Using the Planner

What is the Planner?

The planner is a tool you can use to plan future courses, and the terms in which you will take them. You will still need to confirm the course's availability, whether the course satisfies your degree requirements, and whether you have met the prerequisites for the course at the time you are ready to enroll in that term's classes.

Where is My Planner?

You can access your planner by selecting the Academic Records tile from the Student Homepage.



Adding Courses To My Planner

In order to add courses to your planner, click on the Add from Course Catalog link.

Planner	
There a	are no courses in your planner.
To add course	s, select the Add from Course Catalog
Add from Course Catalog]

To view classes using the Browse Course Catalog search, add in a subject, class name or course number and click on the >> to search. You can also select the **Additional ways to search** link to search based on subject.

<	Browse Course Catalog	:
Undergraduate University of Kansas		
Search for Courses 🕕		
HIST 129		»
Additional ways to search]	

Narrow down the course options by using the filters on the left of the page. Click on the class to continue.

Browse Course Catalog	Course Search Results	^ :
✓ Number of Units	View Search Results	
0-3 Units	1 result for keyword:"HIST 129"	
▼ Typically Offered		$\uparrow \downarrow$
Typically Every Semester	HIST 129 - History of the United States After the Civil War 3 units Typically Offered Typically Every Semester	>

Click on the **Add to Planner** button.

Course Search Results	Course Detail	â :
	HIST 129 has been added to your Planner.	×
HIST 129 History of the United States After the Civil War This course is in your planner under Terms Unas	View Classes gned, 2020 Spring, Unassigned.	Add to Planner
Course Detail		
Course Ca	er Undergraduate	
U	its 3.00	
Grad	ng A-D(+/-)FI	
Course Compor	nt Lecture Required Discussion Required	
Cam	us Lawrence Campus	
Academic Gr	up College of Lib Arts & Sciences	
Academic Organiza	on History	
Enrollment Information		
Typically Offe	ed Typically Every Semester	

To access the planner, go to your **Manage Classes** tile and click on **Planner**. Your classes will initially appear as an Unassigned Course.

 Student Homepage 		Planner			A :
Undergraduate					
Q Class Search and Enroll	Pla	anner			Delete All
E Browse Course Catalog	Te	erms	Units	Courses	
C Schedule Builder (Link)	Ui	nassigned Courses	3.00	1	>
🔁 Planner		Add from Course Catalog			
Course History					
Enrollment Dates					
Undergraduate					
Q Class Search and Enroll	Unassigne	ed Courses			Delete All
Browse Course Catalog	Course	Description	Units	Typically Offered	1 row Status
C Schedule Builder (Link)	HIST 129	Hist of US After the Civil War	3.00	Typically Every Semester	★ Planned >
🔁 Planner	Total Units		3.00		
Course History	📩 Add fr	om Course Catalog			

After selecting the course, you are able to move the class to a specific term, check current classes available, or to delete the class out of your planner.

Undergraduate		
Q Class Search and Enroll	HIST 129	Move to Term View Classes Delete
Browse Course Catalog	History of the United States After the Civil War	
C Schedule Builder (Link)	This course is in your planner under Unassigned Term	rm.
📋 Planner	Course Detail	
	Course Career Undergraduat	Jate
Course History	Units 3.00	
Enrollment Dates	Grading A-D(+/-)FI	
·····	Course Component Lecture	Required
View My Classes	Discussion	Required
	Campus Lawrence Ca	Campus

Select the term that the class should move to, click on the Save button and review the confirmation.

V Planner			Course Detail				Â	:
Undergraduate								
Q Class Search and Enroll	HIST 129				Move to Term	View Classes	Delete	
Browse Course Catalog	History of th	ne United States A	After the Civil War		Move to renin		Delete	
Schedule Builder (Link)	This cou	rse is in your plan	ner under Unassigned Ter	rm.				
Planner	Course	Cancel	Move to Term	Save				
Course History		HIST 129 Move course to	term	Unassigned				
Enrollment Dates				~				
View My Classes		2019 Fall						
My Weekly Schedule		2020 Fall 2020 Spring			S			
Drop Classes		2020 Summer 2021 Fall						
Drop/Withdraw All Classes	Enrollmer	2021 Spring 2021 Summer						_

< Planner Planner				Â	:		
	HIST 129 has been moved to 2020 Spring.						
Q Class Search and Enroll	2020 Spring	l			Delete A	AII	
Browse Course Catalog					1	1 row	
	Course	Description	Units	Typically Offered	Status		
Schedule Builder (Link)	HIST 129	Hist of US After the Civil War	3.00	Typically Every Semester	🛧 Planned	d >	
📩 Planner	Total Units		3.00				
Course History	- Add fron	n Course Catalog					

The class will now be listed in the Planner under the new term.

< Student Homepage	Planner				
Undergraduate					
Q Class Search and Enroll	Planner			Delete All	
🛃 Browse Course Catalog	-		-		
	Terms	Units	Courses		
C Schedule Builder (Link)	2020 Spring	3.00	1	>	
Planner	Add from Course Catalog				
Course History					