



How Do I?

Use My Planner

PeopleSoft Version 9

Using My Planner for Academic Mapping

The University Catalogue outlines the requirements for most majors based on a four-year plan. You can use your My Planner in PeopleSoft Version 9.0 to outline the courses you will complete during your academic career. When selecting courses, refer to your University Catalogue to ensure you include all required courses and electives.

1. To access LEONet, click the **LEONET** link at the bottom of [Southeastern's home page](#).
2. Click on **LEONet -- Students**.
3. Key in your university ID and password.
4. Click the **Sign In** button.
5. Select Self-Service > Academic Planning > My Planner.
Your My Planner page displays.
6. Once you have accessed My Planner, select the **Search** tab.
A browse course catalog tab will display and you will be prompted to Enter Search Criteria.

Roomie D'Uon

Search Plan Enroll My Academics

search for classes browse course catalog

Search for Classes

Enter Search Criteria

Institution: Southeastern LA University

Term: Spring 2009

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject: []

Course Number: to exactly []

Course Term: Undergraduates

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria: []

CLEAR CRITERIA SEARCH

7. Select the **browse course catalog** tab.
The Browse Course Catalog page displays.

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Search Plan Enroll My Academics

search for classes browse course catalog

Browse Course Catalog

COLLAPSE ALL EXPAND ALL ADD TO PLANNER

ACCT - Accounting

Select	Course Nbr	Course Title	Typically Offered
<input type="checkbox"/>	101	ENGL 101 TO FINANCIAL ACCOUNTING	
<input type="checkbox"/>	102	INTERMEDIATE FIN ACCT I	
<input type="checkbox"/>	230	MANAGER ACCOUNTING	
<input type="checkbox"/>	231	INTERMEDIATE FINANCIAL ACCOUNT II	
<input type="checkbox"/>	232	INTER FINANCIAL ACCOUNT III	

8. Select the first letter of the class(es) for which you would like to search.
For example, if you were looking for English classes, you would click the "E."
 9. From the list of classes displayed, select the course(s) you would like to add to your planner by clicking in the check box(es) to the left of the course title(s).
 10. Scroll to the bottom of the page and click the **Add to Planner** button.
 11. Scroll to the top of the page and you will see a notice telling you the class(es) have been added to your planner.
- ENGL 101, ENGL 102, ENGL 230 have been added to your Planner.
12. Select the **Plan** tab at the top of the page.
The course(s) you have selected will display.
 13. Select the check box to the left of one or more of the classes.

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Search Plan Enroll My Academics

My Planner

Add courses to Planner with: Delete all courses in Planner DELETE ALL

Assigned Courses

Select	Course	Description	Prereq	Units	Days/Offered	Exclude
<input type="checkbox"/>	ENGL 101	ENGLISH COMPOSITION		3.00		
<input type="checkbox"/>	ENGL 102	CRITICAL READING AND WRITING		3.00		
<input type="checkbox"/>	ENGL 230	WORLD LITERATURE		3.00		

Move selected courses to Term: []

14. Select the term you plan to complete the course(s) from the Move Course to Selected Term dropdown box.

15. Click the **move** button.

A box displays at the top of the page to let you know that the course(s) have been added the selected term. It also displays any courses you have selected that have not been assigned to a specific term.



16. Continue to select the terms in which you would like to complete the Unassigned Courses.

17. Repeat this process for all courses required for your degree plan.

Although you have created a plan for completing all your required courses, you can make changes at any time.

18. When you are done, remember to log out of LEONet.

Note: To print your planner, select File > Print in your browser window. Your planner will be printed so you can refer to it as needed.