# Using the Planner

The Planner function provides students with a tool to plan courses for a single term, multiple terms, or an entire program of study. Students can also take actions directly from the Planner, including adding courses to the Shopping Cart and/or Schedule Builder, and directly enrolling in courses when enrollment is available. Undergraduate degree-seeking students may wish to use the Planner in conjunction with the formal Degree Completion Plan (DCP), which is required of students with 45 or more earned units.

Please note the Planner is a degree completion tool only and does not constitute a contract with the university to offer courses or graduate students in a particular term.

Getting Started

The Planner is available in the Towson Online Services Student Center via the MyTU StudentApps page: https://mytu.towson.edu/mytu/studentapps
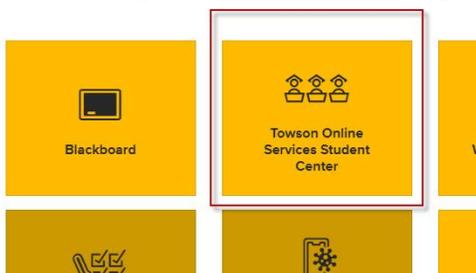
The Planner can be accessed via the Enrollment menu item in the left-side navigation in the Student Center:
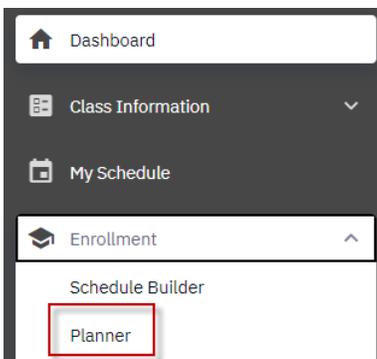
Using the Planner

To add courses to the Planner, click on **Add Course**.
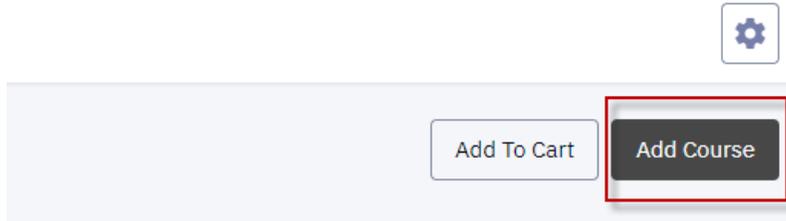
Choose a course subject and click **View Courses**.
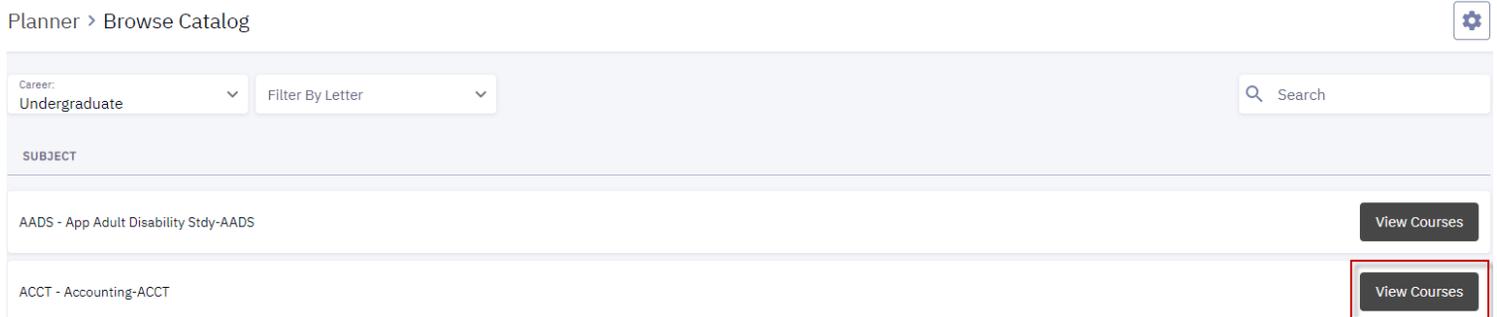
Choose a course and click **Add to Planner**.
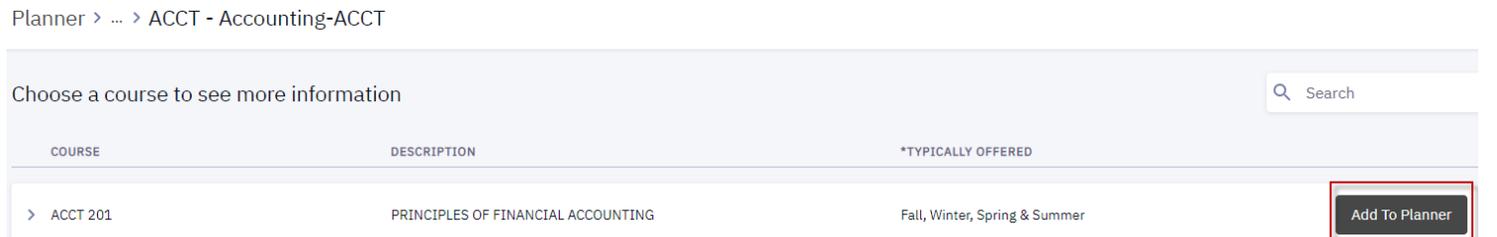
A confirmation message will appear when the course has been successfully added to the Planner:
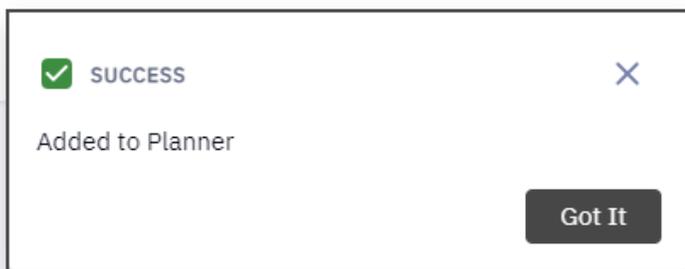
Click the Planner link in the page's top navigation to return to the Planner and manage the course.

