

Academic Planning Using the Planner

Using the Planner

The Planner is a tool for you to use in building a list of classes that will meet your academic objectives. Only you may add or edit the information in your Planner. Academic Advisors and Administrators have the ability to view what is in your planner.

Your Planner will remain there for you to use, with the information you have placed there, for as long as you are an active student in the IU system. You may plan for a few courses or for a complete degree. Using information from your Academic Advisor or Academic Unit, determine what courses you should plan to take and use the **Course Catalog Search** button in the Planner to find them and add them to your Planner. You may then assign courses to a given term or leave them unassigned. You may add and remove courses as often as you wish.

Note that the availability of a course during any given term is controlled by the academic unit and subject to change. While the Planner can be a useful tool, be sure to check course availability as the desired term approaches as you may need to make alternate plans if it is not offered.

NOTE: You will have a separate planner for undergraduate and graduate work and you can select which career planner to use.

1. From the *Student Center* main page, click the [Academic Planning](#) link.

The screenshot displays the 'Academics' section of a web application. On the left, a navigation menu includes links for 'Class Schedule Details', 'Enrollment Shopping Cart', 'View Class Permissions', 'View/Order Textbooks', 'Search for Classes', 'Academic Planning' (highlighted with a red circle), 'Register & Drop/Add', and 'My Academics & Grades'. The main content area features a 'Spring 2011 Schedule' table with columns for Campus, Class, and Schedule. The table lists five courses: ANTH-A 104 LEC (21268), ENG-L 390 LEC (22217), ENG-W 206 LEC (22265), MATH 11100 LEC (23894), and REL-R 133 LEC (23841). To the right of the table is a sidebar with a 'SEARCH FOR CLASSES' button and sections for 'Holds' (Do Not Refund), 'To Do List' (No To Do's), 'Enrollment Dates' (Open Enrollment Dates), and 'Advisor' (Program Advisor).

Campus	Class	Schedule
IUPUI	ANTH-A 104 LEC (21268)	Mo 6:00PM - 8:40PM Cavanaugh Hall (CA) 411
IUPUI	ENG-L 390 LEC (22217)	TuTh 10:30AM - 11:45AM Nursing School (NU) 245
IUPUI	ENG-W 206 LEC (22265)	TuTh 1:30PM - 2:45PM Nursing School (NU) 203
IUPUI	MATH 11100 LEC (23894)	TuTh 3:00PM - 4:50PM ICTC (IT) 073
IUPUI	REL-R 133 LEC (23841)	TuTh 12:00PM - 1:15PM Cavanaugh Hall (CA) 241

2. This will take you to the initial page in the Planner.

NOTE: If you have been assigned and advisor and that advisor agrees to review your planner, you will see the [Select All Courses for Advisor Review](#) and [Submit Selected Courses for Advisor Review](#) links. If you do not have an assigned advisor who has agreed to review your Planner, those links will not display.

Academic Planning Using the Planner

Academic Planning
My Academics & Grades

academic planner
shopping cart
course history

Academic Planner

My Program:

- IUPUI
- Career - Undergraduate
- Program - Univ College Pre Health Prof
- Preparation - Pre Cytotechnology BS

[Planner Information](#)

[Select All Courses for Advisor Review](#)

[Submit Selected Courses for Advisor Review](#)

Select Career: Undergraduate change

Add courses to Planner using:

BROWSE COURSE CATALOG
PLAN BY MY REQUIREMENTS

add note to any term

[Collapse All](#) Delete all courses in Planner: DELETE ALL

[Expand All](#) Delete all term notes in Planner: DELETE ALL

▼ Unassigned Courses

Course	Description	Units	Choose Units	Institution	Typically Offered	Delete	Add Course Note	Select
BIOL-K 101	CONCEPTS OF BIOLOGY I	5.00		IUPUI	Fall, Spring and Summer Terms			<input type="checkbox"/>
CHEM-C 105	PRINCIPLES OF CHEMISTRY I	3.00 - 5.00	3.00 ▼	IUPUI	Fall, Spring and Summer Terms			<input type="checkbox"/>
CHEM-C 125	EXPERIMENTAL CHEMISTRY I	2.00		IUPUI	Fall, Spring and Summer Terms			<input type="checkbox"/>
SCI 12000	WINDOWS ON SCIENCE	1.00		IUPUI	Fall Term			<input type="checkbox"/>
SCI-I 120	WINDOWS ON SCIENCE	1.00		IUPUI	Fall and Spring Terms			<input type="checkbox"/>
SPAN-S 117	BEGINNING SPANISH I	3.00		IUPUI	Fall, Spring and Summer Terms			<input type="checkbox"/>
SPAN-S 118	BEGINNING SPANISH II	3.00		IUPUI	Fall, Spring and Summer Terms			<input type="checkbox"/>

