# How to Enroll into Classes Using the Course Planner

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- [How to Enroll into Classes Using the Course Planner](#)

You will need the following:

- Internet access
- Username and password in GoArmyEd
### Step-by-Step Instructions – How to Use the Course Planner

Use the following steps to use the Course Planner to **enroll in classes**.

**Note:** Screen images in this document may vary slightly from the current GoArmyEd view.

1. **From your GoArmyEd Homepage, select the “Course Planner” Smart Link under the Smart Links section of your GoArmyEd Homepage.**

   ![Course Planner Smart Link](image)

   **Note:** If you do not see the Course Planner Smart Link you are NOT required to complete Course Planner based on your chosen degree.

   **Reminder:** Screen images may vary slightly from the current GoArmyEd view.

2. **If the Statement of Understanding (SOU) page appears, carefully read and complete the following:**

   ![SOU page](image)

   a.) **Select the check box to acknowledge that you have read and agree to the terms outlined**

   b.) **Select the “Submit” button**

   **Example SOU Text:**

   6. **ACTIVE DUTY/RESERVE DUTY SERVICE OBLIGATION (ADSO)/(RDSO):**
      Active Duty Commissioned Officers or Commissioned Warrant Officers incur an ADSO of two years and Reserve Con years after completion of the last course for which TA is provided unless involuntarily separated by the Army. If an amount of TA representing the unserved portion of the ADSO/RDSO:
      a. The ADSO reimbursement of TA will not take place prior to OPMD Functional Area Division and Army G1 approval.
      b. For National Guard and USAR officers, the service requirement and any recoupment actions with the RDSO will be
3. If your Course Planner is being viewed or edited by another user, you will receive a pop-up message asking you to wait. Select the “OK” button.

![Message](image)

**Note:** You will be in a read-only mode until the Course Planner has been submitted by the prior user.

4. The Course Planner screen appears.
5. Select the “Enroll” button next to the desired course to enroll in the class through GoArmyEd.

6. Depending on if your school uploaded courses; you will automatically be directed to one of the following paths. Soldiers enrolled in External Degree Plans should request TA at least 5 days prior to course start date to allow sufficient time for education personnel to approve the request.

**PATH 1**
If the Course Planner/Search Results screen appears.
Select the “Enroll” button next to the desired course to enroll in the class.

**PATH 2**
If the Non-LOI Class Search screen appears.
A message may appear advising Soldiers that due to a large course catalog results will take time to load.
Select the “Search” button to view available class sections for the course.
If a desired course listed select the “Course Not Found” button.
The Course Planner screen appears, follow the steps in Path 3 to the right of this page.

**PATH 3**
If the Request TA screen appears, a pop-up appears stating the request is subject to availability of funds. Select the “OK” button.

- Read the instructions carefully for each section. The Student and School Information sections are pre-populated with your information.
- Scroll to the Class Information section, the “Subject” and “Catalog Nbr” fields are pre-populated with the subject and catalog number entered in Course Planner.
- Enter the start and end date into the “Start Date” and “End Date” fields.
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7. PATH 1 (continued)
   The Search Results screen displays classes for the course you selected.
   Select the “Class Details” button to view specific and important information for that class section.

   A message appears warning that this enrollment is provisional.
   The Request TA screen appears. Read the instructions carefully for each section.

8. PATH 1 (continued)
   Select the “Request Class” button from either the Class Details or Class Sections screen to enroll in that section.
   A pop-up message appears advising the enrollment is provisional and will be under review to ensure that it conforms to all TA policies and semester hour limits. If the enrollment goes over the semester hour limit, the enrollment will be rejected.
   Select the “OK” button to proceed.

   PATH 2 (continued)
   The sections are pre-populated with your information. Scroll to the Class Information section, and review that all of the information is correct about the class you are wishing to enrolling into.
   Scroll to the Upload Cost and/or Course Enrollment Verification Information section. Even though your school has uploaded TA rates, you are required to upload documentation of the cost of your tuition and fees. Select the “Cost Verification Information and Example” link to view information required.

   PATH 3 (continued)
   Enter a Title and description of the document in the “Title” and “Description” fields.
   You can upload the Cost Verification document one of two ways: Either directly from your computer by selecting the “Add Attachment” button. Or upload the document to eFile so it appears when you select the “Search eFile” button.

   For further assistance view the section titled “How to upload a document to eFile.” Select the transaction type “Cost Verification and Course Schedule” when using eFile to upload your document.
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**PATH 1 (continued)**

A second pop-up message appears stating the request is subject to availability of funds. If funds are not allocated for this fiscal year before the class start date, your request will be rejected and the class will be dropped.

Select the “OK” button to proceed.

The Confirm classes screen appears.

**PATH 2 (continued)**

Enter a title and description of the document in the “Title” and “Description” fields.

You can upload the Cost Verification document one of two ways. Either directly from your computer by selecting the “Add Attachment” button, or upload the document to eFile so it appears when you select the “Search eFile” button.

For further assistance, view the training video titled “How to upload a document to eFile.” Select the transaction type “Cost Verification and Course Schedule” when using eFile to upload your document.

**PATH 3 (continued)**

Scroll to the Class Cost section enter in the unit cost in the “Unit Cost” field.

If there are additional fees include those in the “Additional Soldier Fees” field.

