Student Planner:
Applying a Template

CIVITAS® LEARNING

Office of the Registrar
University of Wisconsin-Stevens Point

1. To access Student Planner, login to accesSPoint. Use either the **Adviser Center** tile in Faculty/Advisor Home or **Student Services Center** from Campus Staff Home.

2. Search for or select a student from your advising list. Then, click Student Planner from the left menu bar.

If a new window doesn't open, make sure all pop-up blockers are disabled.

1. Login to Student Planner using your UWSP credentials.

University of Wisconsin
Stevens Point

Students and staff - click below to log in

LOG IN

≡

🔍 search for a student by name or student ID

University of Wisconsin
Stevens Point

Welcome

Search for a student in the top search bar and add them to your watchlist to stay up to date

Students (0)

☐ First Name   Last Name   Student ID   Primary Plan Title

No Data

Rows per page: 10 ▾
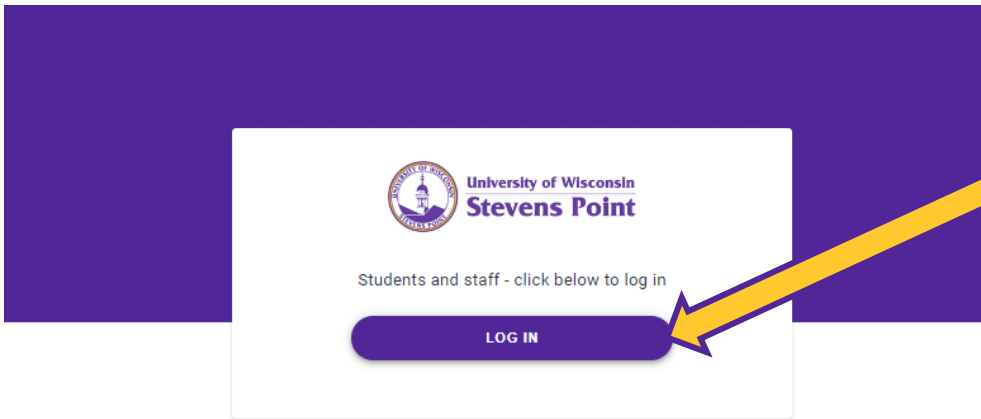
2. Hover over the Template icon on the left menu bar.

≡ Menu

🏠 Dashboard

▦ Templates

📊 Reports

🔍 Course Search

❓ Resources

↗ Manage Users

↗ Scheduling Tools

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🔍 search for a student by name or student ID

Search for a student in the top search bar and a

(0)

