

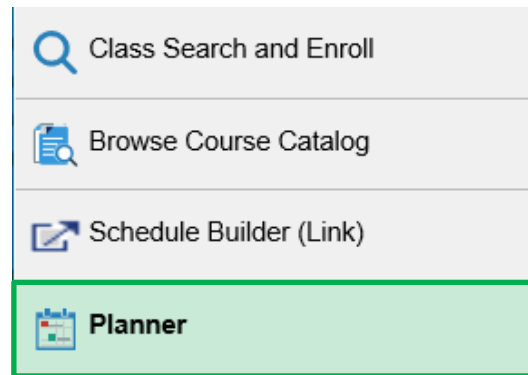
Using the Planner

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.

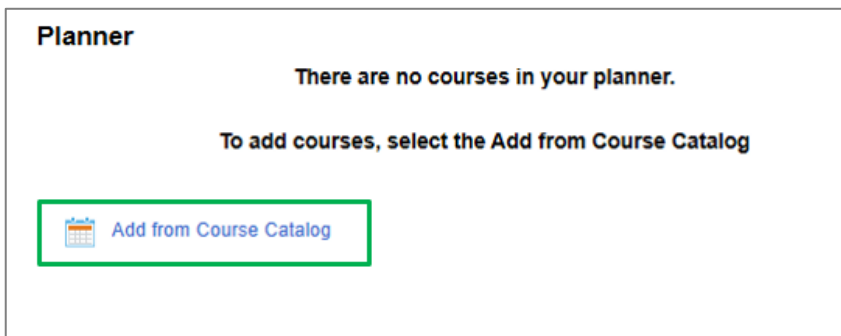
Where is My Planner?

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

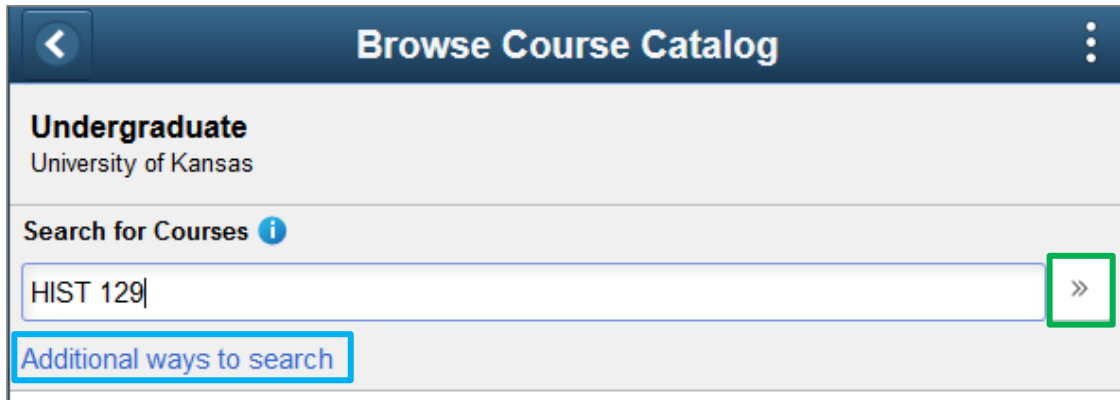


Adding Courses To My Planner

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



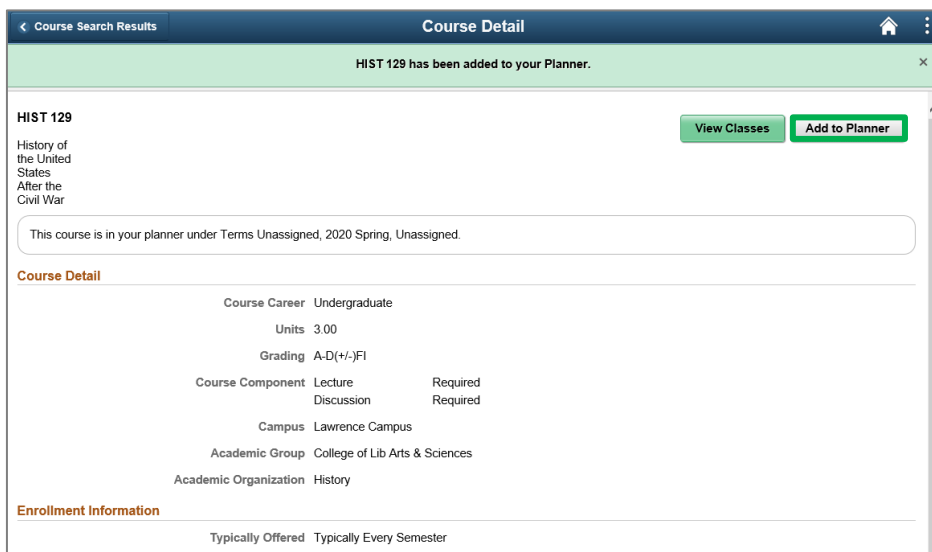
To view classes using the Browse Course Catalog search, add in a subject, class name or course number and click on the >> to search. You can also select the **Additional ways to search** link to search based on subject.



