My Planner

My Planner provides students with a tool to plan their courses for an individual term, multiple terms, or for their entire career at the University of Arkansas. Students with multiple careers are provided with a planner for each career.

Adding to a Planner

NOTE: My Planner can be accessed by several navigations and pages. Alternative navigations will be listed at the end of this document.

1. Select the Degree Audit tile from the Student Homepage.
2. Click the Run Report button for one of the plans.
3. Click on the Rqmnt Details link that is coded as an unmet (X) requirement.
4. Click the Select field and click Add to Planner. Message appears when the class has been added.
5. Click the **Go To Planner** link to view all items listed in the Planner.

6. Click the **Trash Can** icon to remove the course from the Planner.

7. Move courses to different terms by select the **Arrow Down** and click on the preferred term. Click the **Move** button.
Click the **Manage Classes** tile from the Student Homepage.

Click **Browse Course Catalog**

Click the **subject code**

Click the **course number**

Select the correct line

Click the **Add to Planner** link

**Viewing My Planner**

My Planner can be viewed from the **Manage Classes** tile and **Academic Records** tile.