Back in the Planner, several actions are available.
The course can be moved to a selected term:
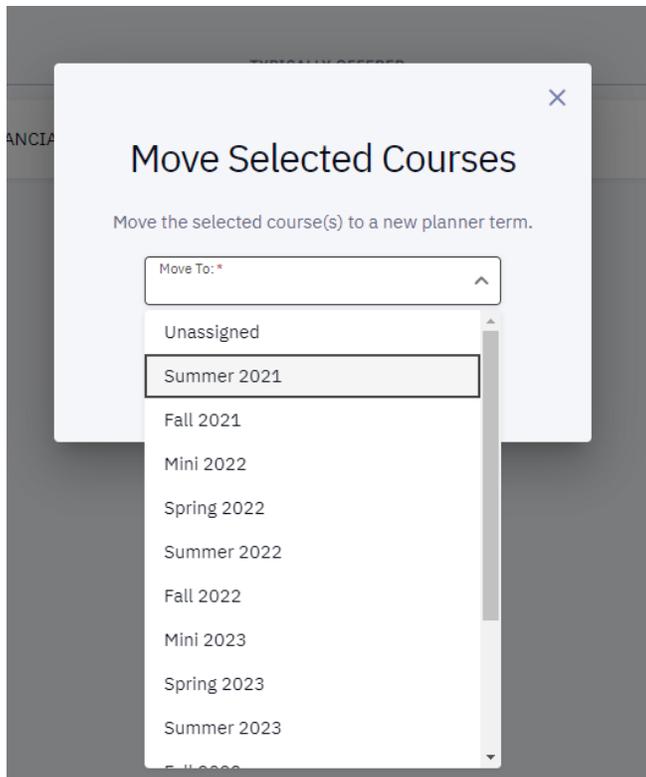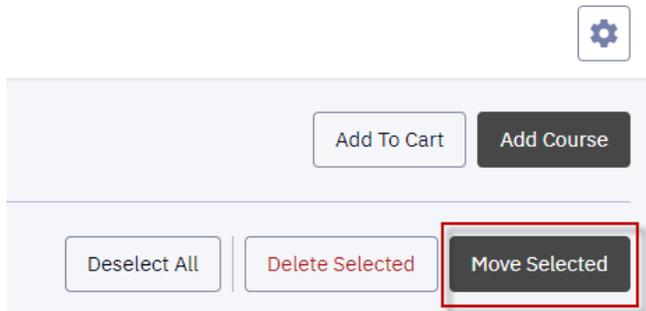
The course can also be added to Schedule Builder or the Shopping Cart, or directly enrolled into (open sections only when registration for the term is available by clicking **Add to Cart**:
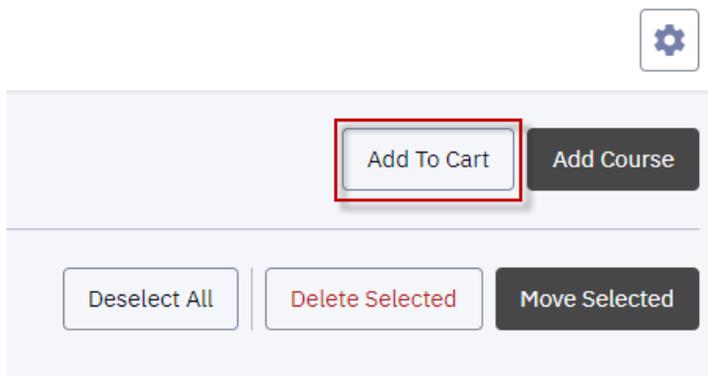
If the course is not assigned to a term, a section may be selected from an available term:

