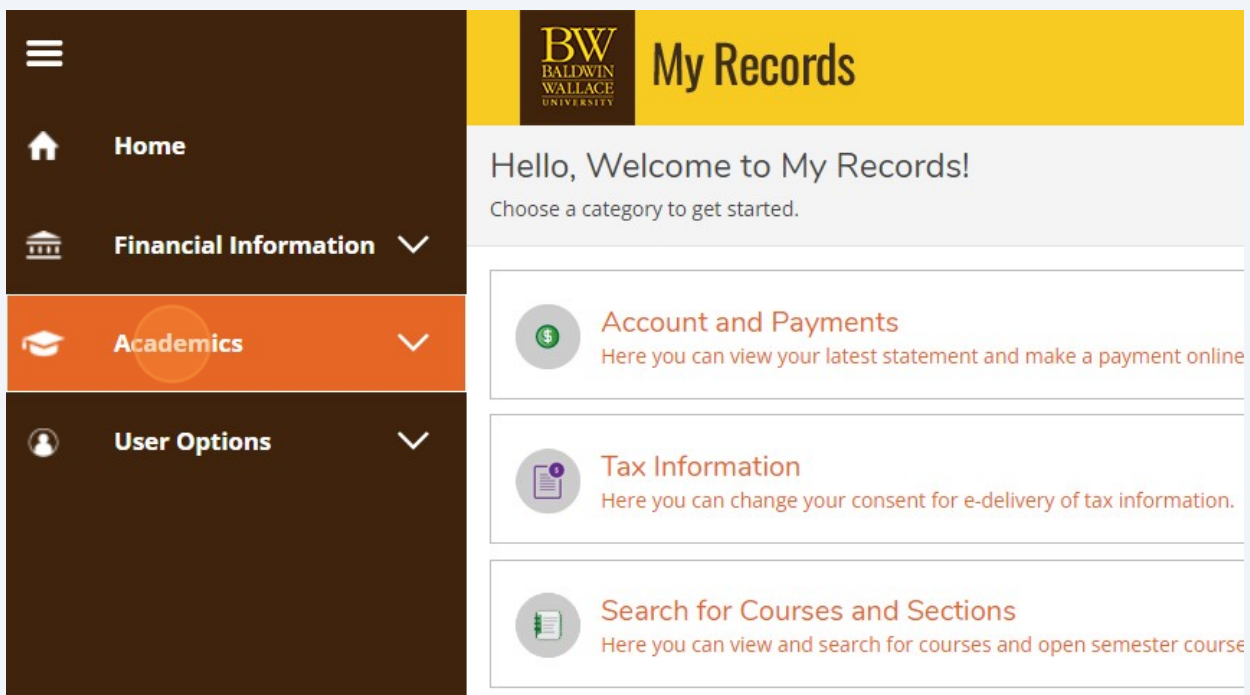


Graduate Business Student Planning & Registration

All graduate business students need to navigate the BW Student Planning Tool in order to monitor program requirements, course scheduling, and program completion. This step by step tool shows you how to view, plan, and register your graduate business courses.

- 1 Navigate to My Records: <https://myrecords.bw.edu> or access from [Jacket Connect](#) or the [BW main webpage](#).

- 2 NOTE: You can access your Financial Information, Academics, & User Options from My Records



3

Click on Academics to access Student Planning, Search for Courses & Sections, and other tools including ordering transcripts.

The screenshot shows the 'My Records' homepage. On the left is a dark brown toolbar with a hamburger menu icon at the top. Below it are four items: 'Financial Information' with a dropdown arrow, 'Academics' with an upward arrow and a red circle around it, 'Student Planning' with a dropdown arrow, and a yellow section containing 'Register for Classes', 'Search for Courses and Sections', 'View Your Grades (Student Access)', and 'Graduation Overview'. The main content area has a yellow header with the Baldwin Wallace University logo and the text 'My Records'. Below the header is a grey box with the text 'Hello, Welcome to My Records!' and 'Choose a category to get started.'. The main content area contains four white boxes, each with a circular icon and text: 'Account and Payments' (dollar sign icon), 'Tax Information' (document icon), 'Search for Courses and Sections' (document icon), and 'Graduation Overview' (graduation cap icon).

