



Planned Courses – What are they?

- 🐾 Students are able to select courses based on their LOBO Trax report that show as NEEDED
- 🐾 Students can plan their courses up to a year in advance
- 🐾 Courses will show on the LOBO Trax report as a Planned Course with a >W symbol and have a grade of PL :

F:09 ARTH431 3.0 PL >W Planned Course

- 🐾 Students adding Planned Courses to their Course Planner are NOT registering for the course – The Planner indicates the courses the student plans to take within the next year – **Students must register for planned courses, meet all restrictions and pre-requisites, and are subject to availability**
- 🐾 If PLANNED COURSES are used to satisfy a requirement, the LOBO Trax Report will say SOME PLANNED COURSES USED:

ALL REQUIREMENTS SATISFIED - SOME PLANNED COURSES USED

- 🐾 To add PLANNED COURSES to the LOBO Trax report, click on the course in the audit and that will open a window to the Course Planner Information Page. Please read the information on this page. The course will be displayed in the box at the top left – students may search the catalog for the course description and pre-requisites or simply click on the add course button and it will be put in their Course Planner:

Would you like to add the following course to your Course Planner?

HIST251

Course Planner			
Course	Term	Credit Grade	
<input type="checkbox"/> HIST251	Summer 2010	3.0	PL
Total		3.0	

If a Course has an *** you will need to put in a course number so LOBO Trax can recognize the course and put it in the correct area:

Would you like to add the following course to your Course Planner?

STAT**** Add Cancel

Would you like to add the following course to your Course Planner?

STAT145 Add Cancel

****3** Add Cancel

ENGL345 Add Cancel

***NOTE – If courses are not in the correct format they will be deleted**

- Once added to the LOBO Trax report the student will need to run a new report and click the check box in order to see the planned courses applied within the report.

Student: Lucy Lobo

Include Planned Courses?

Select Degree Program: Latest (all) List All Requirements Run Audit

- Any requirement that includes a PLANNED COURSE will show that planned courses are being used in the report with a special symbol and text:

THIS GENERAL UNIVERSITY GRADUATION REQUIREMENT OF A MINIMUM OF 128 EARNED HOURS HAS BEEN SATISFIED

EARNED: 123.00 HOURS
IN-PROCESS: 19.00 HOURS
PLANNED: 6.00 HOURS

Once the PLANNED COURSE is registered for and IN-PROCESS it will be removed from the PLANNED hours – if PLANNED COURSES are not registered for within four semesters they will be removed from the COURSE PLANNER