

## The Planner – For Students

### Using the Planner

The Planner is a tool available in the MaineStreet Student Center that helps with planning for enrollment in future classes. The Planner is built by the student and consists of a list of the courses that will be taken during their academic career toward earning their degree. The courses can be organized by term so when enrollment time arrives, the Planner can be used to find sections of courses included in the Planner that are offered for the term and then add them to the Wish List.

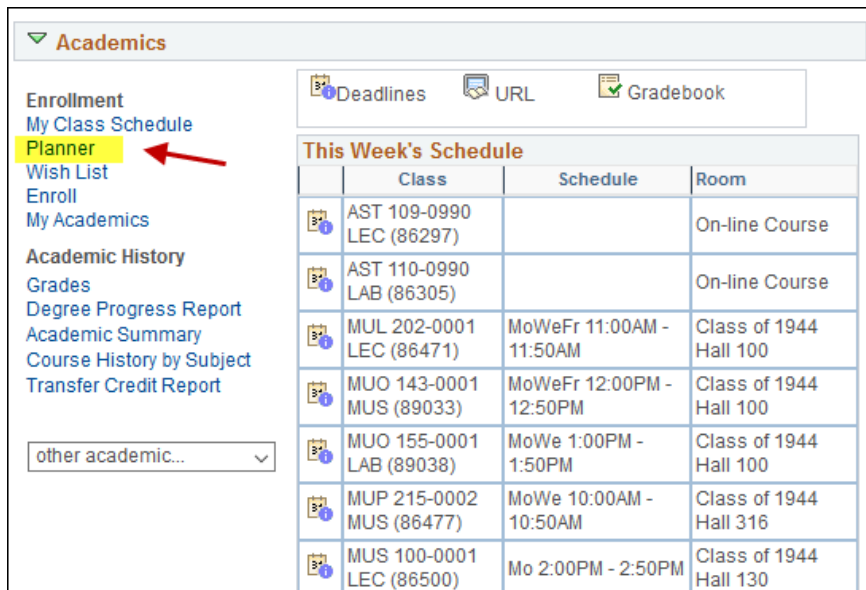
### **Important to Note**

Although the Planner Report uses the same degree requirements as the Degree Progress Report, the Planner Report is not a substitute for the Degree Progress Report. It is intended for planning purposes only to simplify the process for enrolling for classes.

Best practice is to remove courses from the Planner once enrolled. This will prevent duplication of information on the Planner Report.

### **Building the Planner**

Access the Planner from the MaineStreet Student Center using the **Planner** link available under the **Academics** section of the **Student Center**:



The screenshot shows the Academics section of the Student Center. On the left, a navigation menu includes links for Enrollment, My Class Schedule, **Planner** (highlighted in yellow with a red arrow), Wish List, Enroll, My Academics, Academic History, Grades, Degree Progress Report, Academic Summary, Course History by Subject, and Transfer Credit Report. Below the menu is a dropdown menu labeled 'other academic...'. The main content area features a toolbar with 'Deadlines', 'URL', and 'Gradebook' icons. Below the toolbar is a section titled 'This Week's Schedule' containing a table with the following data:

	Class	Schedule	Room
	AST 109-0990 LEC (86297)		On-line Course
	AST 110-0990 LAB (86305)		On-line Course
	MUL 202-0001 LEC (86471)	MoWeFr 11:00AM - 11:50AM	Class of 1944 Hall 100
	MUO 143-0001 MUS (89033)	MoWeFr 12:00PM - 12:50PM	Class of 1944 Hall 100
	MUO 155-0001 LAB (89038)	MoWe 1:00PM - 1:50PM	Class of 1944 Hall 100
	MUP 215-0002 MUS (86477)	MoWe 10:00AM - 10:50AM	Class of 1944 Hall 316
	MUS 100-0001 LEC (86500)	Mo 2:00PM - 2:50PM	Class of 1944 Hall 130

There are two options available for building the Planner.

- Select courses from the full list of courses in the catalog.  
OR
- 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.

## The Planner – For Students

*Building the Planner using **Plan By My Requirements** (available for degree-seeking students only):*

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

The image shows two screenshots from a web application. The top screenshot displays the requirement status for MUY 112, indicating it is 'Not Satisfied' and that 1 course is required, 0 have been taken, and 1 is needed. Below this, a table lists courses that can satisfy the requirement, with 'Elementary Harmony II' (MUY 112, 2.00 units) highlighted. A mouse cursor is clicking on the 'view multiple offerings' link. The bottom screenshot shows the 'Course Detail' page for MUY 112 - Elementary Harmony II. It lists course information such as Career (Undergraduate), Units (2.00), Grading Basis (Graded), Course Components (Lecture, Required), Academic Group (University Wide Programs), and Academic Organization (UM Dept of Music). It also includes an 'Enrollment Information' section with details on when the course is typically offered, consent requirements, and prerequisites. A mouse cursor is clicking on the 'Add to Planner' button.