4

You can access Student Planning from the left toolbar or the category list on the My Records homepage.

The screenshot shows the 'My Records' homepage. On the left is a dark brown toolbar with a hamburger menu icon at the top. Below it are four items: 'Academics' with an upward arrow, 'Student Planning' with an upward arrow and a red circle around it, 'Planning Overview', and 'My Progress'. Below these is a yellow section containing 'Register for Classes', 'Search for Courses and Sections', and 'View Your Grades (Student Access)'. The main content area has a yellow header with the Baldwin Wallace University logo and the text 'My Records'. Below the header is a grey box with the text 'Hello, Welcome to My Records!' and 'Choose a category to get started.'. The main content area contains four white boxes, each with a circular icon and text: 'Account and Payments' (dollar sign icon), 'Tax Information' (document icon), 'Search for Courses and Sections' (document icon), and 'Graduation Overview' (graduation cap icon).

5 Click "Student Planning"

The screenshot shows the 'My Records' page with a yellow header. The main content area is divided into two columns of cards. The 'Student Planning' card is highlighted with a red circle. The cards include: Account and Payments, Financial Aid, Tax Information, Student Planning, Search for Courses and Sections, and View Your Grades (Student Access). A copyright notice is visible at the bottom.

My Records coltest1 Sign out Help

Welcome to My Records!
Choose a category to get started.

- Account and Payments
You can view your latest statement and make a payment online.
- Financial Aid
Here you can access financial aid data, forms, etc.
- Tax Information
You can change your consent for e-delivery of tax information.
- Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Search for Courses and Sections
You can view and search for courses and open semester course sections.
- View Your Grades (Student Access)
Students view your grades here by term.
- Graduation Overview
You can view and submit a graduation application.

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6 BEFORE YOU CAN REGISTER: Clear any User Options "Red Flags" by clicking on User Options and updating each section including your Profile and Emergency Information which will need to be updated once a year. The Financial Agreement is completed only once. Financial Holds must be removed before registering.

The screenshot shows the 'My Records' page with the 'User Options' menu expanded. The menu items are: Home, Financial Information, Academics, User Options (expanded), User Profile, Emergency Information, and View/Add Authorized User Access. The main content area shows the 'Hello, Welcome to My Records!' message and a list of categories: Account and Payments, Tax Information, Search for Courses and Sections, and Graduation Overview.

WALLACE UNIVERSITY

Home
Financial Information
Academics
User Options
User Profile
Emergency Information
View/Add Authorized User Access

Hello, Welcome to My Records!
Choose a category to get started.

- Account and Payments
Here you can view your latest statement and make a payment online
- Tax Information
Here you can change your consent for e-delivery of tax information.
- Search for Courses and Sections
Here you can view and search for courses and open semester course
- Graduation Overview

7

Student Planning includes 2 key sections: "My Progress" & "Plan & Schedule". Click on My Progress to view your degree program requirements and assess your progress towards degree completion.

My Records

Academics · Student Planning · Planning Overview

Register at your assigned Registration Time

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

- View Your Progress**
 Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)
- Plan your Degree & Register for CI**
 Next, take a look at your plan to see what toward your degree.
[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
Management, M.B.A.	(3.000 required)	

Fall Semester 2023 Schedule

	Sun	Mon	Tue	Wed	Thu
11am					
12pm					
1pm					

8

My Progress will list your degree program, specialization, total credits earned, in progress, and required. In My Progress you can view any required Prerequisites, MBA Core, and Specialization classes you need for your program. Click Expand All to see all of your requirements listed.

My Records

Academics · Student Planning · My Progress

Search for courses...

