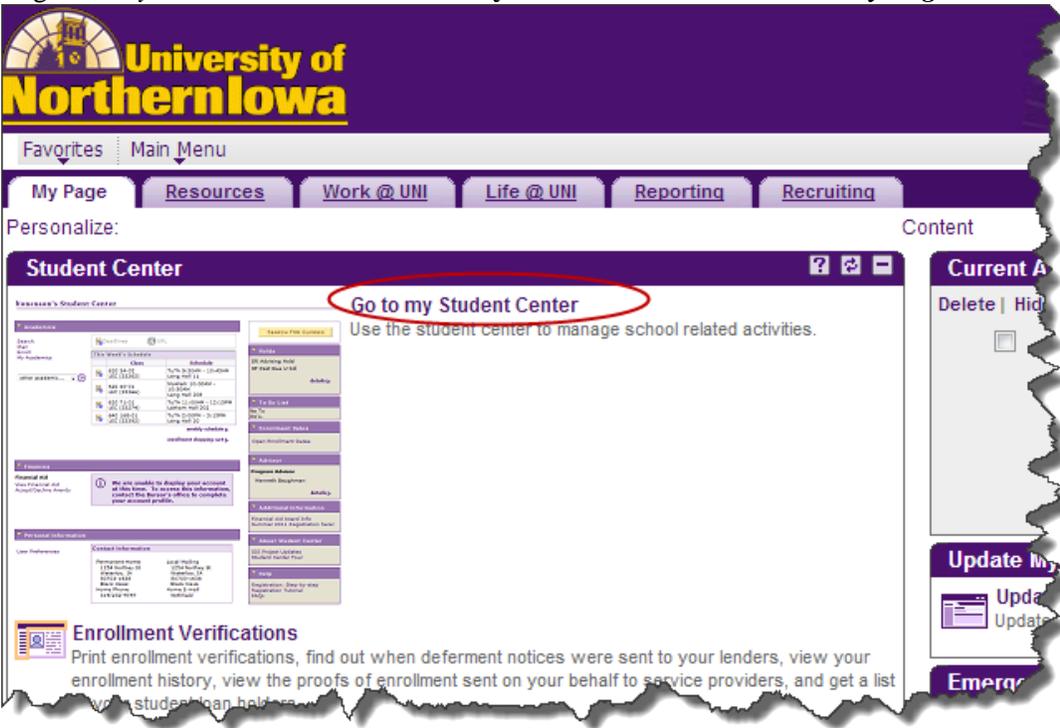
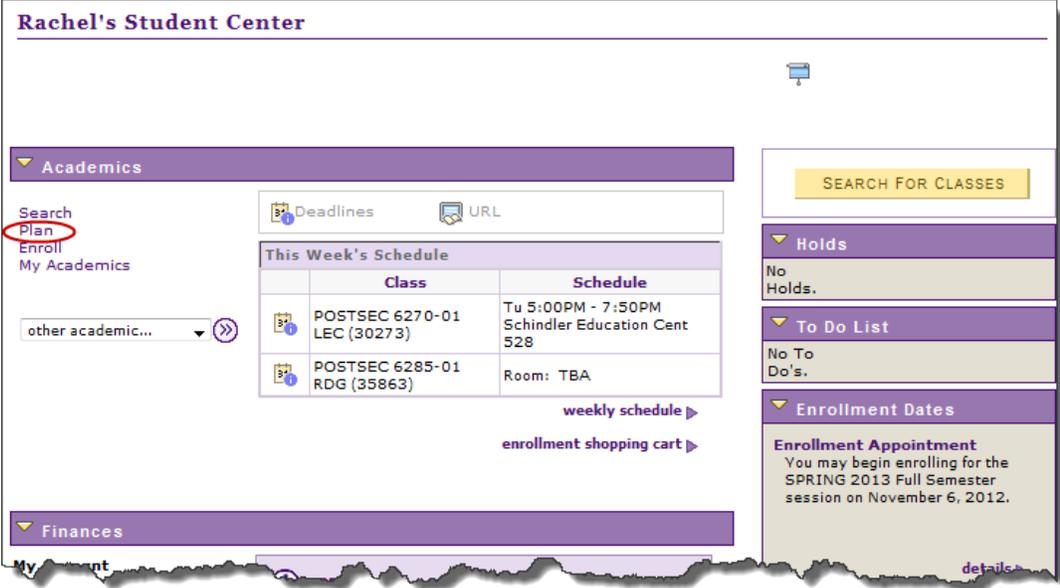


Using My Planner

Purpose: The following instructions describe how to use the **My Planner** feature to add courses you wish to take prior to loading your shopping cart and registering (enrolling). Student may add courses within the Planner or use their Academic Requirements (Advisement Report) to add courses.

