

The Cizik School of Nursing requires DNP, 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.

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Note 1: There are courses you may have taken that are no longer active and have been replaced by a new course number.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 6101**W** to your Planner.
- NURS 6551: It is now inactive so add NURS 6551**W** to your Planner.
- If you took a course that is not in the course catalog, it is now Inactive.

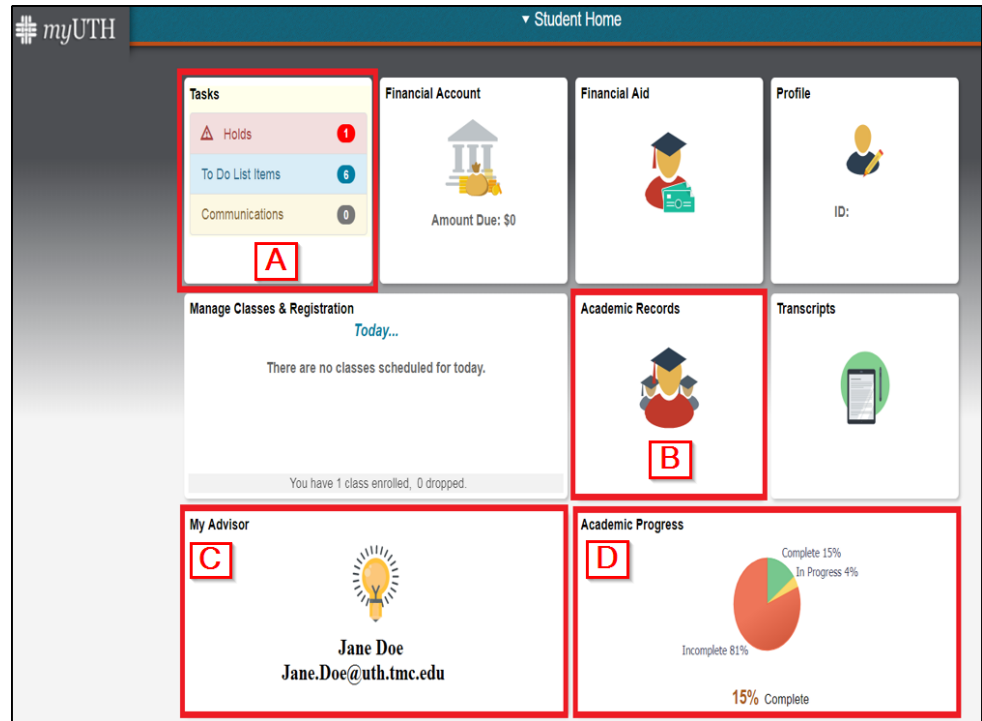
Note 2: When building the Planner, you won’t be able to select how many hours/units you take in each course. The hours/units shown for each course reflect the most recent course offering in the course catalog and are not necessarily reflective of the units you have taken or will take. This *typically*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

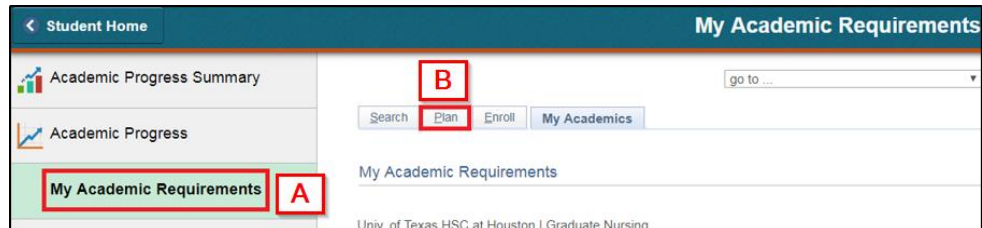
1. Here is a general overview of your [myUTH](#) home page. From here, you can:

- (A) View Holds, To Do List, or Communications and actions required of you.
- (B) View your course history, GPA, unofficial transcript, and transfer credit.
- (C) View your Advisor name and email address.
- (D) View your academic progression and create or edit your Planner.