Management, M.B.A. (1 of 1 programs) [View a New Program](#) [Load Sample Co](#)

At a Glance

Cumulative GPA:	(3.000 required)
Institution GPA:	(0.000 required) (0.000 required)
Degree:	Master of Business Admin.
Majors:	Grad Bus: Management
Departments:	Bus: Management & Leadership
Catalog:	2022

Progress

Total Credits	3
Total Credits from this School	3

Requirements [Expand All](#)

MBA MANAGEMENT

Complete the following item. ▲ 0 of 1 Completed. [Hide Details](#)

A. REQUIREMENTS

MBA Management Specialization includes a minimum of 39.5 total credits: PREREQUISITE COURSES= ACC-500A, BUS-500E & BUS-500Q (6.5 credits). MBA CORE= Take all MBA core courses listed (24 credits). MANAGEMENT SPECIALIZATION= Take MGT- (9 credits). A minimum GPA of 3.000 is required for both the total work attempted in the MBA and for the 11 core courses. No more than 2 "Cs" are permitted. A participant who receives an "F" will be dropped from the program.

Complete all of the following items. ▲ 0 of 3 Completed. [Hide Details](#)

9

Click on "Student Planning" / "Plan & Schedule" to view your current term schedule, and build your next term class schedule.

My Records

Academics • **Student Planning** • My Progress

My Pr

Planning Overview
Plan & Schedule
My Progress

nt, M.B.A.
ams)

At a Glance

Cumulative GPA:	(3.000 required)
Institution GPA:	(0.000 required) (0.000 required)
Degree:	Master of Business Admin.
Majors:	Grad Bus: Management
Departments:	Bus: Management & Leadership
Catalog:	2022

Description

Program Notes

Prc

Tot

10

From "Plan & Schedule" you can access your Schedule, Timeline, and Advising Information.

My Records

Academics • Student Planning • **Plan & Schedule**

Register at your assigned Registration Time

Plan your Degree and Schedule your courses

Schedule **Timeline** Advising Petitions & Waivers

< > Fall Semester 2023 +

Filter Sections Save to iCal Print

MGT-509-B01: Organizational Leadership

Sun

11

Your Timeline may display planned courses you and your Academic Advising have added. Any courses with the dots on left can be moved to different terms as needed.

Schedule **Timeline** Advising Petitions & Waivers

Add a Term Remove Planned Courses

Fall Semester 2023

- BUS-526: Operations Analysis Models Credits: 3 Credits
- MGT-501: Systems Mgmt & Org Theory Credits: 3 Credits
- MGT-509-B01: Organizational Leadership Credits: 3 Credits

Spring Semester 2024

- ACC-548: Accounting for Bus Decisions Credits: 3 Credits
- FNC-548: Financial Management I Credits: 3 Credits

Fall Semester 2024

- FNC-581: Managerial Ec Credits: 3 Credits
- XXX-XXX: Electives Credits: 0 Credits

Preq: MGT/BUS-501, MGT/BUS-509, BUS-526, ACC/BUS-548 - Must be completed prior to taking this course.

12

NOTE: Terms and courses can be added and removed as needed.

