How to Use the Course Planner

General Instructions

The following Step-by-step Instructions provide the steps on how to use the Course Planner to track your academic progress in GoArmyEd.

Select the name of the instruction to go directly to it. To return to this page, select the arrow.

- **How to Use 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 track your academic progress in GoArmyEd.

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.

   ![Smart Links]

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

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

   ![Statement of Understanding]

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

   b.) Select the “Submit” button
3. The Course Planner screen appears. If a Student Agreement/Documented Degree Plan has not been approved by an Army Education Counselor, you will be prompted to upload your Student Agreement/Documented Degree Plan into Course Planner.

Select the “Upload Plan” button to upload your Student Agreement.

For additional assistance with uploading your Student Agreement/Documented Degree Plan review the Step-by-Step Instructions titled “Uploading Student Agreement/Degree Plan into Course Planner.”
Step-by-Step Instructions – How to Use the Course Planner

4. Enter the number of units you have remaining to graduate in the “Units Remaining to Graduate” field and select the drop-down arrow to select the unit type for the “Unit Type” field.

**Note:** The number of remaining units to graduate can be found on your Student Agreement/Documented Degree Plan.

5. Read the message that appears in red text below.

**Note:** This message will populate after you select the “Unit Type” or after a new course is added.
6. To begin adding courses to your Course Planner, select the “Add Course at Home School” or “Add Course” button.

By selecting “Add Course at Home School” the “School Name” will be defaulted to the Home School listed in your GoArmyEd account. You can proceed to Step 10.

7. When you select “Add Course” the Look Up School page appears. The home school listed on your Student Record will pre-populate in the “School Name” field.

8. Select the “Look Up” button to proceed.
9. Multiple school listings may appear. Carefully view the list and select your home school for a listing of courses offered with that school.

![Look Up School](image)

10. Depending if your school uploaded courses, you will automatically be directed to one of the following paths to either search the database for your course or manually type course information.

**PATH 1**

The Browse Catalog page appears. The first letter of the alphabet defaults to show all Subject Codes starting with an “A” at your school.

Scroll to the subject and catalog number you want to add to the Course Planner.

**PATH 2**

The Non-LOI Catalog Search page appears. Enter the subject code in the “Subject” field and the catalog number in the “Catalog” field, or leave all fields blank and select the “Search” button to view courses at your school.

Scroll to the subject and catalog number you want to add to the Course Planner.

**PATH 3**

If your school does not upload courses, the Course Planner page appears. You will need to manually enter all information for your courses directly into the Course Planner.
11. **Note:** In path 2, a message may appear when searching for a Non-LOI Course advising you that the course catalog results for this school will take time to load.

For a faster response, you can enter additional course information in the Search Criteria section including:

- Subject
- Catalog
- Description

Select the “Search” button to retrieve the updated search results.

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Non-LOI Course Search
Select at least one (1) search criteria. Select the "Search" button to view your search results.
If your search does not return any results, select fewer search criteria.
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### Search Criteria
- School: [VD31]
- Subject: 
- Catalog: 
- Description: 

The course catalog results will take time to load for this school. For a faster response, use the subject code used by your school (e.g. HIST) to search for specific courses. Please do not select search button without specific criteria.

### Course Not Found
If your course does not exist in the system, you will be transferred to the course planner to manually enter your course information. Select the "No Courses Found" button to proceed.

12. **PATH 1**
Select the box next to a course in the “Select” column to request that specific course. A checkmark appears in the selected box.

Select the “Add to Planner” button.

A message appears stating the selected course has been added to the Course Planner.

Select the “Return to Planner” link to return to Course Planner.

**PATH 2**
Select the “Add to Planner” button next to the course(s) to add to the course planner.

Select the “Return to Planner” link to return to Course Planner.

**PATH 3**
The following fields must be completed for each course:

- Subject (e.g. ACCT)
- Catalog Number (i.e. 2301)
- Course Title (i.e. Composition)
- Course Level (i.e. Certificate, Graduate, High School, Undergraduate, Upper)
- Course Usage (i.e. Free elective, General Education Requirement, Major Requirement, Required Elective)
- Unit Type (i.e. Class, Quarter or Semester Hour)
- Units (if applicable)
13. The courses selected then appear in the Course Planner Courses section.

14. A message appears stating you have successfully submitted your Course Planner. You will receive an email when your courses have been reviewed and either approved or rejected.

   Select the “OK” button.

15. Select the Close Window link in the upper right corner of the screen to return to your GoArmyEd homepage.
Frequently Asked Questions

Q: Do I have to submit a Course Planner prior to enrolling into classes?
A: Yes, you will not be able to enroll in a class until the related course is entered on your Course Planner and approved. Course Planner is required once you complete six semester-hours (SH) taken at your home school or nine SH at any school (whichever comes first).

Q: How is my Course Planner approved?
A: Your Course Planner will be reviewed by either your school or an Army Education Counselor. After you have been approved for the courses listed on your Course Planner, you will be able to enroll in the approved course or courses.

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

Q: How many classes do I have to include in Course Planner?
A: In order to avoid having to resubmit your Course Planner multiple times, you should include all courses that you know are needed to complete your degree, but you must complete 50 percent in order to submit your Course Planner for approval.

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.