How to use the Planner in MyGFU

- Go to Self Service, Student Center
- click on Plan
My Planner

- Click button Plan by My Requirements.
Plan by Requirements

You will now see your Advisement Planning Audit. The audit includes courses in your Planner, courses you’ve taken and courses you are scheduled to take.
Adding a Class to your Planner

- Select a course in the audit by clicking the course hyper link.

- Click on the add to planner button.
- Then click Return to Plan by My Requirements. (You will now see a blue star to indicate a planned course next to the class in your audit.)
Organize your Planner

- Click Plan tab. You will see a list of Unassigned Courses which you added to your planner.
- To plan classes for specific term, click Select check box. (You may also choose to leave classes as Unassigned Courses)
- Choose from “Move selected courses to term” pop down and click the Move button
- Click Garbage can to delete a course from your planner

NOTE: Changing/deleting the Planner courses will not effect your current or future enrollment.
Enrolling from Planner

- Click the Enroll tab
- Choose Term
- Click My Planner
- Click Search
Choose Course & Section

You will see the courses planned for that term plus all the unassigned course.
-Click Select. You will then need to select a section.
Complete your enrollment

- Proceed to Steps 2 and 3 to complete your enrollment