

## 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.

Step	Action
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>Enter your Username and Password and click the  Go icon.</li> <li>From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul>
2.	Navigate to: <b>Self Service &gt; Student Center</b> .
3.	In the <b>Academics</b> section from the  other Academic dropdown box, select <b>Transfer Credit: Report</b> and then click the  Go icon.

Academics		
2012 Fall Term Schedule		
	Class	Schedule
	AAS 166-01 LEC (7554)	Sa 12:00PM - 2:40PM Room: TBA
	ACC 440-01 LEC (8541)	Mo 5:00PM - 5:50PM Room: TBA We 5:00PM - 5:50PM Room: TBA
	ENW 300-01 LEC (7832)	Th 9:30AM - 10:45AM Room: TBA Tu 9:30AM - 10:45AM Room: TBA
	SOC 166-02FY LEC (9191)	MoWe 11:00AM - 12:15PM Carman 327

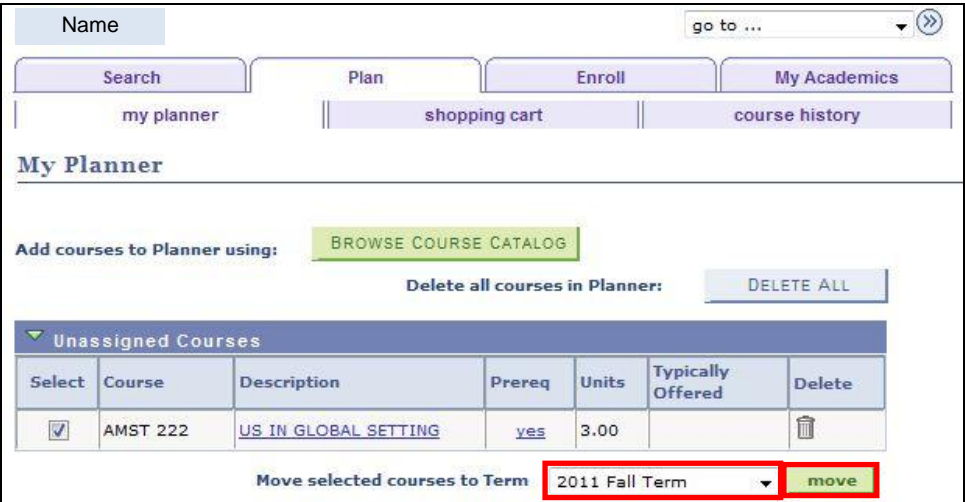
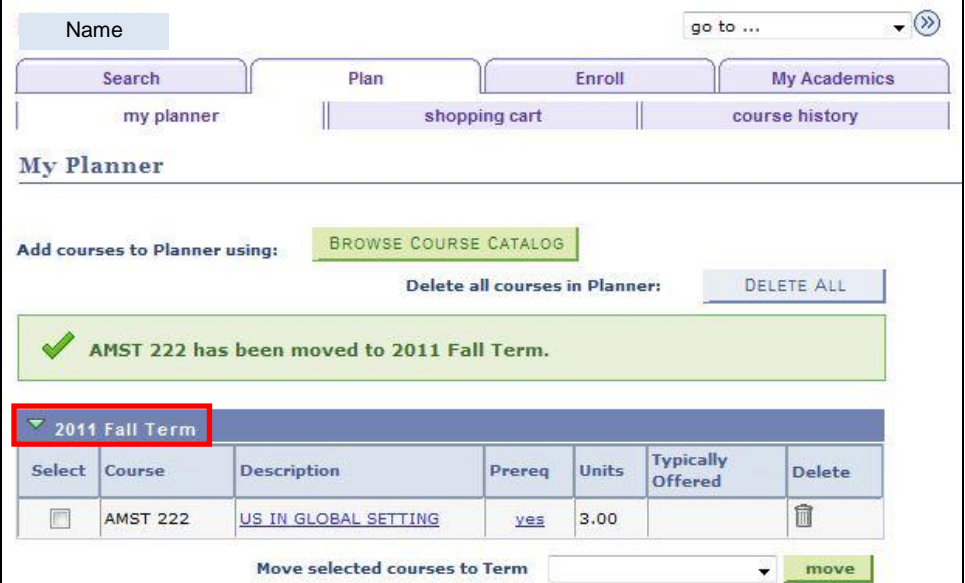
<p>4.</p>	<p>To add courses to the Planner using, click the <b>Browse Course Catalog</b> button.</p>  <p>The screenshot shows the 'My Planner' section with a navigation bar containing 'Search', 'Plan', 'Enroll', and 'My Academics'. Below the navigation bar are links for 'my planner', 'shopping cart', and 'course history'. A message states 'Add courses to Planner using:' followed by a green 'BROWSE COURSE CATALOG' button highlighted with a red box. Below this is an information icon and text: 'Your planner is empty. Use Plan by My Requirements or Search Catalog to add courses to your planner.'</p>
<p>5.</p>	<p>On the <b>Browse Course Catalog</b> page, click the first letter in a subject's name.</p>  <p>The screenshot shows the 'Browse Course Catalog' page for Queens College   Undergraduate. It features a navigation bar with 'Search', 'Plan', 'Enroll', and 'My Academics', and links for 'my planner', 'shopping cart', and 'course history'. Below the navigation bar is a 'Browse Course Catalog' section with a subject code list: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z. The letter 'A' is highlighted with a red box. Below the list are buttons for 'COLLAPSE ALL', 'EXPAND ALL', and 'ADD TO PLANNER'. A message says 'Select subject code to display or hide course information.' Below this are subject code links: 'ACCT - Accounting', 'ACE - Adult Collegiate Education', 'ACSKL - Academic Skills', 'AFST - Africana Studies', and 'AMST - American Studies', with 'AMST - American Studies' highlighted by a red box.</p>
<p>6.</p>	<p>Click the correct subject code link to display courses for that subject.</p>

