

UNDERGRADUATE STUDENTS

A guide to using My Planner Functionality





Contents of this Guide

What is My Planner?	3
Getting Started	3
Adding courses to My Planner	4
Maintaining courses in My Planner	7
Enrolling in classes from planned courses	9

What is My Planner?

My Planner allows you to plan courses based on your curriculum of study for an individual term, multiple terms, or for your entire program of study. Along with My Academic Requirements, you can view, add, and maintain the courses you need to take. Furthermore, My Planner allows you to enroll in specific classes from your planned courses when you are ready.

Getting Started

From the Student Center page, under Academics, click on the “Plan” link or “Academic Planner” under the dropdown.

The screenshot shows a web interface for a student center. At the top, there is a breadcrumb trail: Favorites | Main Menu > Self Service > Student Center. Below this is the header "Student Center". A navigation menu is visible with the "Academics" section expanded. Under "Academics", there are links for "Search for Classes", "Browse Catalog", "Plan", "Enroll/Drop", and "My Academics". The "Plan" link is highlighted with a red box. Below the "Plan" link, there is a dropdown menu with "other academic..." selected, and "Academic Planner" is highlighted with a red box. A red arrow points from the text "Two ways to get into My Planner" to the "Plan" link and the "Academic Planner" dropdown option. Another red arrow points from the same text to the "Plan" link. A message box in the center says "You are not enrolled in classes." To the right, there is a section for "enrollment shopping cart" and a sidebar with "Academics" and "200' Spri".

Two ways to get into My Planner

Adding Classes during Change of Schedule:
If space is available in classes that do not require department or instructor consent, you may register online.
For courses that are closed or require consent, contact the Academic Department.

Adding courses to My Planner

You can add courses to My Planner using:

- Browse Course Catalog
- Plan By My Requirements

Adding courses using Browse Course Catalog:


- Click on **BROWSE COURSE CATALOG**
- You can look for a specific course by clicking on the alphabetical links at the top of the page.


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

- Once you are on the page of the course's subject code, you can either scroll to the course's subject code and click on ▶ to view the specific courses or **EXPAND ALL**
- Click on the checkbox to select the course/s you want to add to the planner. Below, you have selected MKTG 341 and MKTG 345.

▼ MKTG - Marketing-MKTG

Select	Course Nbr	Course Title	*Typically Offered
<input checked="" type="checkbox"/>	341	PRINCIPLES OF MARKETING	Fall, Spring & Summer
<input type="checkbox"/>	342	DEPARTMENT HONORS PRINCIPLES OF MARKETING	Fall & Spring
<input checked="" type="checkbox"/>	345	MANAGING INTEGRATED MARKETING COMMUNICATIONS	Fall, Spring & Summer

- Scroll back up and click 
- You will see the following message:

 MKTG 341, MKTG 345 have been added to your Planner.



- Click the “my planner” tab at the top of the page to return to the My Planner page.
- Notice that the courses have been added.

My Planner

Add courses to Planner using:  

Delete all courses in Planner: 

*Courses not typically offered in the same term each year are left blank in this column. For more information on a specific course, please contact the Academic Department or check the Schedule of Classes.

Unassigned Courses						
Select	Course	Description	Prereq	Units	*Typically Offered	Delete
<input type="checkbox"/>	MKTG 341	PRINCIPLES OF MARKETING	yes	3.00	Fall, Spring & Summer	
<input type="checkbox"/>	MKTG 345	MNG INTEGRATED MARKETING COMM	yes	3.00	Fall, Spring & Summer	

Adding courses using Plan By My Requirements:

- Click on 
- My Academic Requirements will appear.

- Scroll down to a course that you plan to take. Most likely, you will choose a course without a status such as the one below.

▼ 2nd level

Not Satisfied: Second Level Foundation.

- Courses: 4 required, 1 taken, 3 needed

Click here.

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ART 205	THE HUMAN FIGURE	3.00	Fall & Spring		
ART 229	PAINTING I	3.00	Spring 2007	A	✓
ART 241	SCULPTURE I	3.00	-		
ART 329	PAINTING II	3.00	-		

View All | First 1-4 of 4 Last

- Click on the course description (see above).
- Click on “add to planner” (see below)

Course Detail

[Return to My Academic Requirements](#)

ART 241 - SCULPTURE I

Course Detail	
Career	Undergraduate
Units	3.00
Grading Basis	Undergraduate
Course Components	Laboratory Required

[view class sections](#)

[add to planner](#)

This course is in your plan under Term(s) Fall 2011.

- You will see the following message:

✓ ART 241 has been added to your Planner.

- Click the “my planner” tab at the top of the page to return to the My Planner page.

Maintaining courses in My Planner

By default, the courses you have just added will fall under the “Unassigned Courses” category.

Unassigned Courses							
Select	Course	Description	Prereq	Units	*Typically Offered	Req	Delete
<input type="checkbox"/>	ART 241	SCULPTURE I	yes	3.00	-		
<input type="checkbox"/>	MKTG 341	PRINCIPLES OF MARKETING	yes	3.00	Fall, Spring & Summer		
<input type="checkbox"/>	MKTG 345	MNG INTEGRATED MARKETING COMM	yes	3.00	Fall, Spring & Summer		

- To move your course/s to a particular term, click on the checkbox next to the course/s.

