
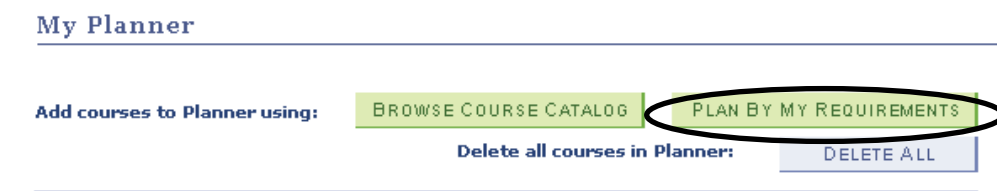



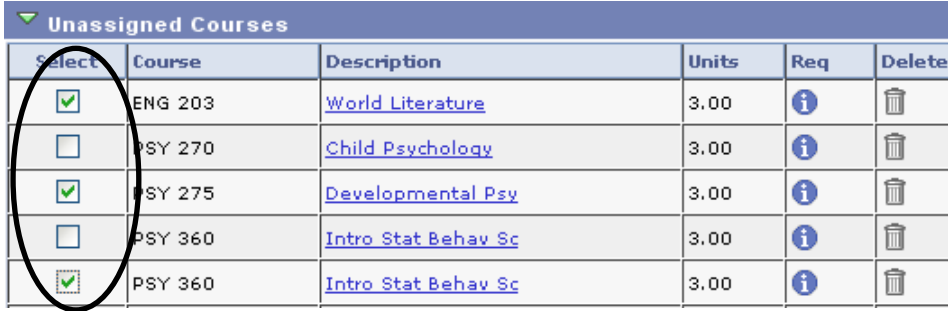
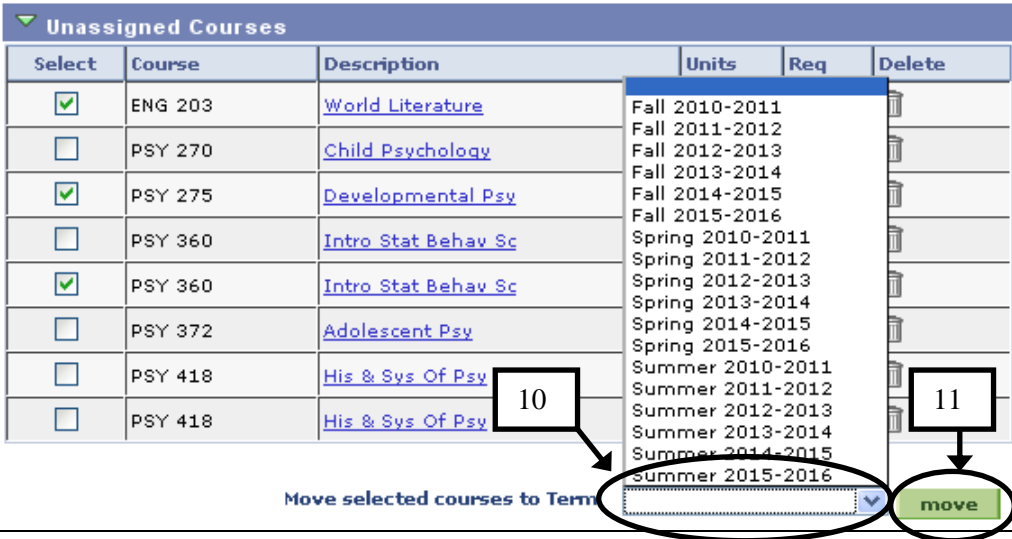
## Students: How to Create a Plan

### What's cool about a Plan?

1. You can map out the classes you will take (and which semester you'll take them).
2. You can modify your planner as you take or drop classes.
3. You can add classes / register from your Planner page.

| Step | Action  |
|------|---|
| 1.   | <p>Click the <a href="#">Plan</a> link.</p>  <p>Seymour's Student Center</p> <p>Academics</p> <p>Search</p> <p><b>Plan</b></p> <p>My Classes</p> <p>My Records</p> <p>Dept. Allows Enrollment</p> <p>Deadlines</p> <p>This Week's Sc</p> <p>COH 100-</p>   |
| 2.   | <p>Click the “Plan by My Requirements” link.</p>  <p>My Planner</p> <p>Add courses to Planner using: <a href="#">BROWSE COURSE CATALOG</a> <b>PLAN BY MY REQUIREMENTS</b></p> <p>Delete all courses in Planner: <a href="#">DELETE ALL</a></p>   |
| 3.   | <p>Browse through the <b>Not Satisfied</b> sections to determine what you want to add to your Planner.</p> <p><b>Satisfied:</b> MAT 101 or higher</p> <p>▶ MAT 101</p> <p><b>GEC 03 GLOBAL HISTORY AND CULTURE (RQ 3308)</b></p> <p><b>Not Satisfied:</b> 2 Hours required</p> <ul style="list-style-type: none"> <li>● Courses: 4 required, 3 taken, 1 needed</li> </ul> <p>▶ ANT 101, GHY 101 or SOC 101</p> <p>▼ ENG 203</p> <p><b>Not Satisfied:</b> World Literature</p> |

