



HUB: Guide to Using My Planner

My Planner allows you to plan courses based on your program plan for an individual term, multiple terms, or for your entire program of study. Along with My Academic Requirements, you can view, add, and maintain the courses you need to take. Furthermore, My Planner allows you to enroll in specific classes from your planned courses when you are ready.

Preparing to Use My Planner

To ensure you are maintaining academic standards and eligibility for continued enrollment, financial aid, and participation in university activities, you will need to regularly review the grades and progress towards your degree by viewing your Academic Advisement Report (AAR). Please note that a similar review of your undergraduate grades and progress is being conducted on a regular basis by the University. Running the AAR and planning your courses will assist you in making timely progress toward your degree.

Determining which courses to add to your Planner

There are a few places where you can retrieve information on course requirements, including pre-requisites for your major/minor or any major/minor that UB offers. They are outlined below:

1. Recommended Sequence of Program Requirements

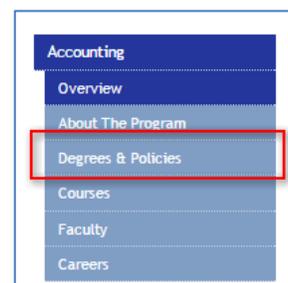
The Undergraduate Catalog contains a recommended sequence of courses for all majors. This can be found by going to the Undergraduate Catalog (<http://undergrad-catalog.buffalo.edu/>). From the top menu, click on Academic Programs.



Select a major



Finally, click on “Degrees & Policies” on the left side navigation pane.



You can then either do a search for “Recommended Sequence of Program Requirements” using your web browser search feature, or simply scroll down the this section. This can be used as a guide when planning out courses in the planner.

Recommended Sequence of Program Requirements	
FIRST YEAR	
Fall ECO 181*, ENG 101 or ENG 201**, MTH 131*, UGC 111	
Spring ECO 182*, ENG 201 or Humanities Gen Ed**, PSY 101*, UGC 112, AACSB elective (3 credits)	
SECOND YEAR	
Fall MGA 201*, MGQ 201*, UGC 211 or American Pluralism Cognate, Natural Science 1, AACSB elective (1 credit)	
Spring MGA 202*, Natural Science 2, Arts Gen Ed, AACSB elective (3 credits), AACSB elective (3 credits)	
THIRD YEAR	
Fall MGA 301, MGA 314, MGA 303, MGQ 301, MGF 301, MGS 351	
Spring MGA 302, MGA 311, MGE 302, MGO 302, MGG 300, AACSB elective (3 credits)	
FOURTH YEAR	
Fall MGA 402, MGA 403, MGT 403, MGI 301, MGM 301	
Spring MGA 404, MGB 301, MGO 403, and Finance elective	

2. Running the AAR

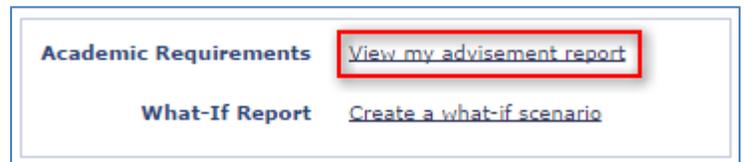
(A complete instructional version can be found at:

<http://www.buffalo.edu/hub/students/pdfs/understandingMyAdvisementReport.pdf>)

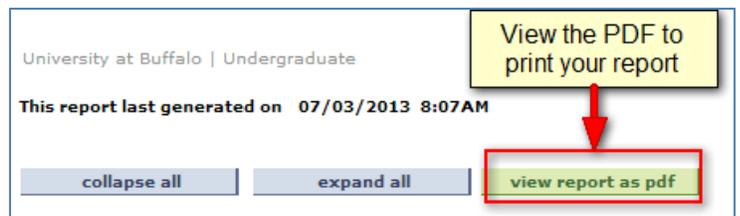
While in your Student Center click on the My Academics link.



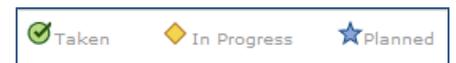
To view your advisement reports, click on the View Your Advisement Reports link in the Academic Requirements Group.



