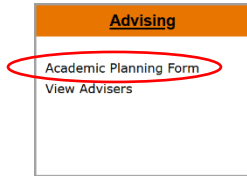


Course Planner Quick Reference

The Course Planner is used to send selected courses to the Queue for subsequent enrollment in courses. The Course Planner must initially be accessed as a component of the Academic Planning Form (APF).

Accessing Course Planner through the APF



1. Log in to TigerHub and click “Academic Planning Form”.

2. Complete steps 1 through 6.

3. On step 7, click  to open the Course Planner.

4. Click on the tab for the current term, or if it does not exist, click the (+) button to create a new tab.

5. In the Course Search box, enter a subject area, course number, keyword, or instructor name.

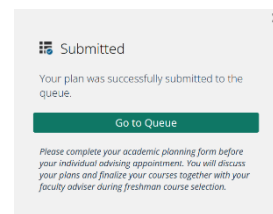


6. Select a course or courses in the course selection area to populate the weekly grid. The planner will prompt if additional components of the course are needed, ie. precept, lab, class. Courses with meeting times yet to be determined will appear at the bottom of the grid.


7. You may delete courses from the grid by clicking (-).

8. Once satisfied with your selections, click .

9. You will see a pop-up showing “Processing” that will update to “Submitted.”



10. Since you accessed the Course Planner through the APF, you must click the (X) at the top left of the Course Planner pop-up to return to the APF.

11. Step 7 of the APF will now be populated with your course queue selections. Should you desire, you may return to the Course Planner by again clicking the launch button. Otherwise, click  to continue with the APF.

12. Once you have submitted your APF, you can update your course queue prior to course selection by returning to the Course Planner through TigerHub, see below.

Accessing Course Planner through TigerHub

Note: This method of accessing the Course Planner should only be performed after completing the APF.



1. Log in to TigerHub and click on Course Planner.

2. A new window/tab will appear displaying the Course Planner.

3. Follow steps 4-9 above.

4. Upon seeing the “Submitted” pop-up, you may click “Go to Queue” to see your queue or close the window/tab.

Regardless of the method of accessing the Course Planner, you must officially submit your queue on the day of your enrollment appointment. Failure to officially submit your queue at your appointed time may result in late registration fees.