

UNDERGRADUATE STUDENTS

A guide to using What-If and My Planner Functionality





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What-If Report

What if you want to change your major? The What-If report lets you see your progress with a different program (BS, BA, etc.), major, concentration/track, or catalog year.

This is a simulation without changing any of your current settings. If you decide to change any of these, please see your advisor.

Getting Started

To start, go into Student Center, and through the “other academic...” dropdown, choose Advising What-If Report, then click on the arrows icon.

Academics

[Search for Classes](#)
[Browse Catalog](#)
[Plan](#)
[Enroll/Drop](#)
[My Academics](#)
[Academic Requirements](#)

You are not enrolled in classes.

enrollment shopping cart ▶

Spring 2013
Registration for currently enrolled undergraduate students will be suspended from Jan. 14 - 23. Registration will resume on Jan. 24, 2013.

other academic...
Academic Planner
Academic Requirements
Advising What-if Report
Apply for Graduation

In Feb. 2013, the Degree Progress Report will no longer be available for students. Please begin to use Academic Requirements instead.

to set up your what-if scenario.

CREATE NEW REPORT

View a Saved What-if Report **#2**
Requested on 03/07/2013

#1

- You will see the above page. #2 is only visible if a previous report was ran, If you click on #2, you will be directed to this.
- If you click on #1, you will see the parameters page for a new report as shown below.

load latest scenario

Career S
This repor
place.

Allows you to reset the parameters to the default settings if you changed anything

You can change to a future catalog year, however, this does not mean you can petition for one. See your advisor for more details.

Institution	Career	Catalog Year
Towson University	Undergraduate	Fall 2010

Program Scenario

These values default in from your current major/minor/concentration/track. academic information. Use the fields below to minors, or concentrations/tracks. You can

Please note to add or change a minor, you must first select an academic program.

Academic Program	Major/Minor	Concentration/Track
Bachelor of Science	Physical Education Major	Teacher Education
None	None	None
None	None	None

- To simulate changing a major, you have the option of changing your Program, Major/Minor, or Concentration/Track. Below we are changing the major to a Family Studies Major, Child Life track.

Please note to add or change a minor, you must first select an academic program.

Academic Program	Major/Minor	Concentration/Track
Bachelor of Science	Family Studies Major	None
None	None	Child Life
		Family & Human Services

- You can also add up to 2 more majors or minors. You need at least one major.

Please note to add or change a minor, you must first select an academic program.

Academic Program	Major/Minor	Concentration
Bachelor of Science	Family Studies Major	Child Life
Bachelor of Science	Psychology Minor	n/a
None	None	None

- Scroll down and you will see that you have an option to enter in a course simulation. In other words, if you took this course and receive this grade, what requirements in the report will be satisfied? See instructions below:

Course Scenario

1. Click Browse course catalog
2. Select subject
3. Find the course
4. Click the green "Select" button next to the course
5. To add more courses, repeat steps 1-4

Follow these instructions to choose a course.

[browse course catalog](#)

What-If Course List View All | First 1 of 1 Last

Course

- After choosing the course, you will see it in the What-If course list. You have an option of adding a Grade.
- Once you are finished, click on Submit Request.

[browse course catalog](#)

What-If Course List					
Course	Description	Units	*Term	Grade	Delete
FIN 331	PRINCIPLES OF FINANCIAL MANAGEMENT	3.00	Summer 2013	<input type="text"/>	

[SUBMIT REQUEST](#)

- You will see the Academic Requirements with your simulated catalog year, program, major/minor, concentration/track, or course.

ENGL 102	EDUCAT	3.00	Fall 2010	D-	
FIN 331	PRINCIPLES FINANCIAL MANAGEMENT	3.00	Summer 2013		?
GEOG 109	INTRO TO HUMAN GEOGRAPHY	3.00	Fall 2010	T	
HIST 146	HIST OF US SNCE/MID 19TH CNTRY	3.00	Fall 2011	B	

View All | First 1-10 of 33 Last

▶ 2.0 GPA required - Expand for Actual GPA

- ▶ Pass/No Pass
- ▶ Incomplete courses
- ▶ Family Studies Child Life Track
- ▶ Psychology minor

My Planner

My Planner allows you to plan courses based on your curriculum of study for an individual term, multiple terms, or for your entire program of study. Along with Academic Requirements, you can view, add, and maintain the courses you need to take. Furthermore, My Planner allows you to enroll in specific classes from your planned courses when you are ready.

Getting Started

From the Student Center page, under Academics, click on the “Plan” link or “Academic Planner” under the dropdown.