Move selected courses to Term: move

[Academic Planning](#) [My Academics & Grades](#)

[Academic Planner](#) [Shopping Cart](#) [Course History](#)

Student Center »» [Go to Top](#)

Academic Planning Using the Planner

3. For more information on the Planner, click [Planner Information](#).
4. If you have multiple careers, select the appropriate career and click [change](#).
5. To place classes in your Planner, click [BROWSE COURSE CATALOG](#).
6. At a later date you will also be able to place classes in your planner from your Academic Advisement Report.

The screenshot shows the 'Academic Planner' interface. At the top, there are two tabs: 'Academic Planning' and 'My Academics & Grades'. Below the tabs are three buttons: 'academic planner', 'shopping cart', and 'course history'. The main heading is 'Academic Planner'. Below that is the section 'Browse Course Catalog'. The search form includes the following fields and options:

- *Institution:** A dropdown menu with 'IUPUI' selected.
- Subject:** A text input with 'COMM-R' and a [search for a subject](#) button.
- Catalog Nbr:** A text input with '321' and a dropdown menu with 'Exact Match' selected.
- Course Title Keyword:** A text input with the example '(example: statistics)'. Below it, the text 'e.g. 131' is displayed.
- Course Description Keyword:** A text input with the example '(example: romantic)'.
- A [search](#) button at the bottom left.

7. Select the Institution from the drop down list.
8. You may either enter directly or use the search feature to enter **Subject** and **Catalog Number**.
9. Click [search](#).
10. You may also search for a subject then select the desired course.

Academic Planning Using the Planner

Academic Planning | My Academics & Grades

academic planner | shopping cart | course history

Academic Planner

Browse Course Catalog

*Institution: IUPUI

Subject: COMM-R [search for a subject](#)

e.g. ENG (for more results) or ENG-W (for fewer results)

Catalog Nbr: 321 [Exact Match](#)

e.g. 131

Course Title Keyword (example: statistics)

Course Description Keyword (example: romantic)

[search](#)

[Return to Planner](#)

[ADD TO PLANNER](#)

COMM-R - Communication & Theatre					
Course ID	Subject	Course Nbr	Course Title	Course Typically Offered	Select
010603	COMM-R	321	PERSUASION	Spring and Summer Terms	<input type="checkbox"/>

[ADD TO PLANNER](#)

11. When you find the class you want, click in the **Select** box then click

[ADD TO PLANNER](#)

Academic Planning Using the Planner

Academic Planning
My Academics & Grades

academic planner
shopping cart
course history

Academic Planner

Browse Course Catalog

*Institution:

Subject: [search for a subject](#)

e.g. ENG (for more results) or ENG-W (for fewer results)

Catalog Nbr:

e.g. 131

Course Title Keyword: (example: statistics)

Course Description Keyword: (example: romantic)

[search](#)

✓ **COMM-R 321 has been added to your Planner.**

[Return to Planner](#)

[ADD TO PLANNER](#)

COMM-R - Communication & Theatre					
Course ID	Subject	Course Nbr	Course Title	Course Typically Offered	Select
010603	COMM-R	321	PERSUASION	Spring and Summer Terms	<input type="checkbox"/>

[ADD TO PLANNER](#)

12. Click [Return to Planner](#). If you want a class other than this or wish to add another class you can do that from here.