Once you’ve clicked the link you have the option of viewing your report on the web, or by printing it. If you would like to print the report, click the “Printable Version” link.

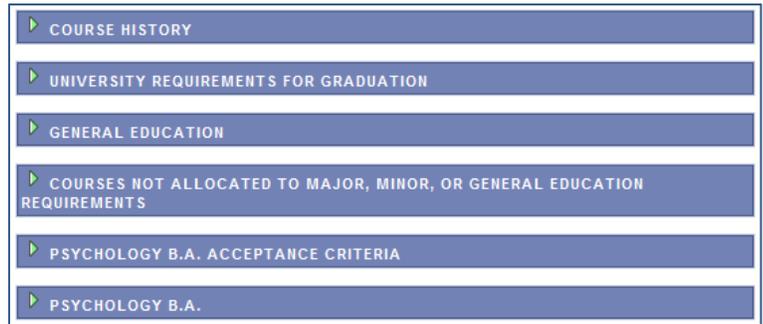


Notice the Course Status icons (Taken, In Progress, Planned) that are used throughout the report.



Use the expand all  button to view your report.

Throughout your report you will see the following blue bars. These areas are the areas that you will need to ensure you've completed the proper degree requirements. These are unique to your specific program of study.



If you have satisfied an area, you will see a statement similar to the illustration shown to the right.

UNIVERSITY REQUIREMENTS FOR GRADUATION

Satisfied: UNIVERSITY REQUIREMENTS FOR GRADUATION (RG-0010)

This is an Advisement Tool: The Academic Advisement Report has been prepared to assist you in determining your academic progress toward graduation at UB. While efforts have been made to ensure its accuracy, final responsibility for meeting graduation requirements resides with you.

The Office of the Registrar, along with your Academic Department will certify your successful completion of degree requirements.

If you have questions, or find the information inaccurate or incomplete; please contact your Academic Advisor.

The Undergraduate Catalog is the source of policies governing the structure of the Academic Advising Report, <http://undergrad-catalog.buffalo.edu/index.shtml>

If you have not satisfied all the requirements for an area, you will see a similar illustration as shown to the right.

BUSINESS ADMINISTRATION B.S.

Not Satisfied: BUSINESS ADMINISTRATION B.S. - 14 Courses Minimum Required (Some concentrations may require more than the minimum number of 14 courses.) (2010-Present) (RG-1580)

REQUIRED CORE

Not Satisfied: REQUIRED CORE - 11 Courses/33 Units Required (RQ-01426)

Organizational Behavior and Administration

Applied Economics

Not Satisfied: Applied Economics - 1 Course Required (LN-020)

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
MGE 302LEC	Applied Economics	3.00	Fall, Spring, and Summer		

View All | First 1 of 1 Last

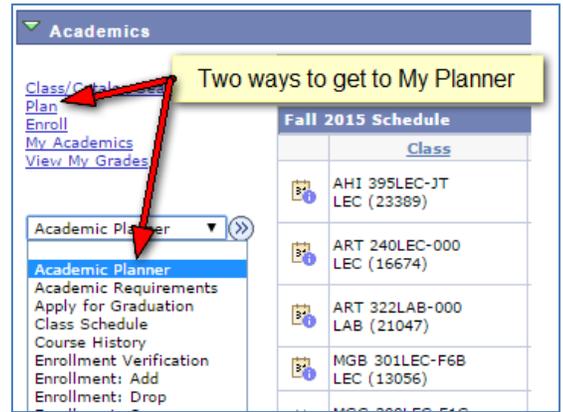
It is these requirements that we'll want to concentrate on and plan our future courses. From the example above, we see that this student needs to take MGE 302LEC to fulfill the Applied Economics requirement for their degree.

