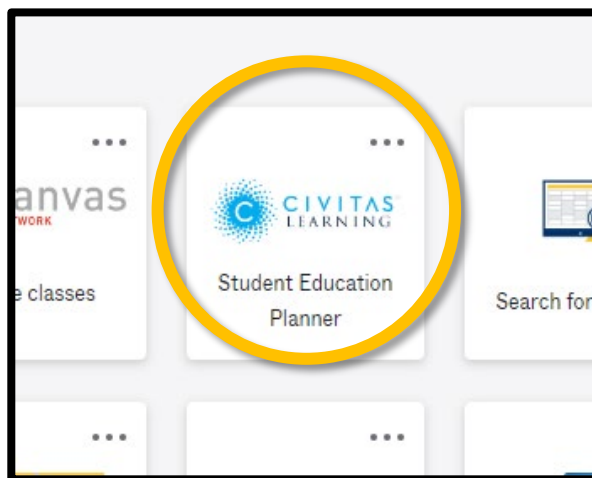


Student Education Planner Guide

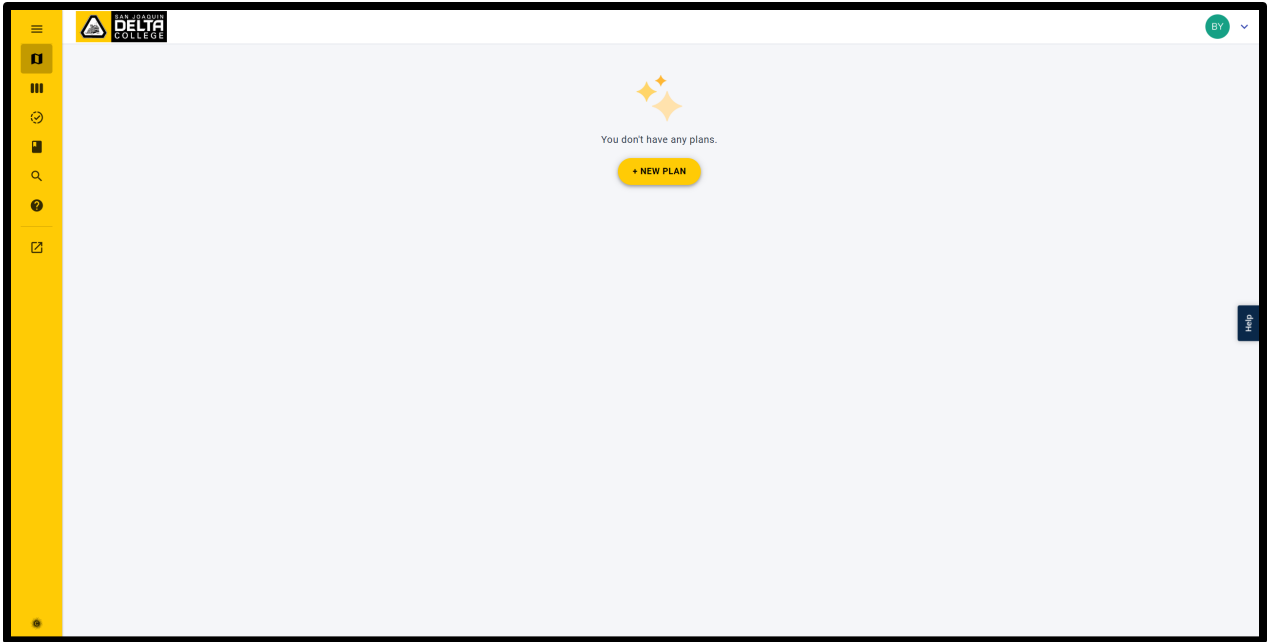


The Student Education Planner is a great tool for students to use with their counselors to map their courses and semesters to satisfy degree requirements. This will help students plan their academic progress, better improve communication with their counselors, and understand which courses to register for. Although you can use the planner on your own, we highly recommend that you contact your counselor to get help building your plan and ensure that you select the classes that are right for you.

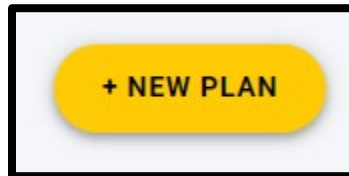
1. To access the Student Planner, click on the **Student Education Planner** tile in your **MyDelta Dashboard**.