The screenshot shows the 'Student Center' page with the 'Academics' section expanded. A green arrow points from the text 'Two ways to get My Planner' to the 'Plan' link in the Academics menu. Another green arrow points from the same text to the 'Academic Planner' option in the 'other academic...' dropdown menu. The page also displays a notification: 'You are not enrolled in classes.' and a message about Spring 2013 deadlines: 'Feb. 5 - Last day to Drop or Add for the regular term' and 'April 12 -- Last day to withdraw from the regular term'. A red message states: 'Academic Requirements has replaced the Degree Progress Report. You can also view the Unofficial Transcript for additional information.'

Adding courses to My Planner

You can add courses to My Planner using:

- Browse Course Catalog
- Plan By My Requirements

Adding courses using Browse Course Catalog:

- Click on **BROWSE COURSE CATALOG**
- You can look for a specific course by clicking on the alphabetical links at the top of the page.



- Once you are on the page of the course's subject code, you can either scroll to the course's subject code and click on ▶ to view the specific courses or **EXPAND ALL**
- Click on the checkbox to select the course/s you want to add to the planner. Below, you have selected MKTG 341 and MKTG 345.

▼ MKTG - Marketing-MKTG

Select	Course Nbr	Course Title	*Typically Offered
<input checked="" type="checkbox"/>	341	PRINCIPLES OF MARKETING	Fall, Spring & Summer
<input type="checkbox"/>	342	DEPARTMENT HONORS PRINCIPLES OF MARKETING	Fall & Spring
<input checked="" type="checkbox"/>	345	MANAGING INTEGRATED MARKETING COMMUNICATIONS	Fall, Spring & Summer

- Scroll back up and click  .
- You will see the following message:

 MKTG 341, MKTG 345 have been added to your Planner.

- Click the “my planner” tab at the top of the page to return to the My Planner page.
- Notice that the courses have been added.

My Planner

Add courses to Planner using:  

Delete all courses in Planner: 

*Courses not typically offered in the same term each year are left blank in this column. For more information on a specific course, please contact the Academic Department or check the Schedule of Classes.

Unassigned Courses						
Select	Course	Description	Prereq	Units	*Typically Offered	Delete
<input type="checkbox"/>	MKTG 341	PRINCIPLES OF MARKETING	yes	3.00	Fall, Spring & Summer	
<input type="checkbox"/>	MKTG 345	MNG INTEGRATED MARKETING COMM	yes	3.00	Fall, Spring & Summer	

Adding courses using Plan By My Requirements:

- Click on  .
- The Academic Requirements report will appear.

- Scroll down to a course that you plan to take. You will choose a course without a status such as the one below.

▼ **Core requirements**

Not Satisfied: Required core courses for the ECON major (L10).

- Courses: 5 required, 2 taken, 3 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ECON 201	MICROECONOMIC PRINCIPLES	3.00	Spring 2015		
ECON 202	MACROECONOMIC PRINCIPLES	3.00	Fall 2014	A-	
ECON 306	STATS FOR BUSINESS & ECON II	3.00	Fall, Spring & Summer		
ECON 309	INTERMEDIATE PRICE THEORY	3.00	Fall & Spring		
ECON 310	MACROECONOMIC THEORY	3.00	Fall & Spring		

View All | First 1-5 of 5 Last

- Click on the course description (see above).
- Click on “add to planner” (see below)

Course Detail

[Return to](#) [Home](#)

ECON 306 - STATISTICS FOR BUSINESS AND ECONOMICS II

Course Detail

Career	Undergraduate	view class sections add to planner
Units	3.00	
Grading Basis	Undergraduate	
Course Components	Lecture/Lab Required	
Academic Group	College: Business & Economics	
Academic Organization	Economics	
Enrollment Information		
*Typically Offered	Fall, Spring & Summer	
Enrollment Requirement	ECON 306 requires a grade of C (2.0) or higher in ECON 201, ECON 202 and	

- You will see the following message:

ECON 306 has been added to your Planner.

- When you click on Return to [Your Name], you will be directed back to the Plan By My Requirements report with the planned course that was just added.

ECON-BS

Not Satisfied: Requirements for the ECON major (G226).

Core requirements

Not Satisfied: Required core courses for the ECON major (L10).