| Step                       | Action   |                                     |             |       |                            |                               |                                     |              |      |                                |                                  |      |  |
|----------------------------|--|-------------------------------------|-------------|-------|----------------------------|-------------------------------|-------------------------------------|--------------|------|--------------------------------|----------------------------------|------|--|
| 4.                         | <p>Click the link of the <a href="#">Class Title</a> link you wish to add to your planner.</p> <ul style="list-style-type: none"> <li>• Courses: 1 required, 0 taken, 1 needed</li> </ul> <p>The following courses may be used to satisfy this re:</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Description</th> <th>Units</th> <th>When</th> </tr> </thead> <tbody> <tr> <td>ENG 203</td> <td><a href="#">World Literature</a></td> <td>3.00</td> <td></td> </tr> <tr> <td>ENG 203H</td> <td><a href="#">World Literature</a></td> <td>3.00</td> <td></td> </tr> </tbody> </table> | Course                              | Description | Units | When                       | ENG 203                       | <a href="#">World Literature</a>    | 3.00         |      | ENG 203H                       | <a href="#">World Literature</a> | 3.00 |  |
| Course                     | Description  | Units                               | When        |       |                            |                               |                                     |              |      |                                |                                  |      |  |
| ENG 203                    | <a href="#">World Literature</a>   | 3.00                                |             |       |                            |                               |                                     |              |      |                                |                                  |      |  |
| ENG 203H                   | <a href="#">World Literature</a>   | 3.00                                |             |       |                            |                               |                                     |              |      |                                |                                  |      |  |
| 5.                         | <p>Click the “<a href="#">add to planner</a>” link.</p> <p><b>ENG 203 - World Literature</b></p> <table border="1"> <thead> <tr> <th colspan="2">Course Detail</th> <th></th> </tr> </thead> <tbody> <tr> <td><b>Career</b></td> <td>Undergraduate</td> <td><a href="#">view class sections</a></td> </tr> <tr> <td><b>Units</b></td> <td>3.00</td> <td><a href="#">add to planner</a></td> </tr> </tbody> </table>  | Course Detail                       |             |       | <b>Career</b>              | Undergraduate                 | <a href="#">view class sections</a> | <b>Units</b> | 3.00 | <a href="#">add to planner</a> |                                  |      |  |
| Course Detail              |  |                                     |             |       |                            |                               |                                     |              |      |                                |                                  |      |  |
| <b>Career</b>              | Undergraduate  | <a href="#">view class sections</a> |             |       |                            |                               |                                     |              |      |                                |                                  |      |  |
| <b>Units</b>               | 3.00   | <a href="#">add to planner</a>      |             |       |                            |                               |                                     |              |      |                                |                                  |      |  |
| 6.                         | <p>Click the “<a href="#">Return to Plan by My Requirements</a>” link.</p> <p><a href="#">My Planner</a></p> <p><b>Course Detail</b></p> <div style="border: 1px solid green; padding: 5px; margin: 10px 0;">  <b>ENG 203 has been added to your Planner.</b> </div> <p><a href="#">Return to Plan by My Requirements</a></p>  |                                     |             |       |                            |                               |                                     |              |      |                                |                                  |      |  |
| 7.                         | <p>Add as many classes as you'd like to your Planner using these steps:</p> <ol style="list-style-type: none"> <li>1. Scan for the Not Satisfied requirements.</li> <li>2. Click on the Class Title link you'd like to add to your Planner.</li> <li>3. Click the Add to My Planner button.</li> <li>4. Click the Return to Play by My Requirements link.</li> </ol>   |                                     |             |       |                            |                               |                                     |              |      |                                |                                  |      |  |
| 8.                         | <p>Click the “<a href="#">my planner</a>” link.</p> <table border="1"> <thead> <tr> <th>Search</th> <th>Plan</th> <th>My</th> </tr> </thead> <tbody> <tr> <td><a href="#">my planner</a></td> <td><a href="#">shopping cart</a></td> <td></td> </tr> </tbody> </table>   | Search                              | Plan        | My    | <a href="#">my planner</a> | <a href="#">shopping cart</a> |                                     |              |      |                                |                                  |      |  |
| Search                     | Plan   | My                                  |             |       |                            |                               |                                     |              |      |                                |                                  |      |  |
| <a href="#">my planner</a> | <a href="#">shopping cart</a>  |                                     |             |       |                            |                               |                                     |              |      |                                |                                  |      |  |

| Step | Action   |
|------|--|
| 9.   | Place a check on all of the classes you wish to take the same term.<br><br>  |
| 10.  | Click the “ <a href="#">Move selected courses to Term</a> ” list and select the semester you wish to take the chosen classes.  |
| 11.  | Click the “ <a href="#">move</a> ” link.<br><br>  |
| 12.  | Designate all other classes to a specific term using these steps:<br>1. Place a check next to the classes you will take during a certain term.<br>2. Select the term you will take them.<br>3. Click on the Move button. |
| 13.  | Cautions:<br>Adding classes to your Planner does NOT:<br>1. Register you for the classes<br>2. Guarantee a seat in that class for you  |