

Welcome to myPlanner

- myPlanner is a tool that allows you, the student to:
 - Create personalized semester course plans
 - Review the plan with your academic advisor
 - Schedule your upcoming classes
- myPlanner, when used in conjunction with your Degree Progress Report (DPR), provides an overview of your progress toward completion of your bachelor’s degree requirements.
- Planning your future courses will help departments better analyze and meet student course demand.

Adding Courses to myPlanner

- Log into [myWCU](#)
- Access your DPR or click on the Academic Information, Useful Link titled: My Planner.

Useful Links

Enroll in a Class	Degree Progress Report
My Class Schedule	What-If Degree Progress Report
Grades	Order Official Transcript
Enrollment Verification	Unofficial Transcript
Change my address	My Academics
Transfer Credit Report	Change Academic Load
Apply for Graduation	My Planner

- Within your DPR review your outstanding requirements and “Add to Planner” the courses you would like to take to satisfy your requirements.

Sociology Gen Ed

Not Satisfied: Sociology Gen Ed- Complete 1 course from the list or an approved transfer equivalency.

▼ **SOC Gen Ed**

Not Satisfied: SOC Gen Ed- Complete 1 course from the list.

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Add to Planner
SOC 200	Intro Sociology	3.00	Fall, Spring & Summer			Add to Planner
SOC 240	Soc of the Family	3.00	Fall & Spring			Add to Planner
SOC 245	Environmental Sociology	3.00	Fall & Spring			Add to Planner



- Within myPlanner select the option “Plan By My Requirements”, which links to your DPR.

Add courses to Planner using:

[BROWSE COURSE CATALOG](#)

[PLAN BY MY REQUIREMENTS](#)

- “Add to Planner” the courses you would like to take to satisfy your degree requirements.

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Add to Planner
BIO 100	Basic Biol Science	3.00	Fall, Spring & Summer			Add to Planner
BIO 110	General Biology	3.00	Fall, Spring & Summer			Add to Planner

Planning Courses by Semester

- Within myPlanner assign each “Unassigned Course” to a specific term.
 - Click the box to select the course, identify a term from the drop down, and click “Move”.

Unassigned Courses						
Select	Course	Description	Units	Typically Offered	Req	Delete
<input checked="" type="checkbox"/>	BIO 100	Basic Biol Science	3.00	Fall, Spring & Summer	i	
<input type="checkbox"/>	CRJ 366	Forensic Mental Hlth	3.00	Fall & Spring	i	
<input type="checkbox"/>	FLM 200	Intro to Film	3.00		i	

Move selected courses to Term

Fall 2019

[move](#)

- Take into consideration the ordering of courses that have pre-requisites.

Unassigned Courses							
Select	Course	Description	Prereq	Units	Typically Offered	Req	Delete
<input type="checkbox"/>	WRT 200	Critical Writing	yes	3.00	Fall, Spring & Summer	i	

Scheduling Courses from myPlanner

- Click “Enroll in a Class” and select the appropriate term.

Useful Links

[Enroll in a Class](#)

[My Class Schedule](#)

[Grades](#)

[Enrollment Verification](#)

[Change my address](#)

[Transfer Credit Report](#)

[Apply for Graduation](#)

[Degree Progress Report](#)

[What-If Degree Progress Report](#)

[Order Official Transcript](#)

[Unofficial Transcript](#)

[My Academics](#)

[Change Academic Load](#)

[My Planner](#)

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	Fall 2018	Undergraduate	West Chester University
<input type="radio"/>	2018/2019 Winter Session	Undergraduate	West Chester University
<input checked="" type="radio"/>	Spring 2019	Undergraduate	West Chester University

[CONTINUE](#)

- Find classes from myPlanner by selecting “My Planner” and then clicking “Search”.

Add Classes

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2019 | Undergraduate | West Chester University

[change term](#)

Your current intended enrollment load 12+ credits - Full-Time

[Click Here to Change Load](#)

Open
 Closed
 Wait List

Add to Tentative Classes:
 Enter Class Nbr [enter](#)

Find Classes

Class Search
 My Planner

[search](#)

Spring 2019 Tentative Classes				
	Session	Enrollment Capacity	Enrollment Total	Total Available Seats
You have no Tentative Classes.				
		0	0	0

Uncheck classes you do not want to enroll at this time.

- Select courses from those that have been planned for that term to see what sections/times are available.

Add Classes

1 2 3

Search from My Planner

Spring 2019 | Undergraduate | West Chester University

[Return to 1. Select classes to add](#)

Spring 2019				
Course	Description	Units	Term Status	Select
PSY 100	Intro Psychology	3.00	Classes available this term.	select
ECO 111	Prin of Econ Macro	3.00	Classes available this term.	select
CRJ 210	Theories Crime/Del	3.00	Classes available this term.	select
LIT 100	Popular Culture:Reading Cultur	3.00	Classes available this term.	select

- Select a section from those available.

sections for Spring 2019						
						1-3 of 3
Section	Session	Status				
01-LEC (2105)	01	●	select			
Days	Start	End	Room	Instructor	Dates	
MoWeFr	11:00AM	11:50AM	Main Hall 168	ZSTAFCAS ZSTAFCAS	01/22/2019 - 05/11/2019	

Section	Session	Status				
02-LEC (2107)	01	●	select			
Days	Start	End	Room	Instructor	Dates	
MoWeFr	12:00PM	12:50PM	Main Hall 168	ZSTAFCAS ZSTAFCAS	01/22/2019 - 05/11/2019	

- Review your selection and identify if you would like to be added to the waitlist if the course is full and then click next to add the course to your tentative schedule.

Add Classes Steps 1 2 3

1. Select classes to add - Enrollment Preferences

Spring 2019 | Undergraduate | West Chester University

PSY 100 - Intro Psychology

Class Preferences

PSY 100-01	Lecture	● Open	Wait List	<input type="checkbox"/> Wait list if class is full
Session	Full Term		Grading	Graded
Career	Undergraduate		Units	3.00

Enrollment Information

- Behavioral and Social Science Distributive

CANCEL [NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 11:00AM - 11:50AM	Main Hall 168	ZSTAFCAS ZSTAFCAS	01/22/2019 - 05/11/2019

- Proceed to Step 2 of 3 to finish enrolling.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	PSY 100-01 (2105)	Full	MoWeFr 11:00AM - 11:50AM	Main Hall 168	3.00	●	Z. ZSTAFCAS	240	0	240
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Uncheck classes you do not want to enroll at this time.

[PROCEED TO STEP 2 OF 3](#)