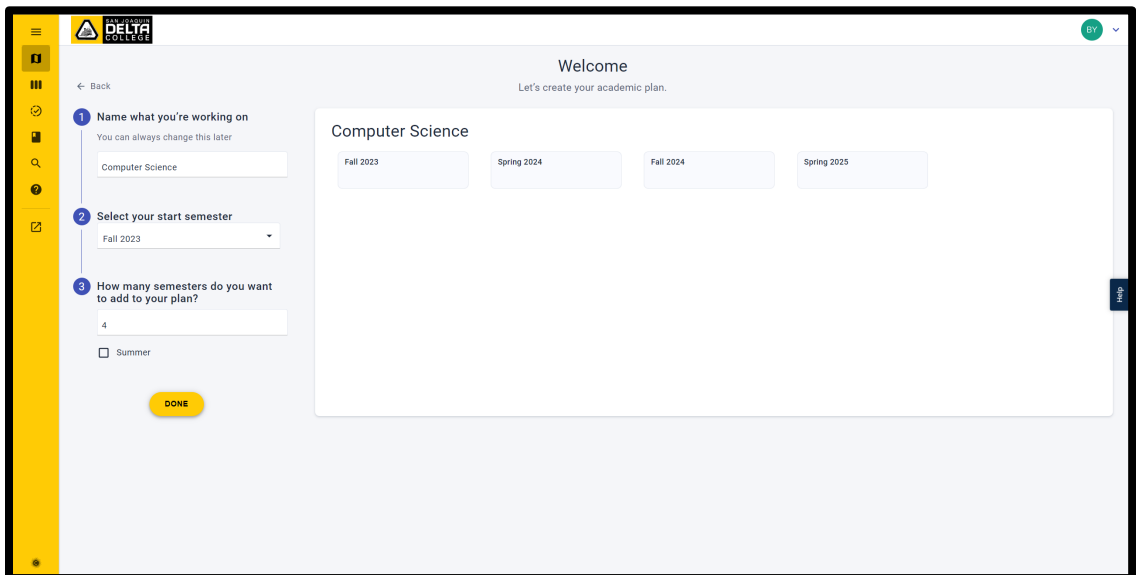
2. A new tab will open to the **My Plans** page. You may already have some plans created by your counselor.



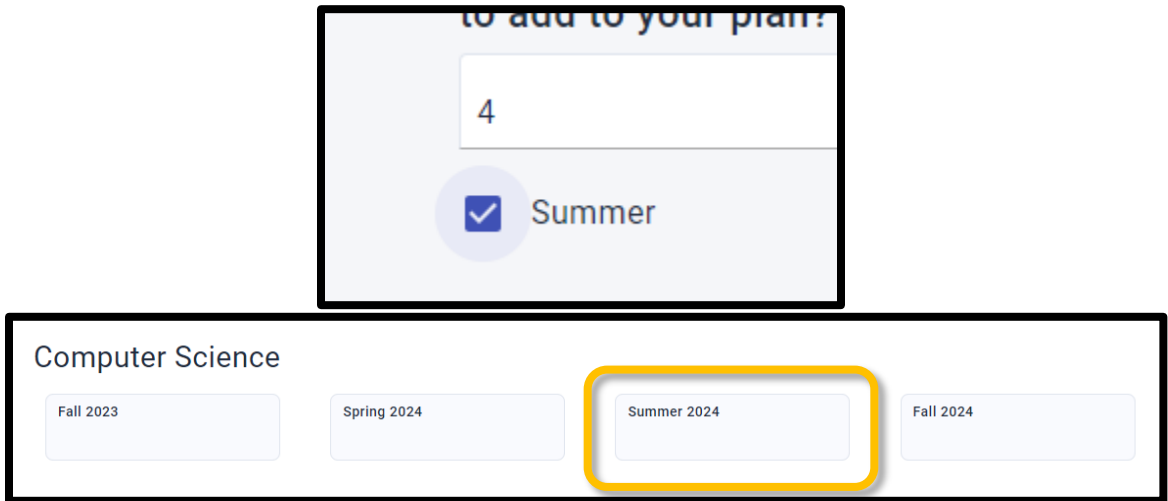
3. Create a new plan by clicking the **+ New Plan** button.



4. On the **Plan Creation Page**, enter the name of the plan, the semester to start from, and the number of semesters you want to plan for.