**REMINDER:** TA does NOT cover the cost of any fees.

**IMPORTANT:** Partial pay TA Requests will NOT be auto-approved unless your school has approved tuition rates.

Select the “Calculate Cost” button.

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**9.**

**10.**

Despite the availability of TA funds, you can choose to Self Pay for classes.

If you are requesting TA on the Confirm Class page, select the “I choose to Self Pay ALL Costs for this class.”

If you are requesting TA on a Request TA Form, under the Class Cost section, select the checkbox next to the phrase “I Choose not to use TA and to Self Pay ALL costs for this class.”

Select the information icon for additional information.

After choosing to Self Pay, several pop-ups will appear asking you to confirm that you do want to Self Pay for the class.
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11. **PATH 1 (continued)**
   
   Review the class cost covered by TA (in the “GoArmyEd Amount” field) and any class cost you must pay yourself (in the “Student Amount” field).

   ![Course Planner Image]

   Select the “Process Request” button to proceed with enrolling in the class.

12. **PATH 1 (continued)**
   
   If an amount is not covered by TA, a warning message appears in red with the reason. The amount is listed in the “YOU MUST PAY” field. You will owe the amount to the school.

   TA will cover the cost of the course up to 16 semester hours within the fiscal year. The remaining hours must be self-funded.

   The following is an example of the message:

   ![Warning Message Image]

   Select the “I Agree to pay” button to proceed on enrolling in the class.

**PATH 2 (continued)**

Scroll to the Class Cost section. The Unit cost is pre-populated. If there are additional fees include those in the “Additional Soldier Fee” field. REMINDER: TA does not cover the cost of any fees.

![Class Cost Section Image]

**PATH 3 (continued)**

If an amount is not covered by TA, a warning message appears in red. The amount is listed in the “Original Soldier Cost” field. You will owe the amount to the school.

**PATH 2 (continued)**

A pop-up message will appear

If you intend to use State/Outside Funding or Chapter 33 (Post 9/11) funds, outside of federal TA select the appropriate radio buttons. Enter the applicable amounts in the “State TA Funding,” “Outside Funding,” or “Chapter 33 (Post 9/11)” fields.

![Pop-up Message Image]

**PATH 3 (continued)**

A message appears stating 1A amount may be adjusted based on the approved class level. Select the “OK” button.

![Message Image]

**PATH 2 (continued)**

A pop-up message will appear advising that you are responsible for paying all or portion of the tuition cost.

![Message Image]

**PATH 3 (continued)**

A pop-up message will appear.

If this is not what you intended, select the “Cancel” button and update the “Unit Cost” field.

Select the “Submit” button to submit your TA Request.

Select the “Calculate” button followed by the “Submit” button.
13. **PATH 1 (continued)**

The Account Information screen appears. Review the information and update any fields if applicable. Select the “Account Information Verified” button.

A screen appears stating the class has been added to your schedule and a green checkmark appears in the Status column.

14. **PATH 1 (continued)**

The class enrollment will be submitted to your school. You will receive an email confirming that your enrollment Request was successful or if the request is not accepted by your school, you will receive a follow-up email with an explanation.

Course Planner will reflect the current Enrollment Status for the enrolled class you processed.

**PATH 2 (continued)**

If you enroll in a duplicate course a pop-up message will display advising you are responsible for the cost of the class.

A message appears stating your Request has been submitted. When your TA Request Form has been reviewed, you will be notified by email letting you know if the request was approved or denied.

Select the “OK” button.

If you want to submit an additional Request Tuition Assistance Form, select the “Yes” button. If not select the “No” button to return to Course Planner.

**PATH 3 (continued)**

Another message appears stating changes to Army Cost will be reflected on your TA Details screen within one hour. Select the “OK” button.

If you want to submit an additional Request Tuition Assistance Form, select the “Yes” button. If not select the “No” button to return to Course Planner.

Course Planner will reflect the Enrollment Status of Enrolled with a green checkmark.

You must enroll in the class at your school. After receiving an email stating the enrollment request is approved, provide the form to your school.
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15. Select the “Close Window” link in the upper right corner of the screen to return to your GoArmyEd homepage.

Frequently Asked Questions

Q: Am I required to enroll into classes through Course Planner after my Course Planner is approved?
A: Yes, in order for you to use eligible TA benefits you must enroll in classes through your approved Course Planner. If you followed Path 1, your enrollment is sent to your school by GoArmyEd in an overnight file. If you followed Path 2 or 3, once your TA Request is approved, you must enroll in the class directly with your school and provide the approved TA Request form.

Q: Am I required to enroll into all my classes on Course Planner at once?
A: No, the Course Planner is used to track your academic progress. Over time you will enroll in classes as your schedule and work load permits. You can take up to 16 semester hours of TA-funded courses per fiscal year.

Q: Do I need to do anything once I enroll into my class on Course Planner?
A: You must enroll in the class at your school. After receiving an email stating the enrollment request is approved, provide the form to your school.

Q: Am I able to edit my classes in Course Planner?
A: Yes, if courses are in Pending status, you are able to make edits on the Course Planner.

Q: Can I change my course listings once they are approved in Course Planner?
A: If you change your degree or home school you will need to submit a new Course Planner for approval.

Q: Can I see a history of actions related to a course?
A: Yes, select the "Action History" link on the far right hand side of your Course Planner to see all actions taken by all users related to a specific course.