Academic Planning Using the Planner

Academic Planning
My Academics & Grades

academic planner
shopping cart
course history

Academic Planner

My Program:

- IUPUI
- Career - Undergraduate
- Program - Informatics Undergraduate
- Preparation - Pre Health Info Admin BS

[Planner Information](#)

[Select All Courses for Advisor Review](#)

[Submit Selected Courses for Advisor Review](#)

[Go to Planner Reviews \(0\) new comments](#)

Select Career: Undergraduate change

Add courses to Planner using:

BROWSE COURSE CATALOG
PLAN BY MY REQUIREMENTS

add note to any term
Delete all courses in Planner: DELETE ALL

Collapse All
Delete all term notes in Planner: DELETE ALL
Expand All

▼ Unassigned Courses

Course	Description	Units	Choose Units	Institution	Typically Offered	Delete	Add Course Note	Alternate	Select
BIOL-N 212	HUMAN BIOLOGY	3.00		IUPUI	Fall and Summer Terms			<input type="checkbox"/>	<input type="checkbox"/>
BIOL-N 213	HUMAN BIOLOGY LAB	1.00		IUPUI	Fall and Summer Terms			<input type="checkbox"/>	<input type="checkbox"/>
BIOL-N 214	HUMAN BIOLOGY	3.00		IUPUI	Spring and Summer Terms			<input type="checkbox"/>	<input type="checkbox"/>
BIOL-N 215	HUMAN BIOLOGY LAB	1.00		IUPUI	Spring and Summer Terms			<input type="checkbox"/>	<input type="checkbox"/>
ENG-W 131	ELEMENTARY COMPOSITION 1	2.00 - 3.00	2.00 ▼	IUPUI	Fall, Spring and Summer Terms			<input type="checkbox"/>	<input type="checkbox"/>
HIA-M 355	ICD-9-CM CODING	3.00		IUPUI	Fall Term			<input type="checkbox"/>	<input type="checkbox"/>
HIA-M 356	LAB ENRCH FOR ICD-9-CM CODING	1.00		IUPUI	Fall Term			<input type="checkbox"/>	<input type="checkbox"/>
HIA-M 450	MED SCI FOR HLTH INFO II	3.00		IUPUI	Spring Term			<input type="checkbox"/>	<input type="checkbox"/>
HIA-M 455	CPT CODING	3.00		IUPUI	Spring Term			<input type="checkbox"/>	<input type="checkbox"/>
HIA-M 456	LAB ENRICHMENT FOR CPT CODING	1.00		IUPUI	Spring Term			<input type="checkbox"/>	<input type="checkbox"/>
HIA-M 457	PRACTICUM IN MEDICAL CODING	4.00		IUPUI	Fall and Spring Terms			<input type="checkbox"/>	<input type="checkbox"/>
HIA-M 461	RELEASE OF HEALTH INFORMATION	1.00		IUPUI	Spring Term			<input type="checkbox"/>	<input type="checkbox"/>
HIA-M 470	HEALTHCARE REIMBURSEMNT SYSTEM	3.00		IUPUI	Spring Term			<input type="checkbox"/>	<input type="checkbox"/>

Move selected courses to Term: move

Academic Planning Using the Planner

13. If you put a variable credit hour course in your planner, you can select the number of credit hours you are planning to take.

BIOL-K 101	CONCEPTS OF BIOLOGY I	5.00		IUPUI	Fall, Spring and Summer Terms			
CHEM-C 105	PRINCIPLES OF CHEMISTRY I	3.00 - 5.00	3.00 3.00 4.00 5.00	IUPUI	Fall, Spring and Summer Terms			
CHEM-C 125	EXPERIMENTAL CHEMISTRY I	2.00		IUPUI	Fall, Spring and Summer Terms			

14. You can sort the courses by clicking on the column header on which you want to sort. If you click on the same column heading again, you will change the order from descending to ascending.
15. When you select a course to be added to your planner, you will be asked if you want to add a note to that course.

Course Notes

This Course is an Alternate:

Would you like to add a note to this course? COMM-R 321 PERSUASION

16. If you want to add a note, type the note and click . The course will then be added to your planner with the note you typed.
17. If you do not want to add a note you can select either or . The course you are viewing or all the courses you have selected will be added to your planner without notes.
18. To indicate that the selected course is an alternate choice, click the **This Course is an Alternate** checkbox. Add a note indicating to which course this is an alternate.

