Center for Academic and Accessibility Resources

Student Guide to Academic Planning
Instruction Worksheet

To access Academic Planning option:
1. www.callutheran.edu
2. Click MyCLU on top of page
3. Sign in with your username and password
4. Click WebAdvisor on top of page
5. select WebAdvisor for Students
6. Under purple bold Academic Planning select plan courses

If you have never planned courses before start with the Course Planning Wizard:
1. Click Course Planning Wizard
2. Confirm catalog year and click submit
3. Select either major, minor, emphasis, upper division major, upper division UG, or Core. Click Submit.
4. Select a sub-requirement that says "Not started yes" next to it on the right. Click Submit
5. Choose a course(s) by selecting the box then choose a planned term for the selected course. Click submit.
6. All planned courses will appear. To add more courses click ok and repeat this process. Note: You will need to log in again each time you complete this process and attempt to do it again.

To view (not change) previously planned courses click on View Worksheet:
1. Click View Worksheet
2. Confirm catalog year and click submit
3. View courses
4. When done, click ok

To create or add a worksheet without using your program evaluation start with Create/Add to Worksheet.
Note: This will not show classes you have taken or need to take.
1. Click Create/Add to Worksheet
2. Confirm catalog year, click submit
3. Select subject and course level (course number optional), click submit
4. Check box for desired course(s) and select planned term, click submit
5. View planned courses. When done click ok

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805-493-3260   www.callutheran.edu/car   car@callutheran.edu

To remove or change planned terms for your planned courses start with Modify Worksheet:
1. Click Modify Worksheet
2. Confirm catalog year and click submit
3. Check box to remove any planned course or use the arrow box to select a new planned term and change the old one.
4. Add private worksheet notes that only you can see, as desired
5. Add public worksheet notes that others may see, as desired
6. Click submit when finished
7. Will bring you back to the same page with the new changes in place.
8. When done, use your browser's back button to return to the main menu

To view all of the courses you need to take to graduate including your major, minor emphasis and core classes, as well as view courses you have previously taken start with the Program Evaluation:
1. Click Program Evaluation
2. Choose your active program (your declared major and desired degree) by checking the box or, if you are thinking of changing your area of study and wish to see the courses required, select a new one in the drop box.
3. Include all work (already highlighted), click submit
4. Print using your browser's print function
5. When done viewing/printing click ok

To register for classes using your planned programs start with Register:
1. Click Register
2. Confirm catalog year and click submit
3. All previously planned courses will appear. Select planned courses you would like to register for and click submit

To contact your advisor with questions you may have start with Email Advisor/s. Note: Before you contact your advisor make sure that your plan is updated:
1. Click on Email Advisor/s
2. Your advisor's name and email address will appear
3. Check send to box (if not already checked)
4. Enter additional addresses if desired
5. Enter a subject and a message.
6. When done click submit

To view your advisor's approved Ed plan start with Advisor Approved Ed Plan:
1. Click Advisor Approved Ed Plan
2. Choose your academic program by checking the box next to your listed program
3. Select option format desired in drop box and click submit.