**Academic planner (step by step)**

1. **LOG** into portal account
2. **CLICK** on Academic Planning
3. **VERIFY** Academic plan has been assigned
   1. If not, **STOP** and contact your counselor
4. **SET** post grad plans and post grad location
5. **CLICK** Next
6. **ADD** courses to plan
   1. **TYPE** course name or course number into the ‘Search Course Catalog’ dropdown
      1. **CLICK** on course name to see detailed information (Description, credits, prerequisites, etc.)
      2. **CLICK** appropriate ‘Add to Grade ##’ button to add to plan or CLICK the X to close the pop-up window

**OR**

* 1. **CLICK** in the box listed under the credit type and grade. (Courses listed in light grey are missing a prerequisite on the plan. If added to your plan, the course will be listed in **RED** and you will not be able to save.)
     1. **CHOOSE** from the list. Only courses with this credit type will be listed. (Detailed information is not available when adding courses in this manner.)

**OR**

* + 1. **TYPE** in the course number or name to find the course.

1. **VERIFY** credit requirements have been met for each credit type and grade level
   1. Warnings are listed at the top of the page and in each section for each credit type.
   2. If no warnings are listed, your plan is complete and ready for review with the counselor.
2. **CLICK** Save to keep the work you have done
   1. You can save and come back at a later time.
3. If you see this message when reading the detailed information on a course: *This course cannot be selected by a student and must be assigned by a counselor.* you will need to contact your counselor and talk to them about adding this course to your plan.