Academic Planning Using the Planner

19. You can also indicate that a course is an alternate from within the Planner after a course has been added.

Unassigned Courses											
Course	Description	Units	Choose Units	Institution	Typically Offered	Delete	Add Course Note	Alternate	Select	Course	Notes
BIOL-N 212	HUMAN BIOLOGY	3.00		IUPUI	Fall and Summer Terms			<input type="checkbox"/>	<input type="checkbox"/>	BIOL-N 212	Take before BIOL-N 213.
BIOL-N 213	HUMAN BIOLOGY LAB	1.00		IUPUI	Fall and Summer Terms			<input type="checkbox"/>	<input type="checkbox"/>	BIOL-N 213	
BIOL-N 214	HUMAN BIOLOGY	3.00		IUPUI	Spring and Summer Terms			<input type="checkbox"/>	<input type="checkbox"/>	BIOL-N 214	
BIOL-N 215	HUMAN BIOLOGY LAB	1.00		IUPUI	Spring and Summer Terms			<input type="checkbox"/>	<input type="checkbox"/>	BIOL-N 215	
COMM-R 321	PERSUASION	3.00		IUPUI	Spring and Summer Terms			<input checked="" type="checkbox"/>	<input type="checkbox"/>	COMM-R 321	This course is an alterante to Comm
ENG-W 131	ELEMENTARY COMPOSITION 1	2.00 - 3.00	2.00	IUPUI	Fall, Spring and Summer Terms			<input type="checkbox"/>	<input type="checkbox"/>	ENG-W 131	
HIA-M 355	ICD-9-CM CODING	3.00		IUPUI	Fall Term			<input type="checkbox"/>	<input type="checkbox"/>	HIA-M 355	
HIA-M 356	LAB ENRCH FOR ICD-9-CM CODING	1.00		IUPUI	Fall Term			<input type="checkbox"/>	<input type="checkbox"/>	HIA-M 356	
HIA-M 450	MED SCI FOR HLTH INFO II	3.00		IUPUI	Spring Term			<input type="checkbox"/>	<input type="checkbox"/>	HIA-M 450	
HIA-M 455	CPT CODING	3.00		IUPUI	Spring Term			<input type="checkbox"/>	<input type="checkbox"/>	HIA-M 455	
HIA-M 456	LAB ENRICHMENT FOR CPT CODING	1.00		IUPUI	Spring Term			<input type="checkbox"/>	<input type="checkbox"/>	HIA-M 456	
HIA-M 457	PRACTICUM IN MEDICAL CODING	4.00		IUPUI	Fall and Spring Terms			<input type="checkbox"/>	<input type="checkbox"/>	HIA-M 457	
HIA-M 461	RELEASE OF HEALTH INFORMATION	1.00		IUPUI	Spring Term			<input type="checkbox"/>	<input type="checkbox"/>	HIA-M 461	

20. To add a note for any given class after it has been added to the planner, click the to the right of that course.

Course Notes

Career: Undergraduate

Term:

Course:



SAVE
RETURN

21. To remove a class from your Planner, click beside the appropriate class in the **Delete** column.

Academic Planning Using the Planner

Unassigned Courses

Course Info





























Course	Description	Units	Institution	Typically Offered	Delete	Add Course Note	Select
HIST-F 342	LATIN AM: EVOLUTN & REVOLUTION	3.00	IUPUI	Spring Term			<input type="checkbox"/>

Move selected courses to Term

22. To move classes to a specific term, select the desired classes (by clicking the checkbox in the **Select** column), select the appropriate term and click .

