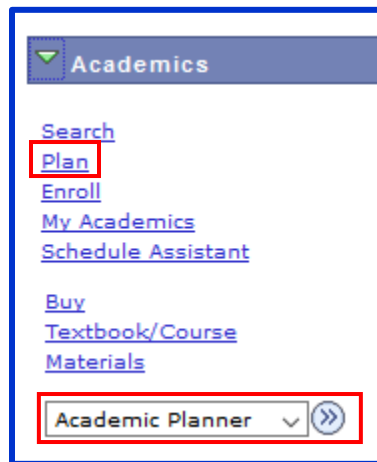# Assign Courses in My Planner to a Term

When you add courses to your Planner, they are added to an **Unassigned Courses** bucket. This means the course is in your Planner as one you intend to take at some point during your time at FSU. However, you may also assign courses in your Planner to a specific **Term and Year**.

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 ⑨ icon.

Steps

1. In your **My Planner**, review the courses you have already in the **Unassigned Courses** area. Click the **Description** or **Prereq** links to verify that you will have satisfied any prerequisite requirements before you plan to take the course. You should also review the information in the **Typically Offered** column to see which terms the course is usually offered (i.e. Fall, Spring, Summer).

    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 demands and other factors.

My Planner

Add courses to Planner using: [BROWSE COURSE CATALOG] [PLAN BY MY REQUIREMENTS]

Delete all courses in Planner: [DELETE ALL]

▽ Unassigned Courses

Select	Course	Description	Prereq	Units	Typically Offered	Req	Delete
☐	MAC 1140	PRECALCULUS ALGEBRA	yes	3.00	Fall, Spring, Summer		🗑
☐	PSY 2023	CAREERS IN PSYCHOLOGY	yes	1.00	Fall, Spring	ⓘ	🗑

Move selected courses to Term [⌄] [move]

Click the **Description** or **Prereq** links to view **Course Details**, such as **Units**, required **Prerequisites**, and the **Course**

2. Click the box within the **Select** column for the course you want to move to a Term.
3. From the drop down box beside the statement **Move selected courses to Term,** choose the **Term and Year** you would like to assign the course to.
4. Click the **Move** button.

My Planner

Add courses to Planner using: [BROWSE COURSE CATALOG] [PLAN BY MY REQUIREMENTS]

Delete all courses in Planner: [DELETE ALL]

▽ Unassigned Courses

Select	Course	Description	Prereq	Units	Typically Offered	Req	Delete
☑	MAC 1140	PRECALCULUS ALGEBRA	yes	3.00	Fall, Spring, Summer		🗑
☐	PSY 2023	CAREERS IN PSYCHOLOGY	yes	1.00	Fall, Spring	ⓘ	🗑

Move selected courses to Term [2018 Spring ⌄] [move]

5. A confirmation note will appear letting you know that the course(s) you selected has been moved to the term you selected. The moved course will appear in a new area of the Planner with the **Term and Year** listed in the header. If you still have other courses that are unassigned to a particular term, they will still appear in the **Unassigned Courses** area at the top of the Planner.

My Planner

Add courses to Planner using: [BROWSE COURSE CATALOG]   [PLAN BY MY REQUIREMENTS]

Delete all courses in Planner: [DELETE ALL]

✔ **MAC 1140 has been moved to 2018 Spring.**

▼ **Unassigned Courses**

Select	Course	Description	Prereq	Units	Typically Offered	Req	Delete
☐	PSY 2023	CAREERS IN PSYCHOLOGY	yes	1.00	Fall, Spring	ⓘ	🗑

Move selected courses to Term [⌄] [move]

▼ **2018 Spring**

Select	Course	Description	Prereq	Units	Typically Offered	Delete
☐	MAC 1140	PRECALCULUS ALGEBRA	yes	3.00	Fall, Spring, Summer	🗑

Move selected courses to Term [⌄] [move]

NOTE: After you have assigned a course to a specific term, you may use the drop down box beside the statement **Move selected courses to Term** to move the course to a different term. You may even move an assigned course back to the **Unassigned Courses** area.

Deleting Courses from Planner

At some point, you may want to delete courses you have added to your Planner.

You may delete individual courses in your Planner by clicking the **Trash Can icon** in the **Delete** column.

If you want to delete all courses in your Planner from both the Unassigned area and all Terms, you may go to the top right corner where it says **Delete all Courses in Planner** and click the **Delete All** button.