Building the Planner Instructions

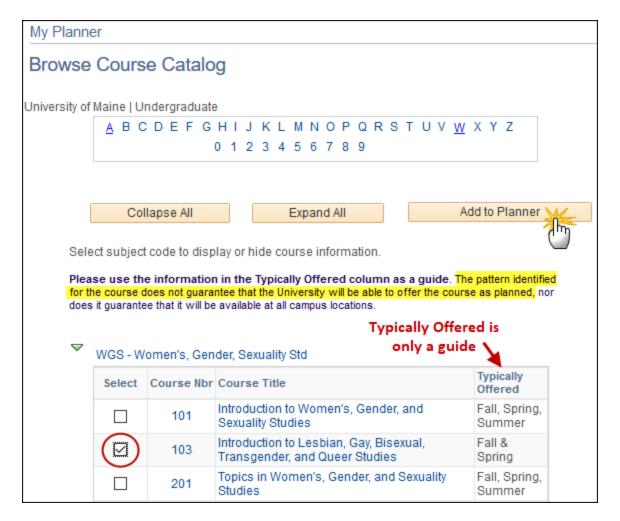
There are two options available for building the Planner:

- Select courses from the full list of courses in the catalog.
 OR
- 2. Use the Degree Progress Report that lists the courses as prescribed by the degree requirements. Using the **Plan By My Requirements** option provides the most benefit.

Building the Planner - Browse Course Catalog (option 1)

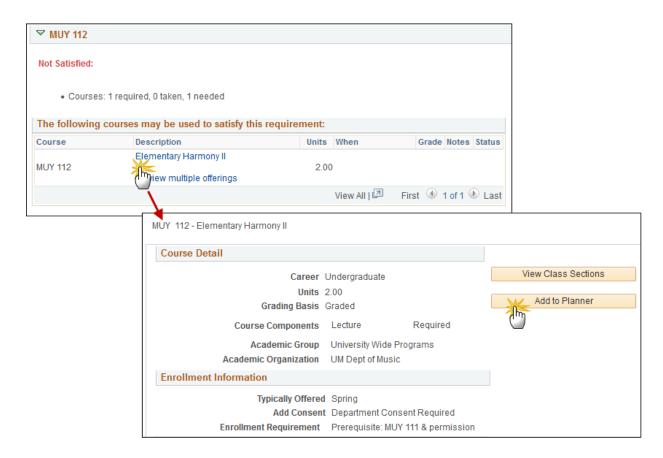
- 1. Select the **Browse Course Catalog** button.
- 2. Search for courses by subject area use the alphabet index to navigate directly to subjects beginning with a specific letter.
- 3. Select the subject code to expand the list and view all courses. Select the Course Description link or course number to view course details.
- 4. Mark the desired courses and select **Add to Planner**.

NOTE: Please use the information in the "Typically Offered" column as a guide. The pattern identified for the course does not guarantee that the University will be able to offer the course as planned, nor does it guarantee that it will be available at all campus locations.



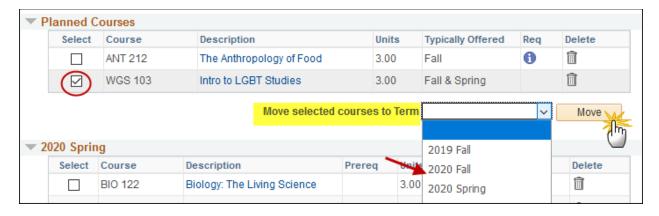
Building the Planner - Plan By My Requirements (option 2)

- Select the Plan By My Requirements button to display a version of the Degree Progress Report.
- 2. View the information for the requirements not yet satisfied and identify a course to be added to the Planner.
- 3. Select the hyperlink for the course description (title) and view the course details.
- 4. Select the Add to Planner button.



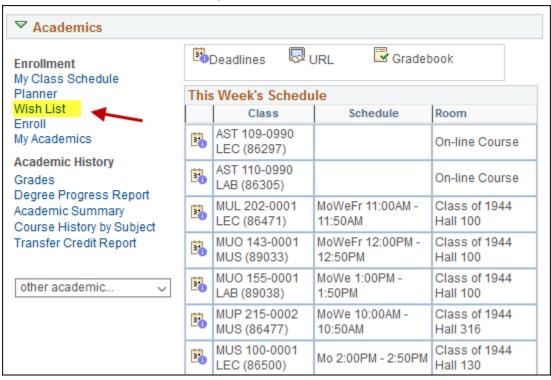
Organizing Courses in the Planner

The courses in the Planner can be assigned to a specific term. This makes it easier to find sections offered for a term in preparation for enrollment.

