



## 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. It indicates students plan to take the course 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?**

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

If a course has \*\*\*, enter a course number so LOBO Trax can recognize the course and put it in the correct area, for example:

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

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

STAT145

Enter a subject code in all CAPS and course number, for example:

\*\*\*\*3\*\*

MA 390

**\*NOTE :** If courses are not in the correct format, they will be deleted.

- Once added to the LOBO Trax report, students 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

- 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

- At the end of each semester, Planned Courses for that semester will be automatically deleted from the course planner.