Welcome to myPlanner

➢ myPlanner is a tool that allows you, the student to:

- Create personalized semester course plans
- Review the plan with your academic advisor
- Schedule your upcoming classes

➢ myPlanner, when used in conjunction with your Degree Progress Report (DPR), provides an overview of your progress toward completion of your bachelor's degree requirements.

➢ Planning your future courses will help departments better analyze and meet student course demand.

Adding Courses to myPlanner

- Log into myWCU
- Access your DPR or click on the Academic Information, Useful Link titled: My Planner.

Useful Links

Enroll in a Class	Degree Progress Report
My Class Schedule	What-If Degree Progress Report
Grades	Order Official Transcript
Enrollment Verification	Unofficial Transcript
Change my address	My Academics
Transfer Credit Report	Change Academic Load
Apply for Graduation	My Planner

- Within your DPR review your outstanding requirements and "Add to Planner" the courses you would like to take to satisfy your requirements.

Sociology Gen Ed

Not Satisfied: Sociology Gen Ed- Complete 1 course from the list or an approved transfer equivalency.

▽ **SOC Gen Ed**

Not Satisfied: SOC Gen Ed- Complete 1 course from the list.

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Add to Planner
SOC 200	Intro Sociology	3.00	Fall, Spring & Summer			Add to Planner
SOC 240	Soc of the Family	3.00	Fall & Spring			Add to Planner
SOC 245	Environmental Sociology	3.00	Fall & Spring			Add to Planner

- Within myPlanner select the option **"Plan By My Requirements"**, which links to your DPR.

Add courses to Planner using:	BROWSE COURSE CATALOG	PLAN BY MY REQUIREMENTS

- **"Add to Planner"** the courses you would like to take to satisfy your degree requirements.

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Add to Planner
BIO 100	Basic Biol Science	3.00	Fall, Spring & Summer			Add to Planner
BIO 110	General Biology	3.00	Fall, Spring & Summer			Add to Planner

Planning Courses by Semester

- Within myPlanner assign each "Unassigned Course" to a specific term.
  - Click the box to select the course, identify a term from the drop down, and click "Move".

Unassigned Courses

Select	Course	Description	Units	Typically Offered	Req	Delete
☑	BIO 100	Basic Biol Science	3.00	Fall, Spring & Summer	ⓘ	🗑
☐	CRJ 366	Forensic Mental Hlth	3.00	Fall & Spring	ⓘ	🗑
☐	FLM 200	Intro to Film	3.00		ⓘ	🗑

Move selected courses to Term | Fall 2019 ▼ | move

  - Take into consideration the ordering of courses that have pre-requisites.

Unassigned Courses

Select	Course	Description	Prereq	Units	Typically Offered	Req	Delete
☐	WRT 200	Critical Writing	yes	3.00	Fall, Spring & Summer	ⓘ	🗑

Scheduling Courses from myPlanner

- Click **"Enroll in a Class"** and select the appropriate term.

Useful Links

Enroll in a Class	Degree Progress Report
My Class Schedule	What-If Degree Progress Report
Grades	Order Official Transcript
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Select a term then select Continue.

	Term	Career	Institution
○	Fall 2018	Undergraduate	West Chester University
○	2018/2019 Winter Session	Undergraduate	West Chester University
○	Spring 2019	Undergraduate	West Chester University

CONTINUE

- Find classes from myPlanner by selecting "My Planner" and then clicking "Search".

- Select courses from those that have been planned for that term to see what sections/times are available.

- Select a section from those available.

sections for Spring 2019

Section				Session	Status	
01-LEC (2105)				01	🟢	select

Days	Start	End	Room	Instructor	Dates
MoWeFr	11:00AM	11:50AM	Main Hall 168	ZSTAFCAS ZSTAFCAS	01/22/2019 - 05/11/2019

Section				Session	Status	
02-LEC (2107)				01	🟢	select

Days	Start	End	Room	Instructor	Dates
MoWeFr	12:00PM	12:50PM	Main Hall 168	ZSTAFCAS ZSTAFCAS	01/22/2019 - 05/11/2019

- **Review your selection** and identify if you would like to be added to the waitlist if the course is full and then click next to add the course to your tentative schedule.

Add Classes

Steps 1 – 2 – 3

1. Select classes to add - Enrollment Preferences

Spring 2019 | Undergraduate | West Chester University

PSY 100 - Intro Psychology

Class Preferences

PSY 100-01	Lecture	🟢 Open	**Wait List**	☐ Wait list if class is full
Session	Full Term		**Grading**	Graded
Career	Undergraduate		**Units**	3.00

Enrollment Information
- Behavioral and Social Science Distributive

CANCEL   NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 11:00AM - 11:50AM	Main Hall 168	ZSTAFCAS ZSTAFCAS	01/22/2019 - 05/11/2019

- **Proceed to Step 2 of 3** to finish enrolling.

☑	🗑	PSY 100-01 (2105)	Full	MoWeFr 11:00AM - 11:50AM	Main Hall 168	3.00	🟢	Z. ZSTAFCAS	240	0	240

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

PROCEED TO STEP 2 OF 3