3. Finish in Four Curricular Plans or Other Degree Tracking Documents

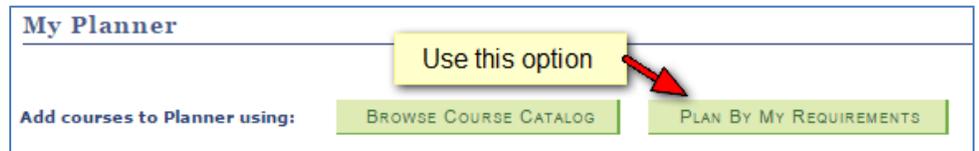
Some departments may post on-line or distribute documents containing what are often referred to as: Curricular Plans, Degree Charts or Flowsheets. Please ensure that if you are using an advisement tool such as this to plan your requirements that it is an updated version and comes directly from the department.

Adding Courses to the Planner

From the Student Center page, under Academics, click on the “Plan” link or “Academic Planner” under the dropdown box.



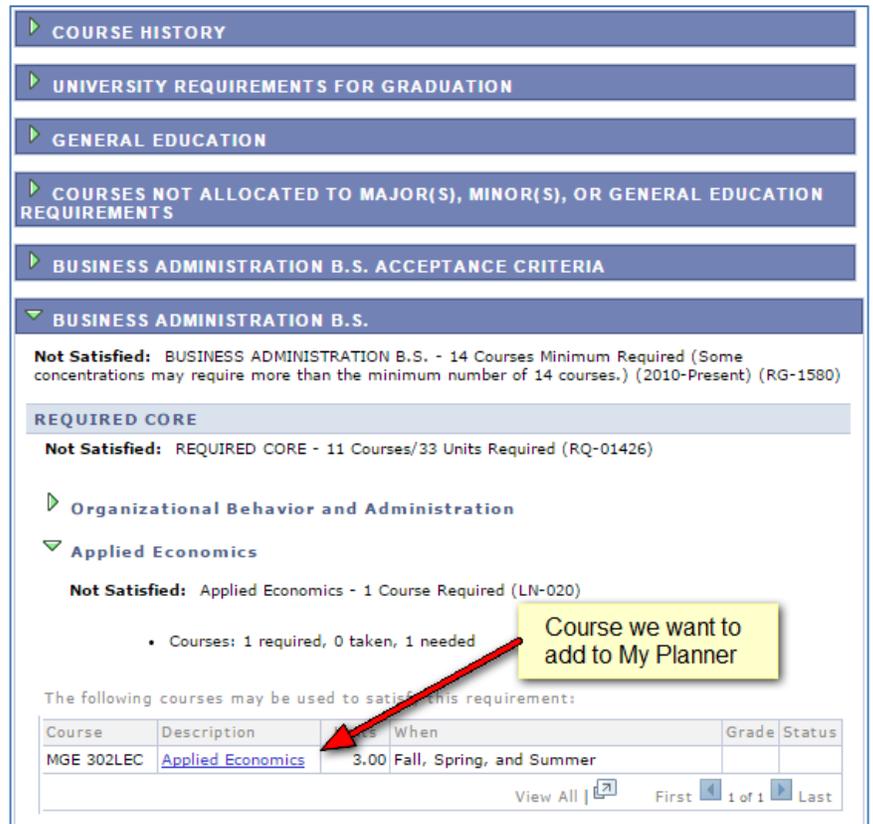
It is recommended you add course to My Planner using the “Plan By My Requirements” option.



Once you click the “Plan By My Requirements” button, the My Academic Requirements will appear.

Scroll down to a course that you plan to take. Most likely, you will choose a course from an area that as listed as “Not Satisfied”.

Click on the course description.



Click on the “add to planner” button.

MGE 302LEC - Applied Economics

Course Detail

Career	Undergraduate	view class sections
Units	3.00	add to planner
Grading Basis	Graded	
Course Components	Lecture Required	
Academic Group	Management	
Academic Organization	Finance & Managerial Eco	

Enrollment Information

Typically Offered	Fall, Spring, and Summer
Enrollment Requirement	Pre-Requisite: ECO 181 & ECO 182, MGQ 201, MTH 131 or MTH 121 or MTH 122, and junior standing. Students may not repeat upper-level School of Management courses they have earned passing grades in without consulting with an academic advisor.

