Why Should I Use U.Achieve Planner?

1. Creates customized graduation plans for students
2. Allows for pre-planning of appropriate course sections
3. Inform staffing needs for upcoming semesters

Log into U.Achieve: Option 1 (Intranet)

1. Go to web.ramapo.edu, click on *U.Achieve* block

Log into U.Achieve: Option 2 (Web Self-Service)

1. Go to web.ramapo.edu, click on *Web Self-Service* block

WELCOME TO INTRANET HOME PAGE

TOUR NEW DESIGN A A

Ramapo College 2019 Graduate Commencement Ceremony
View Larger Image

RAMAPO GMAIL	WEB SELF-SERVICE / WEB REGISTRATION	PHONE DIRECTORY	LIBRARY
MOODLE	CONNECT	SPACE RESERVATIONS	BOOKSTORE
HANDSHAKE	COURSEVAL	U.ACHIEVE	ORGSYNC

2. Sign onto Web Self-Service, Click on *Faculty Services* tab

Personal Information Student Services & Financial Aid **Faculty Services** Employee

Log into U.Achieve: Option 2 (cont.)

1. Click on *Advisor Menu*

Faculty Services

Term Selection
CRN Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Detail Wait List
Summary Wait List
Final Grades
Registration Overrides
Class Schedule
Student Menu
Display student information; View a student's schedule; Process registration overrides.
➡️ Advisor Menu
View a student's transcript; View a student's grades; Display your security setup.
Surveys, Waivers, Ballots and Such...
Course Evaluation Reports
Course Evaluation Detail Reports

2. Click on *Degree Evaluation - U.Achieve*

Faculty & Advisors

Term Selection
ID Selection
Student Academic Transcript
Degree Evaluation - Banner
All Continuing Students prior to Fall 2018 = Banner CAPP (old system)
➡️ Degree Evaluation - U.Achieve
All New Students beginning Fall 2018 = U.Achieve (new system)
Look-Up Courses
Advisee Listing
View Test Scores

