




## My Planner

Using **My Planner**, students may store courses to complete remaining requirements for their program. Courses are selected from the Course Catalog. Students may assign courses to a future term for enrollment.

Note: Parts of images may be obscured for security reasons.

Step	Action
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>• Enter your Username and Password and click the  <b>Go</b> icon.</li> <li>• From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul>
2.	Navigate to: <b><u>Self Service &gt; Academic Planning &gt; My Planner.</u></b>
3.	To Add courses to Planner using, click the <b>Browse Course Catalog</b> button. <div data-bbox="381 743 1339 1121" style="border: 1px solid black; padding: 10px; margin-top: 10px;">  </div>


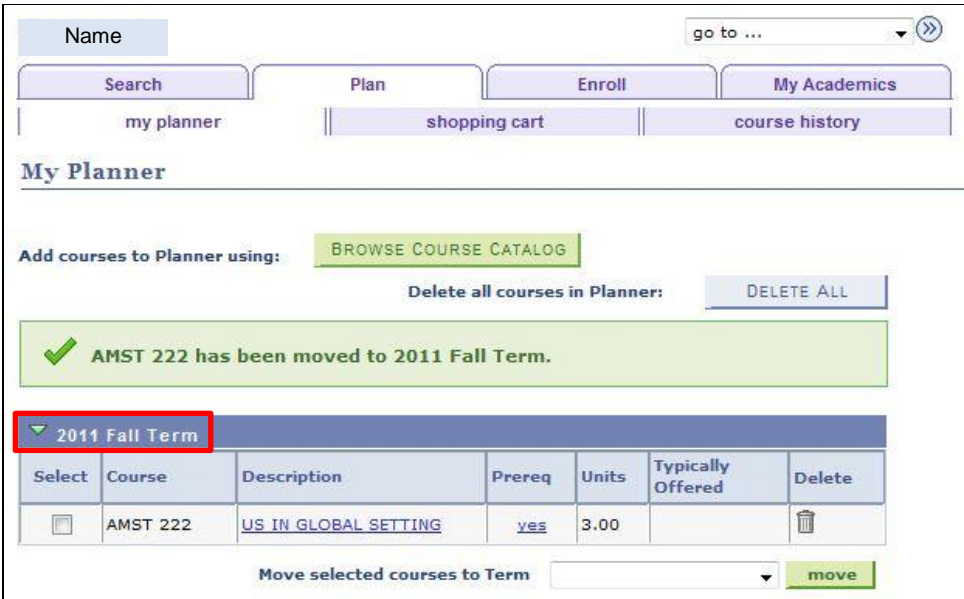
<p>4.</p>	<p>On the <b>Browse Course Catalog</b> page, click the first letter in a subject's name.</p>  <p>4. On the <b>Browse Course Catalog</b> page, click the first letter in a subject's name.</p>
<p>5.</p>	<p>Click the correct subject code link to display courses for that subject.</p>

6. Click either the **Course Nbr** or **Course Title** to view Course Detail.

▼ AMST - American Studies

Select	Course Nbr	Course Title	Typically Offered
<input type="checkbox"/>	<a href="#">10</a>	<a href="#">HEROIC IDEAL AMER</a>	
<input type="checkbox"/>	<a href="#">11</a>	<a href="#">TWENTIES IN AMER</a>	
<input type="checkbox"/>	<a href="#">81</a>	<a href="#">GREAT JAZZ IMPROV</a>	
<input type="checkbox"/>	<a href="#">91</a>	<a href="#">ORAL HIST PROJECT</a>	
<input type="checkbox"/>	<a href="#">110</a>	<a href="#">INTRO TO AM CULT</a>	
<input type="checkbox"/>	<a href="#">110</a>	<a href="#">Introduction to American Society and Culture</a>	
<input type="checkbox"/>	<a href="#">110W</a>	<a href="#">Introduction to American Society and Culture</a>	
<input type="checkbox"/>	<a href="#">134W</a>	<a href="#">Writing Tutorial</a>	
<input type="checkbox"/>	<a href="#">135W</a>	<a href="#">Writing Workshop</a>	
<input type="checkbox"/>	<a href="#">210</a>	<a href="#">American Lives</a>	
<input type="checkbox"/>	<a href="#">212</a>	<a href="#">The Popular Arts in America</a>	
<input type="checkbox"/>	<a href="#">214</a>	<a href="#">An American Decade</a>	
<input type="checkbox"/>	<a href="#">216</a>	<a href="#">Myths and Ideologies in the United States</a>	
<input type="checkbox"/>	<a href="#">218</a>	<a href="#">Native American History and Culture</a>	
<input type="checkbox"/>	<a href="#">220</a>	<a href="#">Gender, Race, Ethnicity, and Class in the United States</a>	
<input type="checkbox"/>	<a href="#">222</a>	<a href="#">The United States in Its Global Setting</a>	

