

### **Using the Academic Planner**

Declare into your part-time program of study using the ACSIS Academic Planner. Track your progression, register for courses and apply to graduate all in one tool.

#### **STEP 1**

Log in to ACSIS using your student number.

Student Number: e.g.: 012345678 Next	Your student number must not contain any space or hyphens and must be in the form <b>012345678</b> and is located on your Student Card.
Problems logging in? Read our login FAQ	ALGONOLINE (I)
Algonquin College considers all of your information personal and private. All information within this system is kent secure to ensure your privacy.	

### STEP 2

Select Academic Planner under Part-time.

#### PART-TIME STUDENTS

Academic Planner Application to Graduate

#### **STEP 3**

If you are not already declared into a program, review the list of eligible programs and select **Declare**.



#### Declare your program

Did you know that you've completed 1 course in 6000X Accounting (4 Year(s) to Complete) 2023/2024 Version?

Program	of Study	All Active Courses	All Comp	leted Courses			
▼ Declare into a program							
Code	•	Program Name	\$	Campus 🖨	Delivery	Completed	Declare
0214E	(4 Year(s)	Business - Marketing to Complete) 2023/202	24 Version		Part-time Online	1	Declare
0216A	Bus (8 Year(s)	siness Admin - Account to Complete) 2023/202	ing 24 Version		Part-time Online	1	Declare
0216E	E (8 Year(s)	Business Administration to Complete) 2023/202	1 24 Version		Part-time Online	1	Declare
0216M	Busine (8 Year(s)	ss Admin - Human Res to Complete) 2023/202	ources 24 Version		Part-time Online	1	Declare
0216X	Busi (8 Year(s)	ness Administration (C to Complete) 2023/202	ore) 24 Version		Part-time Online	1	Declare
1457X	l (3 Year(s)	Business Fundamentals to Complete) 2023/202	24 Version		Part-time Online	1	Declare
6000X	(4 Year(s)	Accounting to Complete) 2023/203	24 Version		Part-time Online	1	Declare
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If you select the wrong program or change your mind, you can always **Undeclare**.

Program of St	All Active Courses	All Completed Cour	rses				
✓ 1824X - Trades Leadership							
Version: 202 Duration: 2	3/2024 Years to complete						
Course	Descrip	otion	🛨 Term 🗧	Grade	Notify		
MGT2381	Human Resources Manag	jement		Add to cart			
BUS2010	Emerging Trends and In Trades	novation in the		Add to cart			
MGT5164	Introduction to Project M	lanagement	2020W	A+			
LDS2010	Leadership in Organizati	ons		<b>t</b>			
MGT2040	Change Management			1 ett			
MGT2050	Ethical and Legal Issues	in the Trades		Add to cart			
This is not an official Algonquin College Transcript. To obtain a student copy transcript, select <b>View Program Progression/Transcripts</b> located on the left side of the Main Menu. To send an official transcript to a third party, please submit your request here. Ready to graduate? Submit an Application to Graduate . Undeclare							



### **STEP 4**

Track your progression. View your final grades, active courses, and select Add to Cart to register for upcoming terms.

Program of S	tudy All Active Courses	All Completed Cour	rses		
<b>v</b> 0430X	- Early Childhood Education				
Version: 202 Duration: 6	23/2024 Years to complete				
Series: 01	Descript	tion	Term ,	Gra	de 🥃 Noti
ENL1813S	Communications I			Add to cart	
FAM1000	Observation Skills			Add to cart	
FAM1236	Introduction to Curriculum	ı		Active	
FAM1241	Health and Wellness for C	hildren 2	2023F	A-	
FAM1242	Foundations of Early Child	hood Education		Active	
FAM1243	Child Development			Add to cart	
FAM1015	Preparation for Placement			5	
Series: O2					
ENL2027	Communication II for ECE			Add to cart	
FAM0029	Music and Movement Expe Children	eriences for		Add to cart	
FAM1003	Psychology of Learning			Add to cart	
This is not a Progressio	an official Algonquin College n/Transcripts located on t	Transcript. To obta the left side of the	ain a student co Main Menu. To	py transcript, se send an official	elect View Program transcript to a third

Ready to graduate? Submit an Application to Graduate .



### **STEP 5**

When all requirements are completed, review your progress and select Application to Graduate.

Program of S	tudy All Active Courses All Completed	Courses					
✓ 6028X - Bookkeeping							
Version: 202 Duration: 4	20/2021 Years to complete						
Course	Description	🖨 Term 🖨	Grade	Notify			
QUA0002	Business Mathematics	2021W	A+				
ACC2201	Financial Accounting I	2021W	Α+				
ACC2202	Financial Accounting II	20215	Α+				
ACC2152	Financial Accounting Computer Applicati I	ons 2022W	A+				
ACC2384	Microcomputer Applications in Accountin	ig 2022F	A+				
ACC2346	Canadian Taxation	2022W	A+				
ACC5039	Payroll Administration	2021F	A-				
BUS2301	Business Computer Applications	2022F	A+				
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Ready to graduate? Submit an Application to Graduate .