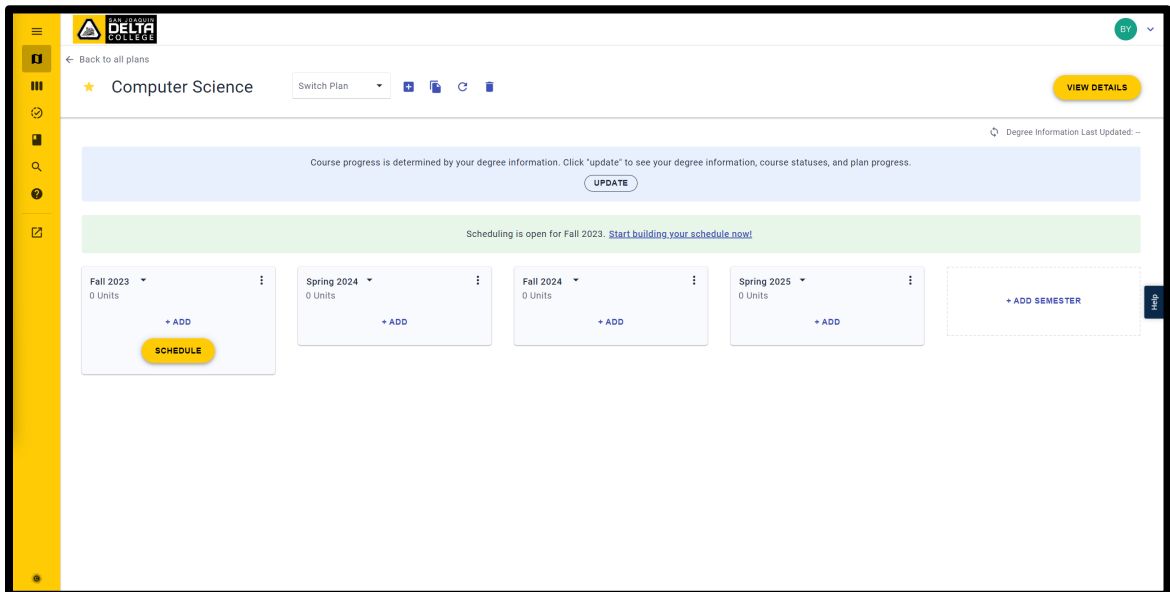


Checking the **Summer** box will include Summer semesters into your plan.



Click **Done** to proceed.

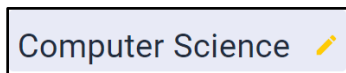
5. This is the **Plan Details** page. Your counselor will be able to view and adjust your plans as well.



On the top, there is a row of icons for different options:



Set your Primary Plan which will be your focused plan.



Edit the plan name.

Switch Plan ▾

Quickly switch between plans or create a new one.



Add a semester.



Copy a plan.

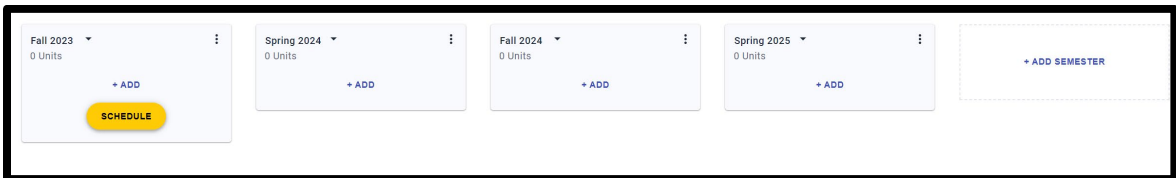


Clear a plan.