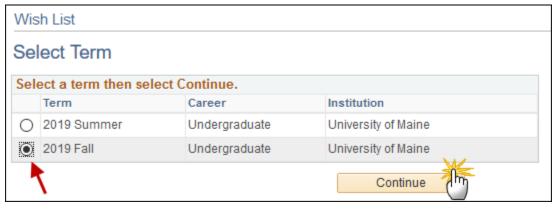


Creating the Wish List using the Planner

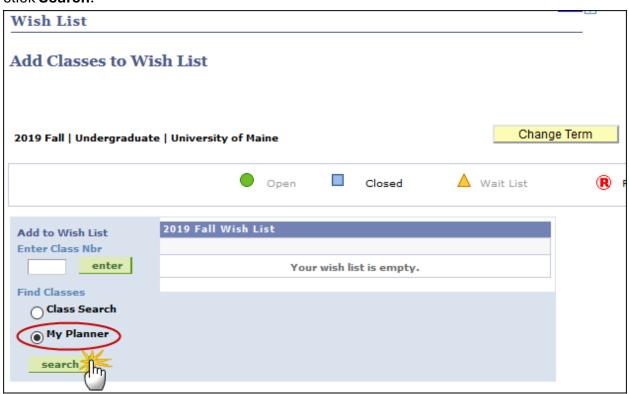
1. Access the Wish List using the **Wish List** link in the Student Center (also available via the **Planner** and **Enroll** links).



2. Select the appropriate term.



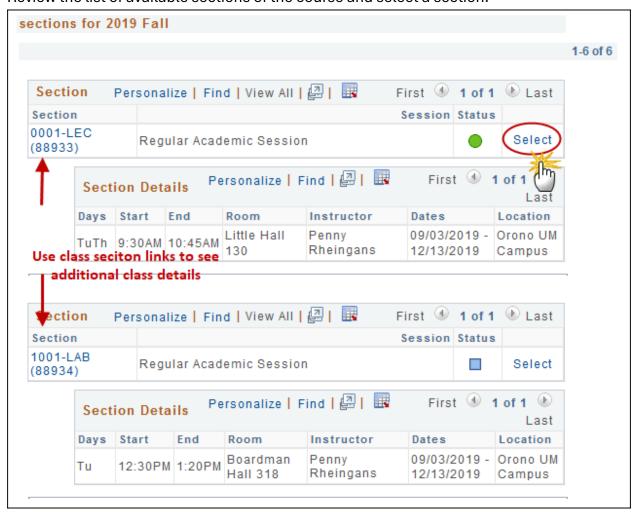
3. Under the "Add to Wish List" section, select the **My Planner** option and click **Search**.



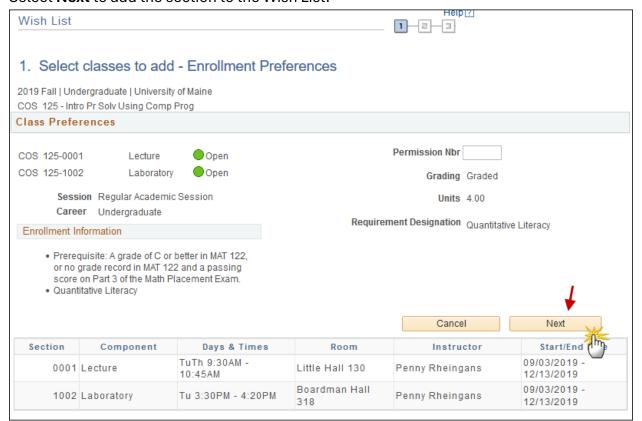
4. Select a course from the Planner to be added to the Wish List.



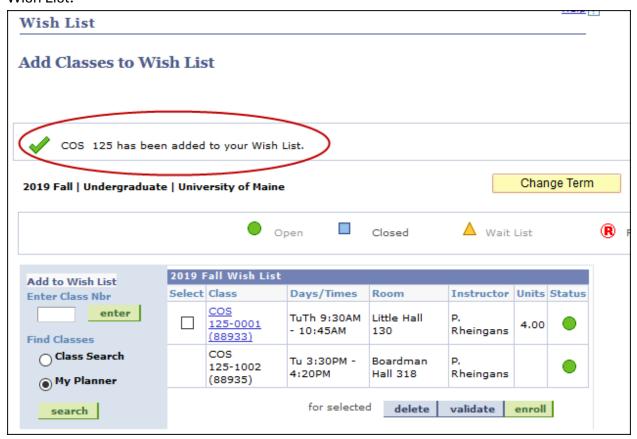
5. Review the list of available sections of the course and select a section.



6. Select Next to add the section to the Wish List.



7. You should see a confirmation message once the section has been added to your Wish List.



Additional features of The Planner

Courses on the Planner are identified on the Plan By My Requirements Report.



- View the details of the requirement being met by selecting the information icon.
- If a planned course has a pre-requisite, use the "**yes**" link to view the course details, enabling a view of the pre-requisite information.
- Use the **View Class Sections** button to see the sections offered for the term in which the course has been assigned in the Planner.