st Name   Last Name

10 ▾
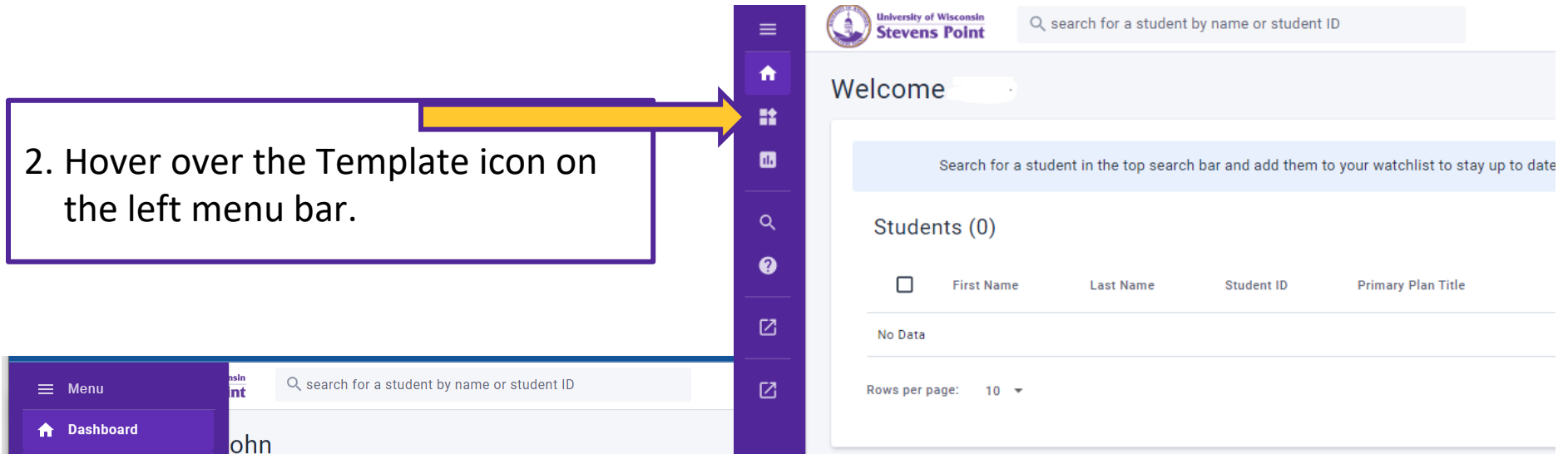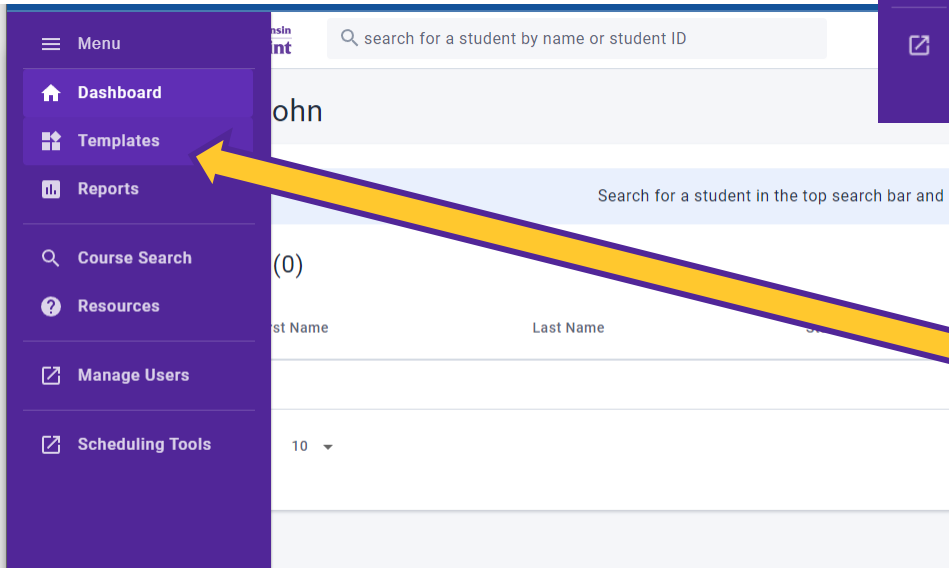
3. Click Templates.

Templates

PLAN TEMPLATES   PLACEHOLDERS

1. Filter templates using the **Status** column. Select **PUBLISHED** to only view active templates. Then, click **APPLY**.

Plan Templates (392)

🔍 search templa... title   **NEW TEMPLATE**

↑ Title	College ⇅	Major ⇅	Catalog Year ⇅	Status
Accounting (BS) | Fall 2023	CPS - College Professional Studies	ACCT-BS - Accounting (BS)	2023-2024	PUB...
Accounting (BS) | Spring 2024	CPS - College Professional Studies	ACCT-BS - Accounting (BS)	2023-2024	ARC...
Accounting (BS) | Spring 2024	CPS - College Professional Studies	ACCT-BS - Accounting (BS)	2023-2024	PUB...
Accounting (BS) | Spring 2024 copy	CPS - College Professional Studies	ACCT-BS - Accounting (BS)	2023-2024	ARC...
Art (BA) | Fall 2023	CCFAC - College Fine Arts and Comm...	ART-BA - Art (BA)	2023-2024	PUBLISHED

Select All   **Clear All**   ⊕
- ☐ ARCHIVED
- ☐ DRAFT
- ☑ PUBLISHED

APPLY   CANCEL

Templates

PLAN TEMPLATES   PLACEHOLDER...

