Assign Courses in My Planner to a Term

When you add courses to your Planner, they are added to an Unassigned Courses bucket. This means the course is in your Planner as one you intend to take at some point during your time at FSU. However, you may also assign courses in your Planner to a specific Term and Year.

Navigation

1. Log-on to my.fsu.edu with your FSUID and password. On your Student portal page, under the myFSU Links area, click the SC icon.

2. Click the link for Plan under Academics area or select Academic Planner from the drop-down box and click the icon.

![Academics Menu]

Steps

1. In your My Planner, review the courses you have already in the Unassigned Courses area. Click the Description or Prereq links to verify that you will have satisfied any prerequisite requirements before you plan to take the course. You should also review the information in the Typically Offered column to see which terms the course is usually offered (i.e. Fall, Spring, Summer).

   NOTE: The terms listed under Typically Offered are intended to serve as a general guide. Course offerings for a specific term are subject to change depending upon enrollment demands and other factors.
2. Click the box within the Select column for the course you want to move to a Term.
3. From the drop down box beside the statement Move selected courses to Term, choose the Term and Year you would like to assign the course to.
4. Click the Move button.
5. A confirmation note will appear letting you know that the course(s) you selected has been moved to the term you selected. The moved course will appear in a new area of the Planner with the **Term and Year** listed in the header. If you still have other courses that are unassigned to a particular term, they will still appear in the **Unassigned Courses** area at the top of the Planner.

![My Planner](image)

**NOTE:** After you have assigned a course to a specific term, you may use the drop down box beside the statement **Move selected courses to Term** to move the course to a different term. You may even move an assigned course back to the **Unassigned Courses** area.
Deleting Courses from Planner

At some point, you may want to delete courses you have added to your Planner.

You may delete individual courses in your Planner by clicking the Trash Can icon in the Delete column.

If you want to delete all courses in your Planner from both the Unassigned area and all Terms, you may go to the top right corner where it says Delete all Courses in Planner and click the Delete All button.