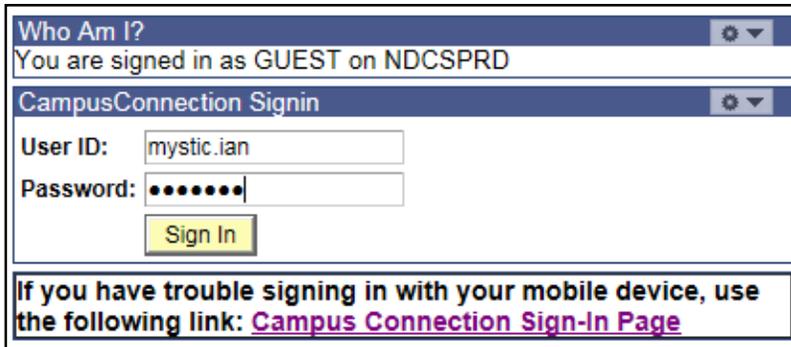## CampusConnection Helpsheet
Use Plan by Requirements

The Plan by Requirement function is designed to help students plan out coursework for future semesters to ensure they meet degree requirements in a timely manner.
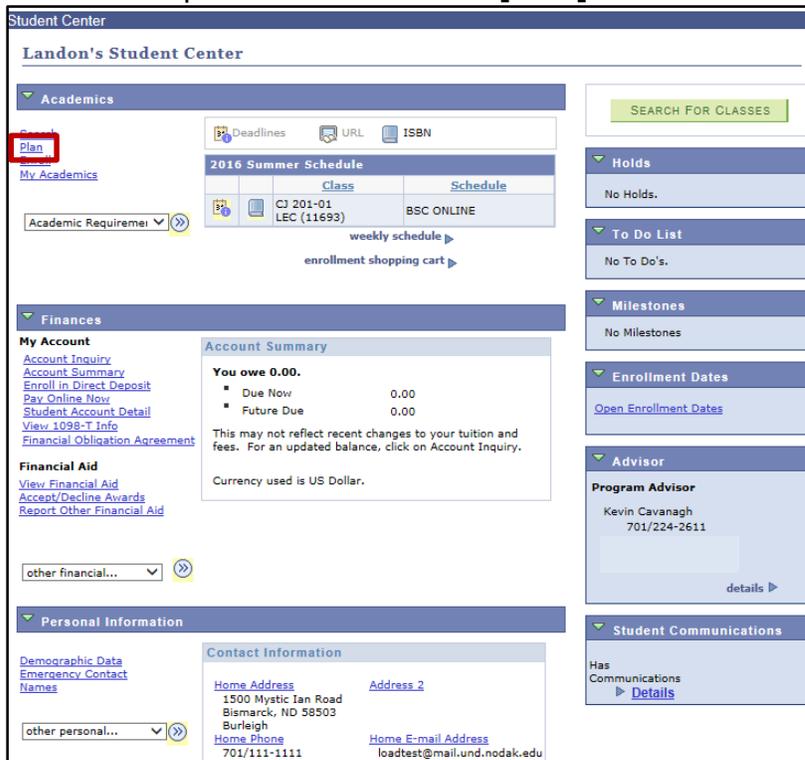
Access CampusConnection.

