

Academic Planning Using the Planner

Using the Planner

The Planner is a tool for you to use in building a list of classes that will meet your academic objectives. Only you may add or edit the information in your Planner. Academic Advisors and Administrators have the ability to view what is in your planner.

Your Planner will remain there for you to use, with the information you have placed there, for as long as you are an active student in the IU system. You may plan for a few courses or for a complete degree. Using information from your Academic Advisor or Academic Unit, determine what courses you should plan to take and use the **Course Catalog Search** button in the Planner to find them and add them to your Planner. You may then assign courses to a given term or leave them unassigned. You may add and remove courses as often as you wish.

Note that the availability of a course during any given term is controlled by the academic unit and subject to change. While the Planner can be a useful tool, be sure to check course availability as the desired term approaches as you may need to make alternate plans if it is not offered.

NOTE: You will have a separate planner for undergraduate and graduate work and you can select which career planner to use.

1. From the *Student Center* main page, click the [Academic Planning](#) link.

The screenshot shows the Academic Planning interface. On the left, a navigation menu under 'Academics' includes links for 'Class Schedule Details', 'Enrollment Shopping Cart', 'View Class Permissions', 'View/Order Textbooks', 'Search for Classes', 'Academic Planning' (circled in red), 'Register & Drop/Add', and 'My Academics & Grades'. Below this is a 'Finances' section. The main content area features a 'SEARCH FOR CLASSES' button and a 'This Week's Schedule' table. The table lists five classes with their respective campuses, class numbers, and schedules. On the right, there are sections for 'Holds' (No Holds), 'To Do List' (No To Do's), 'Enrollment Dates' (Enrollment Appointment for Fall 2009 Regular Academic Session on March 24, 2009), and 'Advisor' (Program Advisor: Contact your Program Office).

This Week's Schedule		
Campus	Class	Schedule
IUPUI	MICR-J 210 LEC (24592)	MoWe 8:10AM - 9:40AM Nursing School (NU) 103
IUPUI	MICR-J 210 LAB (24595)	We 9:45AM - 12:45PM VanNuys Med Sci Bldg (MS) 110
IUPUI	PHYS 218 RCT (22013)	Th 6:00PM - 7:30PM Science Building (LD) LD010
IUPUI	PHYS 218 LAB (22014)	Th 7:45PM - 9:15PM Science Building (LD) LD025
IUPUI	PHYS 218 LEC (22015)	Tu 6:00PM - 7:50PM Science Building (LD) LD010

2. This will take you to the initial page in the Planner.

Academic Planning Using the Planner

The screenshot displays the 'Academic Planning' interface. At the top, there are tabs for 'Academic Planning' and 'My Academics & Grades'. Below these are links for 'academic planner', 'shopping cart', and 'course history'. The main heading is 'Academic Planner'. Under 'My Program:', it lists 'IUPUI', 'Career - Undergraduate', 'Program - Science Ugrd Nondeg', and 'Preparation - Prep for Prof School Admission'. A 'Planner Information' link is visible. A 'Select Career' dropdown is set to 'Undergraduate' with a 'change' button. An 'Add courses to Planner using:' section includes a 'BROWSE COURSE CATALOG' button and a 'Delete all courses in Planner: DELETE ALL' button. The 'Unassigned Courses' section features a table with columns: Course, Description, Units, Institution, Typically Offered, Delete, Add Course Note, and Select. The table contains one row for 'PHYS 21800 GENERAL PHYSICS I' with 4.00 units at IUPUI, offered in Fall, Spring, and Summer terms. Below the table is a 'Move selected courses to Term' dropdown and a 'move' button. At the bottom, there are navigation links for 'Academic Planning' and 'My Academics & Grades', a 'Student Center' dropdown, and a 'Go to Top' link.

Course	Description	Units	Institution	Typically Offered	Delete	Add Course Note	Select
PHYS 21800	GENERAL PHYSICS I	4.00	IUPUI	Fall, Spring and Summer Terms			<input type="checkbox"/>

3. For more information on the Planner, click [Planner Information](#).
4. If you have multiple careers, select the appropriate career and click [change](#).
5. To place classes in your Planner, click [BROWSE COURSE CATALOG](#).
6. At a later date you will also be able to place classes in your planner from your Academic Advisement Report.

Academic Planning Using the Planner

The screenshot shows a web interface for Academic Planning. At the top, there are two tabs: "Academic Planning" (selected) and "My Academics & Grades". Below the tabs are three buttons: "academic planner", "shopping cart", and "course history". The main heading is "Academic Planner". Below this is a section titled "Browse Course Catalog". The search form includes the following fields and options:

- *Institution:** A dropdown menu with "IUPUI" selected.
- Subject:** A text input field containing "NURS-E" and a green "search for a subject" button.
- Catalog Nbr:** A text input field containing "401" and a dropdown menu with "Exact Match" selected.

