

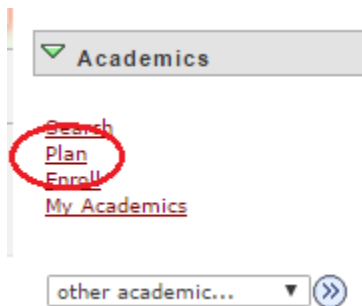


My Planner

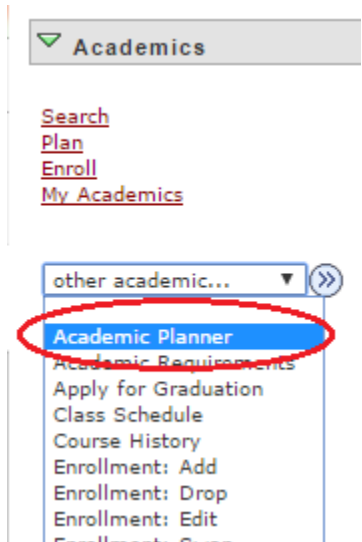
My Planner functionality provides you with a tool to plan your courses for an individual term, multiple terms, or for your entire stay at UNLV. You can add courses to your planner and then go directly from planning to enrollment in one click. The Planner function allows you to plan based on class schedule availability.

Step 1. Navigate to your Student Center by clicking on Main Menu – Self Service – Student Center.

Step 2. Once you are in your Student Center, click on Plan from the Academics section.



You may also navigate to your Planner by selecting Academic Planner from the drop-down menu.



Step 3. You can add courses by browsing the course catalog, or use your degree requirements.


My Planner

Add courses to Planner using:

BROWSE COURSE CATALOG

PLAN BY MY REQUIREMENTS

If you have not yet added courses to your Planner, you will see the above options plus this message.

 Your planner is empty. Use Plan by My Requirements or Search Catalog to add courses to your planner.

****Note** – if you are in a Pre-major, such as Pre-Engineering or Pre-Business, we recommend that you reference a copy of your degree worksheet and use the Browse by Course Catalog option to add courses. Or, you can use Plan by My Requirements to add your Pre-major coursework, then reference your degree worksheet for your major’s coursework. You can download a copy of your degree worksheet from your department’s webpage or from <https://www.unlv.edu/academics/degrees>.

Step 4. If you are using Browse Course Catalog, click on the appropriate prefixes of the courses you would like to add. A list of all courses with the prefix you selected will open. In this example, we will look at HIST courses.

▼ HIST - History

| Select | Course Nbr | Course Title | Typically Offered |
|--------------------------|-----------------------|--|-------------------|
| <input type="checkbox"/> | 100 | Historical Issues and Contemporary Man | |
| <input type="checkbox"/> | 100A | Historical Issues & Contemporary Society | |
| <input type="checkbox"/> | 100B | Historical Issues and Contemporary Man | |
| <input type="checkbox"/> | 100D | Historical Issues and Contemporary Man D | |
| <input type="checkbox"/> | 100DA | Historical Issues and Contemporary Man D | |
| <input type="checkbox"/> | 100DB | Historical Issues and Contemporary Man D | |
| <input type="checkbox"/> | 101 | United States: Colonial Period to 1865 | |
| <input type="checkbox"/> | 102 | United States: 1877 to Present | |
| <input type="checkbox"/> | 103 | Global Problems in Historical Perspective | |
| <input type="checkbox"/> | 105 | European Civilization to 1648 | |
| <input type="checkbox"/> | 106 | European Civilization to Present | |
| <input type="checkbox"/> | 110 | History of Multiculturalism in America | |

Step 5. Select the courses you would like to add and click Add to Planner. Here we selected HIST 100.

