How to Use Planner

This document shows you how to use Planner to prepare for registration by finding and saving classes that interest you. You can log in to Planner with your Notre Dame net id and password at https://academic-planner.nd.edu.

There are three steps to this process:
1. Searching for classes
2. Adding and removing classes from your planner worksheet
3. Creating and editing your plan

Step 1: Searching for Classes

You will use the Class Search function on the left side of the page to find classes.

Class Search defaults to the undergraduate classes on Notre Dame’s main campus for the upcoming semester.

Select “Open Classes Only” at the bottom of Class Search so that you only see classes that are not already full.

- Open Classes Only
- Hide started classes

You are now ready to search for classes. You can search by several different criteria. These instructions will show you the four most useful ways to search for classes:

- Subject
- Subject and Course Number
- University Requirement
- Course Title (especially for University Seminars)
To search by **subject**, enter the subject name in the appropriate field and click “Search.” You will see all of the classes in this subject offered in the upcoming semester.

- Fall Semester 2020 (202010)
- **Main**
- **Sociology**
- **Undergraduate**
- Course Title (e.g. “%modern%”)
- Course Number (e.g. “3%1” or “2%”)

To search by **subject and course number**, enter this information in the appropriate fields and click “Search.” You will see all of the sections of this class offered in the upcoming semester.

- Fall Semester 2020 (202010)
- **Main**
- **Mathematics**
- **Undergraduate**
- Course Title (e.g. “%modern%”)
- 10560
To search for classes that satisfy specific **Core Curriculum requirements**, enter the four-letter attribute code for the requirement in the **University Requirement** field, not the Attribute field, and click “Search.” If you want to see all of the classes that satisfy this requirement, leave the other fields blank.

To search for **University Seminars** by **course title**, enter “University Seminar” in the appropriate field and click “Search.” You will see all of the University Seminars offered in the upcoming semester.

If you want to see the University Seminars that satisfy a particular Liberal Arts Core requirement, enter “University Seminar” in the Title field and the attribute for the requirement in the University Requirement field. Descriptions of University Seminars are on the **First Year Advising website** and are not in Class Search.
Once you have found classes using Class Search, you can learn more about them by reading the class listing. The summary includes the title and number, the number of credit hours, the number of seats remaining, the instructor’s name, the days and time, and the location.

Click anywhere on the class listing to access additional essential information about the class.

The **Course Description** section includes an explanation of the content and goals of the class.

**Course Description**

For students in science and engineering. Topics include sets, functions, sequences and series, parameterized curves in the plane, and p

Grade Mode Standard Letter
Repeat Status Course may not be repeated
Comment Must be enrolled in MATH 12560 section 11 or 12.
Cannot Have Taken MATH 10092, MATH 10260, MATH 10360,

The **Pre-Requisites** section will let you know if you are prepared to take the class. Some classes are only open to students who are taking or have taken another class. Pre-requisites are most common for math, science, and language classes. For example, you cannot register for Calculus II unless you are taking Calculus I or have credit for it from an AP, IB, or Notre Dame credit exam.

**Pre-Requisites**

MATH 10550 OR MATH 10091 OR MATH 10850

The **Registration Restrictions** section will let you know if you are in a category of students that is eligible to take the class. For example, Calculus II is open to all undergraduate Notre Dame students. Classes can be restricted to students in certain majors, minors, colleges, or academic years (such as sophomores).

**Registration Restrictions**

Level must be:
Employee Non-Degree, St. Mary’s College, Undergraduate Non-Degree, Undergraduate
The **Attributes** section will let you know if the class fulfills any of the Core Curriculum requirements. For example, Calculus II fulfills the Quantitative Reasoning requirement.

### Attributes

| MATH - old Core Mathematics | WKQR- new Core Quant Reasoning |

Some classes have a “**Department Approval Required**” note in red in the class listing. If you are interested in one of these classes, talk with your advisor. Do not email the department.

<table>
<thead>
<tr>
<th>SOC 20002 03</th>
<th>Understanding Societies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Christiano</td>
<td></td>
</tr>
<tr>
<td>TR 02:20 PM-03:35 PM 08/10 - 11/12 DeBartolo Hall 204</td>
<td></td>
</tr>
<tr>
<td><strong>Department Approval Required</strong></td>
<td></td>
</tr>
</tbody>
</table>

Some classes have **co-requisite labs, tutorials, or discussion sections**. Your advisor will help you understand which classes have co-requisites. These co-requisites have unique numbers and must be added to your planner worksheet and your plan separately from the lecture portion of the class. For example, Calculus II has a required tutorial (MATH 12560). You would therefore add MATH 10560 and MATH 12560 to your worksheet and plan.

<table>
<thead>
<tr>
<th>MATH 12560 11</th>
<th>Calculus II Tutorial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethan Reed</td>
<td></td>
</tr>
<tr>
<td>T 09:35 AM-10:25 AM 08/10 - 11/12 Hayes Healy Center 129</td>
<td></td>
</tr>
</tbody>
</table>

### Step 2: Adding and Removing Classes from Your Planner Worksheet

When you find a class that interests you, click the “Plan” button on the right side of the page to add it to your planner worksheet.

If you change your mind about a class while you are in the Class Search view, click the “Remove” button on the right side of the page to remove it from your planner worksheet.

The “Planner Worksheet Classes” tab under Class Search on the left side of the page shows the number of classes on your planner worksheet. If you open this tab, you will see a list of the classes you have added.
Step 3: Creating and Editing Your Plan

When you are ready to create and save your plan, click on Planner at the top left of the page. You should create only one plan and edit as needed.

Then click “Add Plan” at the right side of the page.

A dialog box will appear with all of the classes on your planner worksheet. To add a class to your plan, click anywhere in the box. The box will turn green. You will not be able to create a plan until you add classes to it from your worksheet.
Once you have finished adding classes to your plan, click “Create Plan” at the bottom of the dialog box.

Your plan will be saved as “Plan 1” and will appear as a list of classes and a schedule grid.

You can delete classes from your plan by clicking the “X” in the list of classes and then clicking “OK” in the dialog box that appears.

You can add classes to your plan from your planner worksheet by clicking the “Add” button below the list of classes. Your planner worksheet will appear in a dialog box. Select the class you want to add, and then click “Add to Plan.” Your class list and schedule grid will update.

Once you have created your plan, your advisor will be able to see it in the NOVO registration system.