



TROY UNIVERSITY

# Student Planning

# Student Tutorial

Updated 9/21/21





## How to access Student Planning:

**my.troy.edu**  
**Self-Service**  
**Student Planning**





## Steps to Getting Started



There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you start...

1



### View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2



### Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

The Home tab gives you two navigating options, ***Go to My Progress*** and ***Go to Plan & Schedule***. The ***Student Planning*** tab will give you options to navigate to these pages, as well as the ***Course Catalog***.





## My Progress



< > Bachelor of Science - Psychology  
(1 of 2 programs)

[View a New Program](#)

[Load Sample Course Plan](#)

### At a Glance

Print

<b>Cumulative GPA:</b>	3.974 (2.000 required)
<b>Institution GPA:</b>	3.974 (2.000 required)
<b>Degree:</b>	Bachelor of Science
<b>Majors:</b>	Psychology
<b>Minors:</b>	Global General Business
<b>Departments:</b>	Psychology
<b>Catalog:</b>	2018
<b>Anticipated Completion Date:</b>	7/31/2019

Program Completion must be verified by the Registrar.

#### Progress



### Description

**Program Notes**  
[Show Program Notes](#)

## The *My Progress* tab shows:

- Major and Minor
- Cumulative and institutional GPAs
- Catalog year
- Color coded progress bars
- Degree Requirements



You can play “**What if ...**” to look at different degree programs by clicking on the the ***View a New Program*** tab and choosing a program from the box. This does not change your major.

## Academic Programs

View the degree requirements for any program you are interested in, by searching and selecting a program below.

Search for a program:

- Admission Review for SCOB - Accounting
- Admission Review for SCOB - Global Business
- Associate of Arts in General Education
- Associate of Science - Computer Science
- Associate of Science in General Education
- Associate of Science in Nursing
- B.S. - Biology Program - Medical Laboratory Science
- B.S.- Hospitality, Sport & Tourism Mgt - Hospitality Mgt
- B.S.- Hospitality, Sport & Tourism Mgt - Sport Management

Cancel

View Program

## My Progress

Search for courses...

[<](#) [>](#) B.S. - Biology Program - Medical Laboratory Science [✕](#)  
(3 of 3 programs)

View a New Program

Load Sample Course Plan



You are not enrolled in this program. The display of this program information is temporary and it will be removed as you leave or refresh this page.





### C. AREA III: Math

Complete all of the following items. ⚠ 0 of 1 Completed. Fully Planned [Hide Details](#)

Take MTH 1125(4sh). (A minimum grade of C is required.) ✅ Fully Planned ⚠ 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	<a href="#">Search</a>	Grade	Term	Credits
🕒 Planned	MTH-1125     Calculus I			19/T4	4

### D. AREA III: Science

Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

Take BIO 1100/L100(3/1sh) and CHM 1142/L142(3/1sh). ⚠ 2 of 4 Courses Completed. [Hide Details](#)

Status	Course	<a href="#">Search</a>	Grade	Term	Credits
✅ Completed	BIO-1100     Principles of Biology		A	07/SP	3
✅ Completed	BIO-L100     Principles of Biology Lab		A	07/SP	1
⚠ Not Started	CHM-1142     General Chemistry I				
⚠ Not Started	CHM-L142     General Chemistry I Lab				

This section shows you what courses are required for your academic program. It uses a color coding system to denote course status.

**Green**-Completed or In Progress

**Yellow**-Planned or Fully Planned

**Red**-Not Started

**Blue**-Fulfilled





# TROY UNIVERSITY Major Requirements

## Psychology Major

Must have 2.000 minimum GPA for this requirement. Current GPA: 4.000

Must have 12.00 Institution Credits for this requirement. Institution Credits Applied: 3.00

Complete all of the following items. ⚠ 0 of 2 Completed. [Hide Details](#)

### A. REQUIRED COURSES:

MINOR NOTE: This major requires the completion of at least one 18 semester hour minor.

Complete all of the following items. ⚠ 0 of 2 Completed. [Hide Details](#)

1.

Take PSY 3301(3sh). ⚠ 0 of 1 Courses Completed. 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	<a href="#">Search</a>	Grade	Term	Credits
<span style="color: red;">ⓘ Not Started</span>	<a href="#">PSY-3301</a> Basic Statistics				
<span style="color: red;">ⓘ Not Started</span>	<a href="#">QM-2241</a> Business Statistics I				

2.

