





How to use the Course Planner

The following Step-by-step Instructions provide the steps on how to use the Course Planner to track your academic progress in GoArmyEd.

| Step | Screenshot |
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| <p>1. From your GoArmyEd Homepage, select the “Course Planner” Smart Link under the Smart Links section of your GoArmyEd Homepage.</p> |  <p>The screenshot shows the "Smart Links" section of the GoArmyEd homepage. It contains a grid of buttons: "Course Planner...", "Request TA...", "Withdraw from a Class...", "On-Duty Courses...", "Recoupment-Information...", "My Education Record", "Student Agreement/Degree Progress Reports", and "Other Links". Below the buttons, there is a section titled "My Smart Links" with an "[Edit]" link and a note: "You may select additional Smart Links. Select the 'Edit' link to personalize your Smart Links."</p> |
| <p>2. Review the Quarterly Tuition Assistance Statement of Understanding if it appears.</p> |  <p>The screenshot shows the "Statement of Understanding" page on GoArmyEd. It includes a header with the GoArmyEd logo and the U.S. Army emblem. The main content area contains a "Statement of Understanding for Use with Army Tuition Assistance (TA)" section, which includes a notice about the effective date (1 Oct 04) and requirements for acknowledgment. Below this is a "Statement of Understanding for Use with Army Tuition Assistance (TA)" section with a "DATA REQUIRED BY THE PRIVACY ACT OF 1974" header. It lists "AUTHORITY", "PRINCIPAL PURPOSES", "ROUTINE USES", and "DISCLOSURE". At the bottom, there is a section titled "7. REQUESTING TUITION ASSISTANCE:" with a statement of responsibility and a form to agree to the conditions, including a "Yes" radio button and a password field.</p> |



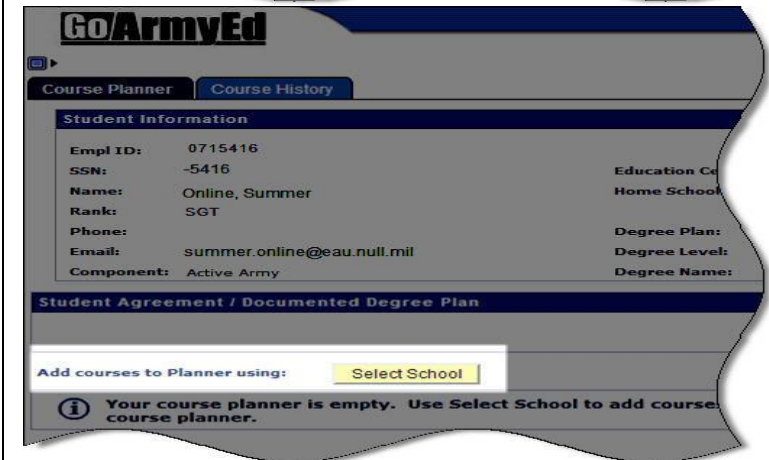
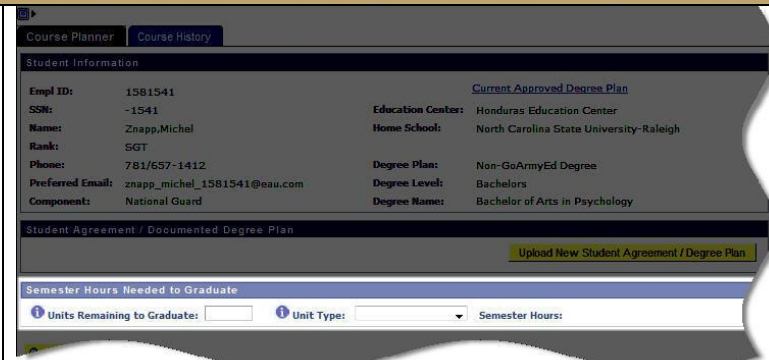
| | | |
|-----------|--|--|
| <p>3.</p> | <p>Scroll down the screen and select the radio button to acknowledge that you agree to the terms of the Statement of Understanding when using Tuition Assistance</p> <p>Enter your GoArmyEd password in the “Password” field.</p> | |
| <p>4.</p> | <p>Select the “Submit” button to proceed to Course Planner.</p> | |
| <p>5.</p> | <p>The Course Planner screen appears. If a Student Agreement/Documented Degree Plan has not been approved by an Army Education Counselor, you will be prompted to upload your Student Agreement/ Documented Degree Plan into Course Planner.</p> <p>For additional assistance with uploading your Student Agreement/Documented Degree Plan review the Step-by-Step Instructions titled “Uploading Student Agreement/Degree Plan into Course Planner.”</p> | |



6. Enter the number of units you have remaining to graduate in the “**Units Remaining to Graduate**” field and select the drop-down arrow to select the unit type for the “**Unit Type**” field.

