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.
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.
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.

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

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:

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.
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.

You will see the Academic Requirements with your simulated catalog year, program, major/minor, concentration/track, or course.
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.
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 Expand All to view the specific courses or headings.
- 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.

<table>
<thead>
<tr>
<th>Select</th>
<th>Course Nbr</th>
<th>Course Title</th>
<th>Typically Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>341</td>
<td>PRINCIPLES OF MARKETING</td>
<td>Fall, Spring &amp; Summer</td>
</tr>
<tr>
<td>❌</td>
<td>342</td>
<td>DEPARTMENT HONORS PRINCIPLES OF MARKETING</td>
<td>Fall &amp; Spring</td>
</tr>
<tr>
<td>☑</td>
<td>345</td>
<td>MANAGING INTEGRATED MARKETING COMMUNICATIONS</td>
<td>Fall, Spring &amp; Summer</td>
</tr>
</tbody>
</table>
- Scroll back up and click \textcolor{green}{ADD TO PLANNER}. 

You will see the following message:

\textcolor{green}{✓ 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.

\textcolor{blue}{My Planner}

\textcolor{green}{Add courses to Planner using: BROWSE COURSE CATALOG \hspace{1cm} PLAN BY MY REQUIREMENTS}

\textcolor{green}{Delete all courses in Planner: DELETE ALL}

*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.

\begin{table}[h]
\centering
\begin{tabular}{|c|c|c|c|c|c|}
\hline
Select & Course & Description & Prereq & Units & *Typically Offered \tabularnewline
\hline
\checkmark & MKTG 341 & PRINCIPLES OF MARKETING & XYZ & 3.00 & Fall, Spring & Summer \tabularnewline
\hline
\checkmark & MKTG 345 & MIN  INTEGRATED MARKETING COMM & XYZ & 3.00 & Fall, Spring & Summer \tabularnewline
\hline
\end{tabular}
\end{table}

\textcolor{blue}{Adding courses using Plan By My Requirements:}

- Click on \textcolor{green}{PLAN BY MY REQUIREMENTS}. 
- 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201</td>
<td>MACROECONOMIC PRINCIPLES</td>
<td>3.00</td>
<td>Spring 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 202</td>
<td>MACROECONOMIC PRINCIPLES</td>
<td>3.00</td>
<td>Fall 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 306</td>
<td>STATISTICS FOR BUSINESS &amp; ECON I</td>
<td>3.00</td>
<td>Fall, Spring &amp; Summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 309</td>
<td>INTERMEDIATE PRICE THEORY</td>
<td>3.00</td>
<td>Fall &amp; Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 310</td>
<td>MACROECONOMIC THEORY</td>
<td>3.00</td>
<td>Fall &amp; Spring</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

• You will see the following message:
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.

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.

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

- 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.

<table>
<thead>
<tr>
<th>Fall 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Fall 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

- ..or move them to other terms.

<table>
<thead>
<tr>
<th>Spring 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Enrolling in classes from planned courses

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

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

- The first term the course was offered will default—just change the Terms Offered to the term you want to enroll.
- Click **show sections**.
- Click on the “select” button next to the class in which you would like to enroll (see below).

### sections for Fall 2011

<table>
<thead>
<tr>
<th>Section</th>
<th>Session</th>
<th>Status</th>
<th>Days</th>
<th>Start</th>
<th>End</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-LAB [7622]</td>
<td>1</td>
<td></td>
<td>TuTh</td>
<td>9:00AM</td>
<td>10:50AM</td>
<td>CA2010</td>
<td>Leigh Maddox</td>
<td>08/31/2011 - 12/21/2011</td>
</tr>
<tr>
<td>002-LAB [7623]</td>
<td>1</td>
<td></td>
<td>MoWe</td>
<td>9:00AM</td>
<td>10:50AM</td>
<td>CA2010</td>
<td>Christopher L. LaViole</td>
<td>08/31/2011 - 12/21/2011</td>
</tr>
</tbody>
</table>

- Verify Enrollment Preferences and click “Next”.

### My Planner

**Add to Shopping Cart - Enrollment Preferences**

*Fall 2011 | Undergraduate | Tacoma University*

**ART 241 - SCULPTURE I**

**Class Preferences**

**ART 241-001**  
**Laboratory**  
*Open*

- **Grading**: UNDERGRADUATE GRADING
- **Units**: 3.00

**Enrollment Information**

- ART 241 requires a grade of C (2.0) or higher in ART 164. Major assignment in ART, ARTED or ARTTH.
The below message will appear. Follow message directions to enroll from Shopping cart.

Click checkbox ✓ to select the class (see below).
Click on the “enroll” button.
You can also enroll in Planner courses from the Enroll tab.

- Choose your term, click Continue.

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2013</td>
<td>Undergraduate</td>
<td>Towson University</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>Undergraduate</td>
<td>Towson University</td>
</tr>
</tbody>
</table>

- Under Find Classes choose My Planner and click Search.
• You will see the page below. Click on the class in which you want to enroll.

![Class/Catalog Search](image1)

**Shopping Cart**

**Search from My Planner**

Spring 2013 | Undergraduate | Towson University

Return to Add Classes to Shopping Cart

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