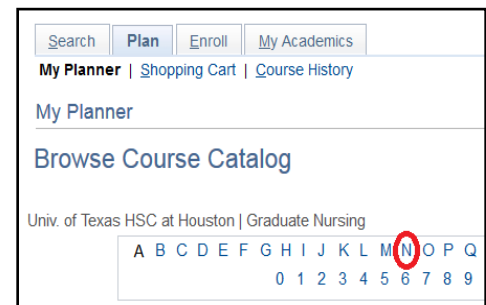
Select the **Academic Progress** tile (D) to begin.



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



3. When the My Planner page appears, click **Browse Course Catalog** to plan your Advisor approved courses.
a) Click N.



b) Click **NURS-Nursing**.

Select subject code to display or hide course information.

- ▶ NB - National Board
- ▶ NBDE - National Board Exam
- ▶ NEUR - Neurology
- ▶ NSUR - Neuro Surgery
- ▶ **NURS - Nursing**

c) Select the check box beside **each course** you are required to take in your program.

<input checked="" type="checkbox"/>	6104W	Nursing Informatics: Introduction to Concepts and Health Information Technologies
<input type="checkbox"/>	6105W	Evaluation & Application of Research
<input type="checkbox"/>	6106W	Nursing Research and Epidemiology for Evidence-Based Practice
<input type="checkbox"/>	6131W	Electronic Comm and Tech in Education
<input type="checkbox"/>	6136W	Foundations of Teaching and Learning in Nursing
<input type="checkbox"/>	6137W	Curriculum Development and Evaluation
<input checked="" type="checkbox"/>	6151W	Adv Pathophysiology
<input type="checkbox"/>	6152B	Advanced Physical Examination and Differential Diagnosis Practicum
<input type="checkbox"/>	6152W	Advanced Physical Examination and Differential Diagnosis Didactic
<input type="checkbox"/>	6154W	Transition to Advanced Nursing Practice
<input checked="" type="checkbox"/>	6165W	Adv Practice Role in Population Health

d) Scroll to the bottom of the page and click **Add to Planner**.

<input type="checkbox"/>	7590	Candidacy Exam	Annual
<input type="checkbox"/>	7600	Dissertation	Semester
<input type="checkbox"/>	7700	Independent Study	Semester
<input type="checkbox"/>	7700D	Independent Study	Semester

e) Now click **My Planner**.

[Shopping Cart](#) | [Course](#)

My Planner

[Browse Course Catalog](#)

f) Select the check box beside each course for a specific term.

▼ Unassigned Courses		
Select	Course	Description
<input checked="" type="checkbox"/>	NURS 6104W	Nurs Info: Intro Cncpt & HIT
<input checked="" type="checkbox"/>	NURS 6151W	Adv Pathophysiology
<input checked="" type="checkbox"/>	NURS 6165W	Adv Prac Role in Pop Hlth

- g) Select that specific term from Move selected courses to Term.

Move selected courses to Term

- h) Click **Move** and repeat until you no longer have any courses in Unassigned Courses.

▼ **Move**

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.

Search Plan Enroll My Academics

My Planner Shopping Cart Course History **A**

My Course History

Select Display Option

☒ Hide courses from My Planner

☐ Show courses from My Planner

Sort results by Term **B**

Then by

Sort **C**

(A) Under the Plan tab, click **Course History**.

(B) Select Term from Dropdown Menu.

(C) Click **Sort**.

*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:

1. Click **My Academics** tab
2. Click **View my advisors**
3. **Note: If you can't access the My Academics tab - or - your Advisor is not listed, email the Advisor listed in your Admissions Letter.**

Search Plan Enroll **My Academics**

My Academics

Academic Requirements View my advisement report

Advisors **View my advisors**

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 to the right:**

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