NOTE: The number of remaining units to graduate can be found on your Student Agreement/Documented Degree Plan.

To begin adding courses to your Course Planner select the “**Select School**” button.





7. The Look Up School page appears. The home school listed on your Student Record will pre-populate in the “**School Name**” field.


Select the “**Look Up**” button to proceed.

Multiple school listings may appear. Carefully view the list and select your home school for a listing of courses offered with that school.


8. Depending if your school uploaded courses, you will automatically be directed to one of the following paths to either search database for your course or manually type course information.

PATH 1

The **Browse Catalog** page appears. The first letter of the alphabet defaults to show all Subject Codes starting with an **"A"** at your school.




Scroll to the course subject and catalog number you want to add to the Course Planner.




PATH 2

The **Non-LOI Catalog Search** page appears. Enter the subject code in the **"Subject"** field and the catalog number in the **"Catalog"** field or leave all fields blank and select the **"Search"** button to view courses at your school.

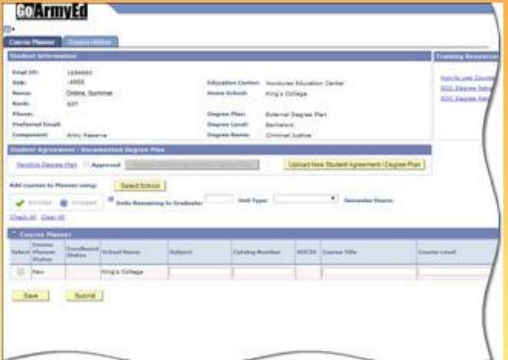


Scroll to the course subject and Catalog number you want to add to the Course Planner.



PATH 3

If your school does not upload courses the **Course Planner** page appears. You will need to manually enter all information for your courses directly in the Course Planner.



PATH 1 (continued)

Select the box next to a course in the **“Select”** column to request that specific course. A checkmark appears in the selected box.

| Select | Subject | Catalog Number | Units | Course Title |
|-------------------------------------|---------|----------------|-------|-------------------------------------|
| <input checked="" type="checkbox"/> | ACCT | 2301 | 3.00 | Principles of Financial Accounting |
| <input type="checkbox"/> | ACCT | 2302 | 3.00 | Principles of Managerial Accounting |

Select the **“Add to Planner”** button.

Return to Course Planner

If you wish to take a class from a school not listed, return to the course planner and select a different school.

A message appears stating the selected course has been added to the Course Planner.

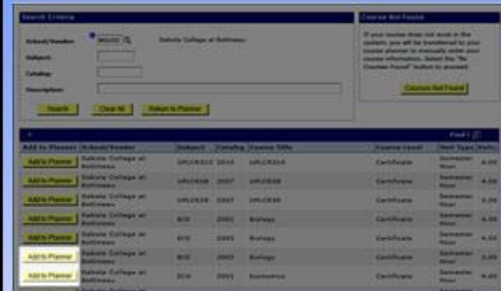
ACCT 2301 has been added to your Planner.

[Return to Browse Course Catalog](#) ↔ [Return to Course Planner](#)

Select the **“Return to Browse Course Catalog”** link to continue adding classes **OR** select the **“Return to Course Planner”** link to return to Course Planner. If a course is not listed, create a GoArmyEd Helpdesk case to request your school add the missing course.

PATH 2 (continued)

Select the **“Add to Planner”** link next to the course(s) to add to the Course Planner.



Select the **“Return to Planner”** link to return to Course Planner.



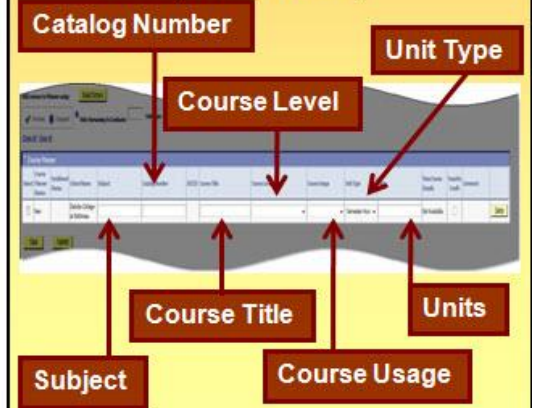
If a course is not listed select the **“Course Not Found”** button.



