Using the Academic Planner & Enrollment Shopping Cart

My Planner

The Self-service My Planner functionality provides you with a tool to plan your courses for an individual term, multiple terms, or for your entire stay at SAIC. After you add courses to your planner, you can proceed directly from planning to enrollment. If you have multiple careers, you are provided with a planner for each career.

The Planner differs from the enrollment shopping cart in the following way: the shopping cart requires you to add scheduled class sections to your cart, whereas the planner enables you to accomplish long-range planning by adding courses to your planner, whether or not the class schedule has been created for future terms.

When you access My Planner, past terms are collapsed while current and future terms are expanded. My Planner includes three ways for you to take action. You can:

- Add courses to your planner by using the Browse Course Catalog or Plan by my Requirements buttons.
- Assign courses to a projected term.
- View planned courses by term and proceed to enroll in a course when enrollment becomes available for the term. You can enroll in planned courses from My Planner by selecting the course description to access the course detail and view sections scheduled for a selected term; you can then select the section for which you want to enroll. You can also enroll in planned courses from the shopping cart, add, and swap pages.

Shopping Cart

The Shopping cart functionality enables you to plan enrollment in class sections for a particular term. You can validate your class sections to check for common problems such as time conflicts and prerequisites. You can add classes to the shopping cart using My Planner or the My Requirements feature.

The system stores your class selections for a particular term and you can access them as long as the term is available for enrollment. A class remains in the cart until the you are successfully enrolled or you decide to delete it.

Note: You are NOT enrolled in the classes in your shopping cart or planner.
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Log in to Self-Service and click on the “Plan” link on your Student Center Home Page.

1. Click on the “Browse Course Catalog” button.
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Browse the available courses and select (check box) the course(s) you want to add to your planner, then click the “Add to Planner” button.

You will see a list of all the classes that you have in your planner. You can move one of these courses to a different Term by selecting it (check box) and then selecting the desired Term from the drop down list. Then click on the “Move” button.
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Your class was moved to the selected Term

To add classes from your Planner to your Shopping Cart go to the “Enroll” tab and select the “add” tab. Select the “My Planner” option and click on the “Search” button.

Fall 2008 Undergraduate School of the Art Institute

Add to Cart

Fall 2008 Shopping Cart

Delete Class Code

Days/Time

Rooms

Instructor

Units

Status

Closed

Open

Enter Class Nr

Search

Find Classes
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From the available classes for the current Term, select the class you want to add to the Shopping cart by clicking on the “Select” button by the class name.

From the available sections of the class select the one you want to add by clicking on the “Select” button of the section.
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Review the Enrollment Preferences for the class/section that you selected.
Click on the “Next” button.

The class is now in your Shopping Cart.