Take PSY 2230(3sh), PSY 3311(3sh), and PSY 4480(3sh). ⚠ 0 of 3 Courses Completed. 0 of 9 Credits Completed. [Hide Details](#)

Status	Course	<a href="#">Search</a>	Grade	Term	Credits
<span style="color: red;">ⓘ Not Started</span>	<a href="#">PSY-2230</a> Orientation to Psychology				
<span style="color: red;">ⓘ Not Started</span>	<a href="#">PSY-3311</a> Research Methods				
<span style="color: red;">ⓘ Not Started</span>	<a href="#">PSY-4480</a> Senior Seminar in Psychology				

- This section shows what courses are required for your major.
- The **search** feature allows you to search for courses within each section. (Detailed explanation in Course Catalog Section)



Search for Courses and Course Sections

[Back to Course Catalog](#)

Search for courses...



## Filter Results

### Availability

Open Sections

### Subjects

Psychology (71)

### Locations

TROY - Online (71)

Montgomery (65)

Dothan (64)

Troy (63)

Phenix City (57)

Ft. Rucker (50)

Ft. Walton Beach (38)

Pensacola, FL (37)

[Show All Locations](#)

### Show All Terms

Term IV 2019 (34)

Term III 2019 (33)

Term V 2019 (26)

Filters Applied: [Psychology](#) [TROY - Online](#)

### PSY-2200 Introduction to Psychology (3 Credits)

[Add Course to Plan](#)

A survey of the basic theories, concepts, principles, and research findings in the field of psychology.

**Requisites:**

None

**Locations:**

Sumter, SC, Orlando, Troy, Pensacola, FL, Columbus/Ft. Benning, GA, Eglin AFB, Ft. Walton Beach, Brunswick, GA, Augusta/Ft. Gordon, GA, Atlanta Northside, GA, Phenix City, Albany, GA, Montgomery, Dothan, Ft. Rucker, TROY - Online, Covington, GA

[View Available Sections for PSY-2200](#)

### PSY-2200 General Psychology (3 Credits)

[Add Course to Plan](#)

A survey of the basic theories, concepts, principles, and research findings in the field of psychology.



This course was attempted or already completed.

**Requisites:**

None

**Locations:**

Sumter, SC, Orlando, Troy, Pensacola, FL, Columbus/Ft. Benning, GA, Eglin AFB, Ft. Walton Beach, Brunswick, GA, Augusta/Ft. Gordon, GA, Atlanta Northside, GA, Phenix City, Albany, GA, Montgomery, Dothan, Ft. Rucker, TROY - Online, Covington, GA

[View Available Sections for PSY-2200](#)

The search feature on the **My Progress** tab directs you to the **Course Catalog**. You can view all sections offered for each course, filter the results, as well as add them to the course plan.



Once you have found the specific course needed, you can view available sections for the course, and add the desired section to your schedule.

## ACT-2291 Principles of Accounting I (3 Credits)

[Add Course to Plan](#)

Modern financial accounting theory and practices applied to sole proprietorships, partnerships, and corporations. All Students must complete this course with a grade of C or better.

**Requisites:**

None

**Locations:**

Davis Monthan AFB AZ, Sumter, SC, Orlando, Brunswick, GA, Covington, GA, Saigon Undergraduate, Troy, Pensacola, FL, Columbus/Ft. Benning GA, Eglin AFB, ASN, EArmy, Ft. Walton Beach, Phenix City, Atlanta Northside, GA, Augusta/Ft. Gordon, GA, Albany, GA, Dothan, Ft. Rucker, Montgomery, TROY - Online, Savannah, Ga, ACCELERATE Dual Enroll

[View Available Sections for ACT-2291](#)

Term III 2021

**ACT-2291-DTFA** 

Principles of Accounting I

[Add Section to Schedule](#)

Seats	Times	Locations	Instructors
19	T/Th 12:50 PM - 3:05 PM 1/4/2021 - 3/7/2021	Dothan, DMAL MALONE HALL M209 Flexible- Blended Schedule	Shepherd, J ( <b>Flexible- Blended Schedule</b> )

**ACT-2291-PTCA** 

Principles of Accounting I

[Add Section to Schedule](#)

Seats	Times	Locations	Instructors
24	T/Th 1:50 PM - 4:05 PM 1/4/2021 - 3/7/2021	Phenix City, Riverfront Campus R216	Shepherd, J ( <b>In-Classroom Virtual Delivery</b> )



- If you wish to add a course section to your schedule and it is within the registration period for that semester/term, click **Add Section to Schedule**.
- It provides detailed information about the course. If you approve of the course, click **Add Section**.

