GO ARMY ED

1—Creating a Course Planner

Call outs: *Yellow = action, Grey = information*

1

From the homepage, select the graduation cap icon or the "**USACC Course Planner**" link to access the Course Planner.

2

First, select the "**Form 104-R**" button to upload a copy of your Academic Planning Worksheet.

Note: Your Form 104-R must be approved and signed by your Academic Advisor and PMS.

Important: School Fees courses are automatically added to your Course Planner based on your Academic Program and will be needed on your Cadet Payment Request (CPR). **Do not delete these from your Course Planner.**

If the School Fees do not appear automatically, follow step 6 to manually add them in the format shown above. You need one School Fees course per term.

3

Select the "**Add Courses**" button.

1—Creating a Course Planner

4

USACC Course Planner - Add Courses

Instructions

Churchill,Pat

GoArmyEd ID: 1920819	**USACC ID:** 0169371	**Phone:** 472/558-5803
Last 4 SSN: x0819	**Email:** Churchill_Pat_1920819@eau.com	

Academic Program: University of Maine-Orono   [Return to Course Planner]

▽ **Search Criteria** ?

School: UM12 🔍 University of Maine-Orono		[Search]
Subject:	**Catalog Number:**	[Clear All]
Course Title:		

[Can't Find My Courses]

> You must add all courses needed to complete your degree to your Course Planner.

> Enter search criteria and select the "**Search**" button.

5

Course List ?

Find | 🔲 | ▦   First ◀ **1-32 of 32** ▶ Last

Add to Planner	School	Subject	Catalog Number	Course Title	Units	Unit Type	Semester Hours
Add to Planner	AASU	MATH	1001	QUANTITATIVE SKILL & REASONING	3.00	Semester Hour	3.00
Add to Planner	AASU	MATH	1001M	QUANTITATIVE SKILL & REASONING	3.00	Semester Hour	3.00
Add to Planner	APSU	MATH	1005	Algebra Essentials	3.00	Semester Hour	3.00
Add to Planner	ATU01	MATH	1003	COLLEGE MATHEMATICS	3.00	Semester Hour	3.00
Add to Planner	CSU02	MATH	1001	Quantitative Skills and Reason	3.00	Semester Hour	3.00
Add to Planner	CU	MATH	1001	Technology for Mathematics	1.00	Semester Hour	1.00
Add to Planner	CWU01	MATH	100A	Pre Algebra	5.00	Quarter Hour	3.30
Add to Planner	CWU01	MATH	100A_00408	Pre-Algebra	5.00	Quarter Hour	3.30

> Locate the course from the search results and select **"Add to Planner."**

6

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Last 4 SSN: x0819	**Email:** Churchill_Pat_1920819@eau.com	

Academic Program: University of Maine-Orono   [Return to Course Planner]

▽ **Search Criteria** ?

School: UM12 🔍 University of Maine-Orono		[Search]
Subject:	**Catalog Number:**	[Clear All]
Course Title:		

[Can't Find My Courses]

No data exist. Please expand your search criteria.

> If you can't find the course in the search results, select "**Can't Find My Course.**"

> Scroll to the bottom and manually enter course information in all of the fields.

> Select the Military Science checkbox for courses required for your ROTC program.

7

COURSE DETAILS ?

Find | 🔲 | ▦   **1-8 of 8**

School	School Name	Subject	Catalog Number	Course Title	Units	Unit Type	Semester Hours	Military Science	Submit Date	
UM12	University of Maine-Orono	SFEE	300	School Fees	0.00	Semester Hour	0.00	☐		Delete
UM12	University of Maine-Orono	SFEE	301	School Fees	0.00	Semester Hour	0.00	☐		Delete
UM12	University of Maine-Orono	SFEE	400	School Fees	0.00	Semester Hour	0.00	☐		Delete
UM12	University of Maine-Orono	SFEE	401	School Fees	0.00	Semester Hour	0.00	☐		Delete
AASU	GA Southern Univ (Armstrong)	MATH	1001	QUANTITATIVE SKILL & REASONING	3.00	Semester Hour	3.00	☐		Delete
CMU	Central Michigan University - Off-Campus Programs	ENG	100	Basic Writing	3.00	Semester Hour	3.00	☐		Delete
HPU	Hawaii Pacific University	MGMT	1000	Introduction to Business	3.00	Semester Hour	3.00	☐		Delete
🔍					0.00	▽	0.00	☐		Delete

[Save] [Submit]

> Select "**Submit**". Your Course Planner will be auto-approved.