1. Enter CampusConnection UserID and Password. Click **[Sign In]**.

On your Student Center under Academics

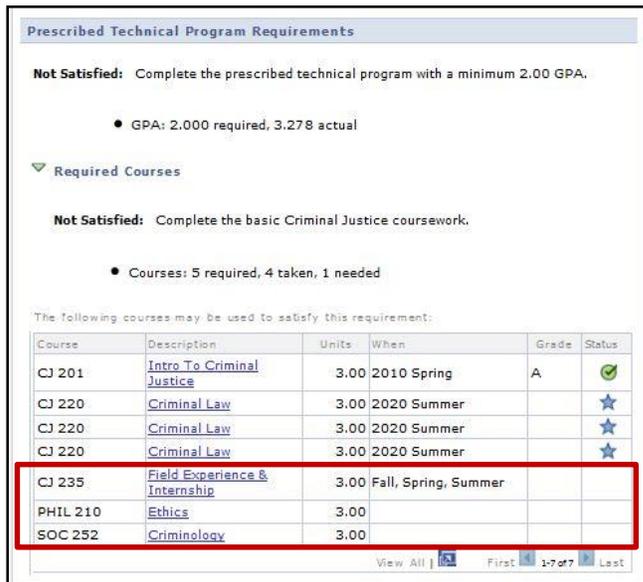2. Click the drop down arrow. Select **[Plan].**
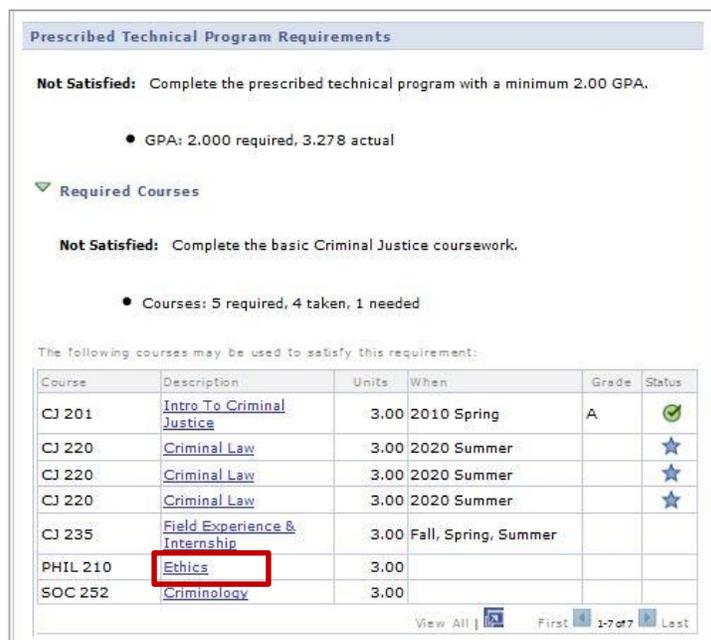
3. Select **[Plan by my Requirements]**.
   This will display the Academic Requirements Report for the program that is currently active.

4. Scroll to a section of the report that contains courses that have not been satisfied.

5. Select the course(s) to plan by clicking on the course title.

6. Select **[Add to Planner]**.

7. To add additional courses to your planner, click **[Return to Plan by My Requirements]**. Repeat steps 5, 6 and 7 until all courses have been added to the planner.

8. Once course(s) have been added to the planner, select the **[My Planner]** tab.

9. Assign each course to the semester you plan to take it.

    - Select course by placing a check mark next to the course.

    - Choose the semester you wish to take the course from the
      [Move selected courses to Term] drop down menu.

    - Click **[Move]**.

10. Once all courses have been moved to appropriate semester, click **[Plan by My
    Requirements]**.

11. Review Academic Requirements Report to ensure all course(s) have been planned appropriately.

Planned courses will display with a status of ⭐ .

Prescribed Technical Program Requirements

Not Satisfied: Complete the prescribed technical program with a minimum 2.00 GPA.

- GPA: 2.000 required, 3.278 actual

▽ **Required Courses**

Satisfied: Complete the basic Criminal Justice coursework.

- Courses: 5 required, 5 taken, 0 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
CJ 201	Intro To Criminal Justice	3.00	2010 Spring	A	✅
CJ 220	Criminal Law	3.00	2020 Summer		⭐
CJ 220	Criminal Law	3.00	2020 Summer		⭐
CJ 220	Criminal Law	3.00	2020 Summer		⭐
PHIL 210	Ethics	3.00	2013 Spring		⭐
			View All	First 1-5 of 5 Last	

Steps for registering using planned courses:

On your Student Center under Academics
1. Click **[Enroll]**.
2. Choose **[My Planner]**.
3. Click **[Search]**.
4. This will display all the courses that are Planned. Click **[Select]** to the right of each course you would like to register.
5. Choose a section that fits your schedule, then click **[Select]**.
6. Click **[Next]**.
7. Click **[Proceed to Step 2 of 3]**.
8. Click **[Finish Enrolling]**.