## Section Details

**ACT-2291-DTFA Principles of Accounting I**  
Term III 2021

<b>Instructors</b>	Shepherd, J ( <a href="mailto:jtshepherd@troy.edu">jtshepherd@troy.edu</a> )
<b>Meeting Information</b>	T, Th 12:50 PM - 3:05 PM 1/4/2021 - 3/7/2021 Dothan, DMAL MALONE HALL M209 (Flexible- Blended Schedule)
<b>Dates</b>	1/4/2021 - 3/7/2021
<b>Seats Available</b>	19 of 50 Total
<b>Credits</b>	3
<b>Grading</b>	<input type="text" value="Graded"/>
<b>Requisites</b>	None
<b>Course Description</b>	Modern financial accounting theory and practices applied to sole proprietorships, partnerships, and corporations. All Students must complete this course with a grade of C or better.

Close

Add Section





< > Term II 2021 - + Remove Planned Courses Register Now

Print Planned: 6 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

List Calendar

**MGT-3300-DTFA: Principles of Management** X

✓ **Planned**

Credits: 3 Credits  
Grading: Graded  
Instructor: Conrad, R  
10/11/2021 to 12/12/2021  
Seats Available: 25

Meeting Information

Register

View other sections

**MTH-1112-DTAA: Pre-Calculus Algebra** X

Prereq - Placement (COMPASS=0,3,4,5) or MTH 1105; Minimum grade of C - Must be completed prior to taking this course.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm		MGT-3300-DTFA X		MGT-3300-DTFA X			
2pm							
3pm		MTH-1112-DTAA X		MTH-1112-DTAA X			
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							

To see this course on your Planned Schedule, click on **Plan & Schedule**. Use the arrows to toggle to the correct **semester/term**.

**Note:** This course is only Planned. You are not yet fully registered for this course and section.



All sections being offered in the **current term** or **semester** for planned courses can also be accessed in the **Calendar View**; just click **View Other Sections** under each course on the left side of the screen.

MGT-3300-DTFA: Principles of Management ✕

✓ **Planned**

Credits: 3 Credits  
Grading: Graded  
Instructor: Conrad, R  
10/11/2021 to 12/12/2021  
Seats Available: 25

∨ Meeting Information

[Register](#)

