

# Faculty Guide to the Course Sequencing Tool (CST)

## About:

The Course Sequencing Tool (CST) tool is an interactive version of the [Program Planning Sheets](#). It is designed to help students customize and visualize their path through the requirements of the ENG degree programs, semester by semester. Students can explore alternative course sequencing plans, keep track of the Hub units they earn through chosen Hub Electives, and plan and track progress on minors and concentrations.

This guide explains the role of the faculty advisor in using the CST to review and approve student plans.

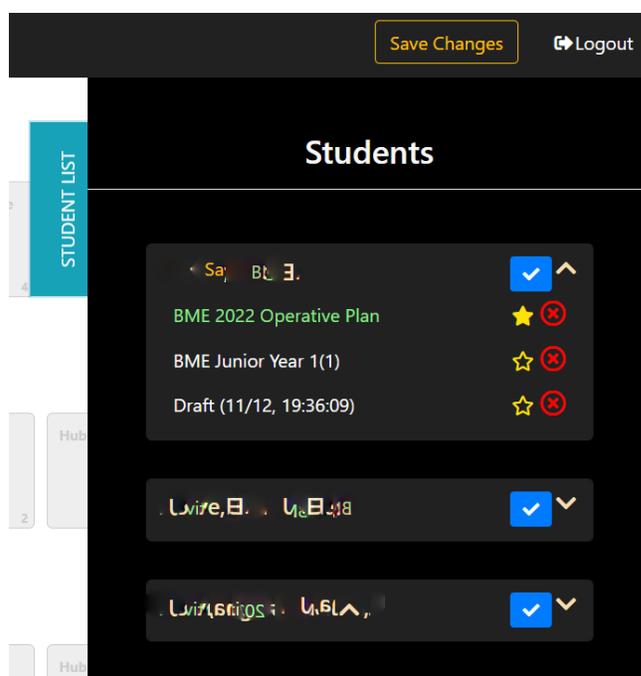
## Access:

Access the CST's advisor portal at: <http://www.bu.edu/dbin/eng/ugrad/cst/advisor/advisor.php> Log in using your username and Kerberos. A link to the "Advisor Portal" is also available on the ENG website on the Resources for Faculty & Staff page. Please reach out to the ENG Records office with any questions or issues accessing the CST: [engrec@bu.edu](mailto:engrec@bu.edu)

## Use:

Upon logging in you will see a list of your advisees on the right. Clicking on the downward arrow next to each student's name will show you their Operative Plan (denoted by a star) and any drafts they have made. [NB: student's names have been blurred in the image to maintain privacy]

Open any plan by clicking on it. To hide the 'student list' menu on the right, click on the teal 'student list' tab.



The right-hand side of the screen now shows degree requirements in colorful boxes (see below); the left shows the student's plan for when they have taken/will take these requirements. Students should build their plan using the colorful course boxes from the right-hand side (point & click; not drag & drop); requirements are grayed out on the right when they are inserted into the plan on the left. Courses are inserted on the right by clicking once on an empty box in the semester row and then clicking on the appropriate course box on the right, which will then appear in the semester row. Clicking on the trash can icon  will return the course to its place on the right.

Electives have a notes icon  that can be clicked to add the course number. All course boxes also have an information icon  that can be used to indicate that the course is part of a concentration (C) or a minor (M) or both. When information has been added, the icon turns red. Where present, clicking on a red icon will enable you to see any notes that have been added to a particular course, or to see if it has been designated as part of a minor or concentration.

Double-clicking on an empty box in a given semester row will allow you and/or a student to add a gray generic course box. Gray course boxes are for extra classes that are not part of the program degree requirements. These can be used for minor classes, or double major/dual degree plans. A dialog box will open when double clicking and information about the extra course can be added (course number, name, number of credits, Meas, and any Hub units as appropriate). Be sure to click on “Save” before exiting the dialog box.

Fall 2021

The Records Office reconciles completed semesters with the student's transcript and locks the semester additional changes; this is indicated by the green box with the white lock icon Please contact the Records Office if you see anything that should be changed in a locked semester.

Fall 2020

Students and advisors can track progress on the eight Hub units that must be completed via their Hub electives using the check boxes at the bottom-left of the screen.

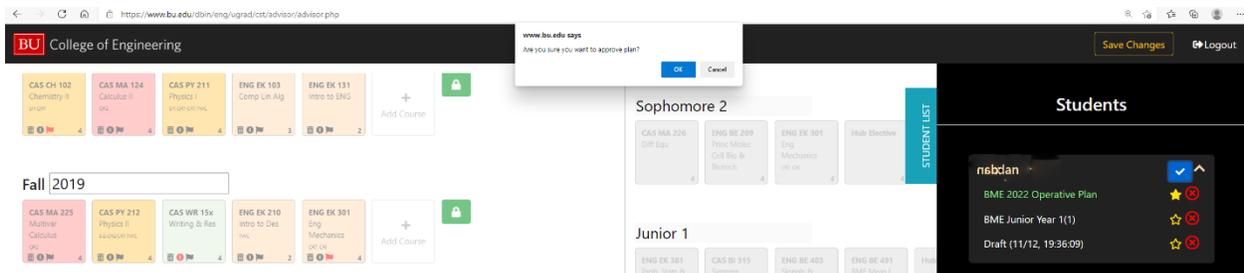
**Hub Electives: must include all Hub areas below to fulfill degree requirements**

- 1. Philosophical Inquiry & Life's Meanings(PLM)
  - 2. Aesthetic Exploration(AEX)
  - 3. Historical Consciousness(HCO)
  - 4. Social Inquiry(SO1 or SO2)
  - 5. Individual in Community(IIC)
  - 6. 1st Global Citizenship & Intercultural Literacy(CGI)
  - 7. 2nd Global Citizenship & Intercultural Literacy(CGI)
  - 8. Ethical Reasoning(ETR)
- Total of at least 16 credits

**Pre-registration advising:**

Each semester students should build out their plan for the following semester and share this with you via the CST at the pre-registration advising meeting. They should also make any necessary corrections to the current semester of the Operative Plan that are necessary (e.g. removing dropped courses, or courses they ended up not registering for and adding any additional course being taken) to confirm to what they are actually taking. Before or during this meeting you should verify that they have done this and that the classes in their Operative Plan for the current semester are correct. In the event that you make any changes, be sure to click the 'save changes' button at the top of the screen.

To approve their plan following the pre-registration advising meeting, click on the check mark icon that appears next to their name in the student list, and confirm that you wish to approve their plan.



Approving the plan triggers the release of the Advisor Assessment survey, which will ask the student to comment on their advising interactions with you. Once the student has completed the survey they will receive their Advising Authorization Code, which enables them to register via the Link. **Students should not be given their codes directly.**

### **Exploring alternative paths through requirements:**

Students may wish to explore multiple pathways through their requirements and may choose to create various drafts to reflect these. These can be very helpful in visualizing alternate pathways, however faculty are only approving the Operative Plan, denoted by the star. Students must maintain the same Operative Plan throughout and will only change this if they switch majors.

If a student wishes to discuss a new idea with you during a meeting they can create a draft and screenshare this with you, or you can work in the Operative Plan. Advisors are not able to create new drafts at this point, but students can.