

How to Use the MNTC Placeholder “courses” in the Grad Planner

When to use:

- Use if students do not want to choose an MNTC course from the MNTC goal area because they are not sure of which course they want to take from the list
- Use if a student plans to find a MNTC goal course that completes 2 goal areas

Instructions:

On the Right Hand Plan side:

Click on Add Course

Dept Abbreviation: Enter MNTC

Course Number: Enter Cap G – choose a Placeholder course

The screenshot displays the 'Grad Planner' interface. On the left, an 'Add Course' dialog box is open, showing 'Department Abbreviation: MNTC' and 'Course Number: G'. A dropdown menu lists placeholder courses: GL10 (People & Environment), GL1A (Academic Writing), GL1B (Communication), GL1C (Writing Intensive), GL2 (Critical Thinking), GL30 (Goal 3 & 10 Double Count), and GL3A (Natural Science Course & Lab). The main plan view shows a '4 year Plan' with '9 Credits' total. It includes a 'Spring 2022' term with '3 Credits' and a course 'COMM110 (3 Credits) Essentials of Speaking and Listening' with a 'Planned GPA: 0.000' and a red 'PL' status. Other terms listed are Summer 2022 (0 Credits), Fall 2022 (6 Credits), Spring 2023 (0 Credits), and Summer 2023 (0 Credits). The interface includes various navigation and utility icons at the top.

Click on the Edit Button for that term (pencil in the square)

Enter the amount of credit this course is going to be –3 credits is common

Course will always appear as red because it is not a “real” SMSU course. Highlights to advisor and student that they should replace this course with a real course when that course is chosen.

If you use the checkmark to bring it back over on the left hand audit side it will appear as a planned course if the correct goal area.