UNDERGRADUATE STUDENTS

A guide to using What-If and My Planner Functionality



V1.1 04/28/15

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What-If Report

What if you want to change your major? The What-If report lets you see your progress with a different program (BS, BA, etc.), major, concentration/track, or catalog year.

This is a simulation without changing any of your current settings. If you decide to change any of these, please see your advisor.

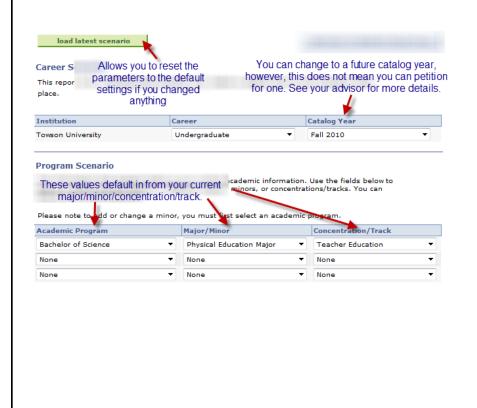
Getting Started

To start, go into Student Center, and through the "other academic..." dropdown, choose Advising What-If Report, then click on the arrows icon.



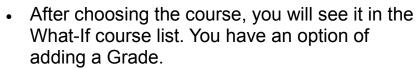


- You will see the above page. #2 is only visible if a previous report was ran, If you click on #2, you will be directed to this.
- If you click on #1, you will see the parameters page for a new report as shown below.

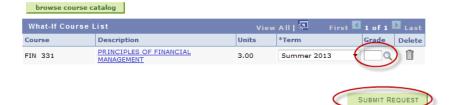


To simulate changing a major, you have the option of changing your Program, Major/Minor, or Concentration/Track. Below we are changing the major to a Family Studies Major, Child Life track. Please note to add or change a minor, you must first select an academic program. Academic Program Major/Minor Concentration/Track Bachelor of Science ▼ Family Studies Major ▼ None ▼ None Family & Human Services You can also add up to 2 more majors or minors. You need at least one major. Please note to add or change a minor, you must first select an academic program. Academic Program Major/Minor Concentration Bachelor of Science ▼ Family Studies Major Child Life Psychology Minor Bachelor of Science n/a None None Scroll down and you will see that you have an option to enter in a course simulation. In other words, if you took this course and receive this grade, what requirements in the report will be satisfied? See instructions below: Course Scenario Follow these instructions to choose a 1. Click Browse course catalog 👍 2. Select subject
3. Find the course
4. Click the green "Select" button next to the course course. 5. To add more courses, repeat steps 1-4 browse course catalog What-If Course List View All | First 1 of 1 Last

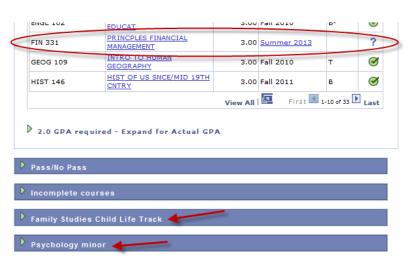
5



Once you are finished, click on Submit Request.



 You will see the Academic Requirements with your simulated catalog year, program, major/ minor, concentration/track, or course.

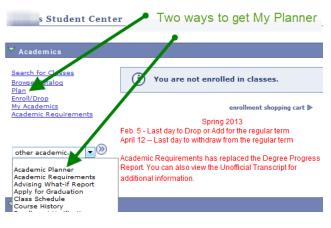


My Planner

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 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.



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

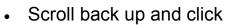
 You can look for a specific course by clicking on the alphabetical links at the top of the page.

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 headings.

▼ MKTG - Marketing-MKTG

Select	Course Nbr	Course Title	*Typically Offered
~	341	PRINCIPLES OF MARKETING	Fall, Spring & Summer
	342	DEPARTMENT HONORS PRINCIPLES OF MARKETING	Fall & Spring
✓	<u>345</u>	MANAGING INTEGRATED MARKETING COMMUNICATIONS	Fall, Spring & Summer



ADD TO PLANNER

· 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

Browse Course Catalog

PLAN BY MY REQUIREMENTS

Delete all courses in Planner:

DELETE ALL

*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		*Typically Offered	Delete			
	MKTG 341	PRINCIPLES OF MARKETING	yes	3.00	Fall, Spring & Summer	Î			
	MKTG 345	MNG INTEGRATED MARKETING COMM	<u>yes</u>	3.00	Fall, Spring & Summer	Î			

Adding courses using Plan By My Requirements:

- Click on
- PLAN BY MY REQUIREMENTS
- The Academic Requirements report will appear.

Scroll down to a course that you plan to take.
 You will choose a course without a status such as the one below.



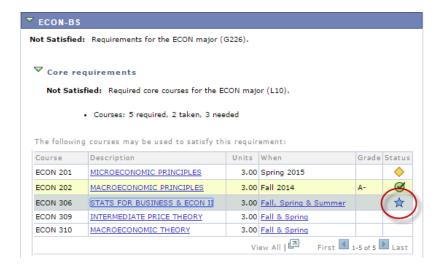
- Click on the course description (see above).
- Click on "add to planner" (see below)



You will see the following message:

10

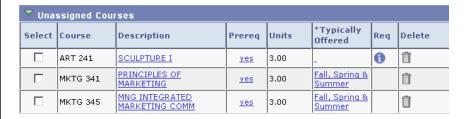
When you click on <u>Return to [Your Name]</u>, you
will be directed back to the Plan By My
Requirements report with the planned course
that was just added.

