1. Log into MyU.
2. Select the Academics tab, then the Degree Process sub-tab.
3. Then click the “Grad Planning & Audit System” link.
4. Click the Browse Course Catalog button.

5. Navigate to the subject area for the course you would like to add. Click the subject code to display or hide information.

6. Locate a course in the requirements you have not yet completed or enrolled in and check the box next to it.

7. Click the Add To Planner button (found at both top and bottom of page).

8. View the confirmation that the course has been added to your planner.