Home Screen

1. Look up a student using the click on the *Students* icon
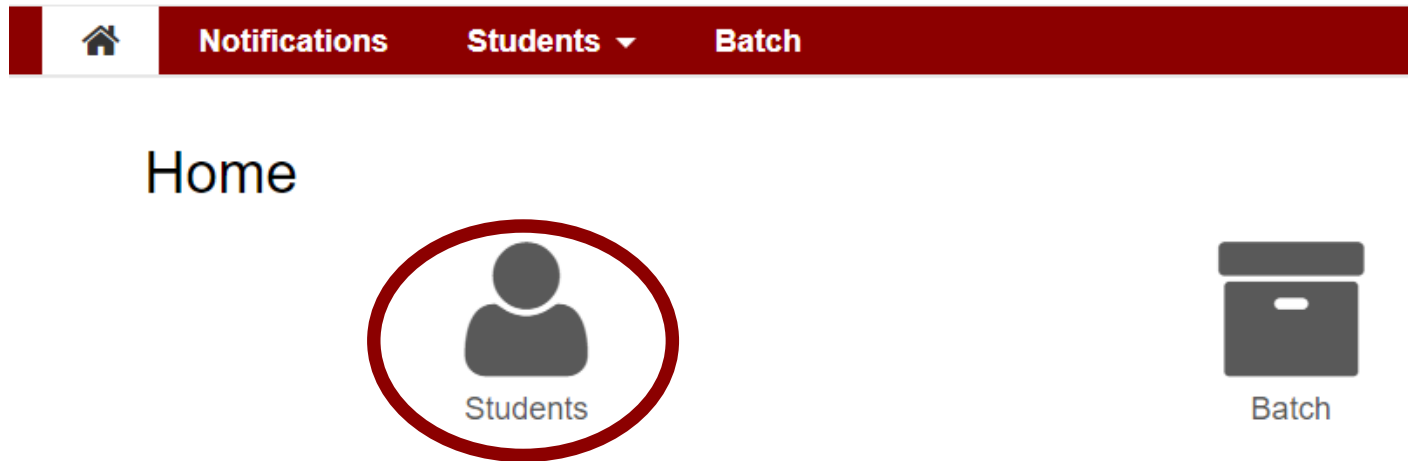
Student Search

1. Search by R# (left) or by name (right).

2. Click Submit or Search

3. Select ▣ for correct student from list below

Select	▲ Name	Student Id
▶	Student Name	R #

View/Create Plans

1. Click *Plans* tab

2. Create *a New Plan* tab

3. Note: Any listed plans under *My Plans* are previously created plans. You can view by clicking on the PDF. Otherwise, click *Create New Plan.*

Create New Plan

1. Identify Plan Name, Term (you are starting to plan from), Year, and anticipated years to graduate from term start.

2. Click *Add Plan*

Note: If students want to change majors/minors or do a *What if* analysis click on <u>*Select a different program*</u>

Notifications | Students ▾ | Batch

Student | Student Name/R# | Audits ▾ | Plans | Exceptions

Manage Student Name's Plans ❓

Program: *SS-BSW-SWRK*
Catalog: *Fall 2018*

My Plans | Create a New Plan

Enter Plan Information Here:

Program: **SS-BSW-SWRK** *effective: Fall 2018*

Identifies the major and catalog year for reference

Select a different program

Plan Name:	
Term:	Fall (40) ▾
Year:	2019
Years To Graduation:	4 ▾

Add Plan

Creating a Plan for a New Major

1. Select new Program
2. Select Catalog Year
3. Enter Plan Information
4. Click *Next*

Request an Audit for Plan

▾ **Select a Different Program:**

Choosing a degree program here will not change your declared degree program.

Program: Social Science - SS-BA-SOSC

Catalog Year: Fall 2018 | Clear Selections | ← Should match the catalog year student was matriculated

Add: Concentration | Minor | 2nd Major

Enter Plan Information

Plan Name: SS What If

Term: Fall (40) ▾

Year: 2019

Years To Graduation: 1 ▾

Next | Cancel

Screen View of "Create a New Plan"

- Left (Audit)/ Right (Plan)
- Use Legend to identify courses needed to complete Plan on the right.

Viewing Course Descriptions & Prerequisites

Click or tap a course to view more details about that course

Section 1: Course Description & Pre/Co Requisites

Section 2: *Course Availability

- Red X means course isn't offered during that semester.

- Orange ? indicates the new catalog isn't available yet.

- Green check indicates course is offered.

*Always check the course offerings in Web Self-Service.

Course Catalog Details

SWRK 326 (0 to 8 Credit Hours)

THEORY&PRAC-SOCWK II

Theory and Practice II is the second part of the three-semester practice course sequence. While the primary goal of the entire practice sequence is to teach those skills utilized in generic, beginning level social work, Theory and Practice II focuses on all stages of the helping process used in intervention with small groups and families. Students will continue with the same field placement begun in the first semester, with the expectation that by the end of the second semester they will have completed 400 hours of agency based practice for the year. Lab Fee.

Pre Requisites: CRWT102 AND SWRK325
Co Requisites:

Course Availability

Fall 2019	Winter 2019	Spring 2020	Summer 2020
❌	❌	?	?

Build a New Plan: Dragging Courses

1. Drag course from left (Audit) to right (Plan) into appropriate semester. Be sure the term turns blue before dropping a course into the semester.

Build a New Plan: Adding Course ID

2. Drag course from right side to left into appropriate semester.

OR

Click *Add Course* button to indicate course in appropriate semester.

Pop-Up Screen

Checking Your New Plan

1. Click Refresh or Check Box to check plan against degree audit to make sure requirements are being fulfilled.

Note: Planned courses will appear green indicating that prerequisites have been met.