- Courses: 5 required, 2 taken, 3 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ECON 201	MICROECONOMIC PRINCIPLES	3.00	Spring 2015		◆
ECON 202	MACROECONOMIC PRINCIPLES	3.00	Fall 2014	A-	◆
ECON 306	STATS FOR BUSINESS & ECON II	3.00	Fall, Spring & Summer		★
ECON 309	INTERMEDIATE PRICE THEORY	3.00	Fall & Spring		
ECON 310	MACROECONOMIC THEORY	3.00	Fall & Spring		

View All | First 1-5 of 5 Last

- These courses will always show and be indicated by a star in the Plan By My Requirements, but will not show and count on Academic Requirements.
- Courses in your shopping cart will also show with a star status.

Maintaining courses in My Planner

By default, the courses you have just added will fall under the “Unassigned Courses” category.

Unassigned Courses							
Select	Course	Description	Prereq	Units	*Typically Offered	Req	Delete
<input type="checkbox"/>	ART 241	SCULPTURE I	yes	3.00	-		
<input type="checkbox"/>	MKTG 341	PRINCIPLES OF MARKETING	yes	3.00	Fall, Spring & Summer		
<input type="checkbox"/>	MKTG 345	MNG INTEGRATED MARKETING COMM	yes	3.00	Fall, Spring & Summer		

- To move your course/s to a particular term, click on the checkbox next to the course/s.

Unassigned Courses							
Select	Course	Description	Prereq	Units	*Typically Offered	Req	Delete
<input type="checkbox"/>	ART 241	SCULPTURE I	yes	3.00	-		
<input checked="" type="checkbox"/>	MKTG 341	PRINCIPLES OF MARKETING	yes	3.00	Fall, Spring & Summer		
<input checked="" type="checkbox"/>	MKTG 345	MNG INTEGRATED MARKETING COMM	yes	3.00	Fall, Spring & Summer		

Move selected courses to Term

Fall 2011
 Fall 2012
 Mini 2012
 Mini 2013
 Spring 2012
 Summer 2011
 Summer 2012

move

Fall 2009

Find: lawsuit

Next Previous Highlight all

- Choose the term, and click **move**
- You will see the message below:

MKTG 341, MKTG 345 have been moved to Fall 2011.

- Scroll down and you will see that the courses have been added to the correct term.

▼ Fall 2011						
Select	Course	Description	Prereq	Units	*Typically Offered	Delete
<input type="checkbox"/>	MKTG 341	PRINCIPLES OF MARKETING	yes	3.00	Fall, Spring & Summer	
<input type="checkbox"/>	MKTG 345	MNG INTEGRATED MARKETING COMM	yes	3.00	Fall, Spring & Summer	

- You can further delete the course/s from your planner..

▼ Fall 2011						
Select	Course	Description	Prereq	Units	*Typically Offered	Delete
<input type="checkbox"/>	MKTG 341	PRINCIPLES OF MARKETING	yes	3.00	Fall, Spring & Summer	
<input checked="" type="checkbox"/>	MKTG 345	MNG INTEGRATED MARKETING COMM	yes	3.00	Fall, Spring & Summer	

- ..or move them to other terms.

▼ Fall 2011						
Select	Course	Description	Prereq	Units	*Typically Offered	Delete
<input checked="" type="checkbox"/>	MKTG 345	MNG INTEGRATED MARKETING COMM	yes	3.00	Fall, Spring & Summer	

Move selected courses to Term:

Fall 2012
Mini 2012
Mini 2013
Spring 2012
Summer 2011

▼ Spring 2012						
Select	Course	Description	Prereq	Units	*Typically Offered	Delete
<input type="checkbox"/>	MKTG 345	MNG INTEGRATED MARKETING COMM	yes	3.00	Fall, Spring & Summer	

Enrolling in classes from planned courses

To enroll in a course from the planner, click on the course description.

Fall 2011							
Select	Course	Description	Prereq	Units	*Typically Offered	Req	Delete
<input type="checkbox"/>	ART 241	SCULPTURE I	yes	3.00	-		

- You will see the page below. Click on “view class sections” and then scroll down.

ART 241 - SCULPTURE I

Course Detail	
Career	Undergraduate
Units	3.00
Grading Basis	Undergraduate

[view class sections](#)

This course is in your planner under Term(s) Fall 2011.

- The first term the course was offered will default— just change the Terms Offered to the term you want to enroll.

Course Schedule **Term changed to Fall 2011**

Terms Offered [show sections](#)

You are not eligible to enroll in term Fall 1972 at this time.

- Click **show sections**.
- Click on the “select” button next to the class in which you would like to enroll (see below).

