

Using the Academic Planner & Enrollment Shopping Cart

My Planner

The Self-service My Planner functionality provides you with a tool to plan your courses for an individual term, multiple terms, or for your entire stay at SAIC. After you add courses to your planner, you can proceed directly from planning to enrollment. If you have multiple careers, you are provided with a planner for each career.

The Planner differs from the enrollment shopping cart in the following way: the shopping cart requires you to add scheduled class sections to your cart, whereas the planner enables you to accomplish long-range planning by adding courses to your planner, whether or not the class schedule has been created for future terms.

When you access My Planner, past terms are collapsed while current and future terms are expanded. My Planner includes three ways for you to take action. You can:

- Add courses to your planner by using the Browse Course Catalog or Plan by my Requirements buttons.

- Assign courses to a projected term.

- View planned courses by term and proceed to enroll in a course when enrollment becomes available for the term. You can enroll in planned courses from My Planner by selecting the course description to access the course detail and view sections scheduled for a selected term; you can then select the section for which you want to enroll. You can also enroll in planned courses from the shopping cart, add, and swap pages.

Shopping Cart

The Shopping cart functionality enables you to plan enrollment in class sections for a particular term. You can validate your class sections to check for common problems such as time conflicts and prerequisites. You can add classes to the shopping cart using My Planner or the My Requirements feature.

The system stores your class selections for a particular term and you can access them as long as the term is available for enrollment. A class remains in the cart until the you are successfully enrolled or you decide to delete it.

Note: You are NOT enrolled in the classes in your shopping cart or planner.

Using the Academic Planner & Enrollment Shopping Cart

Log in to Self-Service and click on the “Plan” link on your Student Center Home Page

ORACLE

Home | Add to Favorites | Sign out

Student Center

Academics

- Search
- Plan
- Enroll
- My Academics

You are not enrolled in classes.

enrollment shopping cart ▶

other academic... ▼ ▶▶

Finances

My Account

- Account Inquiry
- Health Insurance
- CASHNet - Payments, set up Authorized Users

Financial Aid

- View Financial Aid

Personal Information

Emergency Contact Names

other personal... ▼ ▶▶

Contact Information

Home Address	Mailing Address
None	None
Home Phone	Home Email
None	None

Holds

Registration w/Permission Only

details ▶

To Do List

1st Letter of Recommendation

details ▶

Enrollment Dates

Open Enrollment Dates

Advisor

Program Advisor

None Assigned

Financial Websites

- FAFSA on the Web
- Financial Aid Advance Request

Loan Info Links

- NSLDS Student Access Website
- General Loan Information
- Entrance Interview

Click on the “Browse Course Catalog” button

ORACLE

Home | Add to Favorites | Sign out

go to ... ▼ ▶▶

Search | Plan | Enroll | My Academics

my planner | shopping cart | course history

My Planner

Add courses to Planner using:

BROWSE COURSE CATALOG

Your planner is empty. Use Plan by My Requirements or Search Catalog to add courses to your planner.

Search | Plan | Enroll | My Academics

My Planner | Shopping Cart | Course History

go to ... ▼ ▶▶

Using the Academic Planner & Enrollment Shopping Cart

Browse the available courses and select (check box) the course(s) you want to add to your planner, then click the “Add to Planner” button.

ORACLE Home Add to Favorites Sign out

go to ...

Search Plan Enroll My Academics

my planner shopping cart course history

My Planner

Browse Course Catalog

School of the Art Institute | Undergraduate

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

COLLAPSE ALL EXPAND ALL ADD TO PLANNER

▼ AAP - Academic Access Program

Select	Course Nbr	Course Title
<input type="checkbox"/>	1021	Writing Skills I
<input type="checkbox"/>	1022	Writing Skills II
<input type="checkbox"/>	1023	Critical Reading I
<input type="checkbox"/>	1024	Critical Reading II

▼ AIADO - Arch/Inarc/DesOb

Select	Course Nbr	Course Title
<input type="checkbox"/>	401	Architecture: Design and Drawing
<input checked="" type="checkbox"/>	402	Interior Architecture: SI
<input type="checkbox"/>	403	Designed Objects: Design for Living: SI
<input type="checkbox"/>	501	Innovation Workshop/AIADO

You will see a list of all the classes that you have in your planner. You can move one of these courses to a different Term by selecting it (check box) and then selecting the desired Term from the drop down list. Then click on the “Move” button.

ORACLE Home Add to Favorites Sign out

go to ...

Search Plan Enroll My Academics

my planner shopping cart course history

My Planner

Add courses to Planner using: BROWSE COURSE CATALOG

Delete all courses in Planner: DELETE ALL

▼ Unassigned Courses

Select	Course	Description	Units	Delete
<input checked="" type="checkbox"/>	AIADO 402	Interior Architecture: SI	3.00	

Move selected courses to Term

Fall 2008
Fall 2010
Fall 2011
Spring 2010
Spring 2011
Summer 2009
Summer 2010
Summer 2011
Winter 2010
Winter 2011

move

Search Plan Enroll My Academics

My Planner Shopping Cart Course History

go to ...

