
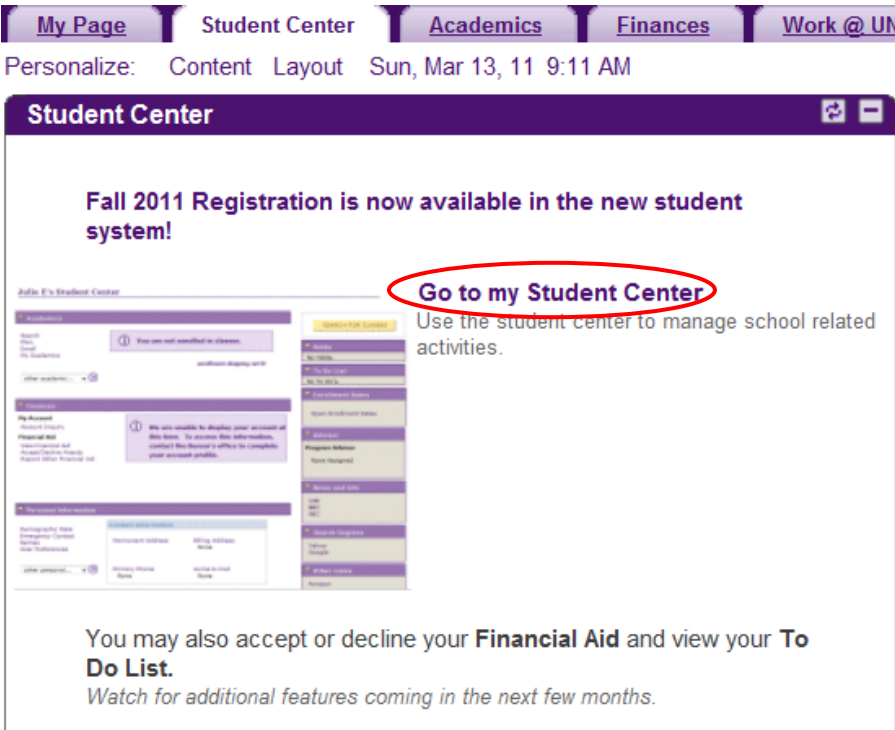
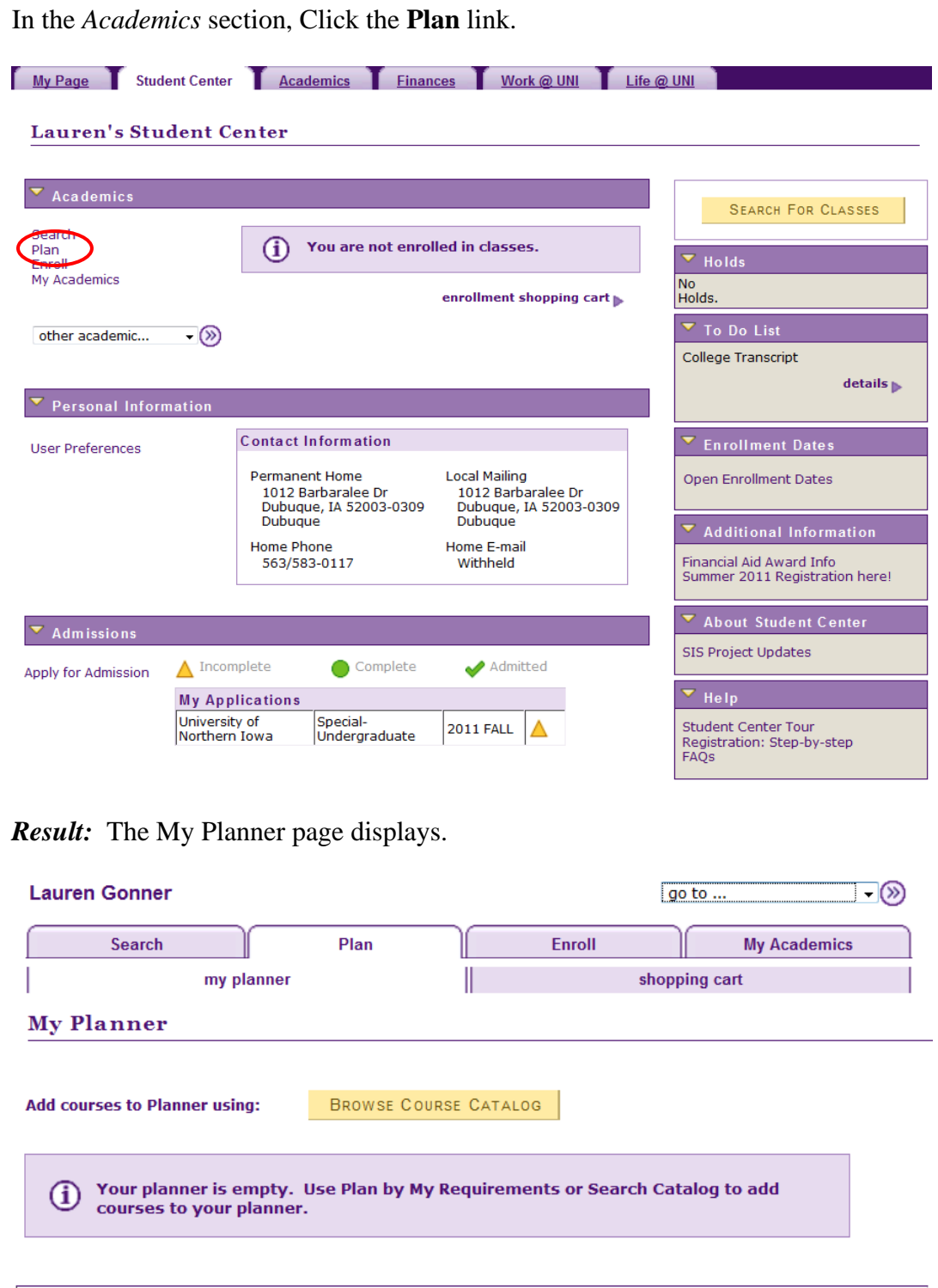
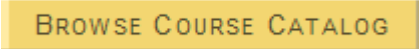
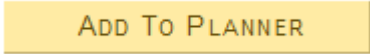



































