
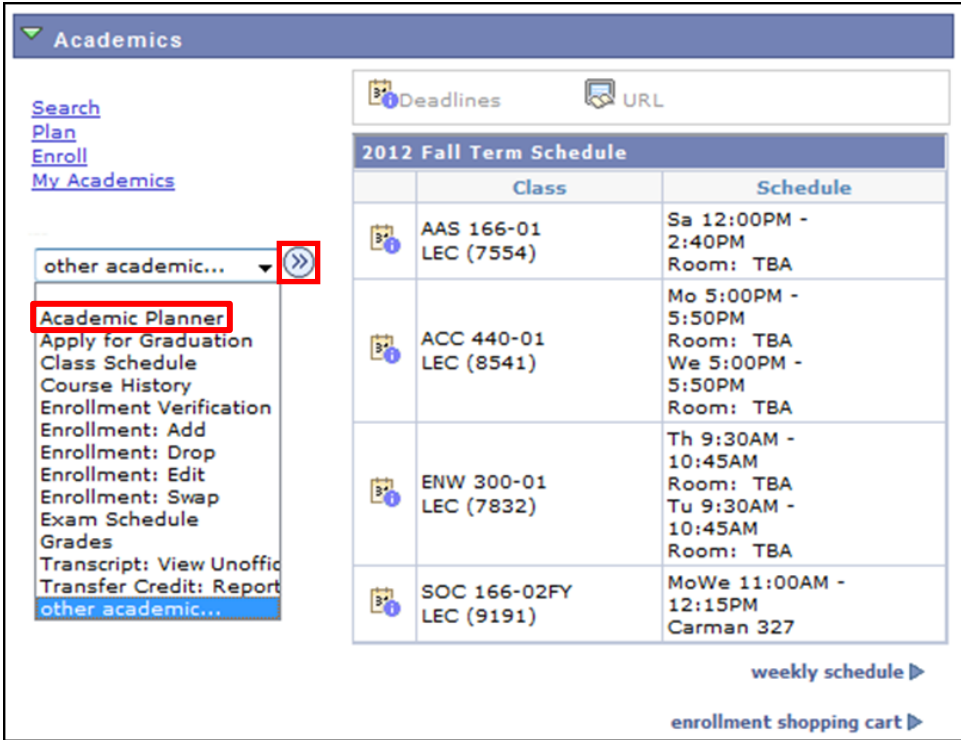




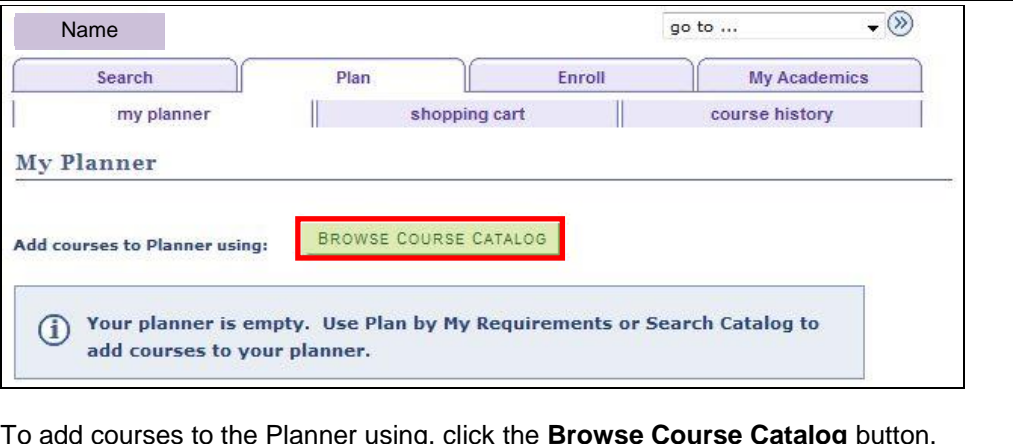

My Academic Planner

Using My Academic Planner, students may store courses to complete remaining degree requirements. Courses in the planner are selected from a Course Catalog.

Students may assign each course in their planner to a future term with the intent of enrolling in that course once it appears in that term's Schedule of Classes.

Note: Parts of images may be obscured for security reasons.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> Enter your Username and Password and click the  Go icon. From the Enterprise Menu, select the HR/Campus Solutions link.
2.	Navigate to: Self Service > Student Center.
3.	 <p>In the Academics section from the  other Academic dropdown box, select Academic Planner and then click the  Go icon.</p>

<p>4.</p>	 <p>To add courses to the Planner using, click the Browse Course Catalog button.</p>
<p>5.</p>	 <p>On the Browse Course Catalog page, click the first letter in a subject's name.</p>
<p>6.</p>	<p>Click the correct subject code link to display courses for that subject.</p>

