaking
  - COMM 301 Business Communication
  - COMM 401 Media Studies
- Fine Arts
  - ART 101 Survey of Art
  - ART 201 Art History
  - ART 301 Studio Art
  - ART 401 Art Criticism
- Communication
  - COMM 101 Speech Communication
  - COMM 201 Public Speaking
  - COMM 301 Business Communication
  - COMM 401 Media Studies
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  - COMM 101 Speech Communication

**Advising Notes**
- Choose 2 GM535, 540, 563
  - GM535 Managerial Communications
  - GM540 Organizational Behavior
- Choose GM525 or GM810

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.

**Advising Meeting Notes**
- 08/09/2010 - TEST - JOHN DOE
- 09/09/2010 - 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.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
<th>Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCORE</td>
<td>CORE Requirements</td>
<td>35.00 Credit Hours</td>
</tr>
<tr>
<td>RPSBA</td>
<td>Psychology B.A.</td>
<td>45.00 Credit Hours; 2.000 GPA</td>
</tr>
</tbody>
</table>

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:

From this screen, clicking See available courses... will bring 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)

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@franklinpierce.edu for more information or to schedule an individual appointment to review accessing your online resources or other academic planning needs.

Using the Course Needs Portlet – Student Handout created by Terri Downing – November 2012