Using My Planner

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).

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

Step	Action
3.	<p>In the <i>Academics</i> section, Click the Plan link.</p>  <p>Result: The My Planner page displays.</p>

Step	Action																
4.	Click the Browse Course Catalog button to find courses to add to your planner. <div style="text-align: center; margin-top: 10px;">  </div>																
5.	Select the checkbox for each course you wish to add. <p>Browse Course Catalog</p> <p>University of Northern Iowa Undergraduate</p> <div style="text-align: center; border: 1px solid purple; padding: 5px; margin: 10px 0;"> 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: center; gap: 20px; margin: 10px 0;"> <div style="border: 1px solid purple; padding: 2px 10px;">COLLAPSE ALL</div> <div style="border: 1px solid purple; padding: 2px 10px;">EXPAND ALL</div> <div style="background-color: yellow; padding: 2px 10px;">ADD TO PLANNER</div> </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
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														
6.	Click the Add to Planner button. <div style="text-align: center; margin-top: 5px;">  </div> <p>Result: A confirmation message displays at the top of the page.</p> <div style="background-color: yellow; padding: 10px; margin-top: 10px;">  ACCT 2120 has been added to your Planner. </div>																
7.	Continue to add course by navigating to the desired subject using the alpha navigation bar at the top of the page. <div style="text-align: center; border: 1px solid purple; padding: 10px; 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																																										
8.	<p>Once you have added all your courses, click the my planner link at the top</p> <p>Lauren Gonner go to ... </p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> Search Plan Enroll My Academics </div> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> my planner shopping cart </div> <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: #4a4a8a; color: white;"> <th colspan="6">Unassigned Courses</th> </tr> <tr style="background-color: #e0e0e0;"> <th>Select</th> <th>Course</th> <th>Description</th> <th>Units</th> <th>Typically Offered</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>120 30</td> <td>Prin Of Financial Acctng</td> <td>3.00</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>42T 140</td> <td>Athletic Training Practicum</td> <td>1.00 - 3.00</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>48C 1</td> <td>Oral Communication</td> <td>3.00</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>800 23</td> <td>Math Decision Making</td> <td>3.00</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>820 33</td> <td>Inquiry Earth Science</td> <td>4.00</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Move selected courses to Term ▼ move</p>	Unassigned Courses						Select	Course	Description	Units	Typically Offered	Delete	<input type="checkbox"/>	120 30	Prin Of Financial Acctng	3.00			<input type="checkbox"/>	42T 140	Athletic Training Practicum	1.00 - 3.00			<input type="checkbox"/>	48C 1	Oral Communication	3.00			<input type="checkbox"/>	800 23	Math Decision Making	3.00			<input type="checkbox"/>	820 33	Inquiry Earth Science	4.00		
Unassigned Courses																																											
Select	Course	Description	Units	Typically Offered	Delete																																						
<input type="checkbox"/>	120 30	Prin Of Financial Acctng	3.00																																								
<input type="checkbox"/>	42T 140	Athletic Training Practicum	1.00 - 3.00																																								
<input type="checkbox"/>	48C 1	Oral Communication	3.00																																								
<input type="checkbox"/>	800 23	Math Decision Making	3.00																																								
<input type="checkbox"/>	820 33	Inquiry Earth Science	4.00																																								
9.	<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: #4a4a8a; color: white;"> <th colspan="6">Unassigned Courses</th> </tr> <tr style="background-color: #e0e0e0;"> <th>Select</th> <th>Course</th> <th>Description</th> <th>Units</th> <th>Typically Offered</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>120 30</td> <td>Prin Of Financial Acctng</td> <td>3.00</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>42T 140</td> <td>Athletic Training Practicum</td> <td>1.00 - 3.00</td> <td></td> <td></td> </tr> <tr style="background-color: #ffffcc;"> <td><input checked="" type="checkbox"/></td> <td>48C 1</td> <td>Oral Communication</td> <td>3.00</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>800 23</td> <td>Math Decision Making</td> <td>3.00</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>820 33</td> <td>Inquiry Earth Science</td> <td>4.00</td> <td></td> <td></td> </tr> </tbody> </table> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p style="text-align: right;">Move selected courses to Term FALL 2011 ▼ move</p> </div> <p>Result: A confirmation displays:</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #fff9c4; margin: 10px 0;"> <p style="text-align: center;"> 120 30, 42T 140, 48C 1, 800 23, 820 33 have been moved to FALL 2011.</p> </div>	Unassigned Courses						Select	Course	Description	Units	Typically Offered	Delete	<input checked="" type="checkbox"/>	120 30	Prin Of Financial Acctng	3.00			<input checked="" type="checkbox"/>	42T 140	Athletic Training Practicum	1.00 - 3.00			<input checked="" type="checkbox"/>	48C 1	Oral Communication	3.00			<input checked="" type="checkbox"/>	800 23	Math Decision Making	3.00			<input checked="" type="checkbox"/>	820 33	Inquiry Earth Science	4.00		
Unassigned Courses																																											
Select	Course	Description	Units	Typically Offered	Delete																																						
<input checked="" type="checkbox"/>	120 30	Prin Of Financial Acctng	3.00																																								
<input checked="" type="checkbox"/>	42T 140	Athletic Training Practicum	1.00 - 3.00																																								
<input checked="" type="checkbox"/>	48C 1	Oral Communication	3.00																																								
<input checked="" type="checkbox"/>	800 23	Math Decision Making	3.00																																								
<input checked="" type="checkbox"/>	820 33	Inquiry Earth Science	4.00																																								
10.	<p>Now you have added courses to your Planner. You may search using the planner from the Shopping Cart.</p>																																										