Description

Considers the methods, concepts, and techniques employed in applying economic constructs and principles to managerial decision making in private and public enterprises. Topics include market demand analysis, firms' production decisions, and pricing practices.

Once you've added the course to your planner, you will get a confirmation that the course was added to your Planner.

Course Detail

MGO 302LEC has been added to your Planner.

[Return to Plan by My Requirements](#) [Click link to add more courses to your planner](#)

Use the “Return to Plan by My Requirements” link to add more courses to your planner. Progress throughout the “My Requirements” screen and add all the required courses you'll need to complete your degree to your planner.

an area that as listed as “Not Satisfied”.

Click on the course description.

Click on the “add to planner” button.

MGE 302LEC - Applied Economics

Course Detail

Career	Undergraduate	view class sections
Units	3.00	add to planner
Grading Basis	Graded	
Course Components	Lecture	Required
Academic Group	Management	
Academic Organization	Finance & Managerial Eco	

Enrollment Information

Typically Offered Fall, Spring, and Summer

Enrollment Requirement Pre-Requisite: ECO 181 & ECO 182, MGQ 201, MTH 131 or MTH 121 or MTH 122, and junior standing. Students may not repeat upper-level School of Management courses they have earned passing grades in without consulting with an academic advisor.

Description

Considers the methods, concepts, and techniques employed in applying economic constructs and principles to managerial decision making in private and public enterprises. Topics include market demand analysis, firms' production decisions, and pricing practices.

Once you've added the course to your planner, you will get a confirmation that the course was added to your Planner.

Course Detail

MGO 302LEC has been added to your Planner.

[Return to Plan by My Requirements](#) [Click link to add more courses to your planner](#)

Use the “Return to Plan by My Requirements” link to add more courses to your planner. Progress throughout the “My Requirements” screen and add all the required courses you'll need to complete your degree to your planner.

Alternatively you can use the ‘Browse Course Catalog’ option; this option should only be used to plan a course that is not part of the curriculum in ‘Plan By My Requirements.’ This option may be useful in planning courses for a second major or a minor, courses should be added through this option and then you should run a What-If report to see how they would satisfy requirements for that major or minor. A job aid for the What-If report is located at <http://www.buffalo.edu/hub/students/pdfs/GuideMyPlanner.pdf>.

Click on ‘Browse Course Catalog’

Add courses to Planner using: [BROWSE COURSE CATALOG](#) [PLAN BY MY REQUIREMENTS](#)

Delete all courses in Planner: [DELETE ALL](#)

Click on the letter of the department that you are interested in, for this example we will use Chemistry, the department code is ‘CHE’, so we will click on ‘C’

Browse Course Catalog

University at Buffalo | 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](#)

A listing of all departments that start with C will appear.

Select subject code to display or hide course information.

- ▶ CAS - Arts - Humanities - Sciences
- ▶ CB - CB
- ▶ CCA - Computing & Computer Applic
- ▶ CDN - Canadian Studies
- ▶ CDS - Communicative Disorders & Sci
- ▶ CE - Chem & Biological Engineering
- ▶ CEP - Counseling, School & Ed Psych
- ▶ CF - Tolstoy College (College F)
- ▶ CFC - Clifford Furnas College
- ▶ CHB - Community Hlth & Hlth Behavior
- ▶ CHE - Chemistry

Click on the arrow next to Chemistry, and all Chemistry courses from the course catalog will appear as well as typically offered information for each course. For this example we will be adding CHE 101 and CHE 105 to our planner, therefore we check the boxes next to each course.

