Completing My Planner using My Requirements

Spring 2018 will be the first time the School of Nursing places enrollment holds and requires Master and Post Master students to enter all of their courses, from first term through last term, into their Planner. In doing so, the SON will be able to better serve you by providing 24 hour online access to your academic progression and your degree plan, tailored specifically for you! This is an exciting time and we are making every effort to make the transition as seamless as possible for everyone involved. My Planner allows you to plan your courses from first term through last term. For each term, you select the courses you have taken or been assigned to take. During enrollment periods, you can register directly from your planned courses. The information will be used by the SON for forecasting enrollment and planning purposes. When planning, you are required to do so using your academic requirements. This method allows you to see exactly which requirement each course will satisfy. This guide will show you how to plan each course, from your first through last term. Students revising an existing plan may wish to go directly to Step 9 on page 4 which details how to configure your Planner.

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).

![MyUTH Home Page Overview]

Campus Solutions 9.2 | Student Academic Advisement Guide
2) After selecting the Academic Progress tile, select My Academic Requirements (A) and then Plan (B).

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

4) The Plan By My Requirements (degree audit) page opens and shows you a legend, your requirements, and their status.

(A) Click on ‘Expand All’ to view all courses that satisfy each requirement.

(B) The system will show whether you’ve taken, enrolled in, or have planned a course.

(C) Your degree plan will show all the requirements (e.g. Nurse Practitioner Core, Clinicals, etc.). Once you’ve moved all appropriate courses to your Planner, each requirement will read ‘Satisfied’ directly beneath it.

- Important: You will always see your planned courses. Once you have taken the course or are taking it, you will also see the same course listed again. See example on following page.
Note: There are times when planned or completed or in progress courses will display under their respective Requirements (A) or display under ‘Unused Courses’ (B).

- While it is confusing that planned courses are always displayed in this report and that courses sometime show up under respective requirements or under Unused Courses, it will always be the case with this report. If you want to view a report that does not include planned courses and has a more meaningful representation of how you have satisfied your requirements to date, click My Academic Requirements in the navigation panel on the left.

5) To Plan A Course, Follow Steps 5-7:

- Scroll down to the first requirement you would like to plan (e.g. Nurse Practitioner Core) and click the hyperlinked Course Description to select the course.
6) The Course Detail will open and provide options related only to that course. Click **Add to Planner**.

7) The confirmation message will appear indicating your selected course has been added to your planner. Click **Return to Plan by My Requirements**.

8) When you return, your selected course has a ★ in the Status column indicating your plan to enroll.

   - Repeat steps 5-7 until all courses have been added to your planner.

9) **To Configure Your Planner:** The next step is to move all of your courses to the terms in which you have taken or will take them. To begin, click My Planner.
To move courses to a desired term:

- Check the Select box beside each course you would like to move to that term (A).
- Select the desired term from the **Move selected courses to Term** drop down menu (B).
- Click **Move** to add courses to the term you selected (C).
- Repeat steps until you’ve completed your Planner from your first term through last term.

If you are an existing student or have previously attended UTHealth, and your Advisor has confirmed that previously completed UTHealth course can be used to satisfy graduation requirements, you can view your Course History to determine the appropriate term in which to place it. After you determine the term, you will have to add the courses by browsing the course catalog (see Browse Course Catalog button in step 3).

- Under the ‘Plan’ tab, click Course History (A).
- Select Term from Dropdown Menu (B).
- Click Sort (C).
- If you have received a Petition for Equivalency Credit (PEC) for a course you have taken at another school and the equivalent nursing course is displayed in your Course History with a grade of “CR”, DO NOT add it to your Planner.
12) After moving all of your course(s) to their respective term(s), your Planner should now match your Advisor approved degree plan.

<table>
<thead>
<tr>
<th>2019 Spring</th>
<th>Select</th>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Typically Offered</th>
<th>Req</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>NURS 6154W</td>
<td>Trans to Adv Nursing Practice</td>
<td>2.00</td>
<td>Semester</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Move selected courses to Term

<table>
<thead>
<tr>
<th>2021 Fall</th>
<th>Select</th>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Typically Offered</th>
<th>Req</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>NURS 6195B</td>
<td>Fam Nurse Practitioner II-Clin</td>
<td>4.00</td>
<td>Semester</td>
<td></td>
<td></td>
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Move selected courses to Term

<table>
<thead>
<tr>
<th>2023 Summer</th>
<th>Select</th>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Typically Offered</th>
<th>Req</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>NURS 6752</td>
<td>Adv CI Pr FNP Preceptorship</td>
<td>1.00 - 6.00</td>
<td>Semester</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Move selected courses to Term

13) Once you are satisfied with your Planner:
- Click My Academics tab
- Select View my advisors
- Note: If the system does not allow you to access the My Academics tab - or - your Advisor is not listed, email the Advisor listed in your Admissions Letter.

14) Select your Advisor(s) then click

Notify Selected Advisors
Email your Advisor notifying them you’ve completed your Planner.

My Advisors

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

From

To

CC

BCC

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