▼ HIST - History

| Select | Course Nbr | Course Title | Typically Offered |
|-------------------------------------|---------------------|--|-------------------|
| <input checked="" type="checkbox"/> | 100 | Historical Issues and Contemporary Man | |

ADD TO PLANNER

Step 6. You may also use the Plan by My Requirements option. Click on

Step 7. This will provide a list of all courses required for your current Plan. If you are currently in a Pre-major, note that this will only show you the Pre-major requirements. You will need to reference your degree worksheet to fill out the rest of your Planner.

Click on the course or description link for the course you would like to add. In this example, we will add PSC 101.

Constitution (R-0030)

Not Satisfied: Complete 1 course of combined US & NV Constitution OR complete 1 course each of US and NV Constitutions.

▼ **Combined US and NV Constitution course.**

Not Satisfied:

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

| Course | Description | Units | When | Grade | Status |
|----------------------------------|-------------------------------------|-------|------|-------|--------|
| View Course List | All Courses - Refer to Catalog | | | | |
| HIST 100 | View Course Details | | | | |
| HIST 100A | View Course Details | | | | |
| HIST 100B | View Course Details | | | | |
| HON 111 | Themes in Am Civ | 3.00 | | | |
| HON 112 | Explo Amer Politics | 3.00 | | | |
| PSC 101 | Intro Amer Politics | 4.00 | | | |

View All | First 1-7 of 7 Last

Step 8. Click Add to Planner to add this course. **Note – if enrollment is currently open, you can also use View Class Sections to add the course to your Shopping Cart.

[view class sections](#)

[add to planner](#)

Step 9. Click [Return to Plan by My Requirements](#) to continue adding courses to your Planner.

Step 10. Once you have added courses using Browse Course Catalog or Plan by My Requirements, you will need to specify which semester in which you intend to take them. Courses not assigned to a specific semester will show up under “Unassigned Courses”. Select the courses you would like to move. In this example, we will select HIST 100 from the list of unassigned courses.

▼ Unassigned Courses

| Select | Course | Description | Prereq | Units | Typically Offered | Req | Delete |
|-------------------------------------|----------|--|--------|-------|-------------------|-----|--------|
| <input type="checkbox"/> | COE 202 | Second-Year Seminar | yes | 3.00 | | | |
| <input type="checkbox"/> | ENG 231 | World Literature I | yes | 3.00 | | | |
| <input checked="" type="checkbox"/> | HIST 100 | Hist Issu Contem Society | | 4.00 | | | |

Move selected courses to Term **move**

Step 11. Click the arrow next to Move Selected Courses to Term and select the term of your choice. Then click Move. In this example, we will move HIST 100 to 2017 Spring.

▼ Unassigned Courses

| Select | Course | Description | Prereq | Units | Typically Offered | Req | Delete |
|-------------------------------------|----------|--|--------|-------|-------------------|-----|--------|
| <input type="checkbox"/> | COE 202 | Second-Year Seminar | yes | 3.00 | | | |
| <input type="checkbox"/> | ENG 231 | World Literature I | yes | 3.00 | | | |
| <input checked="" type="checkbox"/> | HIST 100 | Hist Issu Contem Society | | 4.00 | | | |

Move selected courses to Term **move**

- 2016 Fall
- 2016 Spring
- 2016 Summer
- 2017 Fall
- 2017 Spring**
- 2017 Summer
- 2018 Fall
- 2018 Spring
- 2018 Summer
- 2019 Fall
- 2019 Spring
- 2019 Summer
- 2020 Spring
- 2020 Summer

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)
[My Planner](#) [Shopping Cart](#) [Course History](#)

go to ...

Step 12: The course now shows up on the term you selected. Here, we moved HIST 100 to 2017 Spring.

▼ 2017 Spring

| Select | Course | Description | Units | Typically Offered | Req | Delete |
|--------------------------|----------|--|-------|-------------------|-----|--------|
| <input type="checkbox"/> | HIST 100 | Hist Issu Contem Society | 4.00 | | | |

Step 13: Continue adding and moving courses as needed.



For more assistance with using My Planner, please contact the Office of the Registrar at 702-895-3443 or send an email to myunlvsupport@unlv.edu.