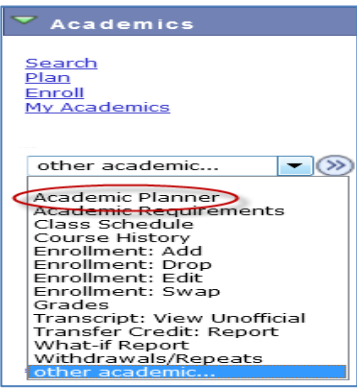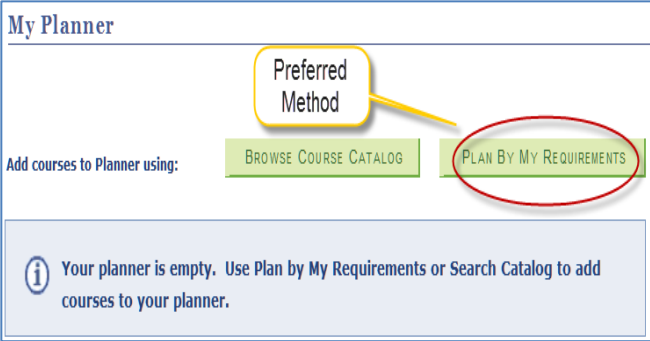# My Planner using My Requirements

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

When planning your courses, the **preferred** method is to plan your courses by your **academic requirements**. This method allows you to see exactly which requirement each course will satisfy. Thus, your academic report (degree audit) will contain your planned and completed courses for satisfying your graduation requirements.

Note	Using the **PLAN BY MY REQUIREMENTS** button is the preferred method for building your course list.

These instructions will guide you through the steps to plan your courses using your academic requirements.

1.	From the Student Center, • Select Academic Planner from the **other academic** drop down • Click the ⓘ button	
2.	When the **My Planner** page appears, click the PLAN BY MY REQUIREMENTS button to plan your courses using the **preferred** method. **Note** — PLAN BY MY REQUIREMENTS is the preferred method for building your course list.	
3.	The **Plan by My Requirements** (degree audit) page opens. The page shows a legend, your first requirement, and its status. **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	

4.	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.

Course	Description	Units	When	Grade	Status
ADM 510	Advanced Technical Comm	5.00			
COMM 304	Technical and Report Writing	5.00	Fall, Winter and Spring Terms		
COMM 306	Convergence Journalism	5.00	Spring Term		
COMM 311	Feature Writing	5.00	Winter Term		
ENGL 305	Modes of Writing	5.00	Fall, Winter and Spring Terms		
ENGL 310	Advanced Writing	5.00	Fall, Winter and Spring Terms		

5.	The **Course Detail** opens for your selected course. Click the add to planner button to add this course to your planner.	**Course Detail**
	Note • When a class schedule is available, the view class sections button appears.	Return to Plan by My Requirements
		COMM 304 - Technical and Report Writing
		Appears only during the enrollment period
		Course Detail
		Career — Undergraduate — view class sections
		Units — 5.00 — add to planner
		Grading Basis — Graded — Click
		Course Components — Lecture — Required
		Campus — CSUB Main Campus

6.	The green confirmation message appears letting you know your selected course was added to your Planner. Click the Return to Plan by My Requirements link.	**Course Detail**
		✔ COMM 304 has been added to your Planner
		Return to Plan by My Requirements

7.	When you return, your selected course has a ⭐ in the Status column indicating your plan to take the course.	

Course	Description	Units	When	Grade	Status
ADM 510	Advanced Technical Comm	5.00			
COMM 304	Technical and Report Writing	5.00	Fall, Winter and Spring Terms		⭐
COMM 306	Convergence Journalism	5.00	Spring Term		
COMM 311	Feature Writing	5.00	Winter Term		

8.	The next step is to move the selected course to the term in which you plan to take it. To begin, click the **my planner** tab.	

Search	Plan	Enroll	My Academics
my planner	shopping cart		course history

9.	In the **Unassigned Courses** section, you can review your selection(s).

Unassigned Courses

Select	Course	Description	Prereq	Units	Typically Offered	Req	Delete
☐	COMM 304	Technical and Report Writing	yes	5.00	Fall, Winter and Spring Terms	ⓘ	🗑

Move selected courses to Term [▼] **move**

Column	Usage
Select	Used to select the courses for moving
Course	Subject area and catalog number
Description	Course name link, which takes you to the Course Detail when clicked
Prereq	If the course has prerequisites, then a yes link appears. Click the yes link, to view the Course Detail
Units	Number of units
Typically Offered	The term in which the course is typically offered. This information is subject to change without notice, so be sure to check the course availability as the desired term approaches.
Req	If the course satisfies a graduation requirement, then an ⓘ icon appears. Click the ⓘ icon to view the requirement information about the selected course.
Delete	Click the 🗑 icon to remove the course from your planner.

10	To move courses to a desired term, • Check the Select box beside each course you would like to move to that term • Select the desired term from the **Move selected courses to Term** drop down • Click the **move** button	**Unassigned Courses** ① COMM 304 Technical and Report Writing yes 5.00 Fall, Winter and Spring Terms ⓘ 🗑 ③ Move selected courses to Term ② move 1. Click Select 2. Select the term 3. Click Move Search Plan My Planner Shopping Cart Course History go to ... » Fall 2011 / Fall 2012 / Fall 2013 / Spring 2012 / Spring 2013 / Spring 2014 / Summer 2012 / Summer 2013 / The End of Time / Winter 2012 / Winter 2013 / Winter 2014
11	After moving the course to the desired term, you can see your course listed in the selection for the selected term. You can repeat step 4 – 11 as many times as you to finish planning your courses.	✔ **COMM 304 has been moved to Fall 2012.** **Fall 2012** 	Select	Course	Description	Prereq	Units	Typically Offered	Req	Delete	 	☐	COMM 304	Technical and Report Writing	yes	5.00	Fall, Winter and Spring Terms	ⓘ	🗑	
12	When you are satisfied, click the **Home** link to return to your **Student Center** page.	Home | Sign out