∧ View other sections

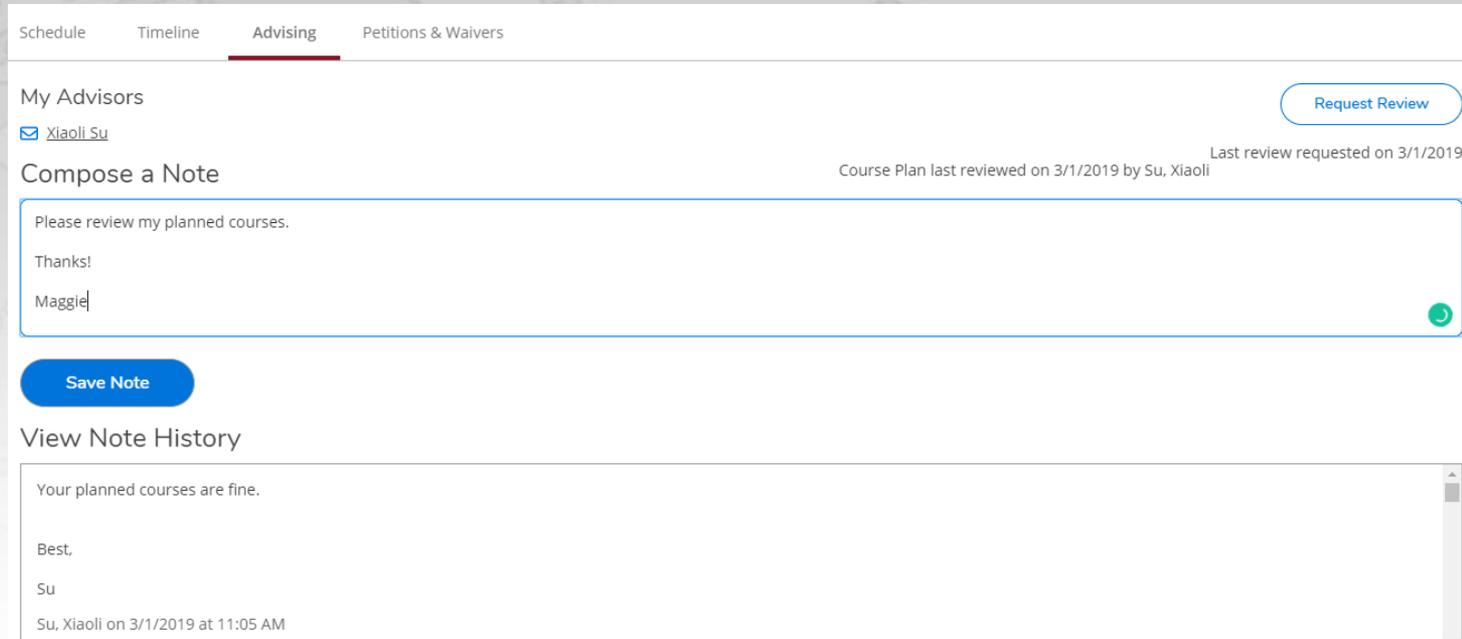
⏪ < 1 of 1 > ⏩

MGT-3300-XTIA Principles of Management  
Seats Available: 22  
Instructor: Belcher, W  
Time: 12:00 AM - 12:00 AM  
Dates: 10/11/2021 - 12/12/2021  
Location: TROY - Online Online Courses ONLINE (Internet)

MGT-3300-XTIB Principles of Management  
Seats Available: 35  
Instructor: Borowski, M  
Time: 12:00 AM - 12:00 AM



Once you have created a planned schedule, click on the **Advising** tab. You can compose a note to your advisor and ask them to review the courses on your plan.



The screenshot shows the 'Advising' tab selected in a navigation menu. Below the menu, there are sections for 'My Advisors' (listing Xiaoli Su), 'Compose a Note' (with a text area containing 'Please review my planned courses.' and 'Thanks! Maggie'), and 'View Note History' (showing a message from Su, Xiaoli on 3/1/2019 at 11:05 AM). A 'Request Review' button is visible in the top right corner of the interface.

Once you compose and save the note, click **Request Review** in the upper right corner. This will alert your advisor you have requested they review your account. Keep in mind, anything posted here can be seen by all assigned advisors.



< > Term IV 2019 +

[Register Now](#)

[Filter Sections](#)

[Save to iCal](#)

[Print](#)

Planned: 0 Credits   Enrolled: 3 Credits   Waitlisted: 0 Credits

CJ-6620-XTIA: Current Trends in Criminal Law

✓ Registered, but not started

Credits: 3 Credits  
 Grading: Graded  
 Instructor: Folmar, J  
 3/18/2019 to 5/19/2019

Meeting Information

Drop

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							

To register for planned course/s, you will click the **Register Now** button in the upper right hand corner.

Once you are fully registered for a course or courses, it/they will appear green and will say **Registered**.



If you wish to drop a course or courses from your schedule and it is still within the allotted schedule change period, click **Drop**.

CJ-6620-XTIA: Current Trends in Criminal Law

✓ Registered, but not started

Credits: 3 Credits  
Grading: Graded  
Instructor: Folmar, J  
3/18/2019 to 5/19/2019