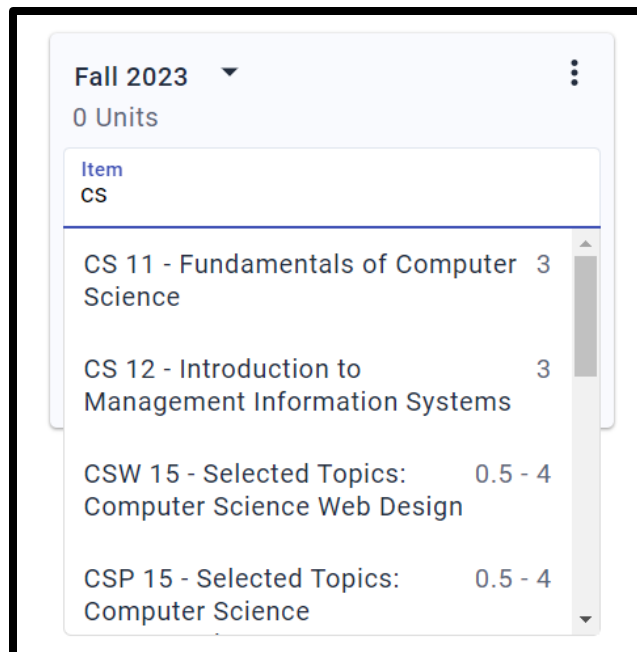


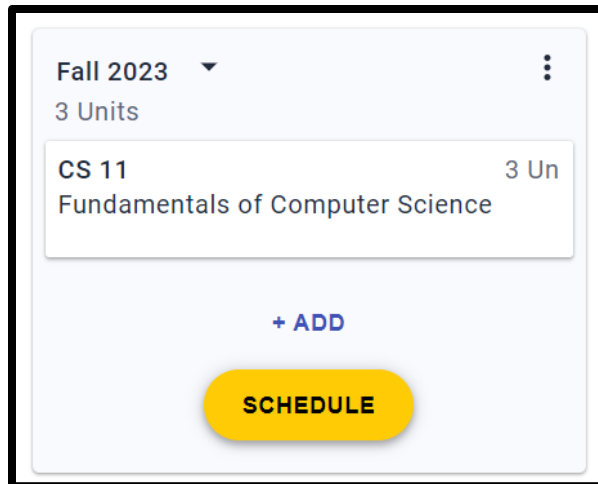
Delete a Plan.

6. Below are the semesters that you can add courses to. You can also add additional semesters.



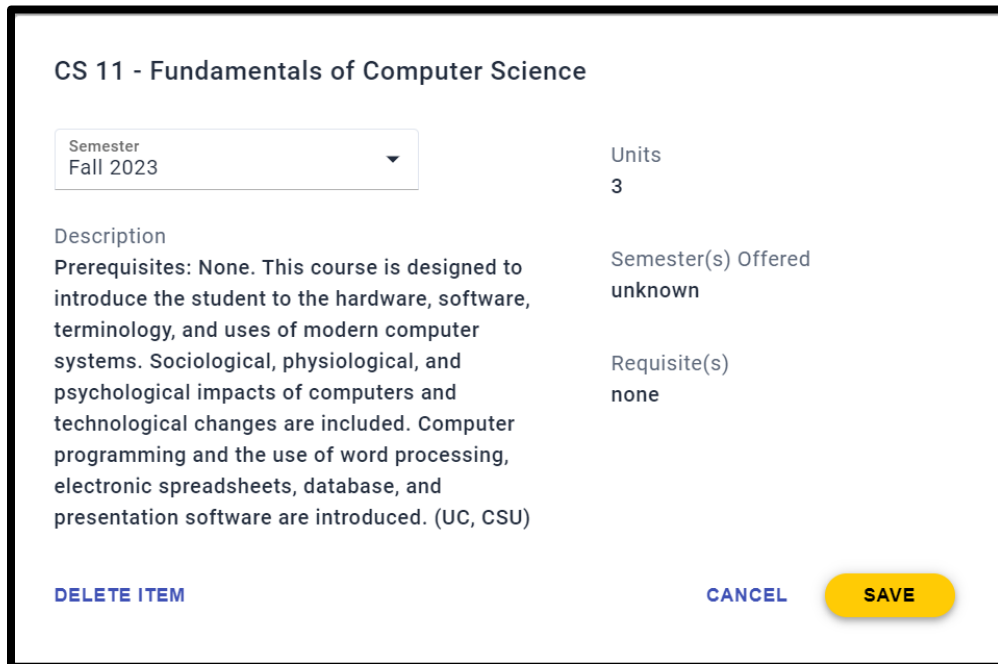
7. Click **+ ADD** to add a course. It will auto-populate course names as you type.



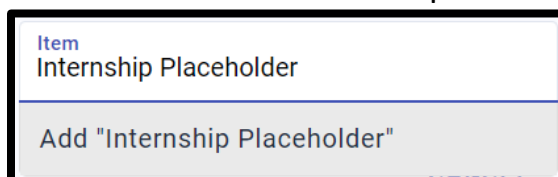


When a course is added, you can click and drag it to other semesters.