**MUY 112**

**Not Satisfied:**

• Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
MUY 112	<a href="#">Elementary Harmony II</a> <a href="#">view multiple offerings</a>	2.00				

View All | First | 1 of 1 | Last

**MUY 112 - Elementary Harmony II**

**Course Detail**

Career Undergraduate [View Class Sections](#)

Units 2.00 [Add to Planner](#)

Grading Basis Graded

Course Components Lecture Required

Academic Group University Wide Programs

Academic Organization UM Dept of Music

**Enrollment Information**

Typically Offered Spring

Add Consent Department Consent Required

Enrollment Requirement Prerequisite: MUY 111 & permission

*Building the Planner using **Browse Course Catalog***

- Select the **Browse Course Catalog** button
- Search for courses by subject area – use the alphabet index to navigate directly to subjects beginning with a specific letter
- Select the subject code to expand the list and view all courses. Select the Course Description link or course number to view course details.
- 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.**


## The Planner – For Students

My Planner

### Browse Course Catalog


University of Maine | Undergraduate

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9

Collapse All    Expand All    Add to Planner 

Select subject code to display or hide course information.

**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.**

**Typically Offered is only a guide** 




▼ WGS - Women's, Gender, Sexuality Std


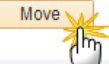
Select	Course Nbr	Course Title	Typically Offered
<input type="checkbox"/>	101	Introduction to Women's, Gender, and Sexuality Studies	Fall, Spring, Summer
<input checked="" type="checkbox"/>	103	Introduction to Lesbian, Gay, Bisexual, Transgender, and Queer Studies	Fall & Spring
<input type="checkbox"/>	201	Topics in Women's, Gender, and Sexuality Studies	Fall, Spring, Summer

### 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.

▼ Planned Courses

Select	Course	Description	Units	Typically Offered	Req	Delete
<input type="checkbox"/>	ANT 212	The Anthropology of Food	3.00	Fall		
<input checked="" type="checkbox"/>	WGS 103	Intro to LGBT Studies	3.00	Fall & Spring		

Move selected courses to Term  

▼ 2020 Spring

Select	Course	Description	Prereq	Units	Typically Offered	Delete
<input type="checkbox"/>	BIO 122	Biology: The Living Science		3.00	2019 Fall 2020 Fall 2020 Spring	

### Creating the Wish List using the Planner

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

## The Planner – For Students

**Academics**

Enrollment  
 My Class Schedule  
 Planner  
**Wish List**  
 Enroll  
 My Academics

Academic History  
 Grades  
 Degree Progress Report  
 Academic Summary  
 Course History by Subject  
 Transfer Credit Report

other academic... ▾

Deadlines URL Gradebook

**This Week's Schedule**

	Class	Schedule	Room
	AST 109-0990 LEC (86297)		On-line Course
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	MUS 100-0001 LEC (86500)	Mo 2:00PM - 2:50PM	Class of 1944 Hall 130

- Select the appropriate term

Wish List

Select Term

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	2019 Summer	Undergraduate	University of Maine
<input checked="" type="radio"/>	2019 Fall	Undergraduate	University of Maine

Continue

- Under the “Add to wish List” section, select the **My Planner** option and select the Search button

Wish List

Add Classes to Wish List

2019 Fall | Undergraduate | University of Maine Change Term

Open Closed Wait List

Add to Wish List  
 Enter Class Nbr  
 enter

Find Classes  
 Class Search  
 **My Planner**  
search

2019 Fall Wish List  
 Your wish list is empty.

- Select a course from the Planner to be added to the Wish List

## The Planner – For Students

Wish List Help

**Search from My Planner**

2019 Fall | Undergraduate | University of Maine

[Return to Add Classes to Wish List](#)

Unassigned Courses		Personalize	First	1-3 of 3	Last	
Course	Description	Units	Term	Status	Select	
ANT 212	The Anthropology of Food	3.00	Not offered in 2019 Fall.			
WGS 103	Intro to LGBT Studies	3.00	Classes available this term.			Select
COS 125	Intro Pr Solv Using Comp Prog	4.00	Classes available this term.			Select



