How to access Student Planning:

my.troy.edu
Self-Service
Student Planning
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 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.
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

### C. AREA III: Math
Complete all of the following items: 0 of 1 Completed, Fully Planned

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned</td>
<td>MTH-1125</td>
<td></td>
<td>19/T4</td>
<td>4</td>
</tr>
</tbody>
</table>

### D. AREA III: Science
Complete all of the following items: 0 of 1 Completed

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>🟢 Completed</td>
<td>BIO-1100 Principles of Biology</td>
<td>A</td>
<td>07/SP</td>
<td>3</td>
</tr>
<tr>
<td>🟢 Completed</td>
<td>BIO-1100 Principles of Biology Lab</td>
<td>A</td>
<td>07/SP</td>
<td>1</td>
</tr>
<tr>
<td>⬤ Not Started</td>
<td>CHM-1142 General Chemistry I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>⬤ Not Started</td>
<td>CHM-1142 General Chemistry I Lab</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Major Requirements

- 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)
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.
• 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**.
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.
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.

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.
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**.

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 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.

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

- 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
My Degree Maps can be found on at www.troy.edu/records, and work in tandem with Student Planning.

They show course scheduling outlines for each degree program and are intended to be used by students as guidelines for course scheduling.
For further questions or comments, please contact:

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