▼ CHE - Chemistry

Select	Course Nbr	Course Title	Typically Offered
<input type="checkbox"/>	100LR	Introduction to Chemistry	Fall Only
<input checked="" type="checkbox"/>	101LLR	General Chemistry	Fall, Spring, and Summer
<input type="checkbox"/>	102LLR	General Chemistry	Fall, Spring, and Summer
<input checked="" type="checkbox"/>	105LLR	Chemistry: Principles and Applications	Fall Only
<input type="checkbox"/>	106LLR	Chemistry: Principles and Applications	Spring Only
<input type="checkbox"/>	107LBR	Gen Chem for Engineers LAB-REC	
<input type="checkbox"/>	107LLR	General Chemistry for Engineers	Fall Only
<input type="checkbox"/>	108LLR	General Chemistry for Engineers	Spring Only

Scroll to the top of the page and click 'Add to Planner'

University at Buffalo | 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

A message will appear confirming that the courses were added to your planner, in this case CHE 101 and CHE 105.

CHE 101LLR, CHE 105LLR have been added to your Planner.

Adding courses to your Planner does not mean that you are enrolling for the courses. This tool simply helps you plan the courses you will be taking throughout your academic career.

Once you've added all the required courses to your planner, click the "my planner" tab at the top of the page to return to the My Planner page.



Maintaining Courses in My Planner

By default, the courses you have just added will fall under the “Unassigned Courses” category. We now need to plan the courses to fit specific terms.

Unassigned Courses							
Select	Course	Description	Prereq	Units	Typically Offered	Req	Delete
<input type="checkbox"/>	AHI 204LEC	Mythology in Ancient Art		3.00	Spring Only	i	
<input type="checkbox"/>	AHI 302LEC	Art of Greece		3.00	Fall and Spring Only	i	
<input type="checkbox"/>	ART 210LAB	Intro to Photography		3.00	Fall and Spring Only	i	
<input type="checkbox"/>	ART 319LAB	Applied Semiotics		3.00	Fall and Spring Only	i	
<input type="checkbox"/>	ART 419LAB	Identity Design	yes	3.00	Fall Only	i	
<input type="checkbox"/>	ART 422LAB	Design and Entrepreneurship	yes	3.00	Spring Only	i	
<input type="checkbox"/>	MGE 302LEC	Applied Economics	yes	3.00	Fall, Spring, and Summer	i	
<input type="checkbox"/>	MGM 403LEC	Marketing Research	yes	3.00	Fall and Spring Only	i	
<input type="checkbox"/>	MGM 404LEC	Consumer Behavior	yes	3.00	Fall and Spring Only	i	
<input type="checkbox"/>	MGM 409LEC	Advertising and Promotion	yes	3.00	Fall and Spring Only	i	
<input type="checkbox"/>	MGO 302LEC	Productn & Operatns Mgmt	yes	3.00	Fall and Spring Only	i	
<input type="checkbox"/>	MGO 403LEC	Fund of Strategic Mgt	yes	3.00	Fall, Spring, and Summer	i	
<input type="checkbox"/>	MGQ 301LEC	Stat Decisions in Mgt	yes	3.00	Fall, Spring, and Summer	i	
<input type="checkbox"/>	MGS 351LR	Intro to Mgmt Info Systems	yes	4.00	Fall, Spring, and Summer	i	
<input type="checkbox"/>	MGT 401LEC	Public Policy, Law & Mgmt	yes	3.00	Fall, Spring, and Summer	i	

To move your course(s) to a particular term, click on the checkbox next to the course(s).

Pay close attention to the typically offered column. This information is provided as to when a course is typically offered, but it is not a guarantee that the course will be offered in the term you need it. You can, however, use it for planning purposes.

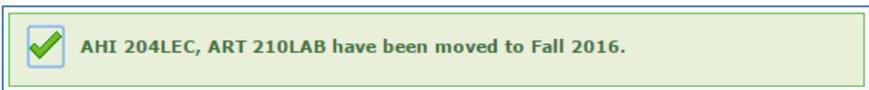
Next, select the term you wish to place these courses in from the drop down box.

Finally, click the move button to add the courses to that singular term.

