

## Overview of My Planner

Students can plot out their semester-by-semester course plan within myWCU's **My Planner**. My Planner allows students to identify what semester they plan to take a course, students can then easily build their semester schedule off of their planned courses.

## How to Plan Courses

The best way for a student to plan their courses is via their Degree Progress Report (DPR). Under Useful Links, student should click on "Degree Progress Report."

### Useful Links

<a href="#">Enroll in a Class</a>	<a href="#">Degree Progress Report</a>
<a href="#">My Class Schedule</a>	<a href="#">What If Degree Progress Report</a>
<a href="#">Grades</a>	<a href="#">Order Official Transcript</a>
<a href="#">Enrollment Verification</a>	<a href="#">Unofficial Transcript</a>
<a href="#">Change my address</a>	<a href="#">My Academics</a>
<a href="#">Transfer Credit Report</a>	<a href="#">Change Academic Load</a>
<a href="#">Apply for Graduation</a>	

The first step is to move required courses from the degree progress reports (DPR) into the student's planner. In the next step we'll identify what semester the courses will be taken.

In the DPR, students should click on the Add to Planner link to add it to their planner.

### English Composition Gen Ed

**Not Satisfied:** English Composition - Complete WRT 120, have SAT Writing Score greater than 610, or have ACT CENWR score of 28 or higher. Also complete one course at the WRT 200 level

▶ WRT 120 or WRT 100 T course

▼ WRT 200 level course

**Not Satisfied:** WRT 200 level course - Complete 1 WRT course at 200 level

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Added to planner
WRT 200	<a href="#">Critical Writing</a>	3.00				Added to planner
WRT 204	<a href="#">Popular Culture</a>	3.00				<a href="#">Add to Planner</a>
WRT 205	<a href="#">Investg Experience</a>	3.00				<a href="#">Add to Planner</a>
WRT 206	<a href="#">The Imagination</a>	3.00				<a href="#">Add to Planner</a>
WRT 208	<a href="#">Public Sphere</a>	3.00				<a href="#">Add to Planner</a>
WRT 220	<a href="#">Special Topics (Crit Writ:Info Age)</a>	3.00				<a href="#">Add to Planner</a>
WRT 220	<a href="#">Special Topics (Genres of Research)</a>	3.00				<a href="#">Add to Planner</a>
WRT 220	<a href="#">Special Topics (Apocalypse)</a>	3.00				<a href="#">Add to Planner</a>
WRT 220	<a href="#">Special Topics</a>	3.00				<a href="#">Add to Planner</a>

## Plotting semester-by-semester plans

Once you have moved the courses you wish into your planner, students can now begin identifying which semester they plan to take the course. At the top of the Degree Progress Report page students will see a tab for “Plan my courses”



## My Academic Requirements

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West Chester University | Undergraduate

This report last generated on 09/20/2016 6:00AM

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Requirement Terms	
<b>Career</b>	<b>Requirement Term</b>
1 Undergraduate	2016 Fall
<b>Program</b>	<b>Requirement Term</b>
1 Undergraduate	2016 Fall
<b>Plan</b>	<b>Requirement Term</b>
1 Computer Science BS	2016 Fall

  

Credit Summary	
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The Plan My Courses tab launches My Planner. Here students can identify the semester in which they plan to take each course.

## My Planner

Students can search the course catalog to identify additional courses to add to their planner.

Students can pull courses into My Planner via their Degree Progress Report.

Add courses to Planner using:

BROWSE COURSE CATALOG

PLAN BY MY REQUIREMENTS

Delete all courses in Planner:

DELETE ALL

Unassigned Courses							
Select	Course	Description	Prereq	Units	Typically Offered	Req	Delet
<input type="checkbox"/>	CHE 160	<a href="#">The Chemistry of Beer</a>		3.00	Fall & Spring	<a href="#">i</a>	
<input type="checkbox"/>	WRT 200	<a href="#">Critical Writing</a>	<a href="#">yes</a>	3.00		<a href="#">i</a>	

To move a course to a semester: 1) Select the course you wish to move.

Move selected courses to Term

move

All courses pulled into the planner will go into the Unassigned courses table first. From here students can assign each course to a semester.

2) Select the term you'd like to plan to take the course. And click Move.

Be sure to consider the typically offered column. This shows the semester(s) the course is typically offered.

The planner will then create new tables for each semester you have planned out, showing the courses you plan to take.

2016 Fall							
Select	Course	Description	Prereq	Units	Typically Offered	Req	Delete
<input type="checkbox"/>	WRT 200	<a href="#">Critical Writing</a>	<a href="#">yes</a>	3.00		<a href="#">i</a>	

Move selected courses to Term  [move](#)

2017 Fall							
Select	Course	Description	Units	Typically Offered	Req	Delete	
<input type="checkbox"/>	CHE 100	<a href="#">Concepts of Chem</a>	3.00	Fall	<a href="#">i</a>		
<input type="checkbox"/>	CHE 160	<a href="#">The Chemistry of Beer</a>	3.00	Fall & Spring	<a href="#">i</a>		

Move selected courses to Term  [move](#)

## Scheduling courses via myPlanner

To schedule planned courses, click on "Enroll in a Class" via useful links.