8. Click a course to view its details. From here, you can read its information, move it to other semesters and delete the course from your plan.



Placeholders can be added such as an internship.



Clicking the internship to view its details allows you to add the number of units and a description.

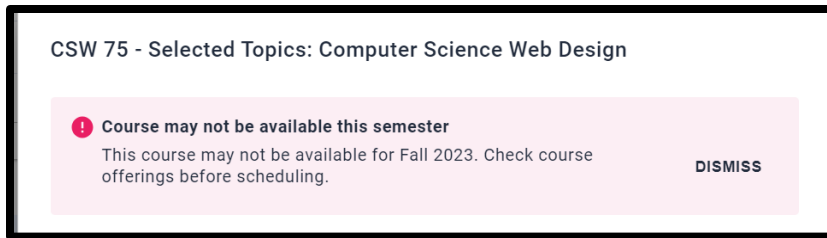
The screenshot shows a form titled "Edit Item Details" with the following fields and controls:

- Title:** A text input field containing "Internship Placeholder".
- Semester:** A dropdown menu currently set to "Fall 2023".
- Minimum Units:** A text input field containing "0".
- Maximum Units:** A text input field containing "0".
- Description:** A large, empty text area for entering details.
- Buttons:** At the bottom, there are three buttons: "DELETE ITEM" (blue text), "CANCEL" (blue text), and "SAVE" (yellow button).

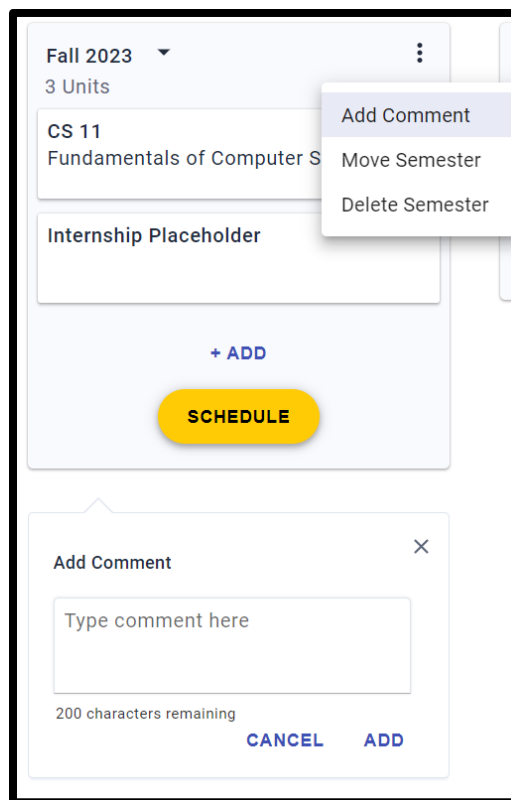
9. You may encounter alerts when adding courses. Alerts appear when there are conflicts such as: Course may not be available for that semester, course requires a requisite, duplicate course, or is no longer offered.

The screenshot shows a course selection interface with the following elements:

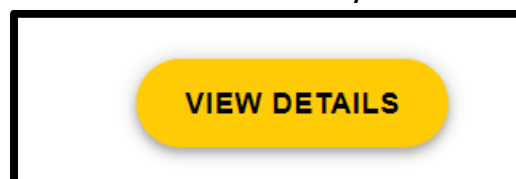
- Semester:** "Fall 2023" with a dropdown arrow.
- Alerts:** A pink box with a red exclamation mark icon and the text "2 ALERTS" and a vertical ellipsis menu icon.
- Total Units:** "6 Units".
- Course List:** Two identical entries for "CS 11 Fundamentals of Computer Science" (3 Un). Each entry has a red exclamation mark icon and the text "Duplicate Course" below it.