Unassigned Courses

Course Info Notes

Course	Description	Units	Choose Units	Institution	Typically Offered	Delete	Add Course Note	Alternate	Select
BIOL-N 212	HUMAN BIOLOGY	3.00		IUPUI	Fall and Summer Terms			<input type="checkbox"/>	<input type="checkbox"/>
BIOL-N 213	HUMAN BIOLOGY LAB	1.00		IUPUI	Fall and Summer Terms			<input type="checkbox"/>	<input checked="" type="checkbox"/>
BIOL-N 214	HUMAN BIOLOGY	3.00		IUPUI	Spring and Summer Terms			<input type="checkbox"/>	<input checked="" type="checkbox"/>
BIOL-N 215	HUMAN BIOLOGY LAB	1.00		IUPUI	Spring and Summer Terms			<input type="checkbox"/>	<input type="checkbox"/>
COMM-R 321	PERSUASION	3.00		IUPUI	Spring and Summer Terms			<input checked="" type="checkbox"/>	<input type="checkbox"/>
ENG-W 131	ELEMENTARY COMPOSITION 1	2.00 - 3.00	2.00	IUPUI	Fall, Spring and Summer Terms			<input type="checkbox"/>	<input type="checkbox"/>
HIA-M 355	ICD-9-CM CODING	3.00		IUPUI	Fall Term			<input type="checkbox"/>	<input type="checkbox"/>
HIA-M 356	LAB ENRCH FOR ICD-9-CM CODING	1.00		IUPUI	Fall Term			<input type="checkbox"/>	<input type="checkbox"/>
HIA-M 450	MED SCI FOR HLTH INFO II	3.00		IUPUI	Spring Term			<input type="checkbox"/>	<input type="checkbox"/>
HIA-M 455	CPT CODING	3.00		IUPUI	Spring Term			<input type="checkbox"/>	<input type="checkbox"/>
HIA-M 456	LAB ENRICHMENT FOR CPT CODING	1.00		IUPUI	Spring Term			<input type="checkbox"/>	<input type="checkbox"/>
HIA-M 457	PRACTICUM IN MEDICAL CODING	4.00		IUPUI	Fall and Spring Terms			<input type="checkbox"/>	<input type="checkbox"/>
HIA-M 461	RELEASE OF HEALTH INFORMATION	1.00		IUPUI	Spring Term			<input type="checkbox"/>	<input type="checkbox"/>
HIA-M 470	HEALTHCARE REIMBURSEMNT SYSTEM	3.00		IUPUI	Spring Term			<input type="checkbox"/>	<input type="checkbox"/>

Move selected courses to Term

Academic Planning Using the Planner

The screenshot shows the top section of the Academic Planner. At the top, there is a 'Select Career' dropdown menu set to 'Undergraduate' with a 'change' button next to it. Below this, there are two buttons: 'BROWSE COURSE CATALOG' and 'PLAN BY MY REQUIREMENTS'. Underneath these are two buttons: 'add note to any term' and 'Delete all courses in Planner: DELETED ALL'. Below that are two links: 'Collapse All' and 'Expand All', followed by another button: 'Delete all term notes in Planner: DELETED ALL'. A green notification box with a checkmark contains the text: 'BIOL-N 213, BIOL-N 214 have been moved to Spring 2012.' At the bottom of the section is a blue bar with a dropdown arrow and the text 'Unassigned Courses'.

23. Continue this process until all the classes you want to put in each term have been placed. You may also leave classes unassigned.

24. You may add Term Notes by clicking on **add note to any term**.

The screenshot shows the 'Term Notes' form. At the top left, the title 'Term Notes' is displayed. Below the title, there is a 'Career:' label followed by a dropdown menu set to 'Undergraduate'. Below that is a '*Term' label followed by a dropdown menu set to 'Spring 2011'. A large, empty text input box is positioned below the dropdown menus. At the bottom of the form, there are three buttons: 'SAVE', 'RETURN', and 'DELETE'.

25. Type the note and click **SAVE**. Then click **RETURN** to return to the planner.

26. To delete a note from a given term, click **change term note** for that term, then click **DELETE** and **RETURN**.

27. To delete all term notes, click **DELETE ALL** to the right of "Delete all term notes in Planner:"

Academic Planning Using the Planner

My Program:
└ - IUPUI
└ Career - Undergraduate
└ Program - Univ College Pre Health Prof
└ Preparation - Pre Cytotechnology BS

[Planner Information](#)
[Select All Courses for Advisor Review](#)
[Submit Selected Courses for Advisor Review](#)

Select Career: Undergraduate

Add courses to Planner using:

[Collapse All](#)

[Expand All](#)

Unassigned Courses

28. If you are assigned to an advisor who has agreed to review your Planner, the below selections will display.

NOTE: If your advisor has not agreed to review your Planner these links will not display.