Schedule **Timeline** Advising Petitions & Waivers

Add a Term Remove Planned Courses

Spring Semester 2024

- ACC-548: Accounting for Bus Decisions Credits: 3 Credits

Summer Semester 2024

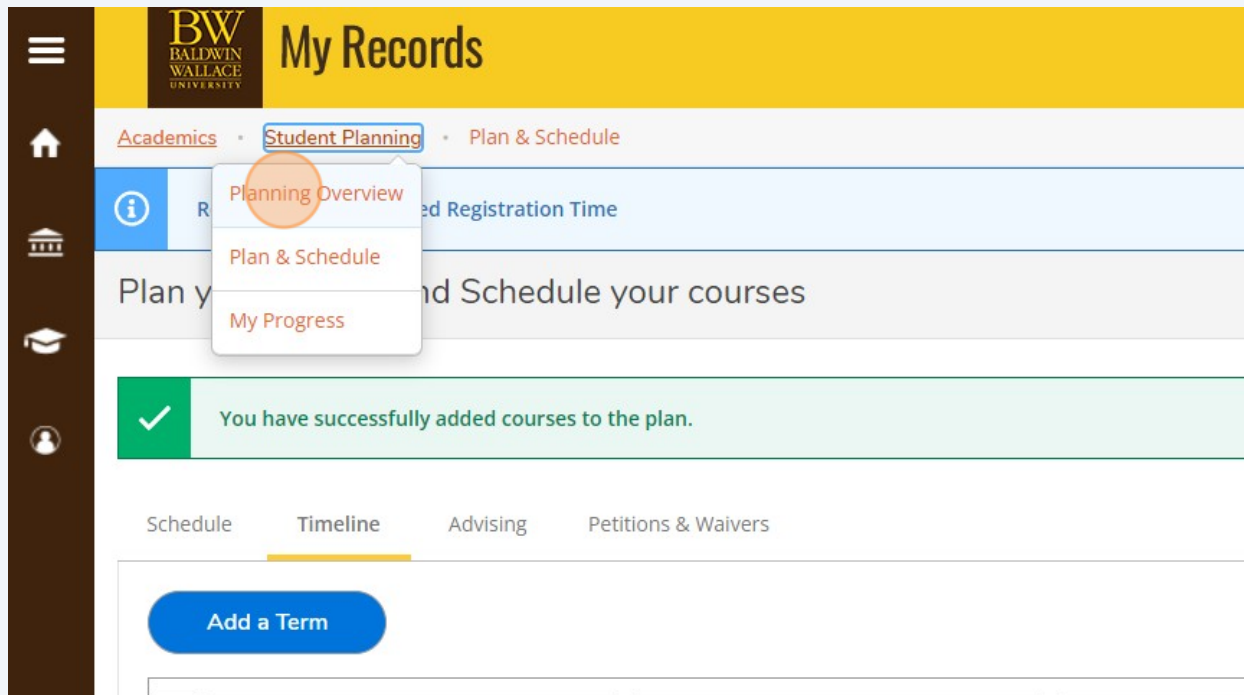
- FNC-548: Financial Management I Credits: 3 Credits

Fall Semester 2024

- FNC-581: Managerial Ec Credits: 3 Credits
- XXX-XXX: Elective Credits: 0 Credits

13

Go back to "My Progress" to see how your completed, in progress and planned courses are meeting your program requirements.



14

From "My Progress" click any Planned or Not Started course to search for sections and add to your schedule or plan. Ex: "ACC-500A"

MBA Management Specialization includes a minimum of 39.5 total credits: PREREQUISITE COURSES= ACC-500A, BUS-500E & BUS-500Q (9 credits). A minimum GPA of 3.000 is required for both the total work attempted in the MBA and for the 11 core courses. No more than 6 credits may be transferred. Complete all of the following items. **0 of 3 Completed.** [Hide Details](#)

1. PREREQUISITE COURSES **0 of 3 Courses Completed.** [Hide Details](#)

Status	Course	
Not Started	ACC-500A	Financial Accounting
Not Started	BUS-500E	Excel Certification
Not Started	BUS-500Q	Quantitative Analysis

2. MBA CORE **0 of 8 Courses Completed.** [Hide Details](#)

Status	Course

15 Click "View Available Sections for ACC-500A"

hide

ACC-500A Financial Accounting (3 Credits)

This course is designed to develop a working knowledge of the basic accounting system. The primary focus is c

Requisites:
None

Locations:
Berea Campus, Online Course, Off-Campus Site

Offered:
Fall-Spring-Summer

[View Available Sections for ACC-500A](#)

