STUDENT GUIDE

Using the Planner

03/30/2021

Contents

Student Guide: Using the Planner

In the new SIS, students will be able to plan their courses for current or future semesters using the **Classes** tile on the **Student** home page.

IMPORTANT: It is the student's responsibility to maintain their Planner, adding or removing courses as needed. The Planner does not validate or notify if duplicate courses are added.

When you click the **Classes** tile, the **Manage Classes** page opens with a list of menu items on the left.

Planner

1. Click **Planner** from the left-side menu.

    The **Planner** page will open, providing students with two options for adding courses to their planner:

    -   **Add from Course Catalog**: To select from active MSU courses

    -   **Add from My Requirements:** This will run a Degree Audit report to look at major, minor or college requirements that are not yet satisfied, and allow students to select courses from those areas to move into the Planner.

Add from My Requirements

2. Click **Add from My Requirements**.

   After a moment, an Academic Progress (Degree Audit) report will be generated for the student. (Please refer to the *Degree Audit* student guide for details on navigating this report).

   At the top of the page, a graph will display the percentage complete for the student's requirements. The bottom half of the page contains sections for each group of requirements and lists the specific criteria to satisfy each.
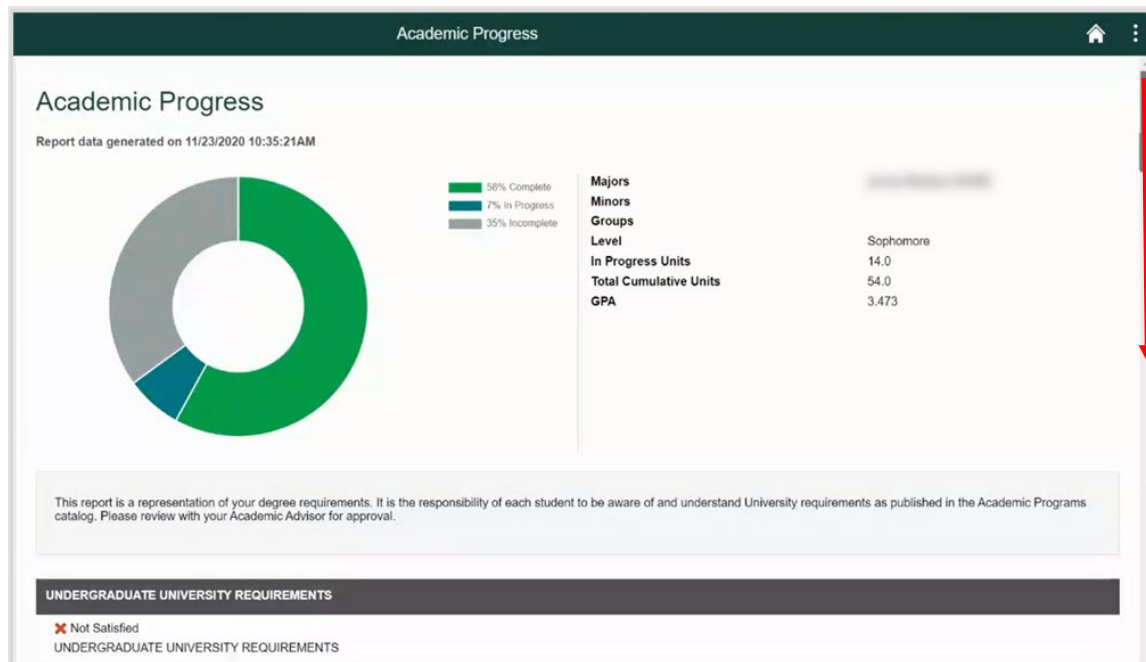
3. Use the navigation bar on the right to scroll down to a section where requirements are **Not Satisfied**.

In the example below, the *Foundation Courses* requirement is Not Satisfied, and an *MC 202 course* is still needed.

4. Click the arrow for the **Not Satisfied** course and you will be directed to the requirement details page to see additional details of the course that will satisfy the requirement. In this example, course details for MC 202 are displayed.

5. Click the hyperlink description for the course to add to your planner. The **Course Detail** page will open.

MC 202

❌ Not Satisfied

MC 202

Courses 1 required, 0 taken, 1 needed

Courses

The following courses may be used to satisfy this requirement:

1 row

Course ◇	Description ◇	Units ◇	When/Typically Offered ◇	Grade ◇	Status ◇	
MC 202	Intro Study of Public Aff II	4.00	Spring every year			>

6. Click **Add to Planner** in the top right corner of the page.

You will receive a confirmation that the course has been added to your Planner. Once the course has been added, the next step is to identify the term that you plan to take the course.

MC 202

Introduction to the Study of Public Affairs II

[View Classes] [Add to Planner]

Available as of 09/01/2021.

Course Detail

Course Career   Undergraduate

Units   4.00

Grading   Undergraduate Graded

Course Component   Lecture

Academic Group   James Madison College

Academic Organization   James Madison College Dean

Course Detail

MC 202 has been added to your Planner.

7. Click the **Go to Planner** hyperlink at the bottom of the page.

Description

Continued interdisciplinary exploration of enduring issues and conflicts in American and international public affairs. Historical, social science, and comparative approaches.

📆 Go to Planner

The Planner will now display a section for **Unassigned Courses**. This is where the most recent addition to your Planner will be listed, until you assign it to a term.

8. Click **Unassigned Courses**. Here, you can view a list of all courses that have not yet been assigned to a term.

9. Click the arrow for the **Unassigned** item. The **Course Detail** page will open. You can see the recently added course.

10. Click **Move to Term.** A window will open for you to select the term.

11. Click the **Move course to term** drop-down and select a term to move the course into.

12. Click **Save**.

You will receive a confirmation that the new course has been moved into the term and will see a list of all courses in your planner for that term.

Spring Semester 2021

Delete All

2 rows

Course	Description	Units	Typically Offered	Requirements	Status	
MC 112	Identity and Community	4.00	Spring every year	ⓘ	⭐ Planned	>
MC 202	Intro Study of Public Aff II	4.00	Spring every year	ⓘ	⭐ Planned	>

Note: It will be the student's responsibility to maintain their Planner, adding or removing courses as needed.

Add from Course Catalog

1. From the Planner home page, click **Add from Course Catalog**.

2. **Search for Courses**: Enter the course subject, title or keyword.

3. Click the **Go** arrow.

A list of courses meeting your search criteria will display.

4. Select a course to add to your planner.

   The **Course Detail** page will open.

5. Click **Add to Planner** in the top right corner of the page.

   You will receive a confirmation that the course has been added to your Planner. Once the course has been added, the next step is to identify the term that you intend to take the course.

   Click the **Go to Planner** hyperlink at the bottom of the page.

   The Planner will now display a section for **Unassigned Courses**. This is where the most recent addition to your Planner will be listed, until you assign it to a term.

6. Click **Unassigned Courses**. Here you can view a list of all courses that have not yet been assigned to a term.

   Click the arrow for the **Unassigned** item. The Course Detail page will open. You can see the recently-added course.

7. Click **Move to Term.** A window will open for you to select the term.

8. Click the **Move course to term** drop-down and select a term to move the course into.

9. Click **Save**.

   You will receive a confirmation that the new course has been moved into the term and will see a list of all courses in your planner for that term.