"MY PLANNER" **IN PS STUDENT SELF SERVICE**

The **My Planner** area will allow you to view the degree requirements of the credential that is currently attached to your record and identify those requirements that you have not yet satisfied.

Select the **Plan** link.

In addition, you may select courses that will satisfy the requirements and begin to plan enrollment across several terms.

The **My Planner** page will allow to you plan your enrollment based upon courses that you select from the course catalog or courses that are identified in your degree requirements.

The **Browse Course Catalog** button will allow you to view and add specific courses to your planner.

Plan by My Requirements button will allow you to view and select only courses necessary for your degree.

Click the **Plan by My Requirements** button.

The **Plan by My Requirements** page will display all the requirements for the credential that is attached to your record and whether or not a requirement has been satisfied.

Scroll down the page.

A summary of the requirements will display at the top of the report.

This will display the total units or credit hours required, taken, and those still needed to fulfill the degree requirements.

The requirements that have been **Satisfied** will display first in the report.

Review the report to locate any requirements that have not yet been satisfied.

Scroll down the page.

Not Satisfied requirements will display any courses that may be taken to fulfill the requirement.

Select the **Description** of the class.

If you want to take this course in the future and add it to your planner, click the **Add to Planner** button.

The **View Class Sections** button will allow you to review currently scheduled class sections of this course.

Review the detailed information for the course such as the pre-requisites and other related information.
Select the **Return to Plan by My Requirements** link.

A message will appear advising the status of the planner addition. Review other requirements as necessary.

Scroll down the page.

Add other courses to your planner as necessary.

Continue to add any courses desired to your planner.

Scroll down the page.

After you have added all of the courses you want to your planner, select either the **Plan** link at the bottom of the page or the **Plan** tab at the top of the page.

Any courses selected will appear on the main page of **My Planner**.

You may remove individual courses from your planner by clicking the **Delete** button.

You may remove all courses from your planner by clicking the **Delete All** button.

Scroll down to view the courses.

Check the **Select** checkbox for any courses you wish to apply to a term.

The **Unassigned Courses** area will display courses added to your planner, but not attached to a term.

Any courses selected within your planner can be moved into a term so that you are able to plan out your enrollment by the term.

Select the **Move selected courses to Term** drop down box.

Select the preferred **Term**.

Click the **Move** button.

A message will appear displaying the status of the move.

Scroll down the page.

The courses now appear under the term selected.
Courses assigned to a term may be moved back to the **Unassigned Courses** area or to a different term.

From here, you may view, select, and enroll in scheduled courses within the term.

To view scheduled courses, click the **Description** link for the preferred course.

Select the **View Class Sections** button.

Available class sections will display at the bottom of the page.
Scroll down the page.

This page will display class sections available by term. You may view additional terms by changing the term displayed in the **Terms Offered** field.

Once a class section is selected from this area, it will appear in your **Shopping Cart**.

You should **ALWAYS** review the class detail under the **Section** link.

Important information such as the **Campus** the course is offered on is displayed in the class detail area.

Click the **Section** link to view the class detail.

Review the **Class Details** area as necessary.

Scroll down the page.

Information such as the **Campus**, and the **Location** are displayed here.

Scroll down the page.

Select the **Return to My Planner** link.

Click the **Select** link for the preferred class section.

This will add the class section to your enrollment **Shopping Cart**.

If necessary, you may click the **Wait List** checkbox to be put on the waiting list for a closed class.

If a **Permission Number** is required to enroll in the class, you may enter it in this field.
Scroll down the page.

Click the **Next** button.

Select the **Return to My Planner** link.

A message will display the status of the addition of the class to your **Shopping Cart**.

Scroll up the page.

Select the **Shopping Cart** tab.

Select the **Term** you wish to enroll in.

You may enroll in classes or validate the enrollment to make sure you meet the pre-requisites from the **Shopping Cart**.

Select the **Continue** button.

Scroll down the page.

Click the **Select** check box for the preferred class.

Any classes added to your shopping cart will display here.

Once the select checkbox is checked, you may use the **Delete**, **Validate**, and **Enroll** buttons to apply any of those actions to the class section.

The **Delete** button will remove the class section from your shopping cart.

The **Validate** button will check to see if you are eligible to enroll in the class.

The **Enroll** button will attempt to enroll you in the class.

Always click the **Validate** button before you attempt to enroll in a class. This will save time and will notify you if you need to get an override to get into the class or other assistance.

Click the **Validate** button.

This page will display the results of the validation.

The **Status** field will display a checkmark if the validation was successful, or an X if the validation was unsuccessful.

The **Message** field will display the results and any steps that need to be taken if there is a potential problem.

Click the **Shopping Cart** button.

Scroll down the page.

Click the **Select** checkbox for the class.

If the validation indicates it is ok to add the class, you may enroll in the class.

Click the **Enroll** button. Click the **Finish Enrolling** button.

This page will display the results of the enrollment.

If there is an X in the status field, there is some problem preventing you from enrolling in the class.

Review the **Message** area to identify the problem.

If there is a checkmark in the **Status** field, you are now enrolled in the class.

When finished, select the **Go to** drop down box. Select **Student Center**. Click the **Go** button.