Below the "Subject" field, there is a note: "e.g. ENG (for more results) or ENG-W (for fewer results)". Below the "Catalog Nbr" field, there is a note: "e.g. 131". At the bottom left of the form is a green "search" button.

7. Select the Institution from the drop down list.
8. You may either enter directly or use the search feature to enter **Subject** and **Catalog Number**.
9. Click **search**.
10. You may also search for a subject then select the desired course.

Academic Planning Using the Planner

Academic Planning
My Academics & Grades

academic planner
shopping cart
course history

Academic Planner

Browse Course Catalog

*Institution: ▼

Subject: search for a subject

e.g. ENG (for more results) or ENG-W (for fewer results)

Catalog Nbr: Exact Match ▼

e.g. 131

search

[Return to Planner](#)

ADD TO PLANNER

▼ NURS-E - Nursing					
Course ID	Subject	Course Nbr	Course Title	Typically Offered	Select
080222	NURS-E	401	PEDIATRIC INTENSIVE CARE: DIDACTIC	Fall, Spring and Summer Terms	<input checked="" type="checkbox"/>

ADD TO PLANNER

11. When you find the class you want, click in the **Select** box then click

ADD TO PLANNER

Academic Planning Using the Planner

Academic Planning | My Academics & Grades

academic planner | shopping cart | course history

Academic Planner

Browse Course Catalog

*Institution:

Subject:

e.g. ENG (for more results) or ENG-W (for fewer results)

Catalog Nbr:

e.g. 131

NURS-E 401 has been added to your Planner.

[Return to Planner](#)

NURS-E - Nursing					
Course ID	Subject	Course Nbr	Course Title	Typically Offered	Select
080222	NURS-E	401	PEDIATRIC INTENSIVE CARE: DIDACTIC	Fall, Spring and Summer Terms	<input type="checkbox"/>

12. Click [Return to Planner](#). If you want a class other than this or wish to add another class you can do that from here.

Academic Planning Using the Planner

Academic Planning
My Academics & Grades

academic planner
shopping cart
course history

Academic Planner

My Program:

- IUPUI
- Career - Undergraduate
- Program - Science Ugrd Nondeg
- Preparation - Prep for Prof School Admission

[Planner Information](#)

Select Career: Undergraduate change

Add courses to Planner using: BROWSE COURSE CATALOG

Delete all courses in Planner: DELETE ALL

▼ Unassigned Courses

Course Info
Notes
[...]

Course	Description	Units	Institution	Typically Offered	Delete	Add Course Note	Select
COMM-C 223	BUSINESS & PROFESSIONAL COMM	3.00	IUPUI	Fall, Spring and Summer Terms			<input checked="" type="checkbox"/>
NURS-E 401	PEDIATRIC INTENS CARE: DIDACTIC	3.00	IUPUI	Fall, Spring and Summer Terms			<input checked="" type="checkbox"/>
PHYS 21800	GENERAL PHYSICS I	4.00	IUPUI	Fall, Spring and Summer Terms			<input type="checkbox"/>

Move selected courses to Term: Summer 2009 move

13. You can sort the courses by clicking on the column header on which you want to sort. If you click on the same column heading again, you will change the order from descending to ascending.

14. To add a note for any given class, click the to the right of that course.

Academic Planning Using the Planner

Course Notes

Career: Undergraduate
Term: Summer 2009
Course: NURS-E 401

15. To remove a class from your Planner, click  beside the appropriate class in the **Delete** column.

Academic Planning Using the Planner

16. To move classes to a specific term, select the desired classes (by clicking the checkbox in the **Select** column), select the appropriate term and click **move**.

My Program:
 - IUPUI [Planner Information](#)
 Career - Undergraduate
 Program - Science Ugrd Nondeg
 Preparation - Prep for Prof School Admission

Select Career: Undergraduate [change](#)

Add courses to Planner using: [BROWSE COURSE CATALOG](#)

Delete all courses in Planner: [DELETE ALL](#)

COMM-C 223, NURS-E 401 have been moved to Summer 2009.

Unassigned Courses

Course Info Notes

Course	Description	Units	Institution	Typically Offered	Delete	Add Course Note	Select
PHYS 21800	GENERAL PHYSICS I	4.00	IUPUI	Fall, Spring and Summer Terms			<input type="checkbox"/>

Move selected courses to Term: [move](#)

Summer 2009

Course Info Notes

Course	Description	Units	Institution	Typically Offered	Delete	Add Course Note	Select
COMM-C 223	BUSINESS & PROFESSIONAL COMM	3.00	IUPUI	Fall, Spring and Summer Terms			<input type="checkbox"/>
NURS-E 401	PEDIATRIC INTENS CARE: DIDACTIC	3.00	IUPUI	Fall, Spring and Summer Terms			<input type="checkbox"/>

[add term note](#) Move selected courses to Term: [move](#)

Academic Planning Using the Planner

17. Continue this process until all the classes you want to put in each term have been placed. You may also leave classes unassigned.