Deleting a Course from Plan

1. Click on Edit ✎ button of term you want to delete course from.

2. Check the course you want to delete, click delete and submit to finalize the change.
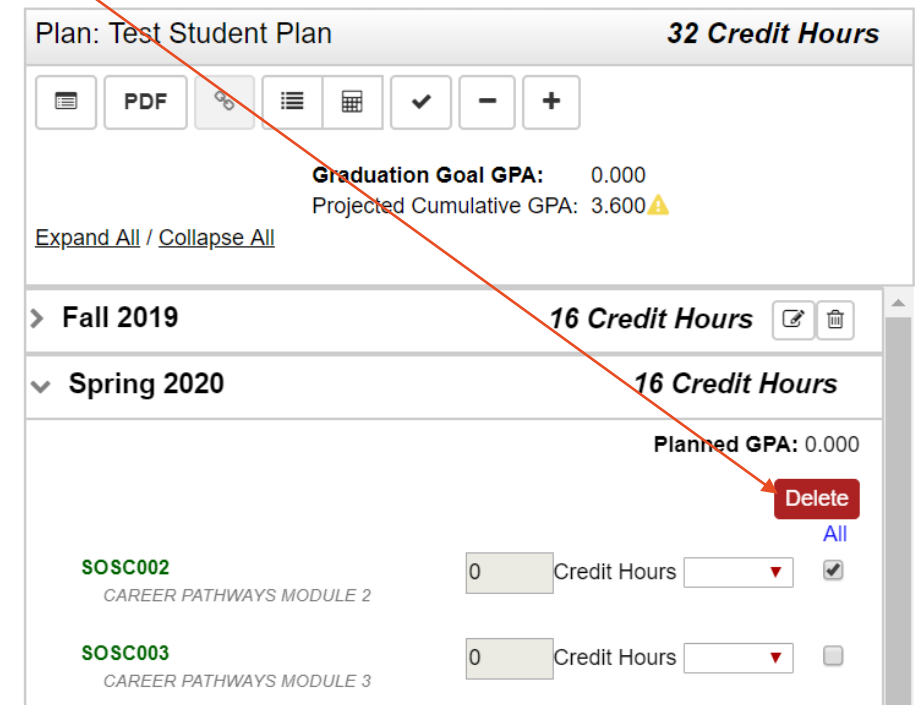
Remember to refresh the page to update Plan.

Planning for Winter/Summer Courses

1. Click the + symbol in your plan to add the desired term

Note: Winter terms in UAchieve would be December courses. This is different from terms in Banner


