Create a Planner

1. Within SOAR, navigate to the **Academics** menu.

2. Click **Degree Progress**.

3. To see what is left of your degree requirements, scroll down and look for the **NOT SATISFIED** indicator.

4. To investigate further, click on the **NOT SATISFIED** indicator.

5. To view more options and details, click on the **View Courses** button.

6. Click on the **ellipses (...)** to and click **Add to Planner**.
7. **Click on the Degree Progress at the top-left of the page to return to the degree requirements.**

   ![Degree Progress](degree_progress.png)

7. **Add as many classes to the Planner using these steps:**
   a. Scan the Not Satisfied categories.
   b. Click the Not Satisfied buttons.
   c. Click View Classes.
   d. Click the ellipses.
   e. Select Add to Planner.

8. **Click the Enrollment menu.**

   ![Enrollment](enrollment.png)

9. **Click Planner.**

   ![Planner](planner.png)

10. **Place a check on all the classes you wish to take the same term.**

11. **Click the Move Selected button.**

12. **Select the term you wish to take those classes.**
14. Click the **Move** button.

15. Designate all other classes to a specific term using these steps:
   a. Place a check next to the classes you plan to take during a certain term.
   b. Click the **Move Selected** button.
   c. Select the term you wish to take those classes.
   d. Click the **Move** button.

16. A header will appear with the selected classes underneath.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 103</td>
<td>Biol</td>
</tr>
<tr>
<td>BSC 103L</td>
<td>Bio</td>
</tr>
</tbody>
</table>

17. What this does **NOT** do:
   a. register you for the class
   b. guarantee you a seat in the class