18. You may add Term Notes by clicking on [add term note](#).

Term Notes

Career: Undergraduate
Term: Summer 2009

[SAVE](#) [RETURN](#)

19. There are a number of ways to move classes from your Planner to the Shopping Cart. As an example, let's click [Register & Drop/Add](#) from the Student Center.

20. Select the desired **Term**.

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Spring 2009	Undergraduate	IUPUI
<input checked="" type="radio"/>	Summer 2009	Undergraduate	IUPUI
<input type="radio"/>	Fall 2009	Undergraduate	IUPUI

[CONTINUE](#)

Student Center [Go to Top](#)

21. Click [CONTINUE](#).

22. You may have to click [Next](#) until you reach the *Add Classes* page.

Academic Planning Using the Planner

23. To register from the planner, click the **My Planner** radio button.

The screenshot displays the 'Add Classes' section of a web application. At the top, it says 'Add Classes' with a horizontal line below it. The main heading is '1. Select classes to add'. Below this, a paragraph explains: 'To select classes, enter a class number in the entry box and hit enter, or select the Class Search or My Planner and click on the "Search" button.' The user's current session is identified as 'Summer 2009 | Undergraduate | IUPUI'. On the left, there is a light blue sidebar with the following elements: 'Add to Cart:' followed by 'Enter Class Number' with an input field and a green 'enter' button; 'Find Classes' with two radio buttons, 'Class Search' (selected) and 'My Planner'; and a blue header for 'Summer 2009 Shopping Cart' with a message: 'Your enrollment shopping cart is empty.' At the bottom, there is another blue header for 'My Summer 2009 Class Schedule' with a message: 'You are not registered for classes in this term.'

24. This will take you to the *Search from My Planner* page.

Academic Planning Using the Planner

Add Classes

Search from My Planner

Summer 2009 | Undergraduate | IUPUI

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

▼ Summer 2009						
Subject	Catalog	Course	Description	Units	Term Status	Select
COMM-C	223	COMM-C 223	BUSINESS & PROFESSIONAL COMM	3.00	Classes available this term.	select
NURS-E	401	NURS-E 401	PEDIATRIC INTENS CARE: DIDACTIC	3.00	Classes available this term.	select

▼ Unassigned Courses						
Subject	Catalog	Course	Description	Units	Term Status	Select
PHYS	21800	PHYS 21800	GENERAL PHYSICS I	4.00	Classes available this term.	select

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

Student Center [Go to Top](#)

25. Courses that are offered in the term you have selected will be indicated with a [select](#) button.
26. Click [select](#) to select the classes in which you want to register.

Academic Planning Using the Planner

Add Classes

Course Detail

Summer 2009 | Undergraduate | IUPUI

[Return to Search from My Planner](#)

COMM-C 223 - BUSINESS & PROFESSIONAL COMM

Course Detail

Career	Undergraduate	
Units	3.00	
Grading Basis	Graded	
Course Components	Lecture	Required

Enrollment Information

Typically Offered	Fall, Spring and Summer Terms
--------------------------	-------------------------------

Summer 2009 Course Schedule

Shopping Cart

Your shopping cart is empty.

My Class Schedule

You are not registered for classes in this term.

- Show Open Classes Only
- Check for Class Permissions and Maximum Hours Limit
- Show Only Classes that do not conflict with My Schedule

filter

Open Closed

COMM-C 223 sections for Summer 2009

Class Number	Component	Session	Status		
8856	Lecture	SS2	<input checked="" type="radio"/>	select	
Days	Start	End	Room	Instructor	Dates
ARR	ARR		Building Not Yet Assigned (AP)	Jack Price	06/29/2009 - 08/10/2009

View All 1 of 1 Last

Academic Planning Using the Planner

27. You can get a more accurate view of what classes you can take for this Term by selecting any or all the filter boxes and then click **filter**.
28. Click **select** for one of the classes in which you want to register.
29. Click **ADD TO SHOPPING CART** to place this course in your shopping cart.

Enrollment Preview

Summer 2009 | Undergraduate | IUPUI

COMM-C 223 - BUSINESS & PROFESSIONAL COMM

[START NEW SEARCH](#) [ADD TO SHOPPING CART](#)

Open Closed

Class Nbr	Component	Days & Times	Room	Instructor	Start/End Date	Status	Units	WaitList?
8856	Lecture		Building Not Yet Assigned (AP)	Jack Price	06/29/2009 - 08/10/2009	<input checked="" type="radio"/>	3.00	<input type="checkbox"/>

NOTES

Class Notes ABOVE CLASS IS TAUGHT VIA WORLD WIDE WEB.

Student Center

30. Repeat steps 26 through 28 for each additional class you want to add to the cart.