
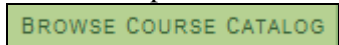




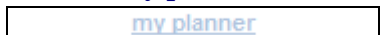


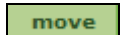


Add a Course to My Planner

Step	Action
1.	Click Plan . 
2.	You can Plan By My Requirements or by browsing the Course Catalog. In this example click the Browse Course Catalog button. 
3.	Search for Subjects by initial. In this example search for English Literature by clicking the E link. 
4.	Select the Subject. In this example click the ENGLIT - English Literature link. 
5.	Check the box next to the Course you would like to add to My Planner. In this example click the Select option next to ENGLIT 5006 Neo-Victorianism. 
6.	Click the Add to Planner button. 
7.	Navigate back to view My Planner. Click the my planner link. 
8.	Once you have selected a course for My Planner you may wish to 'plan' to study this course in a specific Academic Year. Click the Select option next to the course you wish to select. 
9.	Select the Academic Year you plan to study the course(s) in. In this example select Academic Year 2011-12 . 
10.	Click the Move button. 
11.	Congratulations you have successfully added a course to My Planner End of Procedure.