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



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



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

The screenshot shows the 'Planner' section of the Student Homepage. On the left is a navigation menu with options: Class Search and Enroll, Browse Course Catalog, Schedule Builder (Link), **Planner** (highlighted), Course History, and Enrollment Dates. The main content area is titled 'Planner' and includes a 'Delete All' button. Below this is a table with columns 'Terms', 'Units', and 'Courses'. A row for 'Unassigned Courses' is highlighted with a green border, showing 3.00 units and 1 course. Below the table is an 'Add from Course Catalog' button.

This screenshot shows the 'Unassigned Courses' section. The navigation menu is similar to the previous screenshot. The main content area is titled 'Unassigned Courses' with a 'Delete All' button. A table lists the course details:

| Course | Description | Units | Typically Offered | Status |
|----------|--------------------------------|-------|--------------------------|-------------|
| HIST 129 | Hist of US After the Civil War | 3.00 | Typically Every Semester | ★ Planned > |

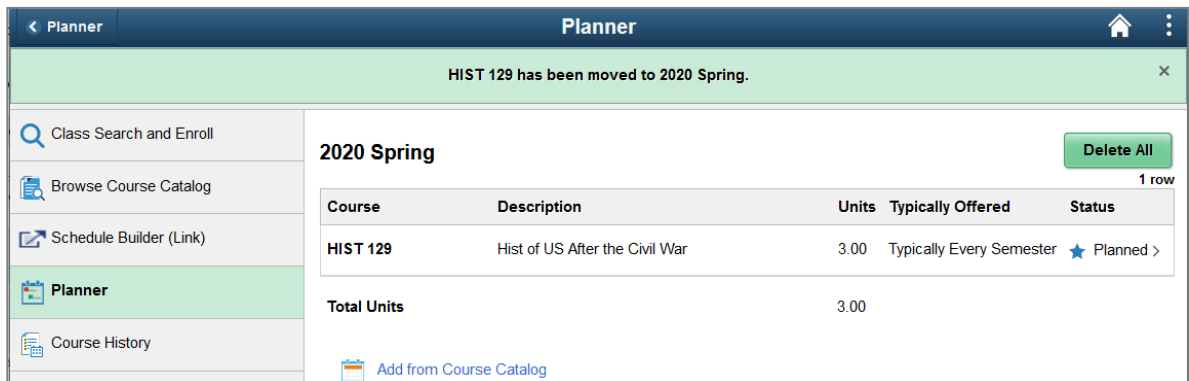
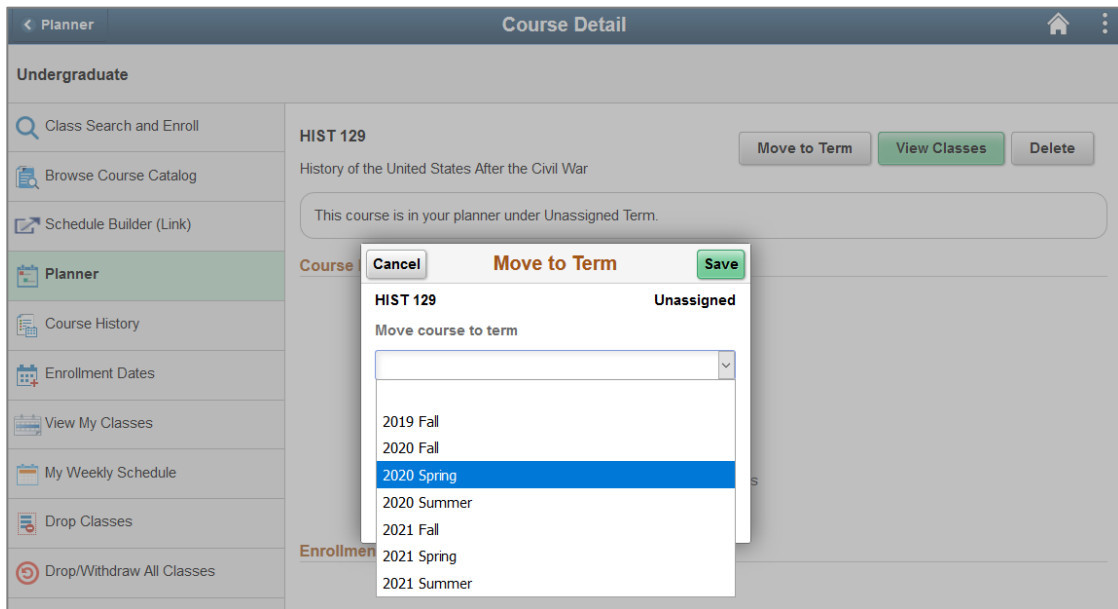
 Below the table, it shows 'Total Units' as 3.00 and an 'Add from Course Catalog' button. A '1 row' indicator is present in the top right of the table area.

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.

This screenshot shows the 'Course Detail' view for HIST 129. The navigation menu includes 'View My Classes'. The main content area shows the course title 'HIST 129' and description 'History of the United States After the Civil War'. Action buttons include 'Move to Term' (highlighted with a green border), 'View Classes', and 'Delete'. A message states: 'This course is in your planner under Unassigned Term.' Below this is a 'Course Detail' section with the following information:

- Course Career: Undergraduate
- Units: 3.00
- Grading: A-D(+/-)F/I
- Course Component: Lecture (Required), Discussion (Required)
- Campus: Lawrence Campus

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



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

