

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.

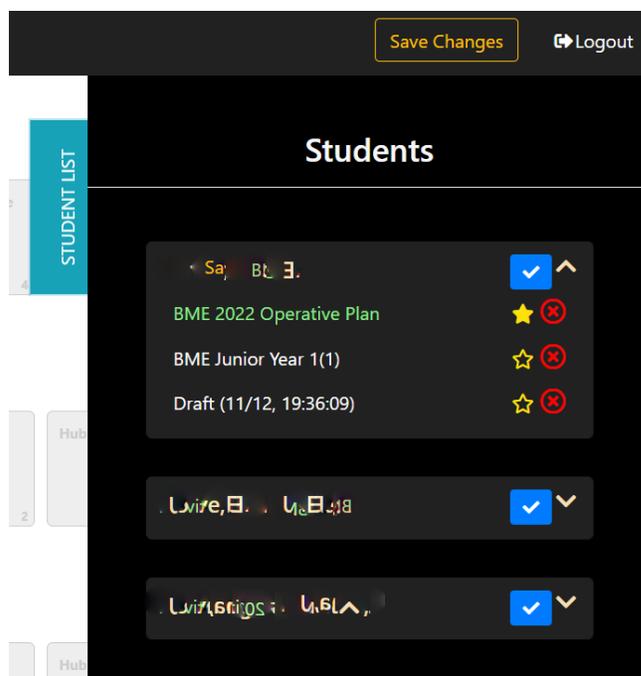
Access:

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

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.

BU College of Engineering Save Changes Logout

CAS CH 192 Chemistry II 4	CAS MA 124 Calculus II 4	CAS PY 211 Physics I 4	ENG EK 103 Comp Lin Alg 3	ENG EK 131 Intro to ENG 2	+ Add Course
Fall 2019					
CAS MA 225 Multivar Calculus 4	CAS PY 212 Physics II 4	CAS WR 15x Writing & Res 4	ENG EK 210 Intro to Des 2	ENG EK 301 Eng Mechanics 4	+ Add Course
Spring 2020					
Hub Elective CAS 22 100 4	CAS MA 226 Diff Eq 4	ENG BE 209 Princ Molec Cell Bio & Research 4	ENG EK 307 Electric Circuits 4	+ Add Course	+ Add Course
Fall 2020					
Hub Elective CAS AA103 4	CAS BI 315 Systems Physiol 4	ENG BE 403 Signals & Circuits 4	ENG BE 491 BME Meas I 2	ENG EK 381 Princ Stats & EQ 4	+ Add Course
Spring 2021					
ENG EK 424 Thermo & Stat Mech 4	ENG BE 492 BME Meas II 2	Fields Elective BE 436 4	Hub Elective PH 150 PLM, ETR (CRT) 4	BME Elective EK 481 4	+ Add Course
Fall 2021					
+ Add Course	+ Add Course	+ Add Course	+ Add Course	+ Add Course	+ Add Course

Sophomore 2

CAS MA 226
Diff Eq
4

ENG BE 209
Princ Molec
Cell Bio &
Research
4

ENG EK 301
Eng
Mechanics
4

Hub Elective

Junior 1

ENG EK 381
Princ Stats &
EQ
4

CAS BI 315
Systems
Physiol
4

ENG BE 403
Signals &
Circuits
4

ENG BE 491
BME Meas I
2

Hub Elective

Junior 2

ENG EK 424
Thermo & Stat
Mech
4

BME Elective

Fields
Elective
4

ENG BE 492
BME Meas II
2

Hub Elective

Senior 1

ENG Elective
4

BME Design
Elective
4

ENG BE 465
Senior Design
I
2

Hub Elective
4

Senior 2

BME Elective
4

Professional
Elective
4

Professional
Elective
4

ENG BE 466
Senior Design
II
4

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.

Spring 2021

ENG EK 424 Thermo & Stat Mech 4	ENG BE 492 BME Meas II 2	Fields Elective BE 436 4	Hub Elective PH 150 PLM, ETR (CRT) 4	BME E EK 481 4
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Add Semester +

Add Comments

Nanotech

Minor

Concentration

Submit

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

CFA MU 379
Instrumental
Conducting 1
2

ENG ME 304
Energy &
Thermo
4

ENG ME 303
Fluid
Mechanics
4

ENG ME 305
Mech of
Matrls
4

+
Add Course

+
Add Course

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

Hub Elective
CAS AA103
AEX, GCI
4

CAS BI 315
Systems
Physiol
SI2;CRT;TWCWIN
4

ENG BE 403
Signals &
Cntrls
4

ENG BE 491
BME Meas I
2

ENG EK 381
Prob, Stats &
DS
QR2; CRT
4

+
Add Course

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.

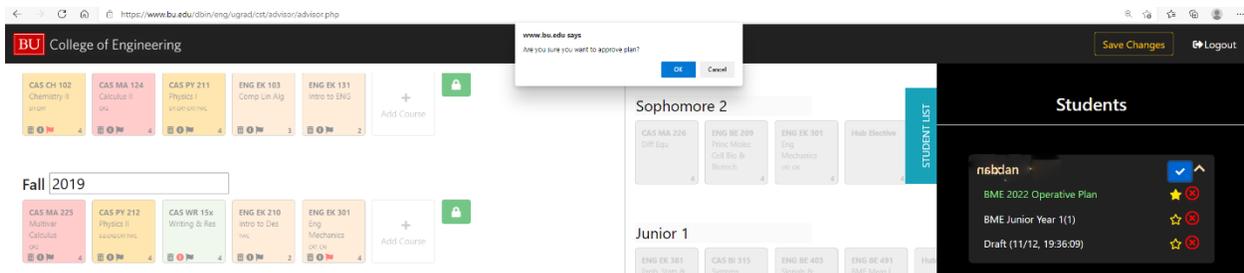
Hub Electives: must include all Hub areas below to fulfill degree requirements

- 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.