
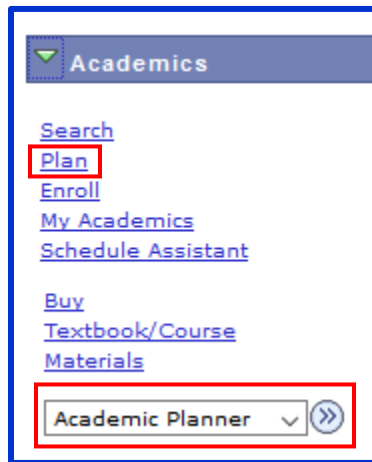


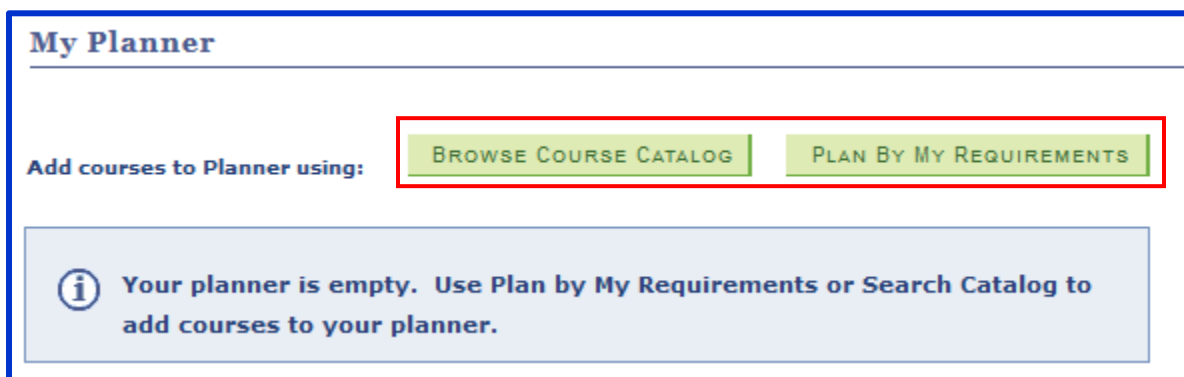
Add Courses to My Planner

Navigation

1. Log-on to **my.fsu.edu** with your FSUID and password. On your **Student** portal page, under the myFSU Links area, click the **SC** icon.
2. Click the link for **Plan** under Academics area or select **Academic Planner** from the drop-down box and click the  icon.

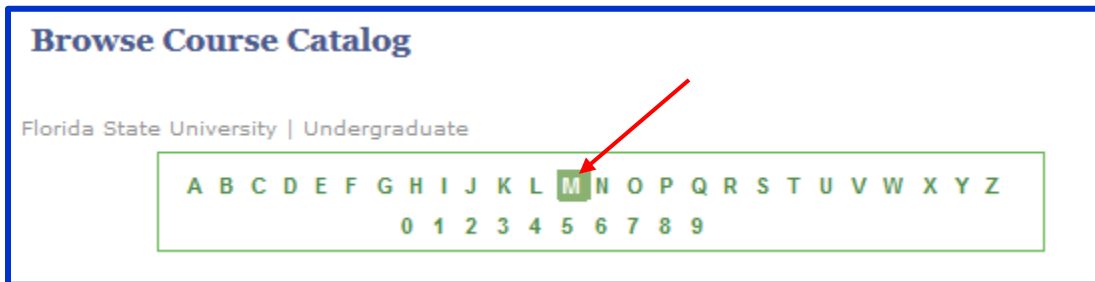


On your **My Planner** page, you have two options to search for and add courses to your Planner. You may either **Browse the Course Catalog** to search for all classes offered at FSU or you may use the **Plan By My Requirements** button to add courses from your Academic Requirements Report.

