My Academic Planner
Using My Academic Planner, students may store courses to complete remaining degree requirements. Courses in the planner are selected from a Course Catalog.

Students may assign each course in their planner to a future term with the intent of enrolling in that course once it appears in that term’s Schedule of Classes.

Information in your Academic Planner may be transferred into DegreeWorks. However, information in DegreeWorks may not be transferred into your CUNYfirst Academic Planner. There is an advantage to using DegreeWorks in that it shows your progress towards your degree requirements.

**Note:** Some CUNY colleges have as policy that students use DegreeWorks as an educational planning tool.

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<th>Step</th>
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| 1.  | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.  | Navigate to: **Self Service > Student Center** |
| 3.  | In the Academics section from the other Academic dropdown box, select Academic Planner and then click the Go icon. |

Note: Parts of images may be obscured for security reasons.
To add courses to the Planner using, click the **Browse Course Catalog** button.

On the **Browse Course Catalog** page, click the first letter in a subject's name.

Click the correct subject code link to display courses for that subject.
Click either the Course Nbr or Course Title to view Course Detail.
8. Click the add to planner button.

9. Click the Return to Browse Course Catalog link to go back to the previous page and repeat as needed.

10. Click the my planner sub-tab.
The My Planner page displays a list of Unassigned Courses.

To assign (plan to take) a course in a specific term, click the Select checkbox for that course.

On the Move selected course to Term dropdown box, select the term you wish to take the selected course and then click the move button.

The page refreshes and you will see the selected course/s displayed in the selected term.

End of Procedure.