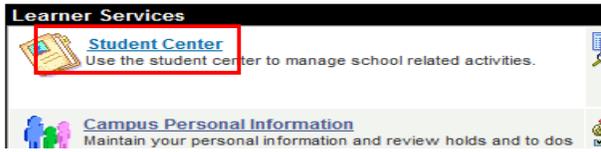
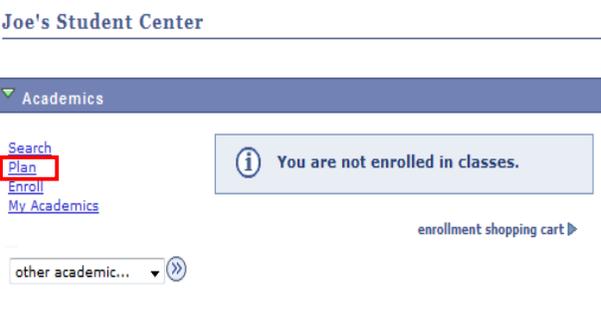
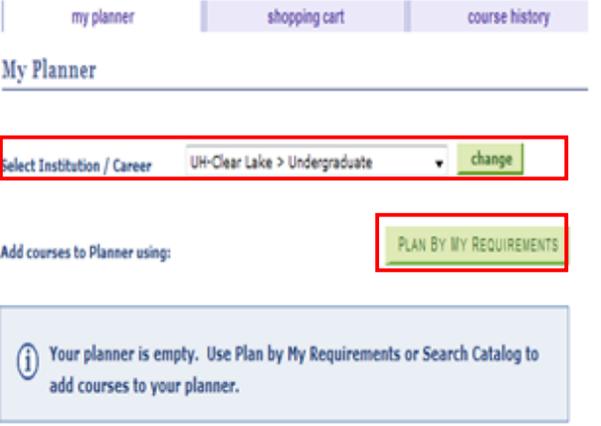


## Adding Classes to Planner

After logging into E-Services, you can use the Student Center to add classes to my planner.

Steps	Illustrations
<p>1. Under the <b>Learner Services</b> section, Click on <b>Student Center</b></p>	 <p>The screenshot shows the 'Learner Services' header. Below it, the 'Student Center' link is highlighted with a red box. The text below the link reads: 'Use the student center to manage school related activities.' Below that is the 'Campus Personal Information' link with the text: 'Maintain your personal information and review holds and to dos'.</p>
<p>2. In <b>Academics</b> section, click on <b>Plan</b>.</p>	 <p>The screenshot shows 'Joe's Student Center' with the 'Academics' section expanded. The 'Plan' link is highlighted with a red box. Other links include 'Search', 'Enroll', and 'My Academics'. A message box states: 'You are not enrolled in classes.' There is also an 'enrollment shopping cart' link and a dropdown menu for 'other academic...'.</p>
<p>3. Select the appropriate <b>Institution/Career</b> for the planner. Click on <b>Change</b>.</p> <p>You can add classes to your planner by selecting the course from the <b>academic requirements</b>.</p>	 <p>The screenshot shows the 'My Planner' page. The 'my planner', 'shopping cart', and 'course history' tabs are visible. The 'Select Institution / Career' dropdown is set to 'UH-Clear Lake &gt; Undergraduate' and the 'change' button is highlighted with a red box. Below this, the 'Add courses to Planner using:' section has the 'PLAN BY MY REQUIREMENTS' button highlighted with a red box. A message box at the bottom states: 'Your planner is empty. Use Plan by My Requirements or Search Catalog to add courses to your planner.'</p>

4. **Plan by My Requirement:**

1. Click on **Plan By My Requirements**
2. Select the Course from the requirement that you want to add to your planner, e.g. PSOFT 1234.
3. Click on **Add to Planner**.
4. Click on **Return to Plan by My Requirements** on the top to add more classes.
5. When finish, click on **my planner** tab on the top.

my planner | shopping cart | course history

**My Planner**

Select Institution / Career: UH-Clear Lake > Undergraduate change

Add courses to Planner using: BROWSE COURSE CATALOG **PLAN BY MY REQUIREMENTS**

*Your planner is empty. Use Plan by My Requirements or Search Catalog to add courses to your planner.*

▼ BPAUG TX Core 010 - RQ 48

**Not Satisfied:** Freshman Composition Requirement (C10): "C-" or better-6 hrs (RQ48, LN10)

• Units: 6.00 required, 3.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
(***)	ENGL 2###				
ENGL1301	<a href="#">Composition I</a>	3.00	Spring 2011	TA	✓
ENGL1302	<a href="#">Composition II</a>	3.00			
<b>PSOFT1234</b>	<a href="#">Intro to PeopleSoft</a>	3.00	Fall Only		

View All | First | 1-4 of 4 | Last

[Return to Plan by My Requirements](#)

**PSOFT 1234 - Intro to PeopleSoft**

**Course Detail**

Career	Undergraduate	<a href="#">view class sections</a>
Units	3.00	<b>add to planner</b>
Grading Basis	Graded	
Course Components	Lecture Required	
Campus	UH - Clear Lake	
Academic Group	UH-Clear Lake	
Academic Organization	UH-Clear Lake	

**Enrollment Information**

Typically Offered	Fall Only
-------------------	-----------

**Joe Test**

Search | Plan | Enroll

**my planner** | shopping cart

**My Planner**

**Plan by My Requirements**

5. (Optional) You can assign planned courses to a specific term, e.g Fall 2011.  
Select the course you want to move. Select the specific term from the dropdown menu. Then, click on **move**.

You can delete individual course by clicking on ; delete all planned courses by clicking on **Delete All**.

Add courses to Planner using: BROWSE COURSE CATALOG PLAN BY MY REQUIREMENTS

Delete all courses in Planner: DELETE ALL

▼ Unassigned Courses

Select	Course	Description	Units	Typically Offered	Delete
<input checked="" type="checkbox"/>	PSOFT 1234	<a href="#">Intro to PeopleSoft</a>	3.00	Fall Only	

Move selected courses to Term: move

- Fall 2011
- Fall 2012
- Fall 2013
- Fall 2014
- Fall 2015
- Fall 2016
- Spring 2011
- Spring 2012
- Spring 2013

Search | Plan | Enroll | My Academics

My Planner | Shopping Cart | Course History

