



1. Log in to **MyU** and select the **Academics** tab, and then click the **Degree Progress** tab.
2. Click on the "GPAS" link at the bottom of the screen.
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.

The screenshot shows the 'Grad Planning & Audit System' interface. On the left is a navigation menu with options like 'Help - UMTC', 'Ask One Stop', 'Dates & Deadlines', 'Forms', 'Registration Resources', 'Degree Progress', 'Grades & Transcripts', 'Graduation and Leaves', 'Paying Your Bill', 'Financial Support', and 'Financial Aid'. The main content area includes a search bar, navigation tabs for 'GPAS Planner', 'Course History', and 'Shopping Cart', and a table of 'Unassigned Courses'.

Select	Course	Description	Prereq	Units	Typically Offered	Req	Delete
<input checked="" type="checkbox"/>	CI 8132	CI Core: Teaching	yes	3.00	Every Fall & Spring	Ⓜ	🗑️
<input type="checkbox"/>	CI 8135	Foundations of Research II	yes	3.00	Every Spring	Ⓜ	🗑️

Below the table, there is a 'Move selected courses to Term' dropdown menu set to 'Spring 2018' and a 'Move' button.

This screenshot shows the same interface after the course has been moved. A green checkmark and a message state: 'CI 8132 has been moved to Spring 2018.' The 'Unassigned Courses' table now only contains CI 8135. The 'Move selected courses to Term' dropdown is still set to 'Spring 2018'.

Select	Course	Description	Prereq	Units	Typically Offered	Delete
<input type="checkbox"/>	CI 8135	Foundations of Research II	yes	3.00	Every Spring	🗑️

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