PLSC (Planned Sections & Courses Report) Guide

FALL 2021

Arizona Western College

SET A GOAL
MAKE A PLAN

To get started on your Academic Plan visit: **azwestern.edu/AcademicPlan**

- Use the Planned Courses and Sections Report (PLSC) process to produce a Comma-Separated Values (.csv) file containing information about courses and course sections that are on students' Self-Service degree plans.

- This information will help you determine the students you need to contact if a course or course section is not going to be offered.

- As we continue to promote [Student Academic Planning](#) through Self-Service, data produced from this report should be considered as we strive towards a data-driven schedule of classes.

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PLSC: Planned Sections and Cou 🔍 ▼ | 🕘 Navigate   med88   Log Out   ⚙

No Active Context. Search for People or open Favorites to get started

PLSC - Planned Sections and Courses Report ☆   Save   Save All   Cancel   Cancel All

Stu Name/Address Hierarchy   [   ][...]

Departments   [1][   ][...]

Divisions   [1][   ][...]

Click **Save** to run report after entering data in **ONE** of the following areas:
1. Term
2. Course
3. Section

Enter data in ONE of the three selection criteria panels below

Planned Term
example: 2021/2 or look up list with "..."

Planned Term   [   ][...]

Planned Courses
example: ENG-101
Planned Term for Courses field is optional

Planned Courses   [1][   ][...]
                   [2][   ][...]
                   [3][   ][...]

Planned Term for Courses   [   ][...]

Planned Course Sections
example: ENG-101-001, you will be prompted to select a term on the next screen (this may take several seconds)

Planned Course Sections   Term
[1][   ][...]   [   ]
[2][   ][...]   [   ]
[3][   ][...]   [   ]
[4][   ][...]   [   ]

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No Active Context. Search for People or open Favorites to get started

PLSC - Planned Sections and Courses Report ☆   Save   Save All   Cancel   Cancel All
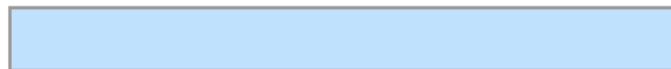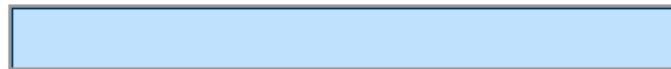
1 of 1

Stu Name/Address

Planned Courses and Sections Report

Started: 10:58:19 09/21/2021
Current: 10:58:19
Total Elapsed: 00:00:00
Est Completion: 10:58:19 09/21/2021
Ended: 10:58:20 09/21/2021

Processed 5 of 5

100%

*** Processing Complete. ***

☐ Close automatically when complete

Finish

Click **Finish** once report has been completed. Please note that running the report for an entire term may take several minutes

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Navigate

med88   Log Out

No Active Context. Search for People or open Favorites to get started

PLSC - Planned Sections an   Save All   Cancel   Cancel All

1 of 1

Ellucian Colleague - Open / Save File

Click **Download** and you will be prompted to **Open** or **Save File**

Download

PLSC_MED88_39365_19623.csv

* Right click the "Download" button and choose "Save As" to save the file. Click "Close" when you are done.

Close

Once report has been downloaded, click **Close** to finish process and start over

Opening PLSC_MED88_39365_19623.csv   ✕

You have chosen to open:

Please note that report will be downloaded as a **CSV** (Comma delimited) file. It may be saved as .xlsx file later

PLSC_MED88_39365_19623.csv

which is: Microsoft Excel Comma Separated Values File (1.8 KB)
from: https://colui2-prod.ec.azwestern.edu

What should Firefox do with this file?

○ Open with   Excel (default)

● Save File

OK   Cancel

Enter da

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