

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.

If you have been newly admitted fall 2018 or later click ([HERE](#)) to view applyUTH Planner completion instructions for NEW students.

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.

The screenshot shows the myUTH Student Home dashboard. At the top, there is a navigation bar with the myUTH logo and a 'Student Home' dropdown menu. The dashboard is divided into several tiles:

- Tasks (A):** A red-bordered tile containing a list of tasks: 'Holds' with a red circle containing the number 1, 'To Do List Items' with a blue circle containing the number 6, and 'Communications' with a grey circle containing the number 0.
- Financial Account:** A white tile with a building icon and the text 'Amount Due: \$0'.
- Financial Aid:** A white tile with a graduation cap icon and a document icon.
- Profile:** A white tile with a person icon and the text 'ID:'.
- Manage Classes & Registration:** A white tile with the text 'Today...' and 'There are no classes scheduled for today.' Below it, it says 'You have 1 class enrolled, 0 dropped.'
- Academic Records (B):** A white tile with a graduation cap icon and a red-bordered box containing the letter (B).
- Transcripts:** A white tile with a document icon.
- My Advisor (C):** A white tile with a lightbulb icon, the name 'Jane Doe', and the email address 'Jane.Doe@uth.tmc.edu'. It has a red-bordered box containing the letter (C).
- Academic Progress (D):** A white tile with a pie chart showing 'Complete 15%', 'In Progress 4%', and 'Incomplete 81%'. Below the chart, it says '15% Complete'. It has a red-bordered box containing the letter (D).

2) After selecting the **Academic Progress** tile, select **My Academic Requirements (A)** and then **Plan (B)**.

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

- Click **N**.
- Click **NURS-Nursing**.
- Select the check box beside **each course** you are required to take in your program.
- Scroll to the bottom of the page and click **Add to Planner**.
- Now click **My Planner**.
- Select the check box beside each course for a specific term.
- Select that specific term from **Move selected courses to Term**.
- 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.

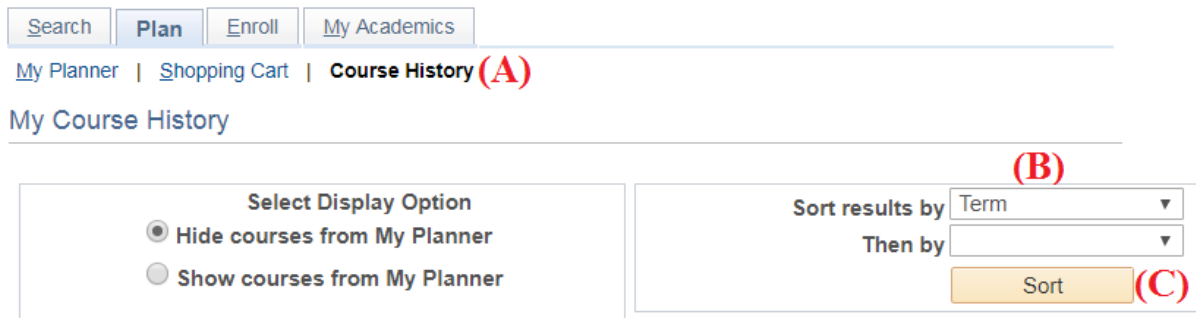
Note 2: When building the Planner, you won't be able to select how many hours/units you take in each course. The hours/units shown for each course reflect the most recent course offering in the course catalog and are not necessarily reflective of the units you have taken or will take. This *typically* 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.

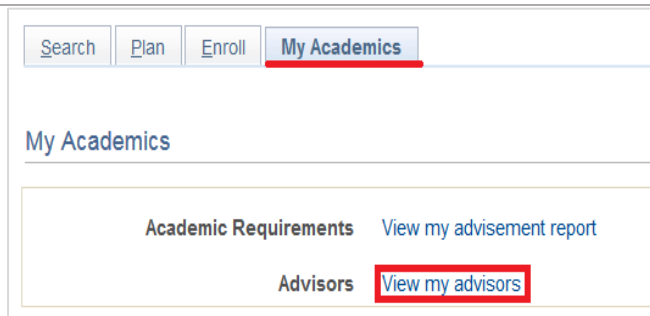
- Under the Plan tab, click Course History (A).
- Select Term from Dropdown Menu (B).
- Click Sort (C).

* 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

Search Plan Enroll **My Academics**

My Advisors

Academic Program Master of Sci in Nursing-Hous
Major Adult Gero Acute Care NP

Notify	Advisor Name
<input checked="" type="checkbox"/>	Patrick Laird

Notify Selected Advisors **Notify All Advisors**

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

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)

Send Notification