MyDegree Plan

My Planner (Plan) is a tool within MyDegree that can help you and your advisor map the courses you should take as you work toward your degree. You can use this tool with the help of an advisor or by yourself if you want to create your own plan. You can locate the MyDegree Plan through MyGateway (https://www.umsl.edu/current/index.html) by clicking on the MyDegree tile.

Once you have logged into MyDegree using your SSO ID and password you will be able to navigate to the Plan tool.

**Note for Students**: After logging into MyDegree and before you use the Plan tool you will need to run an audit for your program. If you are not sure about your program/catalog year, please contact your advisor for further assistance.

- If you have not picked a major (program) yet, the Plan tool will not work as intended. However, if you like to look at different programs, the Plan tool may also benefit you.

**Step by Step Guide for Using the Plan**

1. Run an audit
   a. You can check historical audits by navigating to the Manage link under the Audits dropdown menu option.
b. If the last audit run is the correct program you can skip to **Step 2**.
   
i. If you need to run a new audit click the Run Audit button.

   ![Run Audit button](image)

   ii. If you do not have a declared degree program you will need to click Select a Different Program and select the correct program and catalog year.

   1. If you need help figuring out what program and catalog year, please contact your advisor.

   ![Run Declared Programs](image)

   iii. Click Run Program

   1. If Declared Program:

      ![Run Declared Programs button](image)

   2. If you had to enter a Different Program:

      ![Run Different Program button](image)
2. Once the audit has been processed or the correct audit has been previously run, it is time to start using the planner.

a. Click on Create a New Plan

b. Enter Plan Information
   i. Plan Name – You can choose whatever name you want, but it may be best to use a name that is easily identified for later use.
   ii. Term/Year
      1. This is the term and year you want the plan to start, it will not show semesters previous to the one you select.
   iii. Years to Graduation
      1. How many years you want to see in the plan.

c. Click Next and the plan will run
3. Understanding the Plan Builder
   a. Within the Plan Builder there are 2 Sides
      i. Left Side – Your Audit
         1. If you have ever run an audit this will look familiar to you. Use the legend as a guide to understand the different symbols on the audit.

      

         Legend

         ![Legend](image)

         ![Legend](image)

         ![Legend](image)

         ![Legend](image)

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         ![Legend](image)

      ii. Right Side – Plan
         1. The plan shows all the semesters based on the years you chose when setting up the plan

4. Using the Plan Builder
   a. You can drag courses from the audit and place them in the plan
b. What if the course turns red?

i. This means the course is not being offered in the semester you chose, (if it’s the upcoming semester). If you put the course in a later semester and it turns red, it means the course is not typically offered in that semester. Click on the course in the plan and Course Catalog Details will open.

ii. From the Course Details you can move the course to a different term

c. If don’t want to drag a course from the audit to the plan you can click Add Course instead.
i. Entering the first letter of a department into the Department Abbreviation field will populate a list of options, just like the Course Number field after entering the first number.

5. Once you have added some or all of the courses you wanted to your plan and the courses are all offered in the semesters you chose, you can now check to make sure it works with your audit. Click on the check mark

   a. After clicking, the plan will run to check your chosen courses against the audit. The audit will change to show the courses that are "Planned".

6. After checking to make sure your requirements are being met, you can now send the plan to your advisor for approval.

7. Once your plan is approved you can register for those courses using My Planner in MyView once you are able to register. Be sure to check your registration date. A similar message to the one below will be displayed in MyView.

   Your My Planner shows 2 courses for 2020 Spring Semester, click here to load them into your course list.
   Note: Planned courses that are not offered for 2020 Spring Semester are not included in the course count above and will not be loaded into your course list.