Completing My Planner using the Course Catalog

The Cizik School of Nursing requires Master and Post Master students to enter all of their courses, from admission term through graduation term, into their Planner. In doing so, the CSON is better able to serve you by providing 24 hour online access to your academic progression and your Advisor-approved degree plan. Your Planner is also vital to the CSON for enrollment forecasting and resource planning future terms. To complete or revise your Planner, you will utilize the “Browse Course Catalog” method, select the courses you have taken or been assigned to take, and this information will be considered your official degree plan through graduation.

Note: If you’re a new student admitted Summer 2018, you will have to be “vetted” before you can access myUTH. Please follow the Identity Management and Network Access instructions on the New Student Information website. If you’ve been admitted Fall 2018 or later, you will be emailed Planner Completion instructions.

1) Below you will find a general overview of your myUTH home page. From here, you can:
   - View Holds, To Do List, or Communications and actions required of you (A).
   - View your course history, GPA, unofficial transcript, and transfer credit (B).
   - View your Advisor name and email address (C).
   - View your academic progression and create or edit your Planner (D).
   - Select the Academic Progress tile (D) to begin.
2) After selecting the Academic Progress tile, select My Academic Requirements (A) and then Plan (B).

![My Academic Requirements](image)

3) When the MyPlanner page appears, click to plan your Advisor approved courses.

   a) Click N.
   b) Click NURS-Nursing.
   c) Select the check box beside each course you are required to take in your program.
   d) Scroll to the bottom of the page and click Add to Planner.
   e) Now click My Planner.
   f) Select the check box beside each course for a specific term.
   g) Select that specific term from Move selected courses to Term.
   h) Click Move and repeat until you no longer have any courses in Unassigned Courses.
Course Planning Disclosures:

Note 1: There are courses you may have taken that are no longer active and have been replaced by a new course number. These courses include, but are not limited to:
- NURS 6101: It is now inactive so add NURS 6101W to your Planner.
- NURS 6551: It is now inactive so add NURS 6551W to your Planner.
- If you took a course that is not in the course catalog, it is now Inactive.
- If you took a course and cannot find a ‘W’ version to add to your Planner, email Tiffany.R.Newby@uth.tmc.edu.

Note 2: When building the Planner, you won’t be able to select how many hours/units you take in each course. The hours/units shown for each course reflect the most recent course offering in the course catalog and are not necessarily reflective of the units you have taken or will take. This typically affects clinical courses. If you are uncertain about the hours/units you are required to take, consult with your Advisor.

Note 3: If you withdraw or fail a course or take a leave of absence, move all courses in all subsequent terms to the next appropriate term. Your Planner displays when each course is Typically Offered. Some courses are offered every semester, some twice per year, others only in Spring or Summer or Fall. Your Advisor will ultimately confirm whether your course placement is feasible.

4) If you have previously attended UTHealth, and your Advisor has confirmed that UTHealth course(s) can be used to satisfy your *CURRENT degree plan, view your Course History to determine the appropriate terms in which to place them.
- Under the Plan tab, click Course History (A).
- Select Term from Dropdown Menu (B).
- Click Sort (C).
* Do not include a course from previous enrollment if that course doesn’t apply to your current degree plan.

5) Once you are satisfied with your Planner:
- Click My Academics tab
- Click View my advisors
- Note: If you can’t access the My Academics tab - or - your Advisor is not listed, email the Advisor listed in your Admissions Letter.
6) Select your Advisor(s) then click Notify Selected Advisors.

![Notify Selected Advisors Button]

7) Email your Advisor notifying them you’ve completed your Planner. The required template is found below.

![Email Template]

Subject: Last Name, First Name - Planner Completed

Message Text:

Dear (Advisor),

I have completed my Planner. Please review.

Thank you,
(First Name Last Name)
(Student ID Number)