MyPlanner is an interactive tool that is a part of the MySJSU student center. It is designed to help students map out their personal degree plan.

**Description of Tool**

Login to my.sjsu.edu and click on MyPlanner.

The MyPlanner Overview displays completion statistics in chart and summary format.

Click **Continue**.

MyPlanner displays a semester-by-semester efficient path to complete your degree.

**Edit Preferences** to add terms or adjust target units.

**Arrange My Plan** button allows drag and drop of courses into different semesters. Rearranged course automatically lock.

**MyPlanner Report** button summarizes courses completed, in progress, and planned by semester and requirement.

**Refresh Suggestions** button returns all unlocked courses to default order.

**Clear Locks** button unlocks all locked courses. Locked courses remain in selected terms.

**Select** course link allows you to choose a specific course to meet requirement.

**Information** icon displays course catalog information.

**Remove** icon temporarily clears a requirement from the plan. Requirement will disappear when transfer credit or substitution is posted.

**Advisor Message** icon communicates information from advisor for a specific course.

**Notes** icon conveys important information about course or requirement.

**Critical** icon displays for classes that if postponed delay graduation.

**MyProgress Report** link opens MyProgress in a new window.

**Advising Report Planned** link opens MyProgress with planned and completed courses.