

Welcome to My Planner

My Planner provides an opportunity for you to create an electronic record or list of classes you would like to take and when you plan to take them. The Planner should be used in conjunction with information provided by your School, Academic Unit or Advisor. You may refer to it when meeting with an advisor and planning for future terms. As your goals and objectives change and come into focus you can track these changes and make adaptations to your plan.

IMPORTANT NOTE: adding a course to your Planner does not enroll you in a course; it does not add it to your Shopping Cart or reserve a seat for you in a course. This may only be done through the Shopping Cart and enrollment process. It is possible to have a course in both your Planner and your Shopping Cart.

A couple of key points to remember:

- My Planner is flexible - you can plan for a few courses you want to be sure to take, or you can plan a complete degree program.
- You can plan to take courses and assign them to a particular term or you can leave them unassigned.
- My Planner may include courses at multiple IU campuses.
- My Planner will provide information about when courses are typically offered but not course prerequisites.
- Your Planner will remain effective as long as you are an active student.
- Only you can make changes and updates to the courses in My Planner. Advisors and administrators can view what is on your planner - but only you can make changes.

How to use My Planner

- From the Student Center or from navigation from other pages (when possible) go to Academic Planning.
- Click on the button 'Add Course to Planner'.
- Search by subject or by entering complete course info: e.g., PHIL-P 140.
- Course information page will come up, with a 'select' box to the left of the course
- Select the course, and click the button 'Add to Planner' and you will get a confirmation message that the course has been added to your planner.
- Course will be added in a grid labeled 'Unassigned' meaning that they have not been planned for any specific term. All courses that are 'Unassigned' will appear when using a Planner Search in the enrollment process
- You may move courses to specific terms. At the bottom of the 'Unassigned Courses' grid is a drop down box that allows you to move selected courses to specific terms. You are also able to move courses from one term to another or back to unassigned.
- You may add a text note to courses, or add a text note to terms. For instructions, [click here](#).

If you are a student in both Undergraduate and Graduate Careers

- You will have the option to Select Career
- You may add courses and plan for each career option you have, and the selections you make will appear only for that particular career. For each option there will be a separate Planner for you.
- In the shopping cart or in enrollment, if you select 'search by planner,' the results returned will only be from the Planner which corresponds to the institution/career for which you are attempting to enroll.