Select	Course	Description	Prereq	Units	Typically Offered	Req	Delete
<input checked="" type="checkbox"/>	AHI 204LEC	Mythology in Ancient Art		3.00	Spring Only	i	
<input type="checkbox"/>	AHI 302LEC	Art of Greece		3.00	Fall and Spring Only	i	
<input checked="" type="checkbox"/>	ART 210LAB	Intro to Photography		3.00	Fall and Spring Only	i	
<input type="checkbox"/>	ART 319LAB	Applied Semiotics		3.00	Fall and Spring Only	i	
<input type="checkbox"/>	ART 419LAB	Identity Design	yes	3.00	Fall Only	i	
<input type="checkbox"/>	ART 422LAB	Design and Entrepreneurship	yes	3.00	Spring Only	i	
<input type="checkbox"/>	MGE 302LEC	Applied Economics	yes	3.00	Fall, Spring, and Summer	i	
<input type="checkbox"/>	MGM 403LEC	Marketing Research	yes	3.00	Fall and Spring Only	i	
<input type="checkbox"/>	MGM 404LEC	Consumer Behavior	yes	3.00	Fall and Spring Only	i	
<input type="checkbox"/>	MGM 409LEC	Advertising and Promotion	yes	3.00	Fall and Spring Only	i	
<input type="checkbox"/>	MGO 302LEC	Productn & Operatns Mgmt	yes	3.00	Fall and Spring Only	i	
<input type="checkbox"/>	MGO 403LEC	Fund of Strategic Mgt	yes	3.00	Fall, Spring, and Summer	i	
<input type="checkbox"/>	MGQ 301LEC	Stat Decisions in Mgt	yes	3.00	Fall, Spring, and Summer	i	
<input type="checkbox"/>	MGS 351LR	Intro to Mgmt Info Systems	yes	4.00	Fall, Spring, and Summer	i	
<input type="checkbox"/>	MGT 401LEC	Public Policy, Law & Mgmt	yes	3.00	Fall, Spring, and Summer	i	

Move selected courses to Term: Fall 2015
Fall 2016
Fall 2017
Spring 2016
Spring 2017
Spring 2018
Summer 2015
Summer 2016
Summer 2017
Winter 2016
Winter 2017
Winter 2018 move

After you click the “move” button, you’ll see that above the list of unassigned courses, a confirmation that the courses have been moved to a specific term appears.



Further, you’ll see below the unassigned list of courses, a table for a specific term that has the classes.

Within this table, if you decide to delete a course you can use the trash can to delete it from a term.

You can also move one of these courses to another term if you want to. Just click in the checkbox, select another term, and click the “move” button.

The courses have been moved to a specific term

Delete this course from a specific term

Select	Course	Description	Units	Typically Offered	Req	Delete
<input type="checkbox"/>	AHI 204LEC	Mythology in Ancient Art	3.00	Spring Only	i	
<input type="checkbox"/>	ART 210LAB	Intro to Photography	3.00	Fall and Spring Only	i	

Move selected courses to Term [dropdown]

Select a specific course and use the term selector to move to a different term. Click "move" to move a course to that term.

Enrolling in Classes from Planned Courses

Once you’ve got your plan all set, you’ll want to make sure you enroll in the courses during your registration window. Using the Planner makes this process extremely simple.

While in your planner, click on the Enroll menu option from the top navigation.



You’ll be asked what term you want to enroll. Then click the green Continue button.

1 Select a term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> Summer 2015	Undergraduate	University at Buffalo
<input type="radio"/> Fall 2015	Undergraduate	University at Buffalo

2 Click Continue

Next, you'll be taken to a screen that looks similar to the illustration to the right. Click on the option "My Planner", then click the green "search" button.

1. Select classes to add

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

Fall 2015 | Undergraduate | University at Buffalo change term

Open with Reserves
 Open
 Closed
 Wait List

Add to Cart: Fall 2015 Shopping Cart

Enter Class Nbr
 enter

Find Classes

Class Search
 My Requirements
 My Planner

search

Your enrollment shopping cart is empty.

The next screen will show you the courses you have in your planner that correspond to the term you wish to enroll. Click on the green select button for a specific course you wish to enroll.

