Step-by-Step
Using the **Course Planner** in ULink

*Last updated October 11, 2012*

Using the Course Planner, you can plan your academic career using the built-in course catalog and academic advisement features of ULink. It is also integrated with ULink course registration, allowing you to register for courses directly from the Course. You can add courses to specific future semesters, view course descriptions, view prerequisites and more.

To use the Course Planner:

1. Log in to [ULink](http://ulink) and go to the Student Services tab.

2. Look for the “Undergraduate Advising” box and go to the “Student Center.”

3. Choose “Plan.”
1. Select the subject of the desired course(s). You can use the alphabetical list to jump to the desired subject. You can also expand/collapse subject codes by clicking on them. You can also expand/collapse all.
2. When you find the course(s) you would like to add to your planner, check the box to the left of the course number.

<table>
<thead>
<tr>
<th>Select</th>
<th>Course Nbr</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SUBJCT</td>
<td>Economics</td>
</tr>
<tr>
<td></td>
<td>201</td>
<td>Principles of Microeconomics - SB</td>
</tr>
<tr>
<td></td>
<td>202</td>
<td>Principles of Macroeconomics - SB</td>
</tr>
<tr>
<td></td>
<td>301</td>
<td>Intermediate Microeconomics</td>
</tr>
<tr>
<td></td>
<td>302</td>
<td>Intermediate Macroeconomics</td>
</tr>
<tr>
<td></td>
<td>312</td>
<td>Urban Economics</td>
</tr>
<tr>
<td></td>
<td>321</td>
<td>Money and Banking</td>
</tr>
<tr>
<td></td>
<td>331</td>
<td>Labor Economics</td>
</tr>
<tr>
<td></td>
<td>341</td>
<td>Public Policy</td>
</tr>
</tbody>
</table>

3. Scroll to the top or bottom of the section and choose “Add to Planner.”

4. You will receive a confirmation message at the top of the page.
When you are finished adding courses, you can hit the “my planner” sub-tab at the top.

5. **Assign courses to semesters:** The courses you add will be placed in a sectioned labeled “Unassigned Courses” by default. To move a course to a particular semester, check the box next to the course entry, select the desired term in the dropdown labeled “Move selected courses to term,” and choose the “move” button.

**Please note:** Placing a course into a particular semester in the Course Planner does not imply or guarantee that the course will be offered in that semester. Please consult the **Schedule of Classes** during registration to view the official list of courses offered for a semester.
6. **Additional features**: From My Planner, you can also:

a. **Prerequisites**: You can view any prerequisite information for a course by clicking “yes” in the Prereq column (if courses with prerequisites are present).

![Image of Unassigned Courses table]

b. **Sorting**: You can sort the planner list by Course, Description, Prereq and Units by clicking on the column header, which will toggle between ascending and descending order.

![Image of Unassigned Courses table with sorting]

c. **Delete**: You can delete courses from My Planner by clicking on the trash icon next to each course entry.

![Image of Courses table with delete option]
7. **Enrollment**: If you are eligible to register for courses at the time you are using the Course Planner, you can enroll for specific courses from it by clicking on the course title.

![Course Planner interface]

At the next screen, you can read the course description, view prerequisite requirements and other information about the course. To select a particular section of the course, choose “view class sections.”

![Course description and class sections]

The results will display below the Description on the same page. Scroll down and choose the correct semester and click “show sections.”

![Course schedule with show sections option]
Choose “select” next to the section of the course you would like to take.

![Course section selection]

This will add the course to your enrollment shopping cart.

**More information about the shopping cart and registering for classes**

http://louisville.edu/registrar/registration-information/webreg.html