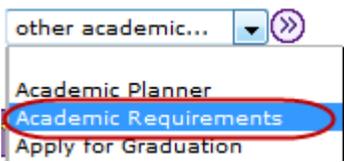
Step	Action
1.	<p>Log onto <i>My Universe</i>. Click the Go to my Student Center link on the <i>My Page</i> tab.</p>  <p>Note: The thumbnail image is also a link to Student Center.</p>

Step	Action
2.	<p>In the <i>Academics</i> section, Click the Plan link.</p>  <p>Result: The My Planner page displays.</p> 
3.	<p>Click the Browse Course Catalog button to find courses to add to your planner.</p> 

Step	Action																
4.	<p>Select the checkbox for each course you wish to add. Browse Course Catalog</p> <p>University of Northern Iowa Undergraduate</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> 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 </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> COLLAPSE ALL EXPAND ALL ADD TO PLANNER </div> <p>Select subject code to display or hide course information.</p> <p>▼ ACCT - Accounting</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Select</th> <th style="width: 10%;">Course Nbr</th> <th style="width: 60%;">Course Title</th> <th style="width: 20%;">Typically Offered</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">(2120)</td> <td>Principles of Financial Accounting ** available as of 08/01/2011</td> <td style="text-align: center;">Fall, Spring, and Summer</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">(2130)</td> <td>Principles of Managerial Accounting ** available as of 08/01/2011</td> <td style="text-align: center;">Fall, Spring, and Summer</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">(3055)</td> <td>VITA: Individual Income Tax Preparation ** available as of 08/01/2011</td> <td style="text-align: center;">Spring</td> </tr> </tbody> </table>	Select	Course Nbr	Course Title	Typically Offered	<input checked="" type="checkbox"/>	(2120)	Principles of Financial Accounting ** available as of 08/01/2011	Fall, Spring, and Summer	<input type="checkbox"/>	(2130)	Principles of Managerial Accounting ** available as of 08/01/2011	Fall, Spring, and Summer	<input type="checkbox"/>	(3055)	VITA: Individual Income Tax Preparation ** available as of 08/01/2011	Spring
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5.	<p>Click the Add to Planner button. ADD TO PLANNER</p> <p>Result: A confirmation message displays at the top of the page.</p> <div style="background-color: #f0e68c; padding: 10px; border: 1px solid #ccc; margin-top: 10px;"> ✔ ACCT 2120 has been added to your Planner. </div>																
6.	<p>Continue to add course by navigating to the desired subject using the alpha navigation bar at the top of the page.</p> <div style="border: 1px solid #ccc; padding: 10px; text-align: center; margin-top: 10px;"> 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 </div>																

