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 Plan By My Requirements button.
5. View the requirements for the program.
6. Locate a course in the requirements that you have not yet completed or enrolled in.

7. Click the course link.

8. View the course details.
9. Click the add to planner button.

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