Using the Academic Planner & Enrollment Shopping Cart

Your class was moved to the selected Term

The screenshot shows the Oracle Academic Planner interface. At the top, there is a navigation bar with the Oracle logo and links for Home, Add to Favorites, and Sign out. Below this is a search bar and a set of tabs: Search, Plan, Enroll, and My Academics. Under the Search tab, there are sub-tabs for my planner, shopping cart, and course history. The main content area is titled "My Planner" and includes a section "Add courses to Planner using:" with a "BROWSE COURSE CATALOG" button. A green confirmation message is displayed: "AIADO 402 has been moved to Fall 2010." Below this is a table with columns: Select, Course, Description, Units, and Delete. The table contains one row for AIADO 402, Interior Architecture: SI, with 3.00 units. A "move" button is visible below the table. At the bottom, there are navigation links for Search, Plan, Enroll, and My Academics, and a "go to ..." search bar.

To add classes from your Planner to your Shopping Cart go to the “Enroll” tab and select the “add” tab.
Select the “My Planner” option and click on the “Search” button.

The screenshot shows the Oracle Academic Planner interface. At the top, there is a navigation bar with the Oracle logo and links for Home, Add to Favorites, and Sign out. Below this is a search bar and a set of tabs: Search, Plan, Enroll, and My Academics. Under the Enroll tab, there are sub-tabs for my class schedule, add, drop, swap, edit, and term information. The main content area is titled "Add Classes" and includes a "1" button and a "Change" button. Below this is a section "Fall 2008 | Undergraduate | School of the Art Institute" with "Open" and "Closed" radio buttons. A "Fall 2008 Shopping Cart" table is displayed with columns: Delete, Class, Days/Times, Room, Instructor, Units, and Status. The table contains one row for PTDW 2030-006 (262) with 3.00 units. Below the table is a "Find Classes" section with "Class Search" and "My Planner" radio buttons, and a "search" button. An arrow points to the "My Planner" radio button.

Using the Academic Planner & Enrollment Shopping Cart

From the available classes for the current Term, select the class you want to add to the Shopping cart by clicking on the “Select” button by the class name.

ORACLE

Home | Add to Favorites | Sign out

go to ...

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information

Add Classes

Search from My Planner

Fall 2008 | Undergraduate | School of the Art Institute

Return to 1. Select classes to add

Course	Description	Units	Term Status
AIADO 402	Interior Architecture: SI	3.00	Not offered in Fall 2008.

Course	Description	Units	Term Status	Select
ARTHI 1006	History of 20th Century Art	3.00	Not offered in Fall 2008.	
ARTHI 2598	History of Film Animation	3.00	Not offered in Fall 2008.	
PTDW 2001	Beginning Painting I	3.00	Classes available this term.	
PTDW 2030	Figure Drawing: Multi-Level	3.00	Classes available this term.	<input type="button" value="select"/>

Return to 1. Select classes to add

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

From the available sections of the class select the one you want to add by clicking on the “Select” button of the section.

ORACLE

Home | Add to Favorites | Sign out

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information

Add Classes

Course Detail

Fall 2008 | Undergraduate | School of the Art Institute

Return to Search from My Planner

PTDW 2030 - Figure Drawing: Multi-Level

Course Detail

Career Undergraduate
Units 3.00
Grading Basis Credit / No Credit
Course Components Laboratory Required

Description

This course is in your planner under Term(s) Unassigned.

Students draw from the model as a means of understanding form, shape, and line using a variety of media. The course emphasizes shorter poses as training in immediate response to gesture and form. Topics: Large Format; Figures in Space.

Fall 2008 Course Schedule

My Class Schedule Shopping Cart show all

You are not registered for classes in this term.

PTDW 2030 Mo 9:00AM - 4:00PM Columbus 116

Open Closed

Section	Session	Status	Select
005-LAB (261)	1	<input type="checkbox"/>	<input type="button" value="select"/>

Days	Start	End	Room	Instructor	Dates
Fr	9:00AM	4:00PM	Columbus 116	Joanne Scott	09/26/2008 - 12/15/2008

Section	Session	Status	Select
006-LAB (262)	1	<input type="checkbox"/>	<input type="button" value="select"/>

Using the Academic Planner & Enrollment Shopping Cart

Review the Enrollment Preferences for the class/section that you selected.
Click on the “Next” button.

ORACLE

Home | Add to Favorites | Sign out

go to ...

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information

Add Classes

1. Select classes to add - Enrollment Preferences

Fall 2008 | Undergraduate | School of the Art Institute

PTDW 2030 - Figure Drawing:Multi-Level

Class Preferences

PTDW 2030-005 Laboratory Closed Permission Nbr:

Session Regular Academic Session Grading Credit / No Credit

Career Undergraduate Units 3.00

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
005	Laboratory	Fr 9:00AM - 4:00PM	Columbus 116	Joanne Scott	08/28/2008 - 12/15/2008

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

The class is now in your Shopping Cart.

ORACLE

Home | Add to Favorites | Sign out

go to ...

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selection, proceed to step 2 of 2.

✔ PTDW 2030 has been added to your Shopping Cart.

Fall 2008 | Undergraduate | School of the Art Institute

Open Closed

Add to Cart:

Enter Class Nbr: enter

Find Classes

Class Search

My Planner

search

Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	PTDW 2030-005 (261)	Fr 9:00AM - 4:00PM	Columbus 116	J. Scott	3.00	<input type="checkbox"/>
<input type="checkbox"/>	PTDW 2030-006 (262)	Mo 9:00AM - 4:00PM	Columbus 116	D. Southard	3.00	<input type="checkbox"/>