Pop-Up Screen

Checking the Plan

1. Courses can be planned through graduation.
2. You can audit the plan by clicking on the ⊞ button

Auditing the Plan

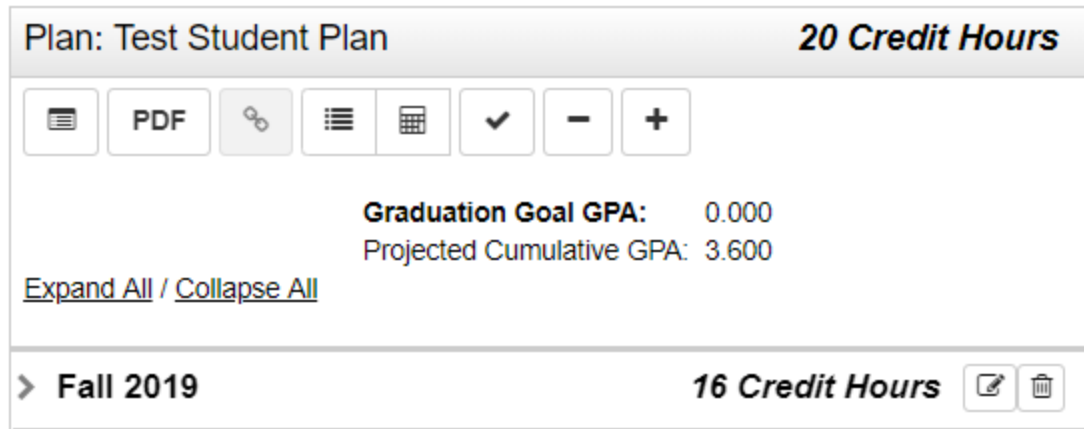- An Audit of the Plan will include purple for planned courses.
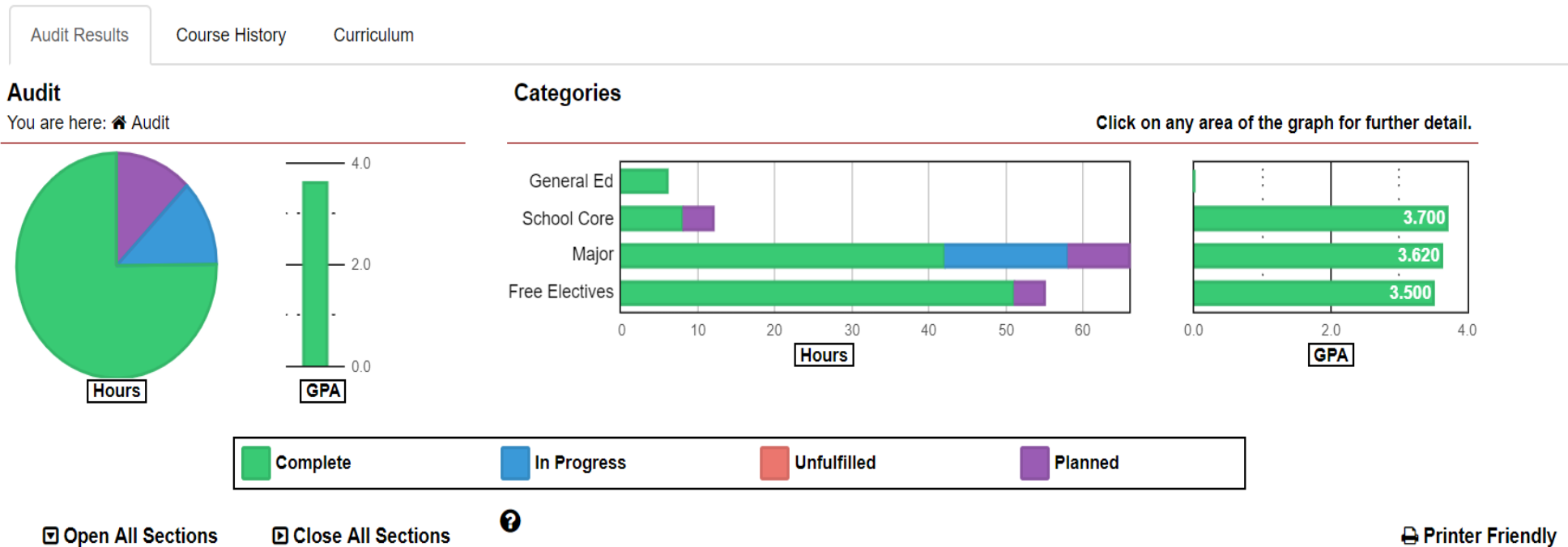
Auditing the Plan
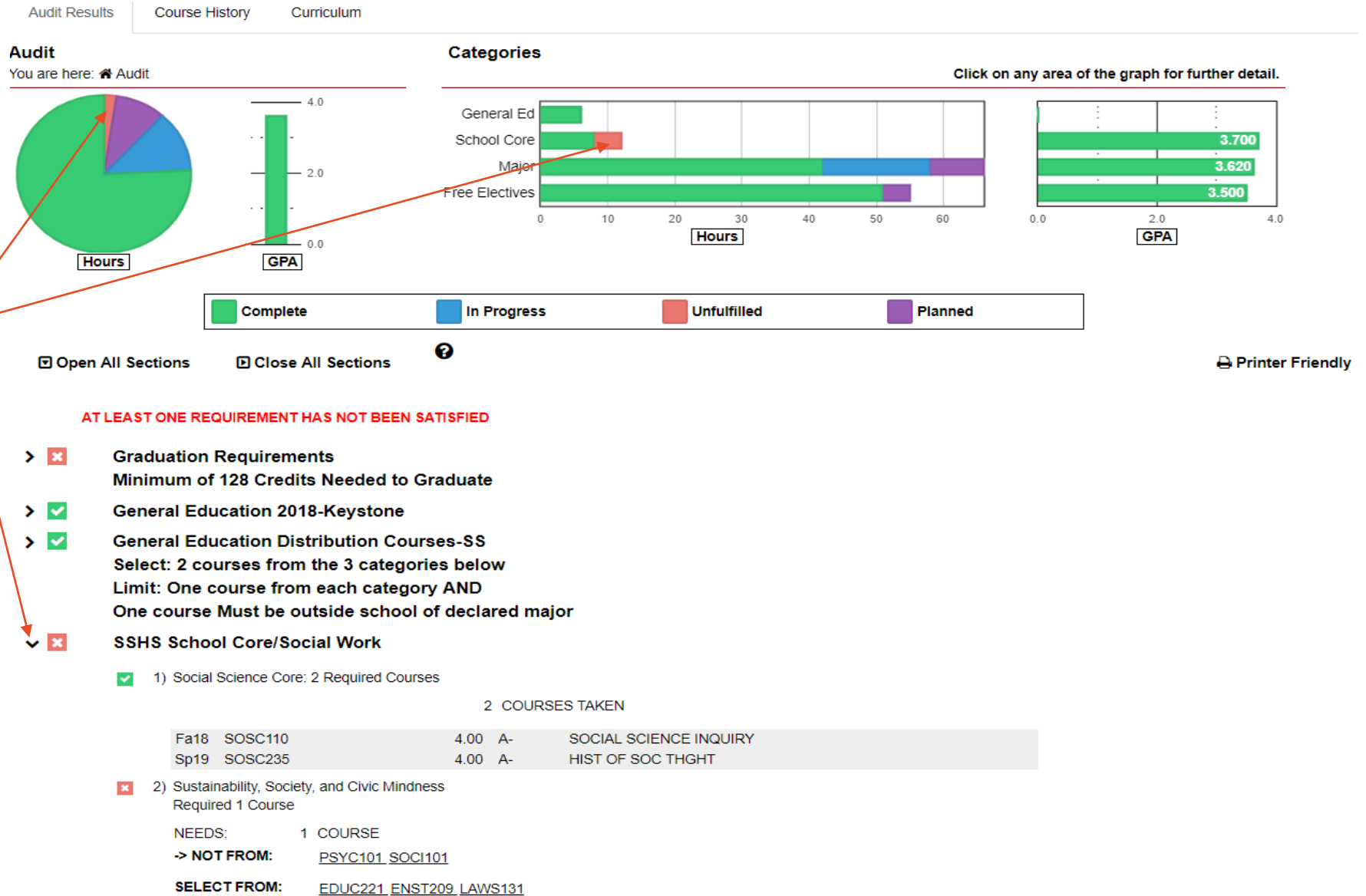
- Make note of any red items as they have not been planned for yet.

Printing the Plan

1. Click on the PDF button to print the Plan.

2. PDF download will print Plan with sections divided by "Completed Courses" and planned courses by semester.

Note: Unfulfilled courses don't appear on the Plan.

Planner Resources

1. U.Achieve Audit: https://web.ramapo.edu/

2. 4-Year Plans: www.ramapo.edu/fouryear/

3. *College Catalog: https://www.ramapo.edu/catalog

*Note: this brings you to the most recent catalog. Be sure to check appropriate catalog year.