2. Type the major into the search field and then click on the appropriate template. Template names include catalog terms. Be sure to apply the template that matches your student's major catalog term (found on page 1 of a DPR).

Plan Templates (8)

🔍 Health Science

↑ Title	College	Major ⇅	Catalog Year ⇅	Status ⇅
Health Science and Wellness (BS) - Pre-Athletic Training | Fall 2023	- College Professional Studies	HSW-BS - Health Sci and Wellness (BS), PRE-AT - Pre-Athletic Training	2023-2024	PUBLISHED
Health Science and Wellness (BS) - Pre-Athletic Training | Spring 2024	CPS - College Professional Studies	HSW-BS - Health Sci and Wellness (BS), PRE-AT - Pre-Athletic Training	2023-2024	PUBLISHED
Health Science and Wellness (BS) - Pre-Occupatnl Therapy | Fall 2023	CPS - College Professional Studies	HSW-BS - Health Sci and Wellness (BS)	2023-2024	PUBLISHED
Health Science and Wellness (BS) - Pre-Occupatnl Therapy | Spring 2024	CPS - College Professional Studies	HSW-BS - Health Sci and Wellness (BS)	2023-2024	PUBLISHED
Health Science and Wellness (BS) - Pre-Physical Therapy | Fall 2023	CPS - College Professional Studies	HSW-BS - Health Sci and Wellness (BS)	2023-2024	PUBLISHED

Templates begin with the Fall 2023 catalog term.

1. Once you have selected the template, click APPLY.

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search for a student by name or student ID

← Back to all Plan Templates

Health Science and Wellness (BS) - Pre-Athletic Training | Fall 2023

ARCHIVE   COPY   APPLY

Details

College
CPS - College Professional Studies

Degree
BS - Bachelor of Science

Major
**HSW-BS - Health Sci and Wellness
(BS), PRE-AT - Pre-Athletic Training**

Fall 1
16 Credits

BIOL 101   5 Cr
General Biology

HSW 100   1 Cr
Student Success in Health and Wellness ...

Spring 1
16 Credits

AT 181   2 Cr
Introduction to Athletic Training

CHEM 101 or CHEM 105   5 Cr
Select course for placeholder

Fall 2   ⓘ 1 ALERT
15 Credits

HSW 150   3 Cr
Health and Wellness Delivery Systems

HSW 210   3 Cr
Philosophies and Principles of Wellness
ⓘ This course has a requisite

Apply Template

Selected Template: Health Science and Wellness (BS) - Pre-Athletic Training | Fall 2023
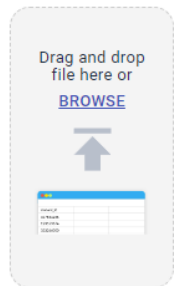
1 Select Students —— 2 Select Start Term —— 3 Confirm

Select Student

Upload a CSV that includes a column of student IDs or search for students below.

Drag and drop
file here or
BROWSE

Student Names or IDs

Student IDs
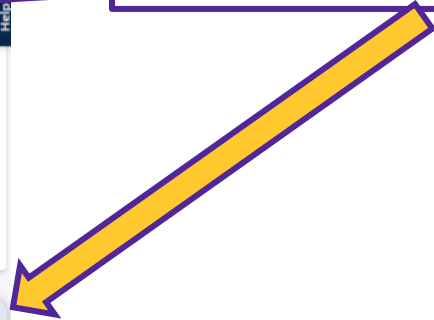
0 student IDs entered

2. Type the name or ID of the student in the search field. You can apply the same template to as many students as you want at one time. Then, click NEXT.