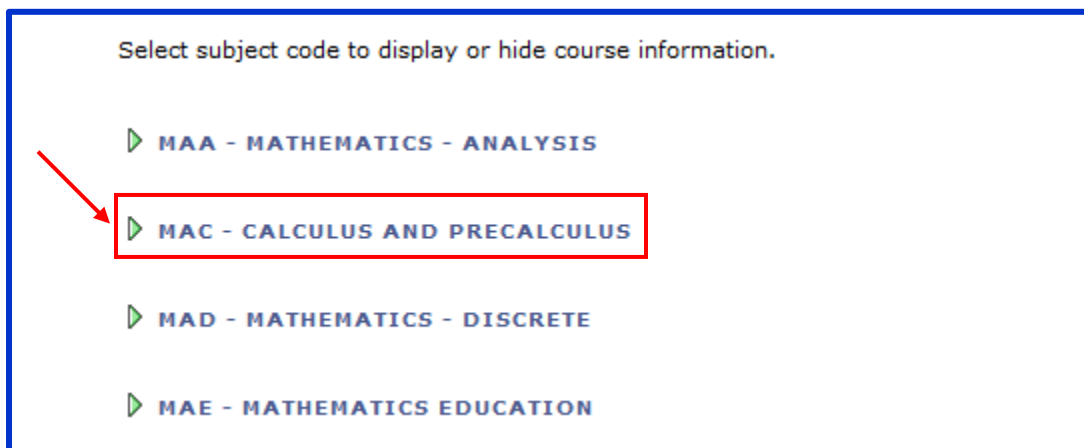


Add Courses to Planner from the Course Catalog

1. On the **My Planner** page, click the **Browse Course Catalog** button.
2. You will search for a course by the **Subject Area**. Select the first letter of the Subject Area for the course you are looking for.



3. Scroll through the list of **Subject Areas** that begin with the letter you selected. Click the green arrow icon beside the subject you are searching for to expand the selection and view the **Course Numbers** offered within that Subject Area.



4. From the expanded course list, you will be able to view the **Course Number**, **Course Title** and the terms a course is **Typically Offered**.

NOTE: The terms listed under **Typically Offered** are intended to serve as a general guide. Course offerings for a specific term are subject to change depending upon enrollment demand and other factors.

▼ MAC - CALCULUS AND PRECALCULUS

Select	Course Nbr	Course Title	Typically Offered
<input type="checkbox"/>	1105	College Algebra	Fall, Spring, Summer
<input type="checkbox"/>	1114	Analytic Trigonometry	Fall, Spring, Summer
<input type="checkbox"/>	1140	Precalculus Algebra	Fall, Spring, Summer

Click the **Course Nbr** or **Course Title** to view **Course Details**, such as **Units**, required **Prerequisites**, and the **Course Description**.

- Click the box within the **Select** column for the course(s) you want to add to your Planner. Then select the **Add To Planner** button above.

COLLAPSE ALL EXPAND ALL **ADD TO PLANNER**

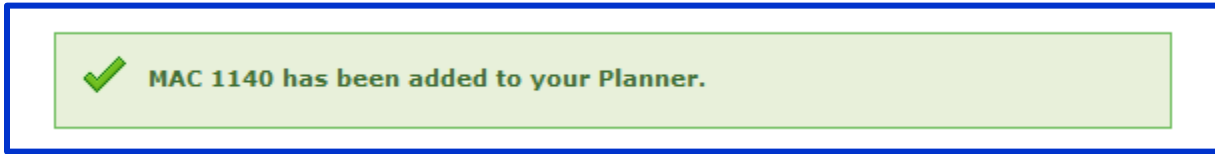
Select subject code to display or hide course information.

▶ MAA - MATHEMATICS - ANALYSIS

▼ MAC - CALCULUS AND PRECALCULUS

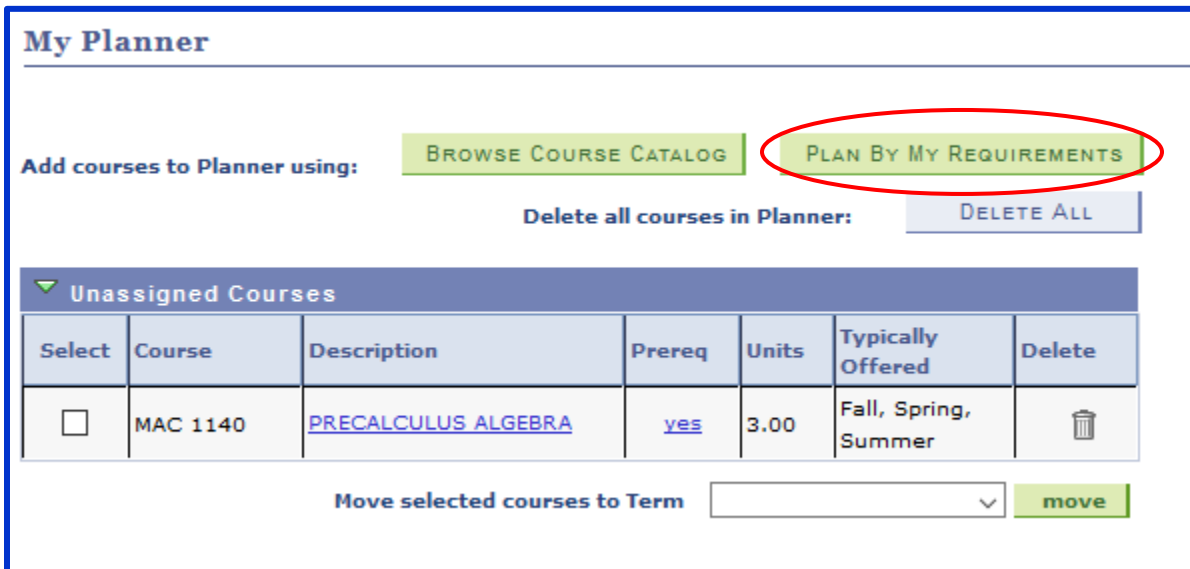
Select	Course Nbr	Course Title	Typically Offered
<input type="checkbox"/>	1105	College Algebra	Fall, Spring, Summer
<input type="checkbox"/>	1114	Analytic Trigonometry	Fall, Spring, Summer
<input checked="" type="checkbox"/>	1140	Precalculus Algebra	Fall, Spring, Summer