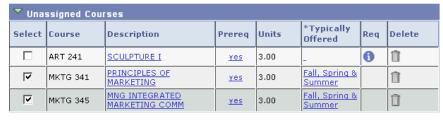


- These courses will always show and be indicated by a star in the Plan By My Requirements, but will not show and count on Academic Requirements.
- Courses in your shopping cart will also show with a star status.

Maintaining courses in My Planner

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



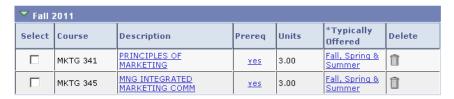




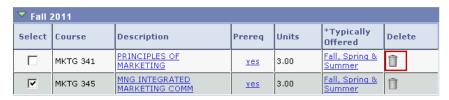
- Choose the term, and click move
- You will see the message below:



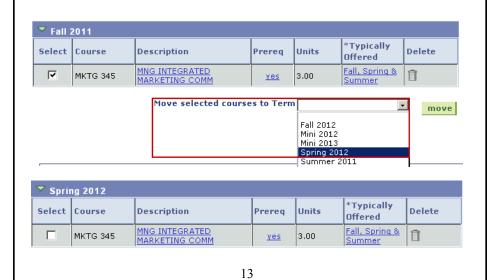
 Scroll down and you will see that the courses have been added to the correct term.



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

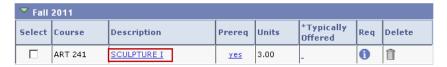


..or move them to other terms.



Enrolling in classes from planned courses

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



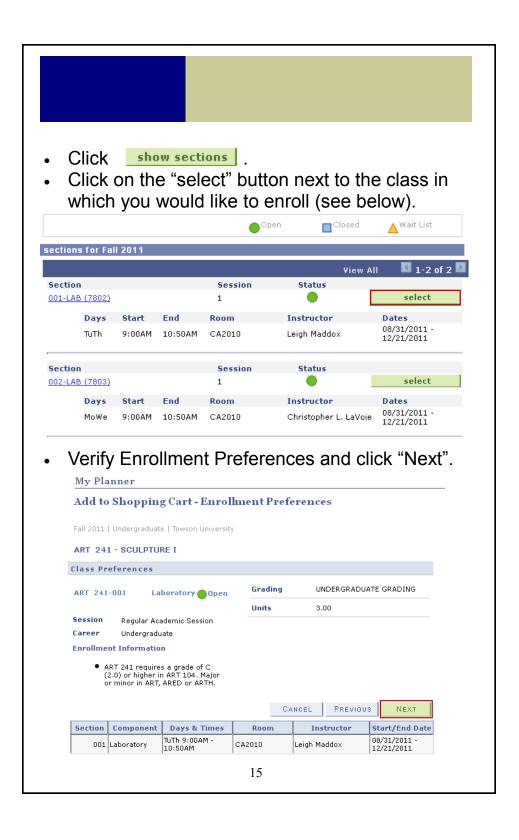
 You will see the page below. Click on "view class sections" and then scroll down.

ART 241 - SCULPTURE I



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



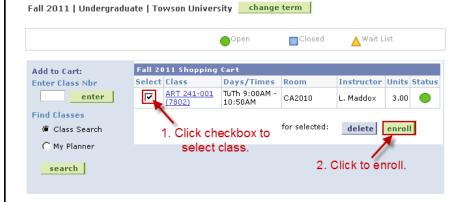


 The below message will appear. Follow message directions to enroll from Shopping cart.



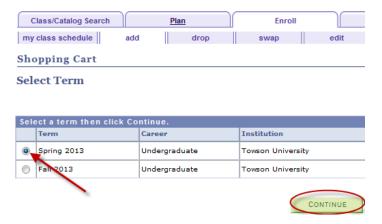
- Click checkbox

 to select the class (see below).
- Click on the "enroll" button.



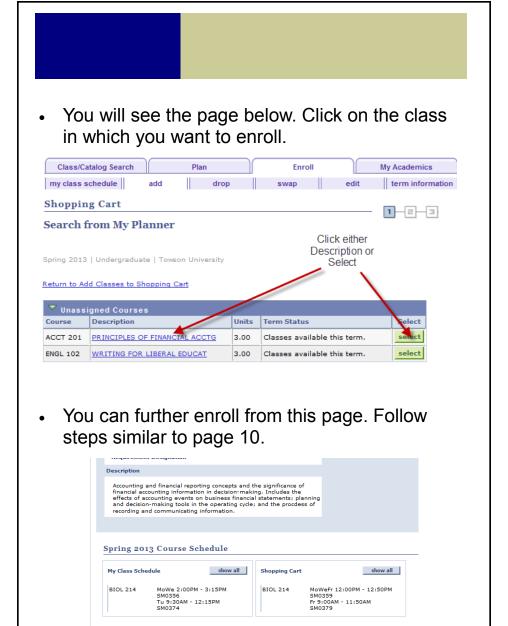
You can also enroll in Planner courses from the Enroll tab.

Choose your term, click Continue.



Under Find Classes choose My Planner and click Search.





Open

Status

sections for Spring 2013

Section

001-LEC (1389)

Closed

▲Wait List