Page 1 of 1

16 Option to Add Section to Schedule or Add to Plan for a future term.

Locations	Instructors
Online Course, ONLINE ONLINE Online Instruction	Ms. Lynn M. Schulte (Online Instruction)
Online Course, ONLINE ONLINE Online Instruction	Mr. Ronald Baker (Online Instruction)

[Add Section to Schedule](#)

17 Click "Add Section"

A screenshot of a course details modal. At the top left, there is a dropdown menu labeled "Graded" with a downward arrow. Below it, the text "None" is displayed. The main body of the modal contains a paragraph: "This course is designed to develop a working knowledge of the basic accounting system. The primary focus is on financial accounting and its effect on the business entity." Below this, there is a section labeled "ion" followed by another paragraph: "This course is offered in an online format through Canvas. All course assignments, learning activities, and group projects are completed online, independently, by the student." Further down, the word "Standard" is visible. At the bottom left, there is a "Close" button. At the bottom right, there is a prominent blue button labeled "Add Section", which is circled in orange. To the right of the modal, a portion of the main page is visible, showing a table with columns for "Instructors" and "Mr. Ronald".

18 Continue to toggle between "Back to My Progress" and adding courses as needed. GOAL is to see all of your required courses in My Progress as either Completed, In Progress or Planned.

A screenshot of the "My Records" page on the Baldwin Wallace University website. The page has a yellow header with the university logo and the text "My Records". Below the header, there is a navigation bar with "Academics" and a search prompt "Search for Courses and Sections". The main content area is titled "Search for Courses and Course Sections" and includes a breadcrumb link "< Back to My Progress", which is circled in orange. On the left side, there is a "Filter Results" panel with a "Hide" button. It contains two sections: "Subjects" with a checkbox for "Accounting (1)" and "Locations" with checkboxes for "Berea Campus (1)", "Online Course (1)", and "Off-Campus Site (1)". On the right side, there is a course card for "ACC-500A Financial Accounting (3)". The card includes the course title, a brief description, and details for "Requisites: None", "Locations: Berea Campus, Online Course, Off-Campus Site", and "Offered: Fall-Spring-Summer".

19

NOTE: View "Offered" to see when courses are available as you plan for future terms.

Hide

MGT-501 Systems Mgmt & Org Theory (3 Credits)

With an emphasis on systems management, organizational theory, and ethical management practice will be built upon throughout the MBA program. The course provides both a theoretical foundation and introduces some ethical challenges faced by today's managers. On the individual level, students will

Requisites:
Fee: \$80 - Must be completed prior to taking this course.

Locations:
Berea Campus, Online Course, Flexible(Online or In-person), Virtual Class (see day/time)

Offered:
Fall, A-Spring, A-Summer

[View Available Sections for MGT-501](#)

Fall Semester 2023

MGT-501-A01 +\$
Systems Mgmt & Org Theory
Runs from 8/21/2023 - 10/12/2023

20

Course sections can also be added from your Schedule view.

Register at your assigned Registration Time

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< > Fall Semester 2023 +

Filter Sections Save to iCal Print

MGT-509-B01: Organizational Leadership

✓ Registered, but not started

Credits: 3 Credits

	Sun
11am	
12pm	

21

Click Schedule: You will see your current term schedule. Click over to next term to see planned courses, view sections and build your term schedule. You can Register from this screen as well on your Assigned Registration Time.

The screenshot displays a course schedule interface. On the left, there are two course cards. The top card is for 'Excel Certification' with a 'Register' button. The bottom card is for 'Systems Mgmt & Org Theory' with a 'Register' button. The main area is a grid with time slots on the y-axis (11am to 11pm) and columns for different days. A small yellow box labeled 'MGT501-AB1' is positioned in the 6pm slot. Below the grid, there is a section titled 'Sections with no meeting time' containing two entries: 'ACC-500A Financial Accounting Section B01 Faculty: Mr. Ronald Baker' and 'BUS-500E Excel Certification Section S01 Faculty: Mrs. Carmen Castro-Rivera'. At the bottom, there is a copyright notice: '© 2000-2023 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.