Add Classes 1

Search from My Planner

Fall 2015 | Undergraduate | University at Buffalo

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

Click on the select button of the course you wish to enroll

Course	Description	Units	Term Status	Select
MGB 301LEC	Organiz Behavior & Admin	3.00	Classes available this term.	select
MGQ 301LEC	Stat Decisions in Mgt	3.00	Classes available this term.	select
MGM 403LEC	Marketing Research	3.00	Classes available this term.	select
ART 319LAB	Applied Semiotics	3.00	Not offered in Fall 2015.	
MGO 302LEC	Productn & Operatns Mgmt	3.00	Classes available this term.	select

Next, select the section of the course you wish to enroll.

Fall 2015 Course Schedule

My Class Schedule
You are not registered for classes in this term.

Shopping Cart
Your shopping cart is empty.

Open with Reserves
 Open
 Closed
 Wait List

sections for Fall 2015

Section	Session	Status				
A-LEC (13222)	1	<input checked="" type="radio"/>				
Days	Start	End	Room	Instructor	Dates	
TBA	TBA	Arr Arr		Natalie Simpson	08/31/2015 - 12/11/2015	select
Section	Session	Status				
F10-LEC (13096)	1	<input type="checkbox"/>				
Days	Start	End	Room	Instructor	Dates	
TuTh	2:00PM	3:20PM	Jacobs 106	Natalie Simpson	08/31/2015 - 12/11/2015	select

Select with section of the course you want

On the next screen, you will be asked to confirm this is the class you want to enroll. At this point, your class will be added to your shopping cart. Click the “Next” button.

Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

Fall 2015 | Undergraduate | University at Buffalo

MGO 302LEC - Productn & Operatns Mgmt

Class Preferences

MGO 302LEC-A Lecture ● Open **Wait List** Wait list if class is full

Session University 15 Week Session **Permission Nbr**

Career Undergraduate **Grading** Letter Grading

Enrollment Information **Units** 3.00

- Pre-Requisite: MGQ 201 and junior standing in the School of Management. Students may not repeat upper-level School of Management courses they have earned passing grades in without consulting with an academic advisor.

Section	Component	Days & Times	Room	Instructor	Start/End Date
A	Lecture		Arr Arr	Natalie Simpson	08/31/2015 - 12/11/2015

NOTES

Class Notes Final Exam dates are not yet confirmed, please assume the Final Exam date could be as late as December 15, 2014



When the course is added to your shopping cart, you will receive a green confirmation.

MGO 302LEC has been added to your Shopping Cart.
 To enroll in classes from your Fall 2015 Shopping Cart, [click here.](#)

Adding courses to your Shopping Cart does not enroll you in a course – see the next steps for course enrollment.

Again, you'll be asked to confirm that this course section is the one you wish to enroll. Click on the green "Proceed to Step 2 of 3" button to continue the enrollment process.

Add Classes 1-2-3

1. Select classes to add

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

✓ MGO 302LEC has been added to your Shopping Cart.

Fall 2015 | Undergraduate | University at Buffalo change term

Open with Reserves Open Closed Wait List

Add to Cart:
 Enter Class Nbr enter
 Find Classes
 Class Search
 My Requirements
 My Planner
search

Fall 2015 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	MGO 302LEC- A (13222)		Arr Arr	N. Simpson	3.00	●

Click "Proceed to Step 2 of 3"

PROCEED TO STEP 2 OF 3

There is one more final time to confirm this course section is the one you want to enroll. If it is, click on the green button "Finish Enrolling".

Add Classes 1-2-3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2015 | Undergraduate | University at Buffalo

Open with Reserves Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
MGO 302LEC-A (13222)	Productn & Operatns Mgmt (Lecture)		Arr Arr	N. Simpson	3.00	●

CANCEL PREVIOUS FINISH ENROLLING

Click "Finish Enrolling"

You have successfully enrolled when you see a similar illustration as shown to the right.

This concludes this tutorial.

Add Classes 1-2-3

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2015 | Undergraduate | University at Buffalo

✓ Success: enrolled ✗ Error: unable to add class

Class	Message	Status
MGO 302LEC	Success: This class has been added to your schedule.	✓

MY CLASS SCHEDULE ADD ANOTHER CLASS