

## MyPlanner User Manual

MyPlanner allows students to plan their path to degree by adding courses to each remaining term. Students are encouraged to use the tool in collaboration with their Degree Progress Report, curriculum sheet, and other course planning tools.

To begin, open a browser, log-in to BroncoDirect, go to your Student Center, and select “My Planner” or “Plan” on the left side of the screen.



When you enter MyPlanner, you will see various components. They are described here:

1. **Current Academic Objective**- Student's current objective based on the Program/Plan Page.
2. **Current Academic Summary**- Based on student's standing
3. **Course Catalog**- will link to the Course Catalog. Students can add courses by subject area
4. **Save Planner**- Will save current planned courses in the planner.
5. **View As PDF**- Will consolidate planner information into a PDF version
6. **Last Modified Data**- Will display the time, date and name of the last person who modified MyPlanner (Advisor or Student)
7. **Delete All Courses in Planner**- Will delete all current planned courses.
8. **Submit IAP**- This is available only to students who have the IAP To Do List item in their Student Center. Student will submit their IAP when they are finished planning courses, and be prompted to make an appointment to meet with their Advisor.

# My Planner

1.

Career:	Undergraduate	Fall Quarter 2011
Program:	Undergraduate Baccalaureate	Spring Quarter 2014
Plan:	Communication	Spring Quarter 2014
Sub-Plan:	Organizational Comm Option	Spring Quarter 2014

Graduation Status: Not Applied

2.

Last Term Registered: Fall Quarter 2015

Academic Standing: Good Standing

Overall GPA: 2.420

CPP GPA: 2.410

3.

Add courses to Planner using:

COURSE CATALOG

7.

DELETE ALL COURSES IN PLANNER

4.

[Goto What-if Report](#)

8.

SUBMIT IAP

SAVE PLANNER

4.

5.

VIEW AS PDF

6.

Last Modified on 11/17/15 3:15:15PM

Last Modified by Billy Bronco 012345678

As stated, during the process of using MyPlanner it will be very helpful to have your Degree Progress Report (DPR) available as well. To access it, open another browser, log-in to BroncoDirect and go to your Student Center. In the dropdown menu on the left, select Degree Progress Report and click the button to the right to access the tool.

Academics

[My Class Schedule](#)  
[My Planner](#)

*i* You are not enrolled in classes.

Degree Progress Repi >>

Personal Information

Contact Information

With MyPlanner and your DPR side-by-side, you are now ready to begin planning your courses.

The screenshot displays two side-by-side web pages from the Oracle MyPlanner system. The left page is the 'Advisee Planner' for Billy Bronco (ID: 012345678). It shows a 'Current Academic Objective' table with details for Undergraduate, Undergraduate Baccalaureate, and Engr Technology programs. Below this is a table for 'Summer Quarter 2017' with columns for Select, Course, Description, Units, Typically Offered, Shared Notes, and Delete. A course ETP 499 is listed. The right page is the 'Degree Progress Report' for Billy Bronco. It shows a 'Current Academic Summary' table with details for Undergraduate, Undergraduate Baccalaureate, and Engr Technology programs. Below this is a 'Degree Audit Icons' table with columns for Requirement Completed, Completion In Progress, Future Enrollment Included, Requirement Not Completed, and Approved Academic Petition. A red square icon is visible next to the 'Requirement Not Completed' row. The report also includes a 'General Information' section and a 'Degree Audit Icons' section.

Review your DPR and identify any classes that you still need to complete. They are identified by the red square next to them.

The screenshot shows the 'MANAGEMENT AND HUMAN RESOURCES OPTION' section in the MyPlanner interface. It lists 'MAJOR CORE COURSES & CAREER EMPHASIS PROGRAM - 52 Units Required (R-0953)'. Below this, it states 'Units: 52.00 required, 52.00 taken, 0.00 needed'. A list of courses is shown with checkboxes and status icons (green checkmarks for completed, yellow diamonds for in progress, and red squares for not completed). The courses listed are MHR 201, MHR 311, MHR 320, MHR 324, MHR 452, MHR 441 & MHR 442 or MHR 461 & MHR 462, HUMAN RESOURCES CAREER EMPHASIS, and CAREER EMPHASIS ELECTIVES. A red arrow points to the red square icon next to the 'MHR 441 & MHR 442 or MHR 461 & MHR 462' course.

Then, in MyPlanner select the Course Catalog button. The courses will be listed alphabetically by subject. Select a subject, then check the box next to the correct course number, and then click "Add to Planner."

## My Planner

### Browse Course Catalog

Cal Poly Pomona | Undergraduate

A B **C** D E F G H I J K L M N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9

COLLAPSE ALL

EXPAND ALL

ADD TO PLANNER

1.