7. Click either the **Course Nbr** or **Course Title** to view Course Detail.

▼ **AMST - American Studies**

Select	Course Nbr	Course Title	Typically Offered
<input type="checkbox"/>	<a href="#">10</a>	<a href="#">HEROIC IDEAL AMER</a>	
<input type="checkbox"/>	<a href="#">11</a>	<a href="#">TWENTIES IN AMER</a>	
<input type="checkbox"/>	<a href="#">81</a>	<a href="#">GREAT JAZZ IMPROV</a>	
<input type="checkbox"/>	<a href="#">91</a>	<a href="#">ORAL HIST PROJECT</a>	
<input type="checkbox"/>	<a href="#">110</a>	<a href="#">INTRO TO AM CULT</a>	
<input type="checkbox"/>	<a href="#">110</a>	<a href="#">Introduction to American Society and Culture</a>	
<input type="checkbox"/>	<a href="#">110W</a>	<a href="#">Introduction to American Society and Culture</a>	
<input type="checkbox"/>	<a href="#">134W</a>	<a href="#">Writing Tutorial</a>	
<input type="checkbox"/>	<a href="#">135W</a>	<a href="#">Writing Workshop</a>	
<input type="checkbox"/>	<a href="#">210</a>	<a href="#">American Lives</a>	
<input type="checkbox"/>	<a href="#">212</a>	<a href="#">The Popular Arts in America</a>	
<input type="checkbox"/>	<a href="#">214</a>	<a href="#">An American Decade</a>	
<input type="checkbox"/>	<a href="#">216</a>	<a href="#">Myths and Ideologies in the United States</a>	
<input type="checkbox"/>	<a href="#">218</a>	<a href="#">Native American History and Culture</a>	
<input type="checkbox"/>	<a href="#">220</a>	<a href="#">Gender, Race, Ethnicity, and Class in the United States</a>	
<input type="checkbox"/>	<a href="#">222</a>	<a href="#">The United States in Its Global Setting</a>	