Academic Planner

My Program:
└ - IUPUI
└ Career - Undergraduate
└ Program - Univ College Pre Health Prof
└ Preparation - Pre Cytotechnology BS

[Planner Information](#)
[Select All Courses for Advisor Review](#)
[Submit Selected Courses for Advisor Review](#)

Select Career: Undergraduate

Add courses to Planner using:

[Collapse All](#)

[Expand All](#)

Unassigned Courses

29. You can either select individual courses from your planner or click Select all Courses for Advisor Review.

30. Click Submit Selected Courses for Advisor Review to send this part of your planner to the advisor for review.

Academic Planning Using the Planner

Please Review Plan

If you have more than one assigned advisor who accepts planner reviews you will need to select one of the advisors.

Comment
Please review my planner before our meeting next Tuesday.

	Advisor	Advisor Role	Academic Program	Plan of Study
<input checked="" type="radio"/>	1 Shaw, Phillip M	Academic Advisor	Univ College Pre Health Prof	Pre Cytotechnology BS

31. If you have more than one advisor, select the advisor who will review your planner.
32. You must enter a **Comment**.
33. Click .
34. You now have a new line on your planner.

Academic Planning | My Academics & Grades

academic planner | shopping cart | course history

Academic Planner

My Program:
- IUPUI
- Career - Undergraduate
- Program - Univ College Pre Health Prof
- Preparation - Pre Cytotechnology BS

[Planner Information](#)
[Select All Courses for Advisor Review](#)
[Submit Selected Courses for Advisor Review](#)
[Go to Planner Reviews \(0\) new comments](#)

Select Career: Undergraduate

Add courses to Planner using:

[Collapse All](#)

[Expand All](#)

Unassigned Courses

35. If your advisor replies to your comment, you can view it by clicking on [Go to Planner Reviews](#).

Academic Planning Using the Planner

Academic Planning | My Academics & Grades

academic planner | shopping cart | course history

Academic Planner

My Program:

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[Planner Information](#)

[Select All Courses for Advisor Review](#)

[Submit Selected Courses for Advisor Review](#)

[Go to Planner Reviews \(1\) new comments](#)

Select Career: Undergraduate

36. You will see what you sent to your advisor and the advisor's comments.
37. Unless the advisor has closed the Comment function, you can return a comment.

Academic Planning Using the Planner

Academic Advisor **Shaw, Phillip M**

Last Updated Fri, Jun 22, 2012 9:13AM (Created Fri, Jun 22, 2012 8:20AM) 2 comments (0 new)

Unassigned Courses

Course	Description	Units	*Choose Units	Institution	Typically Offered
CHEM-C 105	PRINCIPLES OF CHEMISTRY I	3.00 - 5.00	3.00	IUPUI	Fall, Spring and Summer Terms
CHEM-C 125	EXPERIMENTAL CHEMISTRY I	2.00		IUPUI	Fall, Spring and Summer Terms
SCI 12000	WINDOWS ON SCIENCE	1.00		IUPUI	Fall Term
SCI-I 120	WINDOWS ON SCIENCE	1.00		IUPUI	Fall and Spring Terms
SPAN-S 117	BEGINNING SPANISH I	3.00		IUPUI	Fall, Spring and Summer Terms
SPAN-S 118	BEGINNING SPANISH II	3.00		IUPUI	Fall, Spring and Summer Terms
COMM-R 321	PERSUASION	3.00		IUPUI	Spring and Summer Terms

Summer 2015

Course	Description	Units	Institution	Typically Offered
BIOL-K 101	CONCEPTS OF BIOLOGY I	5.00	IUPUI	Fall, Spring and Summer Terms

Student, lma commented on Fri, Jun 22, 2012 8:20AM

Please review my planner before our meeting next Tuesday.

Shaw, Phillip M. commented on Fri, Jun 22, 2012 9:13AM

Come prepared to discuss the other science courses you plan to take.

Commenting closed by advisor

Academic Planning Using the Planner

There are a number of ways to move classes from your Planner to the Shopping Cart. As an example, let's click Register & Drop/Add from the Student Center.

38. Select the desired **Term**.

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Spring 2009	Undergraduate	IUPUI
<input checked="" type="radio"/>	Summer 2009	Undergraduate	IUPUI
<input type="radio"/>	Fall 2009	Undergraduate	IUPUI

[CONTINUE](#)

Student Center [Go to Top](#)

39. Click [CONTINUE](#).

40. You may have to click Next until you reach the *Add Classes* page.

Academic Planning Using the Planner

41. To register from the planner, click the **My Planner** radio button.

The screenshot displays the 'Add Classes' section of a web application. At the top, the title 'Add Classes' is followed by a horizontal line. Below this, the heading '1. Select classes to add' is shown. A paragraph of instructions follows: 'To select classes, enter a class number in the entry box and hit enter, or select the Class Search or My Planner and click on the "Search" button.' Below the instructions, the text 'Summer 2009 | Undergraduate | IUPUI' is displayed. A light blue sidebar contains the 'Add to Cart:' section with an 'Enter Class Number' input field and an 'enter' button. Below this is the 'Find Classes' section with two radio buttons: 'Class Search' (selected) and 'My Planner'. The main content area features a blue header for 'Summer 2009 Shopping Cart' and a message stating 'Your enrollment shopping cart is empty.' At the bottom, another blue header for 'My Summer 2009 Class Schedule' is shown with a message: 'You are not registered for classes in this term.'

42. This will take you to the *Search from My Planner* page.

Academic Planning Using the Planner

Add Classes

Search from My Planner

Summer 2009 | Undergraduate | IUPUI

[Return to 1. Select classes to add](#)

▼ Summer 2009						
Subject	Catalog	Course	Description	Units	Term Status	Select
COMM-C	223	COMM-C 223	BUSINESS & PROFESSIONAL COMM	3.00	Classes available this term.	select
NURS-E	401	NURS-E 401	PEDIATRIC INTENS CARE: DIDACTIC	3.00	Classes available this term.	select

▼ Unassigned Courses						
Subject	Catalog	Course	Description	Units	Term Status	Select
PHYS	21800	PHYS 21800	GENERAL PHYSICS I	4.00	Classes available this term.	select

[Return to 1. Select classes to add](#)

Student Center [Go to Top](#)

43. Courses that are offered in the term you have selected will be indicated with a [select](#) button.
44. Click [select](#) to select the classes in which you want to register.

Academic Planning Using the Planner

Add Classes

Course Detail

Summer 2009 | Undergraduate | IUPUI

[Return to Search from My Planner](#)

COMM-C 223 - BUSINESS & PROFESSIONAL COMM

Course Detail

Career	Undergraduate	
Units	3.00	
Grading Basis	Graded	
Course Components	Lecture	Required

Enrollment Information

Typically Offered	Fall, Spring and Summer Terms
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Summer 2009 Course Schedule

Shopping Cart

Your shopping cart is empty.

My Class Schedule

You are not registered for classes in this term.

- Show Open Classes Only
- Check for Class Permissions and Maximum Hours Limit
- Show Only Classes that do not conflict with My Schedule

filter

Open Closed

COMM-C 223 sections for Summer 2009

Class Number	Component	Session	Status		
8856	Lecture	SS2	<input checked="" type="radio"/>	select	
Days	Start	End	Room	Instructor	Dates
ARR	ARR		Building Not Yet Assigned (AP)	Jack Price	06/29/2009 - 08/10/2009

View All ◀ 1 of 1 ▶ Last

Academic Planning Using the Planner

45. You can get a more accurate view of what classes you can take for this Term by selecting any or all the filter boxes and then click **filter**.
46. Click **select** for one of the classes in which you want to register.
47. Click **ADD TO SHOPPING CART** to place this course in your shopping cart.

Enrollment Preview

Summer 2009 | Undergraduate | IUPUI

COMM-C 223 - BUSINESS & PROFESSIONAL COMM

[START NEW SEARCH](#) [ADD TO SHOPPING CART](#)

Open Closed

Class Nbr	Component	Days & Times	Room	Instructor	Start/End Date	Status	Units	WaitList?
8856	Lecture		Building Not Yet Assigned (AP)	Jack Price	06/29/2009 - 08/10/2009	<input checked="" type="checkbox"/>	3.00	<input type="checkbox"/>

NOTES

Class Notes ABOVE CLASS IS TAUGHT VIA WORLD WIDE WEB.

Student Center

48. Repeat steps 26 through 28 for each additional class you want to add to the cart.