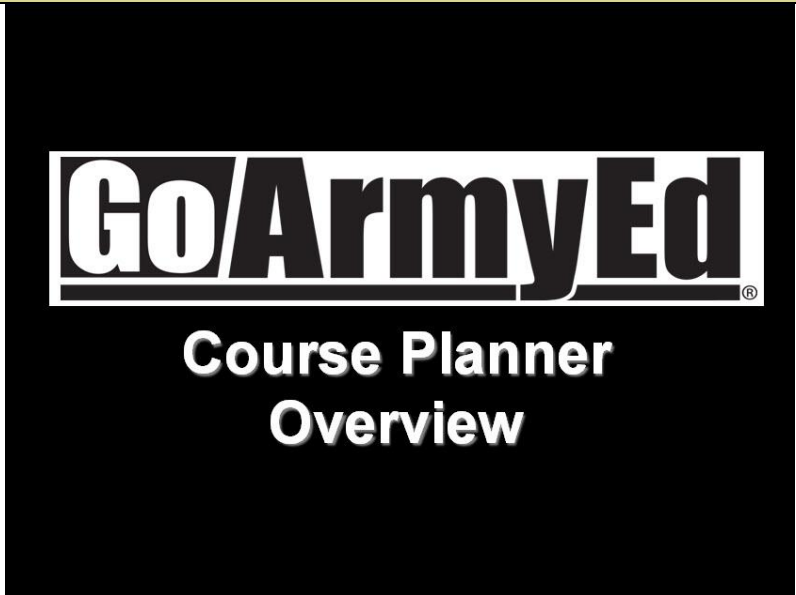
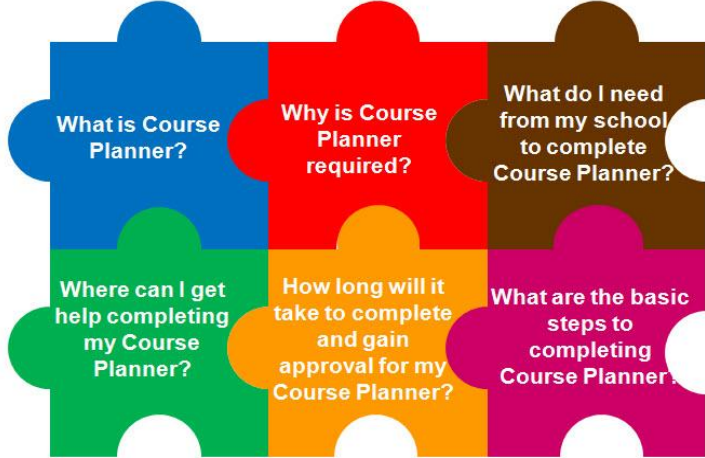





## Course Planner Overview

The document of the instructional video provides a high level Course Planner Overview.

Step	Screenshot
<p>1. Welcome to this video overview of the GoArmyEd Course Planner.</p> <p>If at anytime you need to stop the video, please select the pause button.</p>	 A screenshot of a video title screen. The background is black. At the top, the 'GoArmyEd' logo is displayed in white with a black outline. Below the logo, the words 'Course Planner' and 'Overview' are written in a large, bold, white sans-serif font, stacked vertically.

<p>2.</p>	<p>This video covers the following important topics:</p> <ul style="list-style-type: none"> <li>• What is Course Planner?</li> <li>• Why is Course Planner required?</li> <li>• What do I need from my school to complete the Course Planner?</li> <li>• Where can I get help completing my Course Planner?</li> <li>• How long will it take to complete and gain approval for my Course Planner?</li> <li>• What are the basic steps I need to complete the Course Planner?</li> </ul>	
<p>3.</p>	<p><b>What is Course Planner?</b></p> <ul style="list-style-type: none"> <li>• A planning tool that enables students to identify the courses they plan to take to complete their degree.</li> <li>• Courses added to the Course Planner must fulfill a requirement identified in an official student agreement/documentated degree plan issued to the student by their home school.</li> <li>• The Course Planner Smart link will appear on your GoArmyEd homepage</li> </ul>	

**GoArmyEd**

Course Planner | Course History

**Student Information**

Engl ID: 0094993      [Secret/Approved Degree Plan](#)  
 SIN: -6993      Education Center: Montana Education Center  
 Name: Began, Bruce      Home School: Western Governors University  
 Rank: SPC      GS: 63  
 Phone: 898789-3313      Degree Plan: Non-GOArmyEd  
 Preferred Email: began\_bruce\_0094993@eas.com      Degree Level: Bachelor's  
 Component: Army Reserve      Degree Name: B.S. in Biology—BA

**Student Agreement / Documented Degree Plan**

[Upload New Student Agreement / Degree Plan](#)