PATH 3 (continued)

The following fields must be completed for each course.

- Subject (i.e., ACCT)
- Catalog Number (i.e., 2301)
- Course Title (i.e., Composition 1)
- Course Level (i.e., Certificate, Graduate, High School, Undergraduate Lower/Upper)
- Course Usage (i.e., Core Requirement, Free Elective, Required Elective)
- Unit Type (i.e., Clock, Quarter, or Semester Hour)
- Units (enter number)



9.

The Course Planner screen appears with the added courses.

Add courses to Planner using: Select School

Enrolled
 Dropped
 Units Remaining to Graduate: 26.00
 Unit Type: Semester Hour
 Semester Hours:

[Check All](#)
 [Clear All](#)

| Select | Course Planner Status | Enrollment Status | School Name | Subject | Catalog Number | SOC/ED | Course Title | Course Level | Course Usage | Unit Type | Units | View Course Details | Transfer Credit | Comment | |
|--------------------------|-----------------------|-------------------|-----------------------------|---------|----------------|--------|-----------------------------|---------------------|------------------|---------------|-------|---------------------|--------------------------|---------|--------|
| <input type="checkbox"/> | New | | Dakota College at Bottineau | BIO | 2001 | | Biology | Certificate | Core Requirement | Semester Hour | 4.00 | Not Available | <input type="checkbox"/> | | Delete |
| <input type="checkbox"/> | New | | Dakota College at Bottineau | ECO | 2001 | | Economics | Certificate | Core Requirement | Semester Hour | 4.00 | Not Available | <input type="checkbox"/> | | Delete |
| <input type="checkbox"/> | New | | Dakota College at Bottineau | ENG | 101 | | Introduction to Engineering | Undergraduate Lower | Core Requirement | Semester Hour | 3.00 | Not Available | <input type="checkbox"/> | | Delete |
| <input type="checkbox"/> | New | | Dakota College at Bottineau | MATH | 100 | | Intro to Algebra | Undergraduate Lower | Core Requirement | Semester Hour | 3.00 | Not Available | <input type="checkbox"/> | | Delete |

1 - Select Course Usage for each course

2 - Check the courses you want to submit in the "Select" column

| Select | Course Planner Status | Enrollment Status | School Name |
|-------------------------------------|-----------------------|-------------------|-----------------------------|
| <input checked="" type="checkbox"/> | New | | Dakota College at Bottineau |
| <input checked="" type="checkbox"/> | New | | Dakota College at Bottineau |

3 - Select the "Submit" button to submit your Course Planner for approval

NOTE: To delete a course in your Course Planner select the "Delete" button



| | | |
|-----|---|--|
| 10. | <p>A message appears stating you have successfully submitted your Course Planner. You will receive an email when your courses have been reviewed and either approved or rejected.</p> <p>Select the “OK” button.</p> | <p>Message</p> <p>You have successfully submitted your Course Planner request(s). (25000,914)</p> <p>You will receive an email when your courses have been reviewed and processed.</p> <p>OK</p> |
| 11. | <p>Select the Close Window link in the upper right corner of the screen to return to your GoArmyEd homepage.</p> | <p>GoArmyEd</p> <p>Home Add to Favorites Close Window</p> |
| 12. | <p style="text-align: center;">Frequently Asked Questions</p> <p>Q: Do I have to submit a Course Planner prior to enrolling into classes?</p> <p>A: Yes, you will not be able to enroll in a class until courses you enter on the Course Planner are approved. Course Planner is required once you completed six semester-hours (SH) taken at your home school or nine SH at any school (whichever comes first).</p> <p>Q: How is my Course Planner approved?</p> <p>A: Your Course Planner will be reviewed by either your school or an Army Education Counselor. After you have been approved for the courses listed on your Course Planner, you will be able to enroll in the approved course or courses.</p> <p>Q: How many classes do I have to include in Course Planner?</p> <p>A: In order to avoid having to resubmit your Course Planner multiple times, you should include all courses that you know are needed to complete your degree.</p> <p>Q: Am I able to edit my classes in Course Planner?</p> <p>A: Yes, if courses are in Pending status, you are able to make edits on the Course Planner.</p> <p>Q: Can I change my course listings once they are approved in Course Planner?</p> <p>A: If you change your degree or home school you will need to submit a new Course Planner for approval.</p> | |