Select subject code to display or hide course information.

▶ CE - Civil Engineering

▶ CHE - Chemical Engineering

▶ CHM - Chemistry

▶ CIS - Computer Information Systems

▶ CJC - Criminal Justice & Corrections

▶ CLS - CLS - All College

▶ CM - Course Match

▼ COM - Communication

2.

Select	Course #	Course Title	Typically Offered
<input type="checkbox"/>	<a href="#">100</a>	<a href="#">Public Speaking</a>	
<input type="checkbox"/>	<a href="#">101</a>	<a href="#">Survey of Mass Communication</a>	

In the Course Catalog, quarter courses have 3-digit course numbers, while semester courses have 4-digit course numbers. A semester course will also have a blue box and will state “Available as of 8.22.18”.

Students			
<input type="checkbox"/>	<a href="#">499A</a>	<a href="#">Special Topics for Upper Division Students Activity</a>	
<input type="checkbox"/>	<a href="#">499L</a>	<a href="#">Special Topics for Upper Division Students Laboratory</a>	
<input type="checkbox"/>	<a href="#">504</a>	<a href="#">Agribusiness Marketing</a>	
<input type="checkbox"/>	<a href="#">(2010)</a>	<a href="#">Agribusiness Organizations and Careers</a>	
		<a href="#">** available as of 08/22/2018</a>	
<input type="checkbox"/>	<a href="#">(2240)</a>	<a href="#">Accounting for Agribusiness I</a>	
		<a href="#">** available as of 08/22/2018</a>	
<input type="checkbox"/>	<a href="#">(2260)</a>	<a href="#">Accounting for Agribusiness II</a>	
		<a href="#">** available as of 08/22/2018</a>	

Quarter courses

Semester courses

When you have added all the courses from your DPR, click “Return to Planner.” Your courses will appear in your “Unassigned Courses” section. From here, courses can be moved to a term. Here are some important notes about moving courses to terms:

1. Prior to the start of the semester system, the semester courses you select from the Course Catalog will convert to quarter courses when they are moved to the Unassigned Courses section. However, they will change back to semester classes when you move them to a semester term.

Semester course becomes quarter course in the Unassigned box

Financial Accounting for Decision Making  
 (2070)  
 \*\* available as of 08/22/2018

Last Modified on 10/04/17 9:08:28AM Last Modified by Erin DeRosa

Select	Course	Description	Prereq	Units	Typically Offered	Shared Notes	Delete
<input type="checkbox"/>	ACC 207	Fin Acctg for Decision Making	yes	4.00	Fall, Winter, Spring, Summer		

Move selected courses to Term

2. If a quarter course will become one semester course after conversion (a 1 to 1 equivalency), then you can move the 3-digit quarter course to a semester term and it will automatically change the corresponding 4-digit semester course. You can use the Conversion Guide located on the semester conversion website to see which courses have a 1 to 1 equivalency.

Quarter course becomes semester course in semester term

Last Modified on 11/27/17 8:04:31AM Last Modified by Erin DeRosa

Select	Course	Description	Prereq	Units	Typically Offered	Shared Notes	Delete
<input type="checkbox"/>	ACC 207	Fin Acctg for Decision Making	yes	4.00	Fall, Winter, Spring, Summer		

Move selected courses to Term

Select	Course	Description	Prereq	Units	Typically Offered	Shared Notes	Delete
<input type="checkbox"/>	ACC 2070	Fin Acc For Decision Making ** available as of 08/22/2018	yes	3.00			

Move selected courses to Term

There are several other features available in MyPlanner to help you.

- **“Prereq” column** - will say “Yes” if the course in the planner has a prerequisite listed in the course catalog. Click the “Yes” to learn about the pre-requisite.
- **“Typically Offered” column**- provides information on what terms the courses is typically offered, if this information is available.
- **“Shared Notes” column**- allows students and advisors to make notes about specific courses.

Fall Quarter 2016							
Select	Course	Description	Prereq	Units	Typically Offered	Shared Notes	Delete
<input type="checkbox"/>	MHR 411	<a href="#">Human Res, Stafg, Plng, Rect, Sel</a>	<a href="#">yes</a>	4.00	Fall, Winter, Spring		
<input type="checkbox"/>	MHR 416	<a href="#">Employee Benefits and Services</a>	<a href="#">yes</a>	4.00	Fall, Winter, Spring		

Move selected courses to Term  move

Once you have reviewed the prerequisites and the planned course offerings, you can select the term to which you want to move your unassigned courses. To do so, select the box next to the course you want to move, then select the correct term from the dropdown menu beneath the Unassigned Courses section, and click “move.”