**Semester Hours Needed to Graduate**

Units Remaining to Graduate: 64.00      Unit Type: S      Semester Hours: 64.00

**Enrolled Planned Courses**

Add courses to Planner using: [Select School](#)

[Refresh](#) [Cancel](#)  
[Check All](#) [Clear All](#)

Select Course	Approval	School Name	Subject	Catalog Number	ACSB	Course Title
<input type="checkbox"/> <a href="#">Enroll</a>	Approved	Western Governors University	ACCT	200		Accounting II
<input type="checkbox"/> <a href="#">Enroll</a>	Approved	Western Governors University	MATH	200		Stats to Calc
<input type="checkbox"/> <a href="#">Enroll</a>	Approved	Western Governors University	HSBT	200		US to 6877
<input type="checkbox"/> <a href="#">Enroll</a>	Pending	Western Governors University	POLS	100		Intro to Politics
<input type="checkbox"/> <a href="#">Enroll</a>	Approved	Western Governors University	BIOL	200		Biology
		Western Governors University				Biology Lab

Smart Links

[Course Planner...](#)      [Request TA...](#)

[Withdraw from a Class...](#)      [On-Duty Courses...](#)

[Recoupment Information...](#)      [My Education Record](#)

[Student Agreement/Degree Progress Reports](#)      [Other Links](#)

**My Smart Links** [\[Edit\]](#)  
 You may select additional Smart Links. Select the "Edit" link to personalize your Smart Links.

[My Education Center](#)      [Army Personnel Testing](#)

[Class Enrollment Guide \(PDF Version\)...](#)

4.

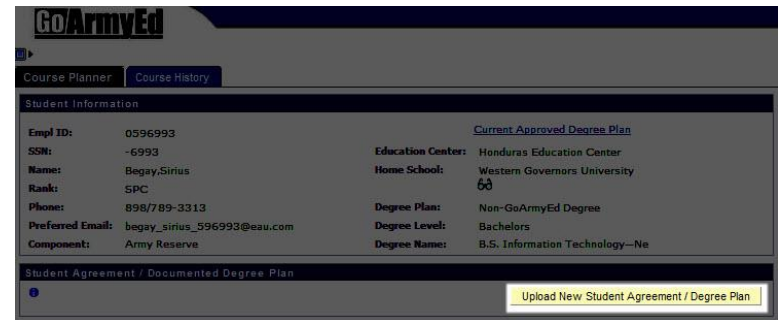
**Why is the Course Planner required?**

- Army Regulation 621-5 requires that Tuition Assistance only be approved for courses that advance a Soldier toward his or her degree.
- In the past, Army Education Counselors manually validated each TA Request against Soldier degree plans posted to their eFile.
- Course Planner automates these checks and speeds approval of your future TA requests.
- Course Planner is required of you by the time you have completed six (6) Semester Hours with your home school or nine (9) semester hours at any school using Tuition Assistance.
- Even if you previously had an approved degree plan uploaded to your GoArmyEd eFile completion of Course Planner is required.



5. **What do I need from my school to complete the Course Planner?**

- Before you start your Course Planner you must first ensure you have a current official degree plan from your home school. You will be required to upload a copy of this student agreement/documented degree plan to the Course Planner if you do not already have an approved degree plan in your eFile.
- Your official degree plan **MUST** reflect the current degree you are pursuing at your home school including transfer credits, prior military learning (if applicable) and ALL remaining courses you need to complete your degree. Contact your school advisor if you do not have a complete degree plan from your school, as they are *required* to provide this to you.

Student Information		<a href="#">Current Approved Degree Plan</a>	
Empl ID:	0596993	Education Center:	Honduras Education Center
SSN:	-6993	Home School:	Western Governors University
Name:	Begay,Sirius		63
Rank:	SPC	Degree Plan:	Non-GoArmyEd Degree
Phone:	898/789-3313	Degree Level:	Bachelors
Preferred Email:	begay_sirius_596993@eau.com	Degree Name:	B.S. Information Technology—Ne
Component:	Army Reserve		

Student Agreement / Documented Degree Plan

[Upload New Student Agreement / Degree Plan](#)

**A Student Agreement / Degree Plan includes:**

- Transfer credits
- Prior military learning (if applicable)
- ALL remaining requirements that you need to complete your degree

6. **Where can I get help completing my Course Planner?**
- Two Step-by-step Instruction guides are available via links on the Course Planner. Launch these training guides to follow Step-by-step Instructions on completing your Course Planner and, once approved, enrolling in a class using the Course Planner.
  - Contact your school academic advisor if you do not understand the degree plan your school provided you.





- You will complete your degree more quickly by taking the time to fully plan with your school advisor and ensure that you have been awarded all transfer credits that you have previously earned.

