

How to View/Edit an Academic Plan in J1 Web

Using your KCU credentials, log in to J1 Web. my.kcu.edu/j1web

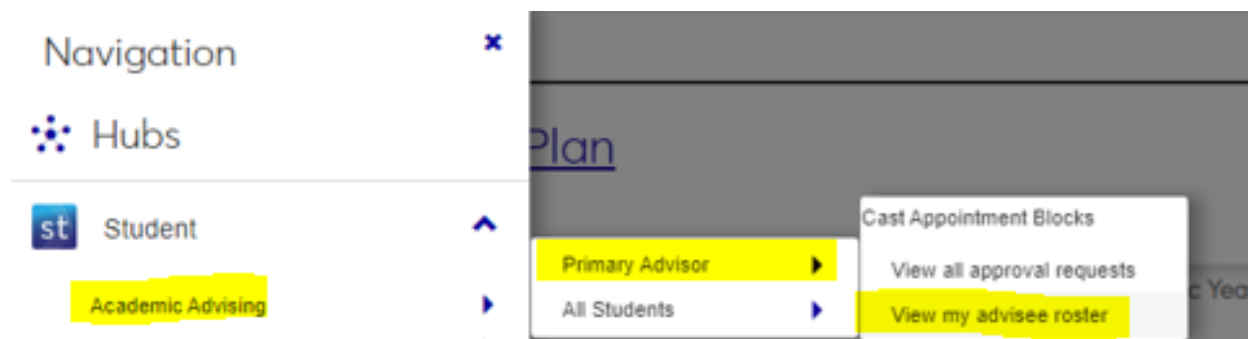
Username: The first part of your KCU email address without the @kcu.edu

Typical Password: 8 Digit Birthday MMDDYYYY

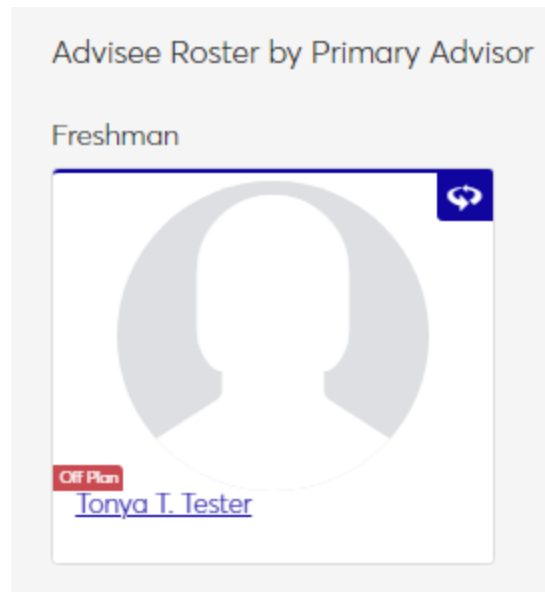
Once you have logged in, click on the Rubik's cube in the upper-left-hand corner of the screen:



Next, you will see a list of “Hubs” on the left-hand-side of the screen. First you will click *Student* and the options you have permission to see will drop down. Hover over *Academic Advising* → *Primary Advisor* and then click *View my Advisee Roster*.



From the advisee roster, scroll down to see each of your advisees. If you click on the student's name, their advising overview page will appear.



You can see above that my test student, Tonya, is off plan. Anytime you see off plan that means the student's plan needs your attention. Click on the student's name and the computer will prompt you to click *Assign requirements*.





Tonya's academic plan has unassigned requirements.

[Assign requirements](#)

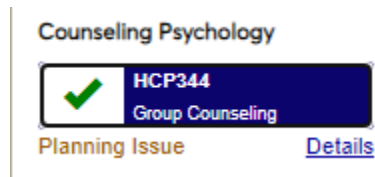
From here you will click the + on the Unassigned Requirements box to see which courses need to be assigned a semester. Any student that has a minor, double major, or additional concentrations will have these unassigned requirements. My test student has a minor in Counseling Psychology so as her advisor I need to assign these four courses to get her back on plan.

[- 4 Unassigned Requirements](#)

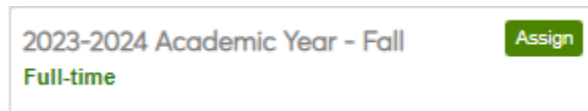
Counseling Psychology

 HCP344 Group Counseling Planning Issue Details	 HCP401 Abnormal Psych Planning Issue Details	 HCP424 Special Topics in Counsel Planning Issue Details
 HCP426 Addictions Counseling Planning Issue Details		

Click on the course you want to assign and the checkmark will turn green which means the course is ready to be assigned.

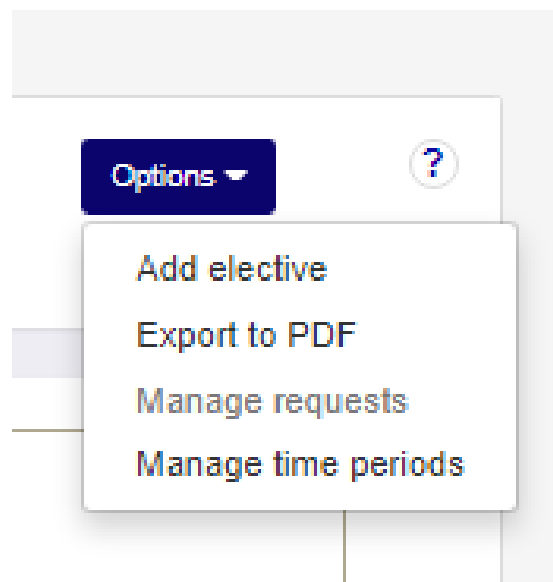


Click *Assign* to assign the course to the semester in which you plan for the student to take the course. I want Tonya to take HCP 344 in Fall 2023 so I'll assign it there.



You can also move requirements to a different semester by clicking *Move requirement*.

If a student needs to enroll in a term that isn't currently a part of their plan you will need to click *Options* and *Manage time periods* to add a semester to their plan. If the semester does not exist in the student's academic plan they will not be able to register for any courses.



You can also use this option to add an elective to a student's plan. If your advisee has already completed his/her electives but wants to take a course "just because" you will add an elective to their plan. KCU currently allows to students to register off plan but on curriculum. That means they don't have to take Intermediate Algebra in Fall 2024 but they can't take a course that isn't required of their program. The computer takes into account elective room and Financial Aid rules still apply.

Please contact the Registrar's Office with any questions.

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