Step	Action																																																	
7.	<p>Once you have added all your courses, click the my planner link at the top</p>  <p>Result: Your Planner is populated.</p> <p>My Planner</p> <hr/> <p>Add courses to Planner using: BROWSE COURSE CATALOG</p> <p style="text-align: right;">Delete all courses in Planner: DELETE ALL</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4b4b8b; color: white;"> <th colspan="7">Unassigned Courses</th> </tr> <tr style="background-color: #d3d3d3;"> <th>Select</th> <th>Course</th> <th>Description</th> <th>Prereq</th> <th>Units</th> <th>Typically Offered</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>BIOL 1012</td> <td>Life: The Natural World</td> <td>yes</td> <td>3.00</td> <td>Fall and Spring</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>BUSINESS 1000</td> <td>Freshman Sem Bus Professionals</td> <td></td> <td>0.00</td> <td>Fall and Spring</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>COMM 1000</td> <td>Oral Communication</td> <td></td> <td>3.00</td> <td>Fall, Spring, and Summer</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>ECON 1041</td> <td>Princ Of Macroeconomics</td> <td></td> <td>3.00</td> <td>Fall, Spring, and Summer</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>STAT 1772</td> <td>Statistical Methods</td> <td></td> <td>3.00</td> <td>Fall, Spring, and Summer</td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Move selected courses to Term ▼ move</p>	Unassigned Courses							Select	Course	Description	Prereq	Units	Typically Offered	Delete	<input type="checkbox"/>	BIOL 1012	Life: The Natural World	yes	3.00	Fall and Spring		<input type="checkbox"/>	BUSINESS 1000	Freshman Sem Bus Professionals		0.00	Fall and Spring		<input type="checkbox"/>	COMM 1000	Oral Communication		3.00	Fall, Spring, and Summer		<input type="checkbox"/>	ECON 1041	Princ Of Macroeconomics		3.00	Fall, Spring, and Summer		<input type="checkbox"/>	STAT 1772	Statistical Methods		3.00	Fall, Spring, and Summer	
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8.	<p>You may move your planner courses to the desired term. Select the checkboxes for the course you wish to move and the appropriate term. Click the move button.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4b4b8b; color: white;"> <th colspan="7">Unassigned Courses</th> </tr> <tr style="background-color: #d3d3d3;"> <th>Select</th> <th>Course</th> <th>Description</th> <th>Prereq</th> <th>Units</th> <th>Typically Offered</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>BIOL 1012</td> <td>Life: The Natural World</td> <td>yes</td> <td>3.00</td> <td>Fall and Spring</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>BUSINESS 1000</td> <td>Freshman Sem Bus Professionals</td> <td></td> <td>0.00</td> <td>Fall and Spring</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>COMM 1000</td> <td>Oral Communication</td> <td></td> <td>3.00</td> <td>Fall, Spring, and Summer</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>ECON 1041</td> <td>Princ Of Macroeconomics</td> <td></td> <td>3.00</td> <td>Fall, Spring, and Summer</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>STAT 1772</td> <td>Statistical Methods</td> <td></td> <td>3.00</td> <td>Fall, Spring, and Summer</td> <td></td> </tr> </tbody> </table> <p style="text-align: right; border: 2px solid red; padding: 5px;">Move selected courses to Term FALL 2013 ▼ move</p> <p>Result: A confirmation displays:</p> <div style="background-color: yellow; padding: 10px; border: 1px solid #ccc;"> <p>✔ BIOL 1012, BUSINESS 1000, COMM 1000, ECON 1041, STAT 1772 have been moved to FALL 2013.</p> </div>	Unassigned Courses							Select	Course	Description	Prereq	Units	Typically Offered	Delete	<input checked="" type="checkbox"/>	BIOL 1012	Life: The Natural World	yes	3.00	Fall and Spring		<input checked="" type="checkbox"/>	BUSINESS 1000	Freshman Sem Bus Professionals		0.00	Fall and Spring		<input checked="" type="checkbox"/>	COMM 1000	Oral Communication		3.00	Fall, Spring, and Summer		<input checked="" type="checkbox"/>	ECON 1041	Princ Of Macroeconomics		3.00	Fall, Spring, and Summer		<input checked="" type="checkbox"/>	STAT 1772	Statistical Methods		3.00	Fall, Spring, and Summer	
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9.	<p>Now you have added courses to your Planner. Once the schedule of classes has been released for a particular term, you may use the search feature in the Shopping Cart to move courses from the Planner to the Shopping Cart.</p>																																																	

Using your Academic Requirements (Advisement Report) to Add Course to your Planner:

Step	Action
1.	<p>In Student Center, select <i>Academic Requirements</i> from the other academic requirements drop-down list.</p> 
2.	<p>Scroll to a section of the report that has courses that need to be satisfied.</p>
3.	<p>Click a course title (description) to view course details.</p>  <p>Result: Course Detail displays.</p>
4.	<p>Click the yellow add to planner button.</p> 

Step	Action																		
5.	<p>A confirmation message displays at the top of the page. Use the <i>Return to My Academic Requirements</i> link to return to your Advisement Report.</p> <p>My Academic Requirements</p> <hr/> <p>Course Detail</p> <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; margin: 10px 0;">  ANTH 3132 has been added to your Planner. </div> <p style="margin-top: 20px;">Return to My Academic Requirements</p>																		
6.	<p>A blue star displays in the <i>Status</i> column of your Advisement Report, indicating this course has been added to your Planner.</p> <p>▼ 2B. Non-Western Cultures</p> <p>1 Course Required. SPAN 3020 may substitute. (LN-130)</p> <ul style="list-style-type: none"> • Courses: 1 required, 0 taken, 1 needed <p>The following courses may be used to satisfy this requirement:</p> <table border="1" data-bbox="375 1108 1427 1236"> <thead> <tr> <th>Course</th> <th>Description</th> <th>Units</th> <th>When</th> <th>Grade</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>ANTH3132</td> <td>Native North America</td> <td>3.00</td> <td>Variable</td> <td></td> <td style="text-align: center;">★</td> </tr> <tr> <td>ANTH3137</td> <td>Native Centrl & South Amer</td> <td>3.00</td> <td>Fall and Spring</td> <td></td> <td></td> </tr> </tbody> </table>	Course	Description	Units	When	Grade	Status	ANTH3132	Native North America	3.00	Variable		★	ANTH3137	Native Centrl & South Amer	3.00	Fall and Spring		
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