

Why Use My Planner

My Planner offers many benefits to you as a student. These benefits include the ability to:

- *Organize your planned courses by term*
- *Plan your courses based on your graduation requirements*
- *Register for classes directly from My Planner*
- *View your planned courses in your Academic Requirements report*
- *Review your planned courses with your advisor or advisors*
- *Track visually the course you are taking, have taken, and planned*
- *View course information*



**For more information,
see the student guides at:**

<http://www.csub.edu/selfservice/guides/>



CSU Bakersfield



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It's Your University



My Planner

Student
Quick Guide

My Planner My plan

My Planner allows you to plan your courses term by term. For each term, you select the courses you would like to take and when you would like to take them. During the enrollment period, you can register directly from your planned classes.

How to Use My Planner

- 1 From your Student Center,
 - Select **Academic Planner** from the **other academic** drop down
 - Click the **Go** button
- 2 When My Planner opens, click the **Plan By My Requirements** button.
- 3 The **Plan by My Requirements** page opens. To plan a course,
 - Scroll down to the requirement you would like to plan, such as *GWAR REQ.*
 - From the list of courses, click the **Course Description** to select the course
- 4 When the **Course Detail** page opens, click the **add to planner** button to add the course to our planner.
- 5 Click the **Return to Plan by My Requirement** link.

- 6 Continue selecting as many courses as you like.
- 7 When satisfied, click the **my planner** tab at the top of the screen.



How to Move Courses Around




When you add courses to your planner from **Plan by My Requirements**, the selected courses are placed in the Unassigned Courses section. To plan effectively, you need to move each course to the term, in which you will take it.

- 1 In the **Unassigned Courses** section,
 - Check the **Select** box beside the course you like to move
 - Click the down arrow for the **Move selected courses to Term**
 - Click the desired term, such as Winter 2013
 - Click the Move button
- 2 The selected course is moved to the desired term. Continue the previous step for the remaining courses.



What the Symbols Mean

While you were in My Planner, you noticed a few symbols. These symbols provide a visual cue as to the course status. These symbols are visible in My Planner, Academic Requirements, and the Course History.

Symbol	Usage
	Indicates that you completed this course
	Indicates that you are attending or have enrolled this course
	Indicates that you plan to enroll in this class