✓ Meeting Information

Drop

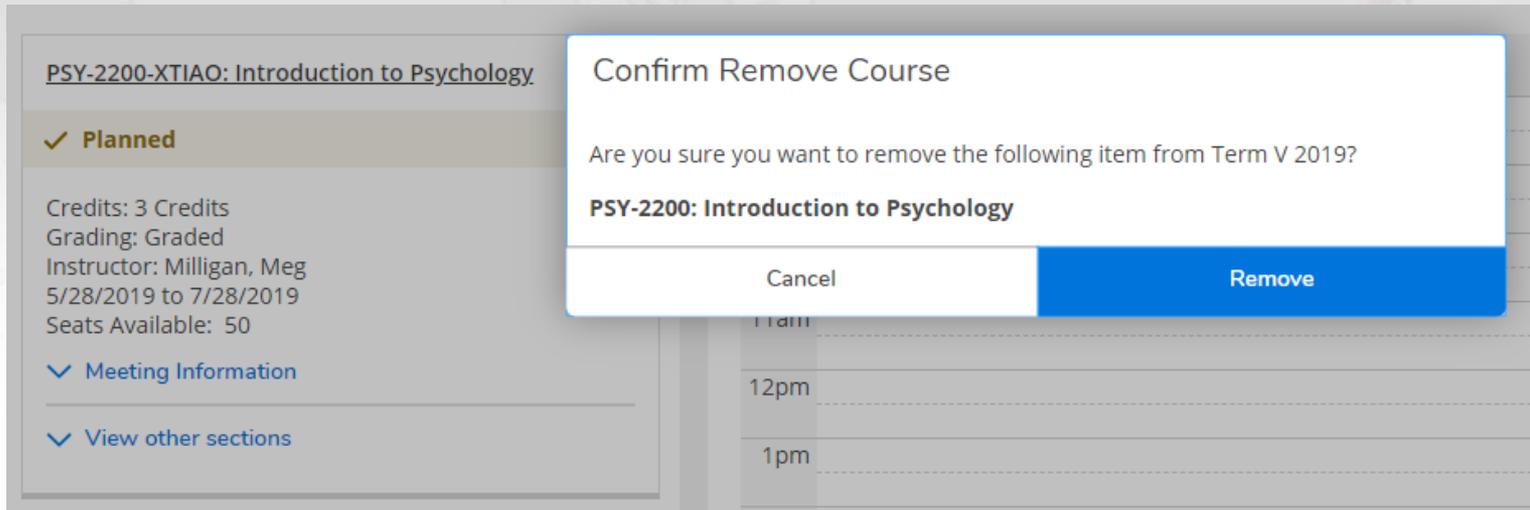
✓ View other sections

Another screen will appear. Click on the course/s you wish you drop from your schedule. Select the course or courses you wish to drop, and then click update.



Once you have been dropped from the course, it will appear in yellow as if it were a planned course.

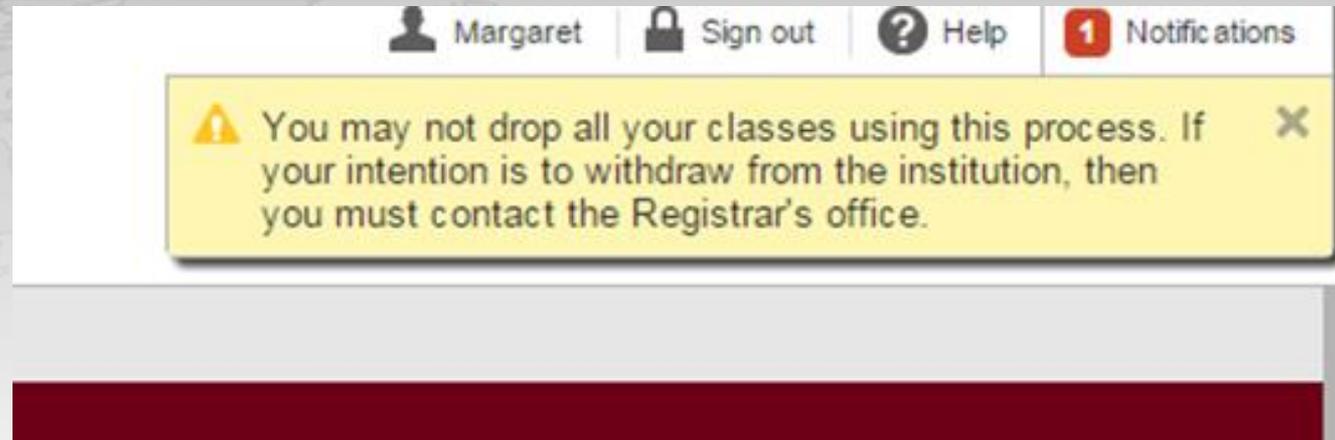
If you wish to remove it from your plan, click the X on the planned course box.