Open
 Closed
 Wait List

sections for Fall 2011

View All 1-2 of 2

Section	Session	Status				
001-LAB (7802)	1	●	select			
Days	Start	End	Room	Instructor	Dates	
TuTh	9:00AM	10:50AM	CA2010	Leigh Maddox	08/31/2011 - 12/21/2011	

Section	Session	Status				
002-LAB (7803)	1	●	select			
Days	Start	End	Room	Instructor	Dates	
MoWe	9:00AM	10:50AM	CA2010	Christopher L. LaVoie	08/31/2011 - 12/21/2011	

- Verify Enrollment Preferences and click “Next”.

[My Planner](#)

Add to Shopping Cart - Enrollment Preferences

Fall 2011 | Undergraduate | Towson University

ART 241 - SCULPTURE I

Class Preferences

ART 241-001 Laboratory ● Open **Grading** UNDERGRADUATE GRADING

Units 3.00

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- ART 241 requires a grade of C (2.0) or higher in ART 104. Major or minor in ART, ARED or ARTH.

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Laboratory	TuTh 9:00AM - 10:50AM	CA2010	Leigh Maddox	08/31/2011 - 12/21/2011

- The below message will appear. Follow message directions to enroll from Shopping cart.

[My Planner](#)

Course Detail

 ART 241 has been added to your Shopping Cart.
 To enroll in classes from your Fall 2011 Shopping Cart [click here.](#)

- Click checkbox to select the class (see below).
- Click on the “enroll” button.

Fall 2011 | Undergraduate | Towson University [change term](#)

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr
 [enter](#)

Find Classes

Class Search
 My Planner

[search](#)

Fall 2011 Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ART 241-001 (7802)	TuTh 9:00AM - 10:50AM	CA2010	L. Maddox	3.00	●

for selected: [delete](#) [enroll](#)

1. Click checkbox to select class.
2. Click to enroll.

You can also enroll in Planner courses from the Enroll tab.

- Choose your term, click Continue.

Class/Catalog Search Plan Enroll

my class schedule || add || drop || swap || edit

Shopping Cart

Select Term

Select a term then click Continue.

Term	Career	Institution
<input checked="" type="radio"/> Spring 2013	Undergraduate	Towson University
<input type="radio"/> Fall 2013	Undergraduate	Towson University

CONTINUE

- Under Find Classes choose My Planner and click Search.

Spring 2013 | Undergraduate | Towson University [change term](#)

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr
 [enter](#)

Find Classes

Class Search

My Planner [search](#)

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	BIOL 214-003 (5546)	MoWeFr 12:00PM - 12:50PM Fr 9:00AM - 11:50AM	SM0359 SM0379	L. Martin	4.00	<input type="checkbox"/>
<input type="checkbox"/>	BIOL 214-005 (5548)	MoWe 2:00PM - 3:15PM Tu 12:30PM - 3:15PM	SM0356 SM0374	J. Shepard	4.00	<input type="checkbox"/>
<input type="checkbox"/>	KNES 324-101 (4480)	Tu 4:00PM - 6:40PM	TC0207	T. Uhrich	3.00	<input checked="" type="checkbox"/>

- You will see the page below. Click on the class in which you want to enroll.

Class/Catalog Search | Plan | Enroll | My Academics

my class schedule | add | drop | swap | edit | term information

Shopping Cart

Search from My Planner

Spring 2013 | Undergraduate | Towson University

[Return to Add Classes to Shopping Cart](#)

Unassigned Courses

Course	Description	Units	Term Status	Select
ACCT 201	PRINCIPLES OF FINANCIAL ACCTG	3.00	Classes available this term.	select
ENGL 102	WRITING FOR LIBERAL EDUCAT	3.00	Classes available this term.	select

Click either Description or Select

- You can further enroll from this page. Follow steps similar to page 10.

Requirement Description

Description

Accounting and financial reporting concepts and the significance of financial accounting information in decision-making. Includes the effects of accounting events on business financial statements; planning and decision-making tools in the operating cycle; and the process of recording and communicating information.

Spring 2013 Course Schedule

My Class Schedule [show all](#) | Shopping Cart [show all](#)

BIOL 214 MoWe 2:00PM - 3:15PM SM0356 Tu 9:30AM - 12:15PM SM0374

BIOL 214 MoWeFr 12:00PM - 12:50PM SM0359 Fr 9:00AM - 11:50AM SM0379

Open Closed Wait List

sections for Spring 2013

View All 1-5 of 14

Section	Session	Status	
001-LEC (1389)	1	Open	select

Date Start End Room Instructor Dates