<p>7.</p>	<p>Click the <b>add to planner</b> button.</p>  <p>The screenshot shows the 'My Planner' interface. At the top, there are navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are links for 'my planner', 'shopping cart', and 'course history'. The main content area is titled 'My Planner' and 'Course Detail'. It displays the course name 'AMST 222 - The United States in Its Global Setting'. A table of course details includes: Career (Undergraduate), Units (3.00), Grading Basis (Graded), Course Components (Lecture, Required), Campus (Queens College), Academic Group (Division of Arts &amp; Humanities), and Academic Organization (American Studies). A note states '*** This course has not been scheduled. ***' with a green 'add to planner' button highlighted in red. Below the details is an 'Enrollment Requirement' section (PRE: ENGL 120, OPEN TO UPPER SOPHOMORES AND ABOVE) and a 'Description' section. A red box highlights the 'Return to Browse Course Catalog' link at the bottom left of the page.</p>
<p>8.</p>	<p>Click the <b>Return to Browse Course Catalog</b> link to go back to the previous page and repeat as needed.</p>

<p>9.</p>	<p>The <b>My Planner</b> page displays a list of <b>Unassigned Courses</b>.</p>  <p>The screenshot shows the 'My Planner' interface. At the top, there are navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are sub-tabs for 'my planner', 'shopping cart', and 'course history'. The main section is titled 'My Planner' and includes a 'BROWSE COURSE CATALOG' button and a 'DELETE ALL' button. A table titled 'Unassigned Courses' is displayed with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Course</th> <th>Description</th> <th>Prereq</th> <th>Units</th> <th>Typically Offered</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>AMST 222</td> <td><a href="#">US IN GLOBAL SETTING</a></td> <td>yes</td> <td>3.00</td> <td></td> <td></td> </tr> </tbody> </table> <p>Below the table, there is a 'Move selected courses to Term' dropdown menu set to '2011 Fall Term' and a 'move' button.</p>	Select	Course	Description	Prereq	Units	Typically Offered	Delete	<input checked="" type="checkbox"/>	AMST 222	<a href="#">US IN GLOBAL SETTING</a>	yes	3.00		
Select	Course	Description	Prereq	Units	Typically Offered	Delete									
<input checked="" type="checkbox"/>	AMST 222	<a href="#">US IN GLOBAL SETTING</a>	yes	3.00											
<p>10.</p>	<p>To assign (plan to take) a course in a specific term, click the <input type="checkbox"/> checkbox for that course.</p>														
<p>11.</p>	<p>On the <input type="checkbox"/> <b>Move selected course to Term</b> dropdown box, select the term you wish to take the selected course and then click the <b>move</b> button.</p> <p><b>Note: The page refreshes and you will see the selected course/s displayed in the selected term.</b></p>  <p>The screenshot shows the 'My Planner' interface after the course has been moved. A green confirmation message states: 'AMST 222 has been moved to 2011 Fall Term.' The 'Move selected courses to Term' dropdown menu is now set to '2011 Fall Term', and the 'move' button is highlighted. The 'Unassigned Courses' table is no longer visible.</p>														
<p><b>End of Procedure.</b></p>															