Course Planner Course History

Student Information

Empl ID: 1581541 [Current Approved Degree Plan](#)

SSN: -1541 Education Center: Honduras Education Center

Name: Xenakis, Michael Home School: North Carolina State University-Raleigh

Rank: SGT Degree Plan: Non-GoArmyEd Degree

Phone: 749674-2886 Degree Level: Bachelors

Preferred Email: xenakis\_michael\_1581541@eau.com Degree Name: Bachelor of Arts in Psychology

Component: National Guard

Student Agreement / Documented Degree Plan

Pending Degree Plan  Approved

Training Resources

[How to use Course Planner](#)

[SOC Degree Network System-2 Handbook - Chapter 8](#)

[SOC Degree Network System-4 Handbook - Chapter 8](#)

[How to enroll into classes using Course Planner](#)

SOC AD Student Agreement (SA) Degree Plan

SOC AD-2: X SOC AD-4: Other:

Student Name: Ed Ochoa

Student Number: 000001150 Total Army Component Code: Army 8

Course Identification: FT BANNING Post Grade: EA MDY: Yrs of

Initial Enrollment: CDD EAGLE BASE Quarter Hours: X

Other Degree Requirements (Graduation, GPA, etc.):

Wor. JST: Transcript used to prepare this form?

Tab of College Official: Endorsement

Signature: 08/20/2013 John Doe


Course	Req. No.	Req. Title	Req. Code	Req. Status	Req. Description	Req. Status	Req. Description	Req. Status	Req. Description
1. General Education	1	General Education	1						
2. General Education	2	General Education	2						
3. General Education	3	General Education	3						
4. General Education	4	General Education	4						
5. General Education	5	General Education	5						
6. General Education	6	General Education	6						
7. General Education	7	General Education	7						
8. General Education	8	General Education	8						
9. General Education	9	General Education	9						
10. General Education	10	General Education	10						
11. General Education	11	General Education	11						
12. General Education	12	General Education	12						
13. General Education	13	General Education	13						
14. General Education	14	General Education	14						
15. General Education	15	General Education	15						
16. General Education	16	General Education	16						
17. General Education	17	General Education	17						
18. General Education	18	General Education	18						
19. General Education	19	General Education	19						
20. General Education	20	General Education	20						
21. General Education	21	General Education	21						
22. General Education	22	General Education	22						
23. General Education	23	General Education	23						
24. General Education	24	General Education	24						
25. General Education	25	General Education	25						
26. General Education	26	General Education	26						
27. General Education	27	General Education	27						
28. General Education	28	General Education	28						
29. General Education	29	General Education	29						
30. General Education	30	General Education	30						

**Questions? Contact your school academic advisor**

7. **How long will it take to complete and gain approval for my Course Planner?**
- If you have an official degree plan from your school, completing the Course Planner should take no more than 30 minutes.
  - After you submit your Course Planner it will route to your school or Army Education Counselor for approval. Approval may take several days to process.
  - Plan ahead! After completing six semester hours at your home school, you will not be able to request additional Tuition Assistance until your Course Planner is approved.
  - If your Course Planner is approved including all courses you need attain your degree, you will not need to submit a Course Planner again for the remainder of your degree progress (unless you want to make modifications to your plan).



- If you have an official degree plan the Course Planner takes 30 minutes to complete.
- Your Course Planner will be approved by your school or Army Education Counselor in a few days.
- If approved, you will not need to submit a Course Planner again (unless you change your plan).





8. **What are the basic steps I need to complete the Course Planner?**

1. Get an official Student Agreement / Documented Degree Plan from your school
2. Select the Course Planner Smart Link on your GoArmyEd homepage
3. The first step on your Course Planner is to upload your degree plan
4. Next enter the number of remaining units you need to graduate (this should be provided by your school on the degree plan)
5. Select the **“Select School”** button to select the school from which you plan to take a course.
6. If the course you wish to take has been uploaded to GoArmyEd by your school, you will be prompted to search for the course to add it to your Course Planner. If the school has not uploaded the course you need, manually enter the required course information.
7. Add courses required to complete your degree to your Course Planner.
8. Submit your Course Planner for approval.









9. Thank you for taking the time to view this video. If you need further assistance, view additional instructional videos and related training documents on the GoArmyEd Reference Documents Page  
OR  
Contact the GoArmyEd Helpdesk at  
1-800-817-9990, 7 am to 7 pm Eastern time, Monday thru Friday

**GoArmyEd**

**Need more assistance?**

 View the Quick Reference document: Resolve Rejected Tuition Assistance by selecting "View Reference Documents" in the Training Resources section on your GoArmyEd homepage

OR

Contact the GoArmyEd Helpdesk   
1-800-817-9990  
7a.m. to 7 p.m. Eastern Time  
Monday-Friday