Unassigned Courses							
Select	Course	Description	Prereq	Units	*Typically Offered	Req	Delete
<input type="checkbox"/>	ART 241	SCULPTURE I	yes	3.00	-		
<input checked="" type="checkbox"/>	MKTG 341	PRINCIPLES OF MARKETING	yes	3.00	Fall, Spring & Summer		
<input checked="" type="checkbox"/>	MKTG 345	MNG INTEGRATED MARKETING COMM	yes	3.00	Fall, Spring & Summer		

Move selected courses to Term

- Fall 2011
- Fall 2012
- Mini 2012
- Mini 2013
- Spring 2012
- Summer 2011
- Summer 2012

- Choose the term, and click .
- You will see the message below:

MKTG 341, MKTG 345 have been moved to Fall 2011.

- Scroll down and you will see that the courses have been added to the correct term.

▼ Fall 2011						
Select	Course	Description	Prereq	Units	*Typically Offered	Delete
<input type="checkbox"/>	MKTG 341	PRINCIPLES OF MARKETING	yes	3.00	Fall, Spring & Summer	
<input type="checkbox"/>	MKTG 345	MNG INTEGRATED MARKETING COMM	yes	3.00	Fall, Spring & Summer	

- You can further delete the course/s from your planner..

▼ Fall 2011						
Select	Course	Description	Prereq	Units	*Typically Offered	Delete
<input type="checkbox"/>	MKTG 341	PRINCIPLES OF MARKETING	yes	3.00	Fall, Spring & Summer	
<input checked="" type="checkbox"/>	MKTG 345	MNG INTEGRATED MARKETING COMM	yes	3.00	Fall, Spring & Summer	

▼ Fall 2011						
Select	Course	Description	Prereq	Units	*Typically Offered	Delete
<input type="checkbox"/>	MKTG 345	MNG INTEGRATED MARKETING COMM	yes	3.00	Fall, Spring & Summer	

- ..or move them to other terms.

▼ Fall 2011						
Select	Course	Description	Prereq	Units	*Typically Offered	Delete
<input checked="" type="checkbox"/>	MKTG 345	MNG INTEGRATED MARKETING COMM	yes	3.00	Fall, Spring & Summer	

Move selected courses to Term

- Fall 2012
- Mini 2012
- Mini 2013
- Spring 2012**
- Summer 2011

▼ Spring 2012						
Select	Course	Description	Prereq	Units	*Typically Offered	Delete
<input type="checkbox"/>	MKTG 345	MNG INTEGRATED MARKETING COMM	yes	3.00	Fall, Spring & Summer	

Enrolling in classes from planned courses

- To enroll in a course from the planner, click on the course description.

Fall 2011							
Select	Course	Description	Prereq	Units	*Typically Offered	Req	Delete
<input type="checkbox"/>	ART 241	SCULPTURE I	yes	3.00	-		

- You will see the page below. Click on “view class sections” and then scroll down.

ART 241 - SCULPTURE I

Course Detail	
Career	Undergraduate
Units	3.00
Grading Basis	Undergraduate

[view class sections](#)

This course is in your planner under Term(s) Fall 2011.

- The first term the course was offered will default— just change the Terms Offered to the term you want to enroll.

Course Schedule Term changed to Fall 2011

Terms Offered [show sections](#)

You are not eligible to enroll in term Fall 1972 at this time.

- Click **show sections**.
- Click on the “select” button next to the class in which you would like to enroll (see below).

Open
 Closed
 Wait List

sections for Fall 2011 View All 1-2 of 2

Section	Session	Status				
001-LAB (7802)	1	●	select			
Days	Start	End	Room	Instructor	Dates	
TuTh	9:00AM	10:50AM	CA2010	Leigh Maddox	08/31/2011 - 12/21/2011	

Section	Session	Status				
002-LAB (7803)	1	●	select			
Days	Start	End	Room	Instructor	Dates	
MoWe	9:00AM	10:50AM	CA2010	Christopher L. LaVoie	08/31/2011 - 12/21/2011	

- Verify Enrollment Preferences and click “Next”.

[My Planner](#)

Add to Shopping Cart - Enrollment Preferences

Fall 2011 | Undergraduate | Towson University

ART 241 - SCULPTURE I

Class Preferences

ART 241-001 Laboratory ● Open

Grading UNDERGRADUATE GRADING

Units 3.00

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- ART 241 requires a grade of C (2.0) or higher in ART 104. Major or minor in ART, ARED or ARTH.

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Laboratory	TuTh 9:00AM - 10:50AM	CA2010	Leigh Maddox	08/31/2011 - 12/21/2011

- The below message will appear. Follow message directions to enroll from Shopping cart.

[My Planner](#)

Course Detail

✔ ART 241 has been added to your Shopping Cart.
 To enroll in classes from your Fall 2011 Shopping Cart [click here.](#)

- Click checkbox to select the class (see below).
- Click on the “enroll” button.

Fall 2011 | Undergraduate | Towson University [change term](#)

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr
 [enter](#)

Find Classes

Class Search
 My Planner

[search](#)

Fall 2011 Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ART 241-001 (7802)	TuTh 9:00AM - 10:50AM	CA2010	L. Maddox	3.00	●

for selected: [delete](#) [enroll](#)

1. Click checkbox to select class.

2. Click to enroll.