NEXT

Apply Template

Selected Template: Health Science and Wellness (BS) - Pre-Athletic Training | Fall 2023

✓ Select Students ———— 2 Select Start Term ———— 3 Confirm

Select Start Term

ⓘ This is when the template will start populating on the student's ~~~~ your template starts
with a fall term, only fall terms will sh~~~ ~pdown below.

Start Term
2023 Fall ▾

← PREVIOUS   NEXT

1. Select which term you want as the first term in the plan. Then, click **NEXT.**

Confirm and Apply

ⓘ Once you apply a template to a student's plan, this cannot be undone. Confirm the
information below and click "apply template" when you are ready.

Template
Health Science and Wellness (BS) - Pre-Athletic Training | Fall 2023

Student IDs
1 student ID entered
EDIT STUDENT IDS

Start Term
2023 Fall
EDIT START TERM

Add Message to Student(s)
This will appear as a banner message on the student's plan they can dismiss.

Message
This template has been applied by your adviser, Stevie Pointer.

136 characters remaining

← PREVIOUS   APPLY TEMPLATE

2. Confirm the details of your template.
You can enter an optional message to your student.

3. Click, APPLY TEMPLATE.

University of Wisconsin Stevens Point

search for a student by name or student ID

ARCHIVE   COPY   APPLY

Details

College
CPS - College Professional Studies

Degree
BS - Bachelor of Science

Major
HSW-BS - Health Sci and Wellness (BS), PRE-AT - Pre-Athletic Training

Subplans
--

Minor
--

Catalog Year
2023-2024

Status
PUBLISHED

Date Published
Apr 21, 2023

Created By
Civitas User

✓ Health Science and Wellne... applied to 1 students   ✕

2. Search for your student using name or student ID.

1. A confirmation will appear when them template has been successfully applied to a student/students.

3. Click the update button. This will update the plan to reflex the planned courses previously taken by the student. Completed courses and degree requirements will be designated with a ✓ indicator.

Student ID: ✉   Add to watchlist

PLAN   DEGREE REQUIREMENTS   WHAT-IF REPORTS   SCHEDULE   COURSE HISTORY

⭐ Health Science and Wellness (BS) -
Pre-Athletic Training | Fall 2023   Switch Plan ▼   ➕ 📋 🔄 🗑

Course progress is determined by your degree information. Click "update" to see your degree information, course statuses, and plan progress.

UPDATE

Your plan has been populated by a template from your advisor. Items that are required cannot be deleted, but can be moved to a new term. It is encouraged that you check in with your advisor regularly to ensure you are staying on track. Click the degree requirements and review plan changes.

Message from your advisor: This template has been applied by your adviser, Stevie Pointer.

Scheduling is open for 2023 Fall. Start building your schedule now!

2023 Fall ▼ ⋮	2024 Spring ▼ ⋮	2024 Fall ⚠ 1 ALERT ⋮	2025 Spring ⚠ 1 ALERT ⋮	2025 Fall ⚠ 2 ALERTS ⋮
16 Credits	15 Credits	15 Credits	16 - 17 Credits	16 Credits
BIOL 101 5 Cr	AT 181 1 Cr	HSW 150 3 Cr	BIOL 385 4 Cr	BIOL 287 or BIOL 387 4 Cr
General Biology	Introduction to Athletic Training	Health and Wellness Delivery Systems	Human Physiology	Select course for placeholder
			⚠ This course has a requisite	
HSW 100 1 Cr	CHEM 101 or CHEM 105 5 Cr	HSW 210 3 Cr	FN 354 3 Cr	HSW 300 3 Cr
Student Success in Health and Welln...	Select course for placeholder	Philosophies and Principles of Wellne...	Introduction to Nutrition and Nutrient...	Programming, Promotion, and Advoc...
		⚠ This course has a requisite		⚠ This course has a requisite