

## MyPlanner Instructions - Students

### 3 key ways students (and advisors) can use MyPlanner

While MyPlanner is most heavily advertised along with our 15 to finish and four and two year graduation programs, it is useful for all students regardless of how many units they want to take each semester. Here are 3 key ways students can use the tool. Some advisors require students to run MyPlanner in preparation for an advising session.

- Log into MySJSU with your SJSUOne ID and password.
- Enter the student's ID.
- Choose "MyPlanner" from the left side bar.

### **#1: Map out the most efficient time to graduation, accounting for things like pre-reqs, how many units a student wants to take each semester, and adding a winter or summer session.**

My Planner accurately accounts for pre-requisite courses, so in mapping out the courses a student should take each semester, it knows what can and can not be moved around. It accounts for courses a student has taken, requirements they have met other ways (such as AP testing), and when they need to retake a course because they did not meet a grade requirement for a pre-requisite. A student (or advisor) can go into MyPlanner and adjust the number of units they want to take for any semester or add a summer or winter session.

#### **To adjust units or add summer/winter session:**

- Log in to MyPlanner with a student ID.
- Click on "OK" to create a plan.
- Click on "Continue" after the initial summary page to go to the plan.
- Click on "Edit Preferences".
- Adjust the units desired of a given semester.
- To add a summer or winter session, click any of the "+" symbols and then choose the desired session from the pull down menu. Add in the number of units desired for that added session.

**Removing a course from MyPlanner:** A student or advisor can "remove" a course from being scheduled in the plan by clicking on "remove" by that course. There is a pull down menu that of options to choose from (such as the student knows they took an articulated course but hasn't submitted the transcript yet to SJSU). Note, this process does not remove the course from the student's degree requirements. It only removes it from the MyPlanner plan (the degree requirement will show up at the bottom).

It only gets removed permanently when the student has somehow met the degree requirement (submitted the needed community college transcript or AP test, a substitution has been formally submitted and approved, etc). Instructions on how an advisor requests a GE substitution is in 2/21/19's Advising Tip.

**#2: Express interest (through the “select course” option ) in future courses that will help departments plan for demand.**

Encourage students to go through each semester of the plan, click on “select course” and indicate the course they are most interested in taking for that requirement. This is not binding; the students can change it at any time or register for whatever course they want. Institutional Effectiveness and Analytics are in the final stages of building a tool that will allow department chairs to see this information and use it in planning the needed future course sections. The more students who use it the more effective it will be as a planning tool.

**#3: Port the planned semester from MyPlanner into MyScheduler directly for quick registration.**

Once courses are selected in MyPlanner, a student (or advisor) can port that semester into MyScheduler, use that tool to generate an ideal schedule, and then load the registration shopping cart. (You can only generate schedules and load the registration shopping cart when there is a schedule for an upcoming registration period posted. That part won't work right now.)

- From MyPlanner, click on “MyScheduler” at the top.
- Then click on “Open MyScheduler” which will open up a pop up window.
- Click on “Add Courses”.
- Then click on the “MyPlanner” tab to add the coming semester's planned courses.