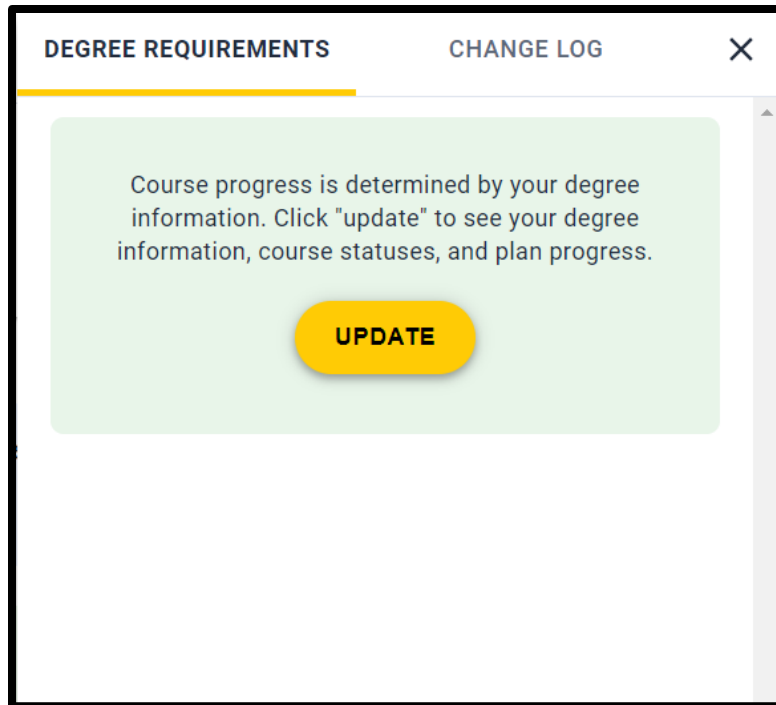


10. You can add a comment to a semester that your counselor can view, move the semester to a different position, or delete the semester by clicking the

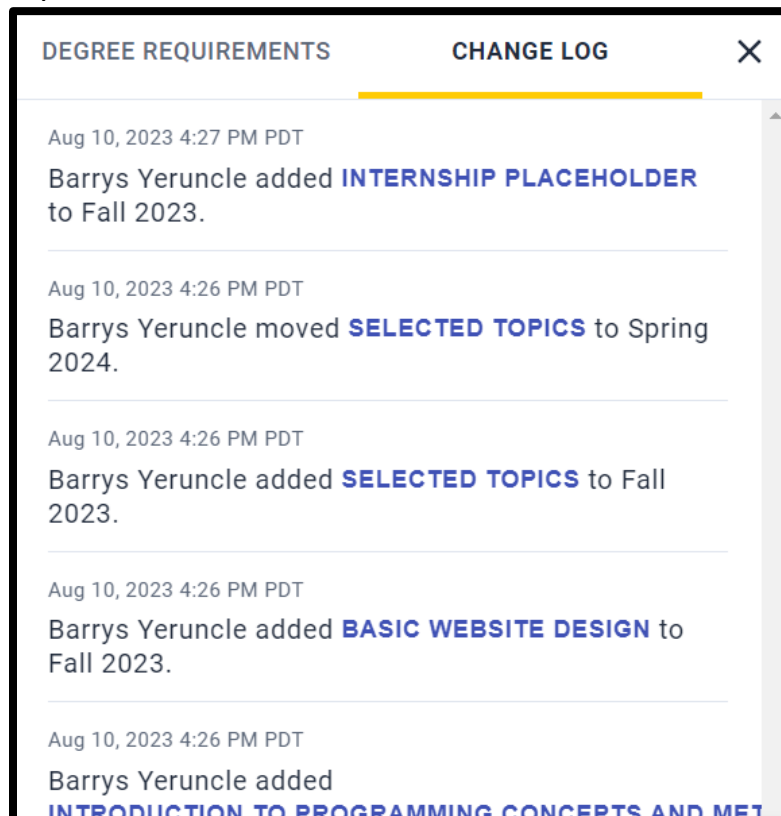


11. On the top right is the **View Details** button. This will bring up your **Degree Requirements** and **Change Log**. **Degree Requirements** would need to be updated if there are changes such as majors. It will display the types of courses you still need to take or those that you have already completed.





Change Log shows a history of all the changes you or your counselor have made to your plan.



12. When Scheduling is open, you will see a green banner notification and a **Schedule** button on the open semester. Clicking the Schedule button will direct you to the course scheduler where you can add your planned courses.

Scheduling is open for Fall 2023. [Start building your schedule now!](#)

The screenshot shows a course scheduler interface for the Fall 2023 semester. At the top, it displays "Fall 2023" with a dropdown arrow and "3 Units" below it. A list of courses is shown, including "CS 11 Fundamentals of Computer Science" with "3 Un" units and an "Internship Placeholder". At the bottom, there is a "+ ADD" link and a prominent yellow "SCHEDULE" button.