The screenshot shows a course plan interface. On the left, a course entry for "PSY-2200-XTIAO: Introduction to Psychology" is marked as "Planned" with a green checkmark. Below the course name, details are listed: "Credits: 3 Credits", "Grading: Graded", "Instructor: Milligan, Meg", "5/28/2019 to 7/28/2019", and "Seats Available: 50". There are expandable sections for "Meeting Information" and "View other sections". On the right, a confirmation dialog box titled "Confirm Remove Course" is overlaid. It asks, "Are you sure you want to remove the following item from Term V 2019?" and lists "PSY-2200: Introduction to Psychology". The dialog has two buttons: "Cancel" and "Remove".

The above screen will appear and ask you if you wish to remove the course. Click ***Remove***.

However, you may not drop all of your classes through this process. If you wish to *Withdraw* from the semester/term, please submit a ***Withdrawal Form***.



If you are unsure how to access the form, please contact your advisor or the Registrar's office. If it is after normal business hours, please leave a message and/or send an email to your advisor stating you wish to withdraw from the semester/term.



**Notifications**  
are located in  
the upper  
right hand  
corner.

!	TUXPA - SYSTEM BO Payment Arrangement Hold - Phone 1-334-448-5151	×
!	ECAAA - ECAMPUS Advisor Approval Hold	×
!	T01AA - Advisor approval required for registration.	×
!	TDLBO Restriction - 334-670-3124	×
!	T01BO - TSU Business Office Hold - Phone 334-670- 3124.	×

If you do not have any notifications displayed, you do not have a hold on your account.



*My Degree Maps* can be found on at [www.troy.edu/records](http://www.troy.edu/records), and work in tandem with Student Planning.

**TROY UNIVERSITY** MY DEGREE MAP  
COLLEGE OF ARTS AND SCIENCES APPROVED ACADEMIC PLAN  
BIOLOGY MAJOR-PROGRAM YEAR 2021-22

	TERM 1		TERM 2		TERM 3		TERM 4		TERM 5	
1 <sup>ST</sup> YEAR	MTH 1125	4	AREA IV HIS COURSE	3	BIO 1100/LAB	3/1	BIO 1101/LAB	3/1	AREA II HUM/FA COURSE	3
	ENG 1101/03	3	ENG 1102/04	3	IS 2241	3	AREA IV SS COURSE	3		
			TROY 1101	1						
	TOTAL	7	TOTAL	7	TOTAL	7	TOTAL	7	TOTAL	3
2 <sup>ND</sup> YEAR	AREA II LIT COURSE	3	AREA II FINE ARTS COURSE	3	CHM 1142/LAB	3/1	CHM 1143/L143	3/1	MINOR COURSE	3
	BIO 2220	3	AREA IV SS COURSE	3	STAT 2210	3	MINOR COURSE	3		
	TOTAL	6	TOTAL	6	TOTAL	7	TOTAL	7	TOTAL	3
3 <sup>RD</sup> YEAR	AREA V PHY/LAB SEQ	3/1	REQ BOTANY ELEC	3/1	AREA V PHY/LAB SEQ	3/1	CHM 3343/LAB	3/1	REQ ZOOLOGY ELEC	3/1
	BIO 2229/LAB	3/1	CHM 3342/LAB	3/1	BIO 3320	3				
	TOTAL	8	TOTAL	8	TOTAL	7	TOTAL	4	TOTAL	4
4 <sup>TH</sup> YEAR	AREA II HUM/FA COURSE	3	MINOR COURSE	3	MINOR COURSE	3	BIO 4484	1	MINOR COURSE	3
	REQ ECOL/ENV ELEC	3/1	REQ PHY/CELL/MOL ELEC	3/1	APPROVED BIO/LAB ELEC	3/1	AREA IV SS COURSE	3		
							MINOR COURSE	3		
	TOTAL	7	TOTAL	7	TOTAL	7	TOTAL	7	TOTAL	3
<b>SUBMIT GRADUATION APPLICATION</b>										
<b>TOTAL PROGRAM 122</b>										

They show course scheduling outlines for each degree program and are intended to be used by students as guidelines for course scheduling.





**TROY UNIVERSITY**

**For further questions or comments, please  
contact:**

**Your Advisor,  
Submit a HelpDesk Ticket, or call  
1-800-414-5756**

