1. Log into MyU.
2. Select the Academics tab, then the Degree Process sub-tab.
3. View the courses currently in your plan and when they are typically offered.

4. Check the box next to one or more courses, select the term you would like to plan them for, then click move.
   
   Note: All planned courses must be planned by term and year.

5. View the confirmation that the course (or courses) has been planned for the selected term.