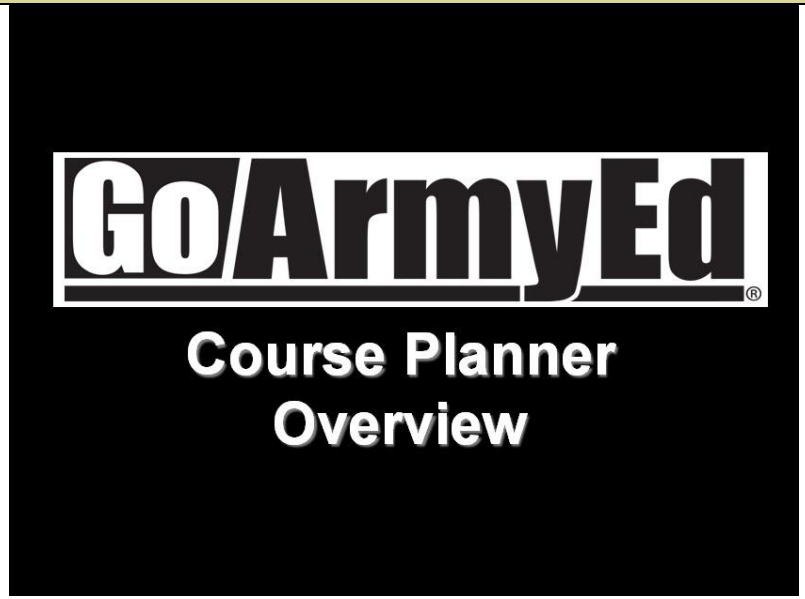
Course Planner Overview

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

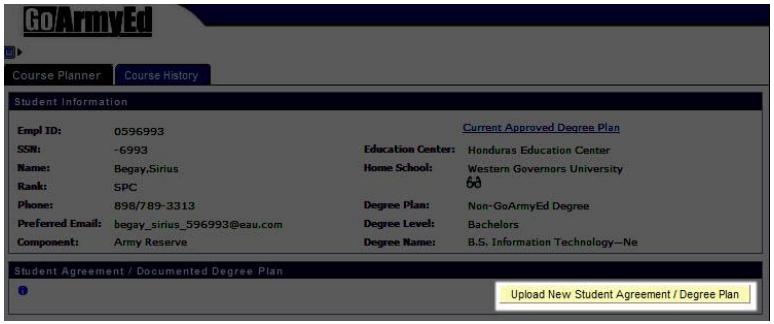
Step		Screenshot
1.	Welcome to this video overview of the GoArmyEd Course Planner. If at anytime you need to stop the video, please select the pause button.	

2.	This video covers the following important topics: • What is Course Planner? • Why is Course Planner required? • What do I need from my school to complete the Course Planner? • Where can I get help completing my Course Planner? • How long will it take to complete and gain approval for my Course Planner? • What are the basic steps I need to complete the Course Planner?	
3.	**What is Course Planner?** • A planning tool that enables students to identify the courses they plan to take to complete their degree. • Courses added to the Course Planner must fulfill a requirement identified in an official student agreement/documented degree plan issued to the student by their home school. • The Course Planner Smart link will appear on your GoArmyEd homepage	

GoArmyEd
Sample Course Planner

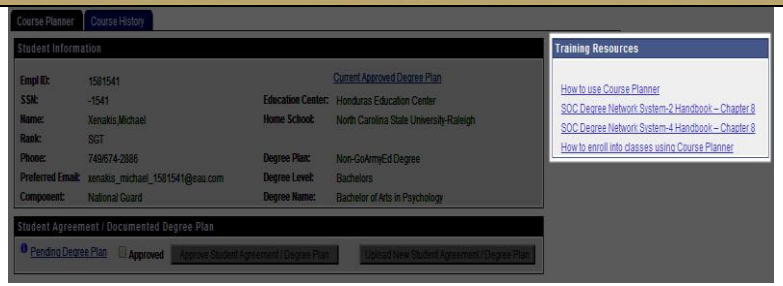
Smart Links
Course Planner...
Request TA...
Withdraw from a Class...
On-Duty Courses...
Recoupment-Information...
My Education Record
Student Agreement/Degree Progress Reports
Other Links
My Smart Links [Edit]
You may select additional Smart Links. Select the "Edit" link to personalize your Smart Links.
My Education Center
Army Personnel Testing
Class Enrollment Guide (PDF Version)...