<p>8.</p>	<p>Click the <b>add to planner</b> button.</p>  <p>The screenshot shows the 'My Planner' section of the CUNYfirst website. At the top, there are navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are links for 'my planner', 'shopping cart', and 'course history'. The main content area is titled 'My Planner' and 'Course Detail'. It displays the course name 'AMST 222 - The United States in Its Global Setting'. A table provides course details: Career (Undergraduate), Units (3.00), Grading Basis (Graded), Course Components (Lecture, Required), Campus (Queens College), Academic Group (Division of Arts &amp; Humanities), and Academic Organization (American Studies). A note states '*** This course has not been scheduled. ***' with a green 'add to planner' button highlighted in red. Below this is the 'Enrollment Information' section with the requirement 'PRE: ENGL 120, OPEN TO UPPER SOPHOMORES AND ABOVE'. A 'Description' section follows. At the bottom, a red box highlights the 'Return to Browse Course Catalog' link.</p>
<p>9.</p>	<p>Click the <b>Return to Browse Course Catalog</b> link to go back to the previous page and repeat as needed.</p>

<p>10.</p>	<p>The <b>My Planner</b> page displays a list of <b>Unassigned Courses</b>.</p>  <p>The screenshot shows the 'My Planner' interface. At the top, there are navigation tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are sub-tabs: 'my planner', 'shopping cart', and 'course history'. The main heading is 'My Planner'. Below that, there are options to 'Add courses to Planner using:' with a 'BROWSE COURSE CATALOG' button, and 'Delete all courses in Planner:' with a 'DELETE ALL' button. The 'Unassigned Courses' section contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Course</th> <th>Description</th> <th>Prereq</th> <th>Units</th> <th>Typically Offered</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>AMST 222</td> <td><a href="#">US IN GLOBAL SETTING</a></td> <td>yes</td> <td>3.00</td> <td></td> <td></td> </tr> </tbody> </table> <p>Below the table, there is a 'Move selected courses to Term' dropdown menu set to '2011 Fall Term' and a 'move' button.</p>	Select	Course	Description	Prereq	Units	Typically Offered	Delete	<input checked="" type="checkbox"/>	AMST 222	<a href="#">US IN GLOBAL SETTING</a>	yes	3.00		
Select	Course	Description	Prereq	Units	Typically Offered	Delete									
<input checked="" type="checkbox"/>	AMST 222	<a href="#">US IN GLOBAL SETTING</a>	yes	3.00											
<p>11.</p>	<p>To assign (plan to take) a course in a specific term, click the <input type="checkbox"/> checkbox for that course.</p>														
<p>12.</p>	<p>On the  <b>Move selected course to Term</b> dropdown box, select the term you wish to take the selected course and then click the <b>move</b> button.</p> <p><b>Note: The page refreshes and you will see the selected course/s displayed in the selected term.</b></p>  <p>The screenshot shows the 'My Planner' interface after the course has been moved. A green confirmation message states: 'AMST 222 has been moved to 2011 Fall Term.' Below this, the 'Unassigned Courses' table is now filtered by the '2011 Fall Term'. The table data is as follows:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Course</th> <th>Description</th> <th>Prereq</th> <th>Units</th> <th>Typically Offered</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>AMST 222</td> <td><a href="#">US IN GLOBAL SETTING</a></td> <td>yes</td> <td>3.00</td> <td></td> <td></td> </tr> </tbody> </table> <p>The 'Move selected courses to Term' dropdown menu is now empty, and the 'move' button is still present.</p>	Select	Course	Description	Prereq	Units	Typically Offered	Delete	<input type="checkbox"/>	AMST 222	<a href="#">US IN GLOBAL SETTING</a>	yes	3.00		
Select	Course	Description	Prereq	Units	Typically Offered	Delete									
<input type="checkbox"/>	AMST 222	<a href="#">US IN GLOBAL SETTING</a>	yes	3.00											
<p><b>End of Procedure.</b></p>															