- Review the list of available sections of the course and select a section

**sections for 2019 Fall** 1-6 of 6

Section	Personalize	Find	View All	First	1 of 1	Last
Section	Session	Status				
0001-LEC (88933)	Regular Academic Session	<span style="color: green;">●</span>	Select			

**Section Details** First 1 of 1 Last

Days	Start	End	Room	Instructor	Dates	Location
TuTh	9:30AM	10:45AM	Little Hall 130	Penny Rheingans	09/03/2019 - 12/13/2019	Orono UM Campus

**Use class section links to see additional class details**

Section	Personalize	Find	View All	First	1 of 1	Last
Section	Session	Status				
1001-LAB (88934)	Regular Academic Session	<span style="color: blue;">■</span>	Select			

**Section Details** First 1 of 1 Last

Days	Start	End	Room	Instructor	Dates	Location
Tu	12:30PM	1:20PM	Boardman Hall 318	Penny Rheingans	09/03/2019 - 12/13/2019	Orono UM Campus

- Select **Next** to add the section to the Wish List

# The Planner – For Students

Wish List Help

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## 1. Select classes to add - Enrollment Preferences

2019 Fall | Undergraduate | University of Maine  
 COS 125 - Intro Pr Solv Using Comp Prog

**Class Preferences**

COS 125-0001    Lecture    ● Open    Permission Nbr

COS 125-1002    Laboratory    ● Open    Grading Graded

Session Regular Academic Session    Units 4.00

Career Undergraduate    Requirement Designation Quantitative Literacy

**Enrollment Information**

- Prerequisite: A grade of C or better in MAT 122, or no grade record in MAT 122 and a passing score on Part 3 of the Math Placement Exam.
- Quantitative Literacy

Section	Component	Days & Times	Room	Instructor	Start/End
0001	Lecture	TuTh 9:30AM - 10:45AM	Little Hall 130	Penny Rheingans	09/03/2019 - 12/13/2019
1002	Laboratory	Tu 3:30PM - 4:20PM	Boardman Hall 318	Penny Rheingans	09/03/2019 - 12/13/2019

- The confirmation message appears!

Wish List

## Add Classes to Wish List

✔ COS 125 has been added to your Wish List.

2019 Fall | Undergraduate | University of Maine

● Open    ■ Closed    ▲ Wait List    Ⓜ

**Add to Wish List**

Enter Class Nbr

**Find Classes**

Class Search

My Planner

2019 Fall Wish List						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">COS 125-0001 (88933)</a>	TuTh 9:30AM - 10:45AM	Little Hall 130	P. Rheingans	4.00	<span style="color: green;">●</span>
<input type="checkbox"/>	COS 125-1002 (88935)	Tu 3:30PM - 4:20PM	Boardman Hall 318	P. Rheingans		<span style="color: green;">●</span>

for selected

## The Planner – For Students

### Additional features of The Planner

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

The following courses were used to satisfy this requirement:					
Course	Description	Units	When	Grade	Status
ANT 212	The Anthropology of Food	3.00	2025 Summer		★
BIO 122	Biology: The Living Science	3.00	2020 Spring		★

View All | First | 1-2 of 2 | Last

- View the details of the requirement being met by taking the course 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.

Advisee Planner

**ANT 212 was added to your Planner to satisfy the following Requirement:**

Human Values and Social Context (RG33017)

Students must pass one course in each of the 5 subcategories of Human Values & Social Context courses and earn a total of 18 credits. (RQ5676)

Please use the information in the Typically Offered column as a guide. The University will be able to offer the course as planned, nor does it guarantee.

**Planned Courses**

Course	Description	Units	Typically Offered	Req
ANT 212	The Anthropology of Food	3.00	Fall	<a href="#">i</a>

**2020 Spring**

Course	Description	Prereq	Units	Typically Offered	Req
BIO 122	Biology: The Living Science		3.00	Spring	<a href="#">i</a>
MUY 411	Chamber Jazz Arr & Piano II	yes	3.00	Spring, Even Years	<a href="#">i</a>

**2020 Fall**

Course	Description
MUH 201	History of Western Civilization
MUS 150	Majoring in Music

MUY 411 - Chamber Jazz Arranging and Piano II

**Course Detail**

Career Undergraduate  
 Units 3.00  
 Grading Basis Graded

Course Components Lecture Required

Academic Group University Wide Programs  
 Academic Organization UM Dept of Music

**Enrollment Information**

Typically Offered Spring, Even Years

Enrollment Requirement Prerequisite: MUY 410

[View Class Sections](#)

This course is in your planner under Term(s) 2020 Spring.