Unassigned Courses

Select	Course	Description	Prereq	Units	Typically Offered	Notes	Delete
<input type="checkbox"/>	COM 306	<a href="#">Advanced Desktop Publishing</a>		4.00			
<input checked="" type="checkbox"/>	COM 312	<a href="#">Magazine Journalism</a>	<a href="#">yes</a>	4.00			

Move selected courses to Term

Fall Quarter 2015

Fall Quarter 2016

Fall Quarter 2017

Spring Quarter 2016

Spring Quarter 2017

Spring Quarter 2018

Summer Quarter 2016

Summer Quarter 2017

Winter Quarter 2016

Winter Quarter 2017

move

Fall Quarter 2015

Select	Course	Description	Prereq	Units	T	C	Delete
<input type="checkbox"/>	COM 300	<a href="#">Reporting I</a>	<a href="#">yes</a>	4.00			
<input type="checkbox"/>	COM 301	<a href="#">Videography</a>	<a href="#">yes</a>	4.00			

The Student/Advisor Comments section allows students and advisors to communicate regarding any outstanding requirements. Students can add questions here, and advisors can provide feedback and answers.

**Student / Advisor Comments**

**Comment** SAVE COMMENTS

**Comment History**

**11/17/2015 02:37 PM, Last Saved: Nov 17, 2015 02:37 PM**  
Are there any substitutions for COM 360?

You can view a printable version of your plan, by selecting the “View as PDF” button. This will produce an easy to read summary of the student data, courses planned, as well as all comments.

### *CPP Individualized Academic Plan-Draft*

Disclaimer: This Individualized Academic Plan (IAP) is a personalized guide for degree completion. Class offerings and availability are subject to change. Students must meet all degree requirements as specified in their catalog. It is recommended that you regularly meet with your advisor.

*Billy Bronco 012345678*

*11/18/2015 08:50:42 AM*

Current Academic Objective			Current Academic Summary	
Career:	Undergraduate	Fall Quarter 2011	Last Term Registered:	Fall Quarter 2015
Program	Undergraduate Baccalaureate	Spring Quarter 2014	Academic Standing:	Good Standing
Plan	Communication	Spring Quarter 2014	Overall GPA:	2.42
Sub-plan	Comm Studies Opt	Spring Quarter 2014	CSUB GPA:	2.41

Unassigned Courses				
Course	Description	Prereq	Units	Notes
COM 306	Advanced Desktop Publishing		4	
COM 312	Magazine Journalism	Y	4	

Fall Quarter 2015				
Course	Description	Prereq	Units	Notes
COM 300	Reporting I	Y	4	
COM 301	Videography	Y	4	

Summer Quarter 2016				
Course	Description	Prereq	Units	Notes
COM 325	Persuasion	Y	4	

Fall Quarter 2016				
Course	Description	Prereq	Units	Notes
COM 314	Organizational Comm Theory	Y	4	

Fall Quarter 2017				
Course	Description	Prereq	Units	Notes
COM 360	Communication Law	Y	4	

Comments	
11/17/2015 02:37:58 PM	Are there any substitutions for COM 360?

Students who have the IAP To Do List Item will be able to submit their IAP at this time. You can do so when you are confident in the path you have planned by clicking the “Submit IAP” button. Your advisor will be notified that you have submitted your IAP and they will contact you for the review process.

NOTE: Students who do not have the IAP To Do list item will not have the “Submit IAP” button.

Add courses to Planner using:

[COURSE CATALOG](#)

[DELETE ALL COURSES IN PLANNER](#)

[Goto What-if Report](#)

[SUBMIT IAP](#) [SAVE PLANNER](#)

[VIEW AS PDF](#)

Last Modified on 11/18/15 8:49:50AM Last Modified by Billy Bronco 012345678

Unassigned Courses							
Select	Course	Description	Prereq	Units	Typically Offered	Notes	Delete
<input type="checkbox"/>	COM 306	<a href="#">Advanced Desktop</a>		4.00			

If your Advisor approves your IAP, the checklist item will be removed from your To Do List, and an approval update will be posted on your MyPlanner screen.

Add courses to Planner using:

[COURSE CATALOG](#)

[DELETE ALL COURSES IN PLANNER](#)

[Curriculum Sheets/ Roadmaps by college](#)

[What-if Report](#)

[IAP approved by Nancy Merlino on 1/17/17 06:47 PM](#)

[SAVE PLANNER](#)

[VIEW AS PDF](#)

If your advisor rejects your IAP, they will leave comments in the Student/Advisor Comments section and you will be notified via email to return to MyPlanner to make the appropriate edits and resubmit your IAP.