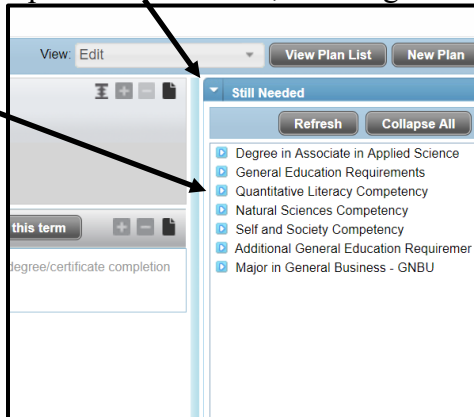


Inserting Classes into the Plan

Adding *Specific* classes onto the plan

1. **Drag and Drop:** Look on the “Planner Worksheet” (the right side) for classes that are “Not Complete/Still Needed”, and drag and drop the selected course to the appropriate term.

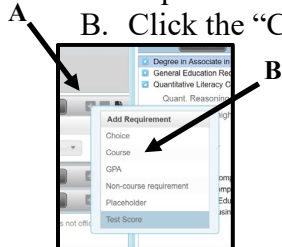
To expand/view “Still Needed” courses click the triangular icon next to the requirement category.



*Note: There is a “Courses” section header as well, please be advised that this displays every available course at the university. Use only the “Still Needed” section header when inserting classes left towards graduation onto the plan.



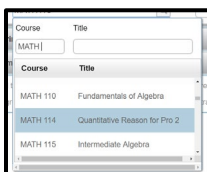
2. **Type:** Classes can be manually typed into the Plan; there are three steps to go this route.
 - A. Use the “(+)” Add Requirement button within the term. Select the “Course” requirement.
 - B. Click the “Course” Add Requirement option.



- C. Type the course in the “Course Requirement” box; make sure to include a space between the class prefix and the number (MATH 115 *NOT* MATH115) and then Save the Plan. The system then goes back to Banner to find the class and pull in the number of credits for that class. If the class is not a class in Banner, and you have not entered the class correctly (see below) you will not be able to save the Plan.



*Note: There is a search option available to ensure you are selecting the correct course (by clicking the magnifying glass) that allows you to type the course prefix (i.e. Math) and displays all available Math courses along with the title.

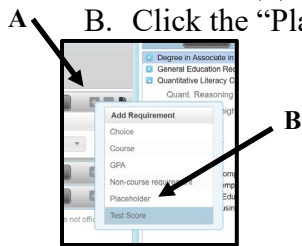


Adding ***Generic*** classes onto the plan

3. **Generic Classes:** To enter a generic class onto the plan, like “self and society” (any general education class), use the “(+)” Add Requirement button within the term.

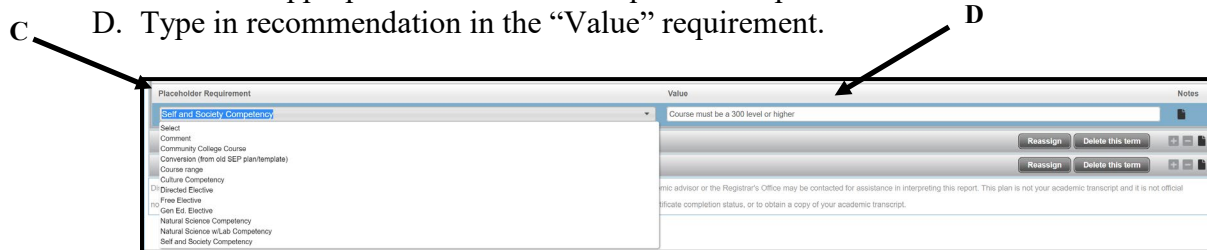
A. Use the “(+)” Add Requirement button within the term.

B. Click the “Placeholder” Add Requirement option.



C. Select the appropriate Placeholder Requirement option.

D. Type in recommendation in the “Value” requirement.

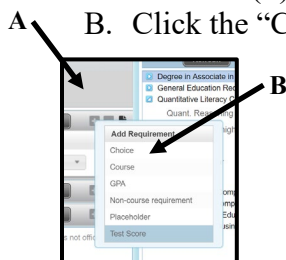


Adding ***Required “Choice”*** classes onto the plan

4. **Choice Classes:** To enter a choice class onto the plan, when your program allows the choice between class such as “ENGL 311, 321, 325,” use the “(+)” Add Requirement button within the term.

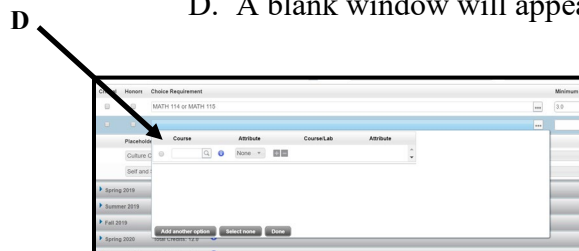
A. Use the “(+)” Add Requirement button within the term.

B. Click the “Choice” Add Requirement option.



C. A blank Choice Requirement box will display, click into the box.

D. A blank window will appear for you to type in the first choice

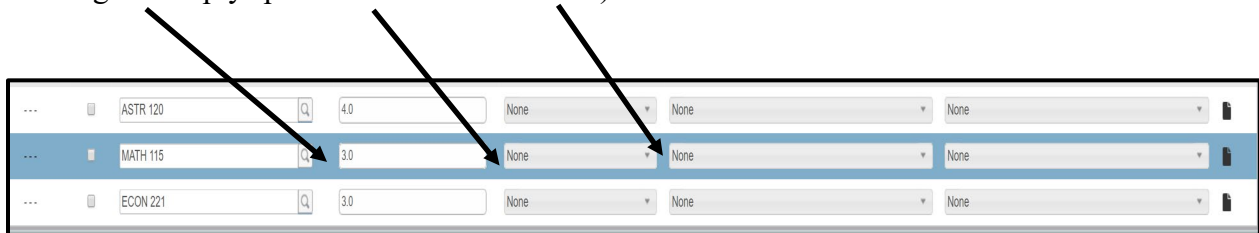


- E. Type in your first option (ie ENGL 311) in the “Course” box.
- F. Click “Add another option” to add in the next option (repeat this step as many times as needed).
- G. Once you are finished entering in all your option, click the “Done” button within the pop-up window.
- H. Your Choice Requirements will now display on the plan.
- I. Fill in the “Minimum Credits” and “Minimum Grade” dropdown if applicable.



Rearranging and Saving the Plan

To move a class to a different term, single-click the course (until you see the class highlighted in blue) and drag the course into the intended term (the best way get the course to highlight is clicking the empty space in between the boxes).



★ Save the Plan often. ★