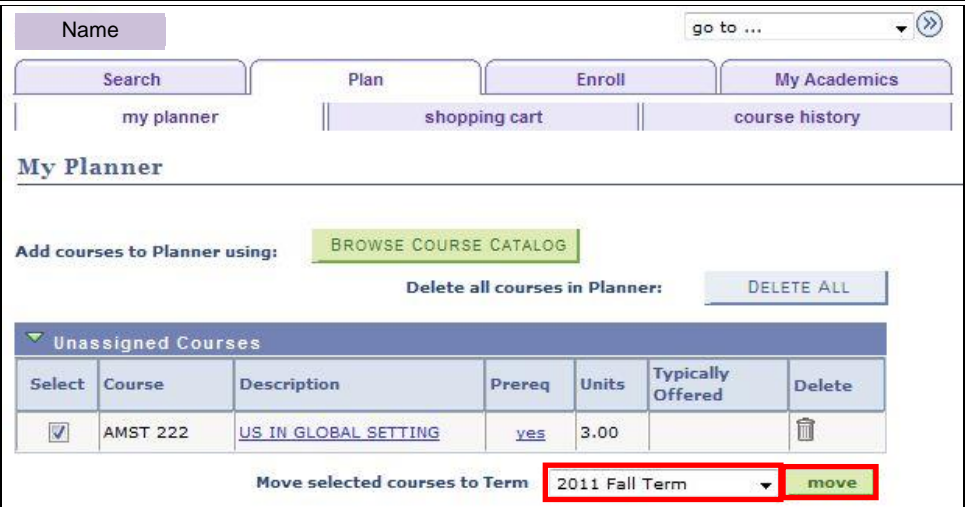

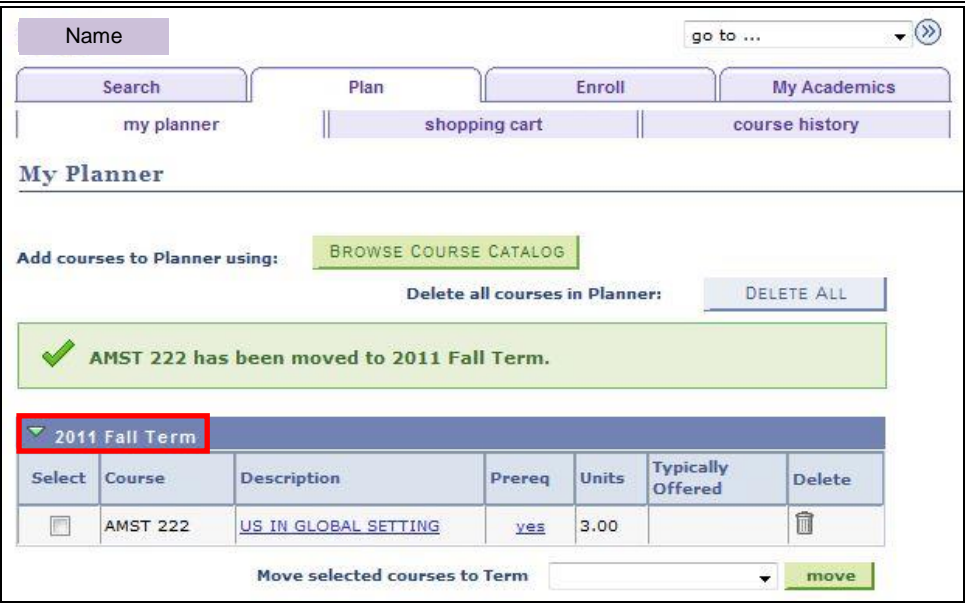
7.

▼ AMST - American Studies

Select	Course Nbr	Course Title	Typically Offered
<input type="checkbox"/>	10	HEROIC IDEAL AMER	
<input type="checkbox"/>	11	TWENTIES IN AMER	
<input type="checkbox"/>	81	GREAT JAZZ IMPROV	
<input type="checkbox"/>	91	ORAL HIST PROJECT	
<input type="checkbox"/>	110	INTRO TO AM CULT	
<input type="checkbox"/>	110	Introduction to American Society and Culture	
<input type="checkbox"/>	110W	Introduction to American Society and Culture	
<input type="checkbox"/>	134W	Writing Tutorial	
<input type="checkbox"/>	135W	Writing Workshop	
<input type="checkbox"/>	210	American Lives	
<input type="checkbox"/>	212	The Popular Arts in America	
<input type="checkbox"/>	214	An American Decade	
<input type="checkbox"/>	216	Myths and Ideologies in the United States	
<input type="checkbox"/>	218	Native American History and Culture	
<input type="checkbox"/>	220	Gender, Race, Ethnicity, and Class in the United States	
<input type="checkbox"/>	222	The United States in Its Global Setting	

Click either the **Course Nbr** or **Course Title** to view Course Detail.

<p>8.</p>	 <p>The screenshot shows the 'My Planner' section of the CUNYfirst website. At the top, there are navigation tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are sub-tabs: 'my planner', 'shopping cart', and 'course history'. The main content area is titled 'My Planner' and 'Course Detail'. It displays information for 'AMST 222 - The United States in Its Global Setting'. A table lists course details: Career (Undergraduate), Units (3.00), Grading Basis (Graded), Course Components (Lecture, Required), Campus (Queens College), Academic Group (Division of Arts & Humanities), and Academic Organization (American Studies). Below this is 'Enrollment Information' with a requirement: 'PRE: ENGL 120, OPEN TO UPPER SOPHOMORES AND ABOVE'. A description follows. A red box highlights the 'add to planner' button. Another red box highlights the 'Return to Browse Course Catalog' link at the bottom of the page.</p>
<p>9.</p>	<p>Click the add to planner button.</p> <p>Click the Return to Browse Course Catalog link to go back to the previous page and repeat as needed.</p>
<p>10.</p>	 <p>The screenshot shows the navigation tabs at the top of the page: 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are sub-tabs: 'my planner', 'shopping cart', and 'course history'. A red box highlights the 'my planner' sub-tab.</p> <p>Click the my planner sub-tab.</p>

<p>11.</p>	 <p>The My Planner page displays a list of Unassigned Courses.</p>
<p>12.</p>	<p>To assign (plan to take) a course in a specific term, click the <input type="checkbox"/> Select checkbox for that course.</p>
<p>13.</p>	<p>On the  Move selected course to Term dropdown box, select the term you wish to take the selected course and then click the move button.</p>
<p>14.</p>	 <p>The page refreshes and you will see the selected course/s displayed in the selected term.</p>
<p>End of Procedure.</p>	