Add to Cart ✕

Summer 2021

COURSE	DESCRIPTION	TYPICALLY OFFERED	UNITS	AVAILABILITY	
ACCT 201	PRINCIPLES OF FINANCIAL ACCT	Fall, Winter, Spring & Summer	3	🟩 Classes available this term.	Select Sections

Fall 2021

COURSE	DESCRIPTION	TYPICALLY OFFERED	UNITS	AVAILABILITY	
ACCT 201	PRINCIPLES OF FINANCIAL ACCT	Fall, Winter, Spring & Summer	3	🟩 Classes available this term.	Select Sections

If the course has been assigned to a term, the sections available for the assigned term will display. Clicking the icon with three dots will expand the actions menu. Students can enroll directly in a course, or they can also add a course to the Shopping Cart or to Schedule Builder prior to enrollment.

Add to Cart > Fall 2021 ✕

PRINCIPLES OF FINANCIAL ACCT | ACCT 201

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS	
> 900-LEC (6131)	1	-	-	-	Online Course Work	Staff	🟥 C 0/30	⋮
> 107-LEC (4022)	1	MoWe	5:00 pm	6:15 pm	CBE Priority Multime...	Staff	🟩 O 9/35	⋮
> 104-LEC (1484)	1	We	6:30 pm	9:10 pm	CBE Priority Multime...	Staff	O	

Enroll
Add to Cart
Add to Schedule Builder

Success messages will appear when courses are added to the Shopping Cart or to Schedule Builder.

If enrollment is successful, a confirmation message will appear:

Enrollment Results

Enrollment results of 1 class(es) for the term Fall 2021

CLASS	RESULTS
Class # 4022	🟩 Added to your schedule.
This class has been added to your schedule.	

OK

If enrollment is unsuccessful, an error message detailing the results will appear:

Courses can be removed from the Planner after selecting the course and clicking **Delete Selected**:

Outside of the Planner, courses can be added to the Planner using the Browse Classes, Browse Catalog, and Class Search functions under the Class Information menu item in the left-side navigation of the Student Center: