Academic Planning

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.

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

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

Select Career: Undergraduate

Add courses to Planner using:
add note to any term

Browse Course Catalog
Plan by MY REQUIREMENTS

Unassigned Courses

Course | Description | Units | Choose Units | Institution | Typically Offered | Delete | Add Course Note | Select
--- | --- | --- | --- | --- | --- | --- | --- | ---
BIOL-K 101 | CONCEPTS OF BIOLOGY | 5.00 | | IUPUI | Fall, Spring and Summer Terms | | | |
CHEM-C 105 | PRINCIPLES OF CHEMISTRY | 3.00 - 5.00 | 3.00 | IUPUI | Fall, Spring and Summer Terms | | | |
CHEM-C 120 | EXPERIMENTAL CHEMISTRY | 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 | 2.00 | | IUPUI | Fall, Spring and Summer Terms | | | |

Move selected courses to Term: 

Academic Planning | My Academics & Grades
Academic Planner | Shopping Cart | Course History

Student Center

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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.

![Academic Planner interface](image)

**Browse Course Catalog**

- *Institution: IUPUI*
- **Subject:** COMM-R
- **Catalog Nbr:** 321
- **Course Title Keyword:** (example: statistics)
- **Course Description Keyword:** (example: romantic)
- **Course Description Keyword:**
- **search**

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

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

#### Planner Information

- Selected Courses for Advisor Review
- Submit Selected Courses for Advisor Review
- On To Planner Reviews (0) new comments

**Select Career:** Undergraduate

**Add courses to Planner using:**
- add note to any term

**Unassigned Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Choose Units</th>
<th>Institution</th>
<th>Typically Offered</th>
<th>Delete</th>
<th>Add Course Note</th>
<th>Alternate</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL N 212</td>
<td>HUMAN BIOLOGY</td>
<td>3.00</td>
<td>IUPUI</td>
<td>Fall and Summer Terms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL N 213</td>
<td>HUMAN BIOLOGY LAB</td>
<td>1.00</td>
<td>IUPUI</td>
<td>Fall and Summer Terms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL N 214</td>
<td>HUMAN BIOLOGY</td>
<td>3.00</td>
<td>IUPUI</td>
<td>Spring and Summer Terms</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL N 215</td>
<td>HUMAN BIOLOGY LAB</td>
<td>1.00</td>
<td>IUPUI</td>
<td>Spring and Summer Terms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR W 131</td>
<td>ELEMENTARY COMPOSITION I</td>
<td>2.00 - 3.00</td>
<td>2.00</td>
<td>IUPUI</td>
<td>Fall, Spring and Summer Terms</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIA-M 355</td>
<td>ICD-9-CM CODING</td>
<td>2.00</td>
<td>IUPUI</td>
<td>Fall Term</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIA-M 356</td>
<td>LAB ENRICH FOR ICD-9-CM CODING</td>
<td>1.00</td>
<td>IUPUI</td>
<td>Fall Term</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIA-M 450</td>
<td>MED SCI FOR HLTH INFO II</td>
<td>3.00</td>
<td>IUPUI</td>
<td>Spring Term</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIA-M 455</td>
<td>CPT CODING</td>
<td>3.00</td>
<td>IUPUI</td>
<td>Spring Term</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIA-M 456</td>
<td>LAB ENRICHMENT FOR CPT CODING</td>
<td>1.00</td>
<td>IUPUI</td>
<td>Spring Term</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIA-M 457</td>
<td>PRACTICUM IN MEDICAL CODING</td>
<td>4.00</td>
<td>IUPUI</td>
<td>Fall and Spring Term</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIA-M 461</td>
<td>RELEASE OF HEALTH INFORMATION</td>
<td>1.00</td>
<td>IUPUI</td>
<td>Spring Term</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIA-M 470</td>
<td>HEALTHCARE REIMBURSEMENT SYSTEM</td>
<td>3.00</td>
<td>IUPUI</td>
<td>Spring Term</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Move selected courses to Term:**
- move
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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Location</th>
<th>Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL-K 101</td>
<td>CONCEPTS OF BIOLOGY I</td>
<td>5.00</td>
<td>IUPUI</td>
<td>Fall, Spring and Summer Terms</td>
</tr>
<tr>
<td>CHEM-C 105</td>
<td>PRINCIPLES OF CHEMISTRY I</td>
<td>3.00 - 5.00</td>
<td>IUPUI</td>
<td>Fall, Spring and Summer Terms</td>
</tr>
<tr>
<td>CHEM-C 125</td>
<td>EXPERIMENTAL CHEMISTRY I</td>
<td>2.00</td>
<td>IUPUI</td>
<td>Fall, Spring and Summer Terms</td>
</tr>
</tbody>
</table>

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.

16. If you want to add a note, type the note and click Add this note. 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 Skip this course or Skip all courses. 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.
19. You can also indicate that a course is an alternate from within the Planner after a course has been added.

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.

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

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:”
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.

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.
31. If you have more than one advisor, select the advisor who will review your planner.

32. You must enter a **Comment**.

33. Click **Post**.

34. You now have a new line on your planner.

35. If your advisor replies to your comment, you can view it by clicking on **Go to Planner Reviews**.
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

### Unassigned Courses

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

### Summer 2015

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Institution</th>
<th>Typically Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL-K 101</td>
<td>CONCEPTS OF BIOLOGY I</td>
<td>5.00</td>
<td>IUPUI</td>
<td>Fall, Spring and Summer Terms</td>
</tr>
</tbody>
</table>

Student, I've commented on Fri, Jun 22, 2012 6:20AM
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.
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.

39. Click **CONTINUE**

40. You may have to click Next until you reach the Add Classes page.
41. To register from the planner, click the **My Planner** radio button.

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog</th>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Term Status</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM-C</td>
<td>223</td>
<td>COMM-C 223</td>
<td>BUSINESS &amp; PROFESSIONAL COMM</td>
<td>3.00</td>
<td>Classes available this term.</td>
<td>select</td>
</tr>
<tr>
<td>NURS-E</td>
<td>401</td>
<td>NURS-E 401</td>
<td>PEDIATRIC INTERS CARE;DIDACTIC</td>
<td>3.00</td>
<td>Classes available this term.</td>
<td>select</td>
</tr>
</tbody>
</table>

Return to 1. Select classes to add

Unassigned Courses

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog</th>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Term Status</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS</td>
<td>21800</td>
<td>PHYS 21800</td>
<td>GENERAL PHYSICS I</td>
<td>4.00</td>
<td>Classes available this term.</td>
<td>select</td>
</tr>
</tbody>
</table>

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

Summer 2009 Course Schedule

Shopping Cart
Your shopping cart is empty.

My Class Schedule
You are not registered for classes in this term.

[Checkboxes and buttons]

COMM-C 223 sections for Summer 2009

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Component</th>
<th>Session</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0956</td>
<td>Lecture</td>
<td>SS2</td>
<td>select</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Days</th>
<th>Start</th>
<th>End</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARR</td>
<td>ARR</td>
<td>Building Not Yet Assigned (AD)</td>
<td>Jack Price</td>
<td>06/29/2009 - 08/10/2009</td>
<td></td>
</tr>
</tbody>
</table>

[View All] 1 of 1 [Next] [Last]
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.

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