6. A confirmation note will appear letting you know that the course(s) you selected has been added to your Planner.



Add Courses to Planner from the Academic Requirements Report

1. On the **My Planner** page, click the **Plan By My Requirements** button.



The screenshot shows the "My Planner" interface. At the top, there are two buttons: "BROWSE COURSE CATALOG" and "PLAN BY MY REQUIREMENTS". The "PLAN BY MY REQUIREMENTS" button is circled in red. Below these buttons is a "Delete all courses in Planner:" label and a "DELETE ALL" button. A section titled "Unassigned Courses" contains a table with the following data:

Select	Course	Description	Prereq	Units	Typically Offered	Delete
<input type="checkbox"/>	MAC 1140	PRECALCULUS ALGEBRA	yes	3.00	Fall, Spring, Summer	

Below the table, there is a "Move selected courses to Term" label, a dropdown menu, and a "move" button.

2. Your **Academic Requirements Report** will open on the next screen. On the report, scroll down to the **Requirement** that you are planning for. Beneath the area that states **The following courses may be used to satisfy this requirement**, click the **Description** for the course you want to add to Planner.

IMPORTANT NOTE: Not all areas of the Academic Requirements Report may allow you to view the courses that count for a given requirement. If you do not see the statement **The following courses may be used to satisfy this requirement** followed by the list of courses that may be taken to meet that requirement, then you will not be able to use the Academic Requirements Report to add those courses to your Planner. If you know the courses that will count for the requirement, follow the instructions in the previous section for adding a course by the **Browse Course Catalog** option.

Group 5- Careers in Psychology (RQ 1780)

NOT SATISFIED: Students must take PSY2023. TERM 5 MILESTONE- this course must be completed by Map Term 5.

▼ **Group 5- Careers in Psychology (RQ 1780)**

NOT SATISFIED: This is a 1 credit hour pass/fail course that is only offered online. Students must earn an "S" grade."

• Courses: 1 required, 0 completed, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
PSY2023	CAREERS IN PSYCHOLOGY	1.00	Fall, Spring		

View All |  First  1 of 1  Last

3. The **Course Detail** page will let you review information on the course, including **Units**, the terms the course is **Typically Offered**, **Prerequisites**, and a **Course Description**. Click the **Add to Planner** button in the top right.

My Planner

Course Detail

[Return to Plan by My Requirements](#)

PSY 2023 - Careers in Psychology

Course Detail

Career	Undergraduate	view class sections
Units	1.00	add to planner
Grading Basis	Satisfactory/Not Satisfactory	
Course Components	Class Lecture	Required
Academic Group	Traditional	
Academic Organization	Psychology	

Enrollment Information

Typically Offered	Fall, Spring
Enrollment Requirement	Prerequisite: PSY 2012.


Description

This course is intended for psychology majors who are uncertain about their career goals. Students learn what career opportunities are available in psychology and related fields and what these careers involve. Students are encouraged to take this course early in their undergraduate years so they can pursue opportunities at FSU that will help prepare them for their chosen career paths.

4. A confirmation note will appear letting you know that the course you selected has been added to your Planner.

My Planner

Course Detail

 **PSY 2023 has been added to your Planner.**