Student Planner: Creating a New Academic Plan
1. Click on the My Classes tile.

2. Click on the Student Planner option in the left-hand menu. Then, launch the planner by clicking the Student Planner button.

If a new window doesn’t open, make sure all pop-up blockers are disabled.
Create a new academic plan by clicking **+ New Plan**.
1. Name your plan. Be specific.

2. Select the first term for your plan.

3. Enter the number of semesters you want for your plan. Then, check whether you want to include summer and Winterim terms.

4. Click Done.
Click +ADD to begin adding classes to your plan.

Begin typing the subject of the class you want to add to your schedule. Then, choose the course from the drop-down menu.
1. Continue adding courses to your plan by clicking +ADD and searching for courses.

2. If a course does not initially appear on the drop-down, continue typing the course prefix and number until it appears.
1. To delete a course, click on the course you wish to delete from the plan.

2. Click DELETE ITEM.
Create as many plans as you want. Plans automatically save in the **My Plans** tile of the Student Planner.