### Useful Links

- |                                         |                                                |
|-----------------------------------------|------------------------------------------------|
| <a href="#">Enroll in a Class</a>       | <a href="#">Degree Progress Report</a>         |
| <a href="#">My Class Schedule</a>       | <a href="#">What-If Degree Progress Report</a> |
| <a href="#">Grades</a>                  | <a href="#">Order Official Transcript</a>      |
| <a href="#">Enrollment Verification</a> | <a href="#">Unofficial Transcript</a>          |
| <a href="#">Change my address</a>       | <a href="#">My Academics</a>                   |
| <a href="#">Transfer Credit Report</a>  | <a href="#">Change Academic Load</a>           |
| <a href="#">Apply for Graduation</a>    |                                                |

Select the semester you are looking to enroll in.

## Select Term

Select a term then select Continue.			
	Term	Career	Institution
<input checked="" type="radio"/>	2016 Fall	Undergraduate	West Chester University

[CONTINUE](#)

Then you can look for classes via My Planner

## 2016 Fall | Undergraduate | West Chester University

Your current intended enrollment load 12+ credits - Full-Time

● Open    ■ Closed    ▲ Wait List

**Add to Tentative Classes:**  
Enter Class Nbr

**Find Classes**  
 Class Search  
 My Planner Select "My Planner" and click Search.

**2016 Fall Tentative Classes**

	<u>Enrollment Capacity</u>	<u>Enrollment Total</u>	<u>Total Available Seats</u>
You have no Tentative Classes.	0	0	0

**Uncheck classes you do not want to enroll at this time.**

It will pull up the planned courses for the semester in which you are registering, as well as all courses in My Planner that are not assigned to a term.

## Add Classes

1 — 2 — 3

### Search from My Planner

2016 Fall | Undergraduate | West Chester University

[Return to 1. Select classes to add](#)

2016 Fall				
Course	Description	Units	Term Status	Select
WRT 200	<a href="#">Critical Writing</a>	3.00	Classes available this term.	<input type="button" value="select"/>

  

Unassigned Courses				
Course	Description	Units	Term Status	Select
CHE 160	<a href="#">The Chemistry of Beer</a>	3.00	Not offered in 2016 Fall.	
WRT 200	<a href="#">Critical Writing</a>	3.00	Classes available this term.	<input type="button" value="select"/>

Click the Select button to choose which section of the course to add to your tentative schedule.

[Return to 1. Select classes to add](#)

Select the section you'd like to enroll in.

	<input checked="" type="radio"/> Open	<input type="radio"/> Closed	<input type="radio"/> Wait List		
<b>sections for 2016 Fall</b>					
<b>Section</b>	<b>Session Status</b>				
<a href="#">01-LEC (1603)</a>	1	<input type="checkbox"/>		<input type="button" value="select"/>	
<b>Days</b>	<b>Start</b>	<b>End</b>	<b>Room</b>	<b>Instructor</b>	<b>Dates</b>
TuTh	12:30PM	1:45PM	Main Hall 300	Kim Bridgford	08/29/2016 - 12/12/2016
<hr/>					
<b>Section</b>	<b>Session Status</b>				
<a href="#">02-LEC (1607)</a>	1	<input type="checkbox"/>		<input type="button" value="select"/>	
<b>Days</b>	<b>Start</b>	<b>End</b>	<b>Room</b>	<b>Instructor</b>	<b>Dates</b>
TuTh	9:30AM	10:45AM	Main Hall 400	Amy Anderson	08/29/2016 - 12/12/2016
<hr/>					
<b>Section</b>	<b>Session Status</b>				
<a href="#">03-LEC (2989)</a>	1	<input type="checkbox"/>		<input type="button" value="select"/>	
<b>Days</b>	<b>Start</b>	<b>End</b>	<b>Room</b>	<b>Instructor</b>	<b>Dates</b>
MoWeFr	2:00PM	2:50PM	Main Hall 212	Paul Green	08/29/2016 - 12/12/2016

The course details page will appear. Here you can either opt to be waitlisted for the course if only waitlist seats are available, or you can select next to enroll.

## 1. Select classes to add - Enrollment Preferences

2016 Fall | Undergraduate | West Chester University

### WRT 200 - Critical Writing

#### Class Preferences

**WRT 200-01**      **Lecture**       **Closed**      **Grading**      Graded  


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**Units**      3.00  


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**Session**      Regular Academic Session  
**Career**      Undergraduate

#### Enrollment Information

- WRT 200 requires a prerequisite of WRT 120, placement via the WRITE survey (pilot program 16-17 academic year).
- English Composition Requirement

Click Next and the course will be added to your tentative schedule.

    

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	TuTh 12:30PM - 1:45PM	Main Hall 300	Kim Bridgford	08/29/2016 - 12/12/2016