

## My Planner

My Planner provides students with a tool to plan their courses for an individual term, multiple terms, or for their entire career at the University of Arkansas. Students with multiple careers are provided with a planner for each career.

### Adding to a Planner

NOTE: My Planner can be accessed by several navigations and pages. Alternative navigations will be listed at the end of this document.

1. Select the **Degree Audit** tile from the Student Homepage.
2. Click the **Run Report** button for one of the plans.

**Degree Audit Notes(0)**

User ID	Date Entered	Description	Save note
			Save note

Completed  
  Enrolled  
  Planned  
  Unmet

**Include Planned Courses:**

**Plans**

 
  University Requirements  
  
  Kinesiology K-12 Physical Education

3. Click on the **Rqmnt Details** link that is coded as an unmet (X) requirement.

Description	Class	Term	Grade	Hours	
<input checked="" type="checkbox"/> 10 MOTOR DEVELOPMENT	<a href="#">KINS 3223</a>	Sp 2018	B	3.000	<a href="#">Rqmnt Details</a>
<input type="checkbox"/> 20 HONORS EXERCISE PHYSIOLOGY	<a href="#">EXSC 3153H</a>	Fa 2020		3.000	<a href="#">Rqmnt Details</a>
<input checked="" type="checkbox"/> 30 EXSC 3353/H				3.000	<a href="#">Rqmnt Details</a>

4. Click the Select field and click Add to Planner. Message appears when the class has been added.

**Advisement Requirements**

Requirement: 000015117 EXSC 3353/H      Minimum Hours: 3.00

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EXSC 3353

Select	Subject	Catalog Nbr	Description	Hours
<input type="checkbox"/>	EXSC	3353	Mechanics of Human Movement	3.00
<input checked="" type="checkbox"/>	EXSC	3353H	Honors Mechanics of Human Movement	3.00

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EXSC 3353H has been added to your Planner.

- Click the **Go To Planner** link to view all items listed in the Planner.

Delete all courses in Planner:

**Unassigned Courses**

Select	Course	Description	Prereq	Units	Typically Offered	Delete
<input type="checkbox"/>	BIOL 2443	HUMAN ANATOMY	yes	3.00	Fall, Spring and Summer	
<input type="checkbox"/>	PHED 3003	OUTDOOR EDUCATION	yes	3.00	Fall	

Move selected courses to Term:

**Spring 2019**

Select	Course	Description	Prereq	Units	Typically Offered	Delete
<input type="checkbox"/>	PHED 3043	TEACHING FITNESS	yes	3.00	Spring	
<input type="checkbox"/>	PHED 4743	SECONDARY PHYSICAL EDUC	yes	3.00	Fall	

Move selected courses to Term:

**Fall 2020**


Select	Course	Description	Prereq	Units	Typically Offered	Delete
<input type="checkbox"/>	EXSC 3153H	HONORS EXERCISE PHYSIOLOGY	yes	3.00	Fall and Spring	

Move selected courses to Term:

**Spring 2022**

Select	Course	Description	Prereq	Units	Typically Offered	Delete
<input type="checkbox"/>	ACCT 2013	ACCOUNTING PRINCIPLES	yes	3.00	Fall, Spring and Summer	

Move selected courses to Term:

- Click the  to remove the course from the Planner.
- Move courses to different terms by select the ▼ and click on the preferred term. Click the **Move** button.

Delete all courses in Planner:

**Unassigned Courses**

Select	Course	Description	Prereq	Units	Typically Offered	Delete
<input type="checkbox"/>	ACCT 2013	ACCOUNTING PRINCIPLES	yes	3.00	Fall, Spring and Summer	

Move selected courses to Term:

**Spring 2019**

Select	Course	Description	Prereq	Units	Typically Offered	Delete
<input type="checkbox"/>	BIOL 2443	HUMAN ANATOMY	yes	3.00	Fall, Spring and Summer	
<input type="checkbox"/>	PHED 3043	TEACHING FITNESS	yes	3.00	Spring	
<input type="checkbox"/>	PHED 4743	SECONDARY PHYSICAL EDUC	yes	3.00	Fall	

Move selected courses to Term:

Fall 2018

Fall 2019

Fall 2020

Fall 2021

Fall 2022

Fall 2023

Spring 2019

Spring 2020

Spring 2021

Spring 2022

Click the **Manage Classes** tile from the Student Homepage.

Click **Browse Course Catalog**

Click the **subject code**

Click the **course number**

Select the correct line

Click the **Add to Planner** link

### Viewing My Planner

**My Planner** can be viewed from the **Manage Classes** tile and **Academic Records** tile.

