

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). Student may add courses within the Planner or use their Academic Requirements (Advisement Report) to add courses.

Step	Action							
1.	Log onto My Universe. Click the Go to my Student Center link on the My Page tab. University of Northern Iowa Favorites Main Menu							
	My Page Resources Work @ UNI Life @ UNI Reporting Recruiting							
	Personalize: Content							
	Student Center 🛛 🖬 🖬 Current A							
	Image: Standard Case Go to my Student Center Delete Hid Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case Image: Standard Case							
	With Ward Ward Ward Ward Ward Ward Ward Ward							
	Note: The thumbnail image is also a link to Student Center.							



Step	Action						
2.	In the Academics section, Click the Plan link.						
	Rachel's Student Ce	nter					
		Ţ					
	Academics	SEARCH FOR CLASSES					
	Search	🛐 Deadlines 🛛 😡 UI	RL				
	Enroll My Academics	This Week's Schedule		Vertical Holds			
		Class	Schedule	Holds.			
	other academic 🗸 📎	POSTSEC 6270-01 LEC (30273)	Tu 5:00PM - 7:50PM Schindler Education Cent 528	To Do List			
		POSTSEC 6285-01 RDG (35863)	Room: TBA	No To Do's.			
			weekly schedule 🕨	Enrollment Dates			
			enrollment shopping cart 🕨	Enrollment Appointment You may begin enrolling for the SPRING 2013 Full Semester session on November 6, 2012.			
	✓ Finances						
	Result: The My Planner page displays.						
				go to			
	Search	Plan	Enroll	My Academics			
	my planner shopping cart						
	My Planner						
	Add courses to Planner using: BROWSE COURSE CATALOG						
	(i) Your planner is courses to your	empty. Use Plan by M planner.	y Requirements or Searc	ch Catalog to add			
3.	Click the Browse C	ourse Catalog bu	tton to find courses	s to add to your planner.			
	BROWSE COURSE	CATALOG					



Step	Action								
4.	Select the checkbox for each course you wish to add. Browse Course Catalog								
	University of Nor	University of Northern Iowa 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 0 1 2 3 4 5 6 7 8 9								
		COLLAPSE A	LL	EXPAN	ND ALL		Add	TO PLANNER	
	Select	subject code to	o display	y or hide cou	rse informa	ation.			
		CT - Accounti						Tunically	
	5	Gelect Courselect Nb	r C	Course Title				Typically Offered	
		☑ (212	20)	rinciples of				Fall, Spring, and Summer	
		(213	30)	** available as of 08/01/2011and SummVITA: Individual Income Tax PreparationSpring				Fall, Spring, and Summer	
		(305	55) ^P					Spring	
5.	** available as of 08/01/2011 Click the Add to Planner button.								
	<i>Result:</i> A confirmation message displays at the top of the page.								
	ACCT 2120 has been added to your Planner.								
6.	Continue to a navigation ba				desired	subject	t using th	ne alpha	
	АВСЕ) E F G H 0		KLMN 3456		RS	Τυν	WXYZ	



Step	Action							
7.	Once you have added all your courses, click the my planner link at the top							
		Search	Plan		Enrol		My Acade	mics
		my planner	Sho	pping cart		c	ourse history	/
	Result. My Pla		nner is populated.					
	Add courses to Planner using: BROWSE COURSE CATALOG Delete all courses in Planner: DELETE ALL							
	🔽 Unas	signed Cours	ses					
	Select	Course	Description	Prereq		Typically Offered	Delete	
		BIOL 1012	Life: The Natural World	yes	3.00	Fall and Spring	Î	
		BUSINESS 1000	Freshman Sem Bus Professionals			Fall and Spring	Î	
		COMM 1000	Oral Communication		13.00	Fall, Spring, and Summer	Î	
		ECON 1041	Princ Of Macroeconomics		13.00	Fall, Spring, and Summer	Î	
		STAT 1772	Statistical Methods		13.00	Fall, Spring, and Summer	Î	
			Move selected courses to	Term		•	move	
8.			our planner courses					
		-	sh to move and the	approp	riate te	erm. Click	the move	button.
	Select	ssigned Cour Course	Description	Prereq	Units	Typically Offered	Delete	
	V	BIOL 1012	Life: The Natural World	yes	3.00	Fall and Sprin	ng 🗊	
		BUSINESS 1000	Freshman Sem Bus Professionals		0.00	Fall and Sprin	ng 🗊	
		COMM 1000	Oral Communication		3.00	Fall, Spring, and Summer	Î	
	V	ECON 1041	Princ Of Macroeconomics		3.00	Fall, Spring, and Summer	Î	
	V	STAT 1772	Statistical Methods		3.00	Fall, Spring, and Summer	Î	
			Move selected courses t	o Term	FALL 201	3 •	move	
	Result: A confirmation displays:							
	•		JSINESS 1000, COMM 100	DO, ECON	1041.9	5TAT 1772 hz	ive been	
		noved to FAL						
9.	been re	eleased for	ded courses to your a particular term, your urses from the Plann	ou may	use the	e search fe	ature in th	



Using your Academic Requirements (Advisement Report) to Add Course to your Planner:

Step	Action							
1.	In Student Center, select <i>Academic Requirements</i> from the other academic requirements drop-down list.							
	other academic)						
	Academic Requirements Apply for Graduation							
2.	Scroll to a section of th	e report that has a	courses that need to	be satisfied.				
3.	Click a course title (description) to view course details.							
	Course Description		Units When	Grade Status				
	ANTH3132 Native North Am	erica	3.00 Variable					
	ANTH3137 Native Centrl & S	Amer	3.00 Fall and Spring					
	HUM3121 Russia / Soviet U	nior View Course Details	3.00 Fall and Spring					
	<i>Result:</i> Course Detail	displays.						
4.	Click the yellow add to	planner button.						
	My Academic Requir	ements						
	Course Detail							
	Return to My Academic Requirem	entr						
	Return to My Academic Requirements							
	ANTH 3132 - Native North America							
	Course Detail							
	Career	Undergraduate	vie	ew class sections				
	Units	3.00		add to planner				
	Grading Basis	Graded						
	Course Components	Lecture/Discussion	Required					



Step	Action						
5.	A confirmation message displays at the top of the page. Use the <i>Return to My</i> <i>Academic Requirements</i> link to return to your Advisement Report.						
	My Academic Requirements						
	Course Detail						
	ANTH 3132 has been added to your Planner.						
	Return to My Ac	cademic Requirements					
6.	A blue star displays in the <i>Status</i> column of your Advisement Report, indicating						
	this course has been added to your Planner.						
	∠B. Non-Western Cultures						
	1 Course Required. SPAN 3020 may substitute. (LN-130)						
	Courses: 1 required, 0 taken, 1 needed						
	The following courses may be used to satisfy this requirement:						
	Course	Description	Units	When	Grade Status		
	ANTH3132	Native North America	3.00	Variable	(☆)		
	ANTH3137	Native Centrl & South Amer	1. (A. 1997)	Fall and Spring			
	1						