

Create a Plan

Navigation: Student Center > Plan



Step	Action
1.	Click the Plan by My Requirements button.
	Search Plan Enroll My Academics
	My Planner Shopping Cart Course History
	My Planner
	Add courses to Planner using: Browse Course Catalog Plan by My Requirements
2.	Browse through the Not Satisfied sections to determine what remains to be taken
	and should be added to your Planner.
	Not Satisfied: HIS 101 or HIS 102: One (1)
	HIS 101
	The following courses may be used to
	Course Description
	HIS 101 World City I
3.	Click the Class Title link you wish to add to your Planner.
	Course Description
	HIS 101 World Civ I
4.	Click the Add to Planner link.
	graduate View Class Sections
	Add to Planner
5.	Click to Return to Plan by My Requirements link.
	HIS 101 has been added to your Planner.
	Return to Plan by My Requirements
6.	Add as many classes as you'd like to your Planner using these steps:
	a. Scan the Not Satisfied classes.
	b. Click the Class Title link.
	c. Click the Add to My Planner button.
	d. Click the Return to Plan by My Requirements link.



Step	Action
7.	Click the Plan tab.
	Search Plan Enroll My Academics
8.	Place a check on all of the classes you wish to take the same term.
9.	Click the Move selected courses to Term list and select the semester you with to take those classes.
10.	Click the Move link.
	▼ Unassigned Courses 10
	Select Course Description Units Req Delete
	HIS 101 World Civ I 9 3.00 1 1
	B Move selected courses to Term Move Fall 2014-2015 Fall 2014-2015 Fall 2015-2016 Fall 2016-2017 Fall 2016-2017 Fall 2017-2018 Fall 2018-2019 Fall 2019-2020 Fall 2019-2020
11.	 Designate all other classes to a specific term using these steps: a. Place a check next to the classes you will take during a certain term. b. Select the term you will take them. c. Click on the Move button.
12.	What this DOES NOT do:
	a. Register you for the classes.
	b. Guarantee a seat in that class for you.