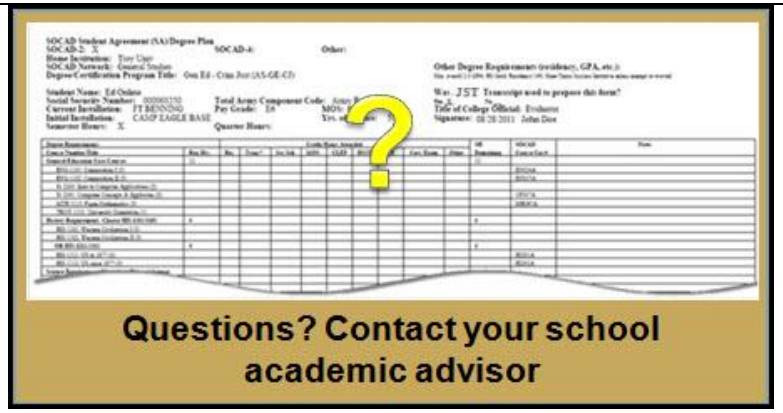
4.	**Why is the Course Planner required?** • Army Regulation 621-5 requires that Tuition Assistance only be approved for courses that advance a Soldier toward his or her degree. • In the past, Army Education Counselors manually validated each TA Request against Soldier degree plans posted to their eFile. • 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.	 

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.	

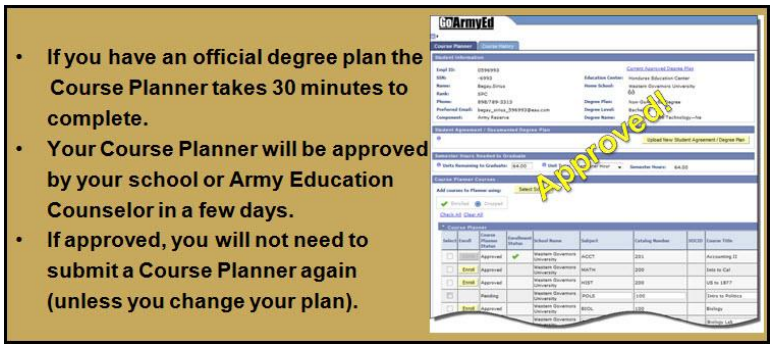
- You will complete your degree more quickly by taking the time to fully plan with your school advisor and ensure that you have been awarded all transfer credits that you have previously earned.



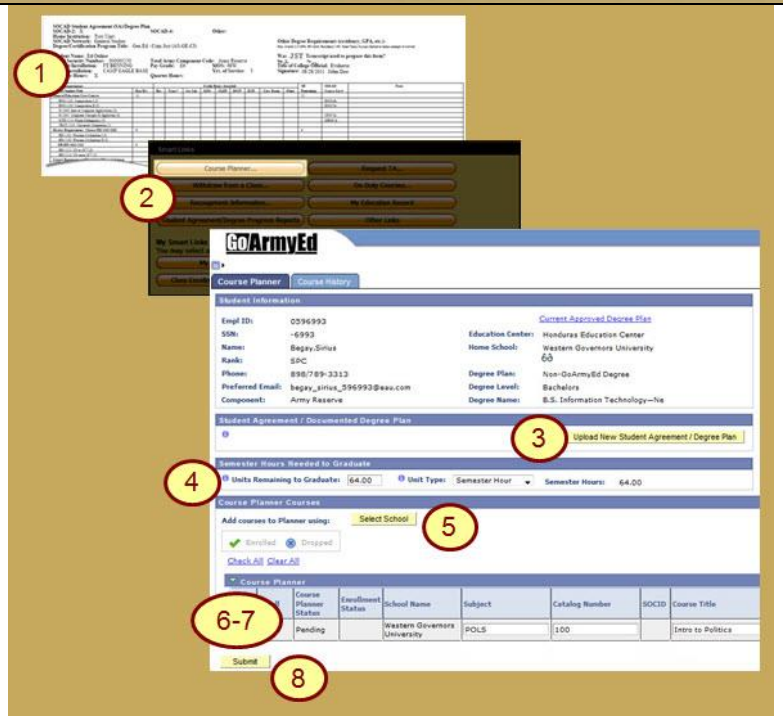


7. **How long will it take to complete and gain approval for my Course Planner?**

- 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).



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.	

		 1 2 GoArmyEd Course Planner Course History Student Information Current Approved Degree Plan Student Agreement / Documented Degree Plan Upload New Student Agreement / Degree Plan 3 Semester Hours Needed to Graduate 4 Course Planner Courses Select School 5 Check All Clear All Course Planner 6-7 Submit 8

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