

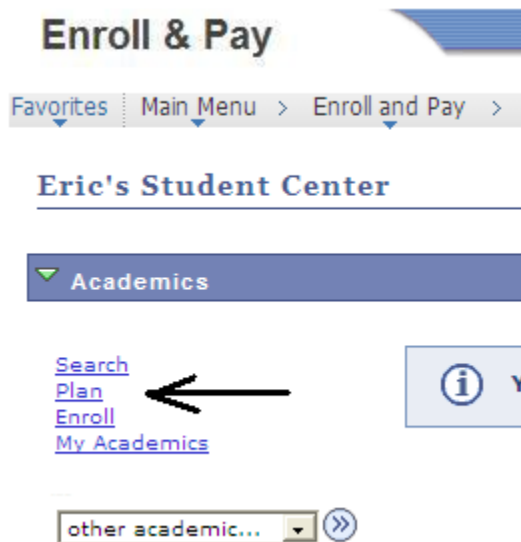
# Tips and Hints for Students Using My Planner

## What is My 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 going to the 'Plan' link at the top of the Student Center, as pictured below.



## Adding Courses To My Planner

In order to add courses to your planner, simply click on the green “Browse Course Catalog” button and search for courses.



### My Planner

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**This is an area to share your thoughts and plans for your curricular career goals. Please use the planner as a preparation tool only. You will want to set up an appointment with an advisor to confirm these plans and to confirm that these goals match with the requirements for your KU degree, major or minor. Please be aware that this planner is not checked by an academic advisor and responsibility for meeting degree requirements lies with you, the student.**

Add courses to Planner using:

A green rectangular button with the text "BROWSE COURSE CATALOG" in black, circled with a black oval.

Find the course subject you wish to add, and expand by clicking on the arrow to the left of it. Then select the course you want to add and click “Add To Planner”.

## Browse Course Catalog

PeopleSoft University | Undergraduate

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

COLLAPSE ALL    EXPAND ALL    **ADD TO PLANNER**

Select subject code to display or hide course information.

→ ▾ ACCT - Accounting

Select	Course Nbr	Course Title	Typically Offered
→ <input checked="" type="checkbox"/>	<a href="#">100</a>	<a href="#">General Accounting</a>	Fall, Spring
	<a href="#">556</a>	<a href="#">Management Accounting</a>	Spring
	<a href="#">621</a>	<a href="#">Corporate Income Taxation</a>	Spring
	<a href="#">630</a>	<a href="#">Auditing</a>	Fall

▶ ANATOMY - Anatomy

Once you add courses to your planner, you can click on the “my planner” link at the top to return and you will see courses in the “unassigned” list.

Add courses to Planner using:

**BROWSE COURSE CATALOG**

Delete all courses in Planner:

DELETE ALL

Unassigned Courses					
Select	Course	Description	Units	Typically Offered	Delete
<input type="checkbox"/>	ABSC 100	<a href="#">Introd Applied Behavrl Science</a>	3.00		
<input type="checkbox"/>	LAW 859	<a href="#">Deposition Skills Workshop</a>	2.00		
<input type="checkbox"/>	MCOR 380	<a href="#">Evolution of Warfare</a>	3.00		
<input type="checkbox"/>	MCOR 380	<a href="#">Evolution of Warfare</a>	3.00		
<input type="checkbox"/>	MCOR 384	<a href="#">Amphibious Warfare</a>	3.00		

Move selected courses to Term

If you wish to assign courses to a particular term in the future, select the courses you wish to move and use the drop list below the list to select the term to which you'd like to move it, and click "move".

Unassigned Courses					
Select	Course	Description	Units	Typically Offered	Delete
<input checked="" type="checkbox"/>	ABSC 100	<a href="#">Introd Applied Behavrl Science</a>	3.00		
<input checked="" type="checkbox"/>	LAW 859	<a href="#">Deposition Skills Workshop</a>	2.00		
<input type="checkbox"/>	MCOR 380	<a href="#">Evolution of Warfare</a>	3.00		
<input type="checkbox"/>	MCOR 380	<a href="#">Evolution of Warfare</a>	3.00		
<input type="checkbox"/>	MCOR 384	<a href="#">Amphibious Warfare</a>	3.00		

Move selected courses to Term

## Printing Out My Planner

If you want to print out the planner, find your browser below and follow the instructions:

**Internet Explorer 6.0, 7.0, and 8.0:** Go to "File" and then "Print".

**Safari 5.0 and 4.0:** Use the "Print" function to print the page.

**Firefox 3.0 & 3.6.8:** Right-click in the planner window, select "This Frame..", then "Print Frame".

**Chrome 5:** You can print My Planner by selecting "Print" from the "Control the Current Page" icon. If the content goes beyond more than one screen, you will have to scroll down to let the content display in the screen and then print.

## Enrolling From My Planner

When you are ready to enroll in a given term, you can click on the “Enroll” link in your Student Center, and then use the “My Planner” option when finding classes.

### Add Classes



#### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2010 Fall | Undergraduate | University of Kansas

● Open    ■ Closed    ▲ Wait List

**2010 Fall Shopping Cart**

Your enrollment shopping cart is empty.

**Add to Cart:**

Enter Class Nbr

**Find Classes**

Class Search

My Planner ←

The courses you have in your planner for that term, in addition to any you have unassigned, will now display.

### Add Classes



### Search from My Planner

2010 Fall | Undergraduate | University of Kansas

[Return to 1. Select classes to add](#)

Unassigned Courses				
Course	Description	Units	Term Status	Select
ABSC 100	<a href="#">Introd Applied Behavrl Science</a>	3.00	Classes available this term.	<input type="button" value="select"/>
MCOR 380	<a href="#">Evolution of Warfare</a>	3.00	Not offered in 2010 Fall.	
MCOR 384	<a href="#">Amphibious Warfare</a>	3.00	Classes available this term.	<input type="button" value="select"/>
MCOR 380	<a href="#">Evolution of Warfare</a>	3.00	Not offered in 2010 Fall.	
LAW 859	<a href="#">Deposition Skills Workshop</a>	2.00	Not offered in 2010 Fall.	

Some of them may not be available for enrollment, so you will see appropriate messages at this point. Now you can click on the “select” green buttons to complete your enrollment in the classes that are available.