Click “Plan” on the Student Center.
Click “Browse Course Catalog” to add classes.
Click on the letter of the Department Subject Listing for the course you are looking for. **NOTE:** If you click on a number, you will come up with this screen. This is because the Course Catalog is set up alphabetically NOT numerically.
Clicking on the arrow will expand to show you all the classes offered by that particular department.

If students click “Expand All” they will see all of the courses offered by all of the departments that are shown.

Click on the letter to search for the department.
If the student knows which class they want to add they can select it here and then click “Add To Planner”.

Students can click on the “Course Title” to view Course Detail, Enrollment Information and a Course Description.
Click “add to planner”. If the course is offered this semester there will also be a button that says “View class sections”. The message “This course has not been scheduled” means that this course is not currently being offered this semester.
EAS 100 - CEAS Freshman Orientation

Course Detail
- Career: Undergraduate
- Units: 1.00
- Grading Basis: Student Option
- Course Components: Lecture Required

Enrollment Information
- Course Attributes: Undergraduate-Basic
- Undergraduate Only

Description:
An introduction to engineering and computer science.

Students should see this success message.
Click here to Return to Browse Course Catalog.
Courses added to the planner show up here.

Currently the “Typically Offered” field is set to be blank.

If none of the classes in the students’ planner have Prereqs then this column will be hidden. When at least one class has been added that has a prereq this column will appear- but it will be blank for those classes that do not have Prereqs. **Note:** Both the Description link(s) and Prereq "Yes" link(s) go to the same details page.
To sort classes by terms first select the term from the drop down menu.
Then students select the course(s) they would like to move to that term in their Planner.

Lastly, click “move” to add courses to the selected term.
Students will see this message when they have successfully moved a class in their planner.

The class will now show up under the semester selected.