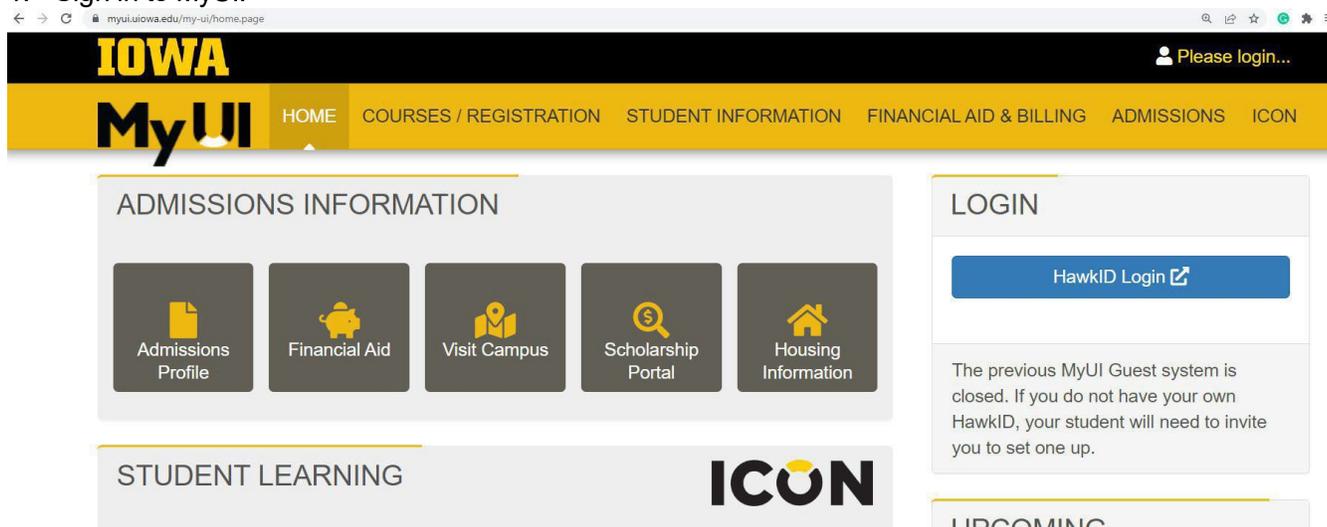


Tippie Quick Guides

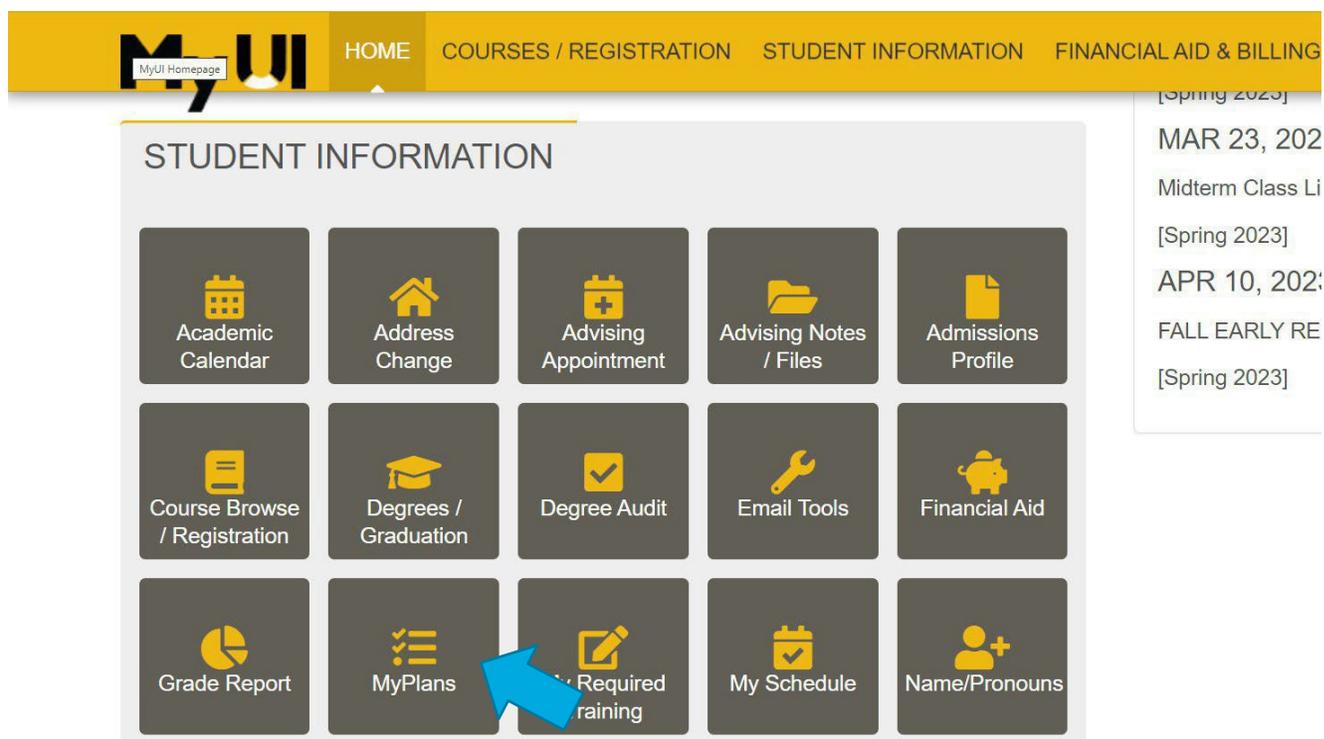
How to access MyPlan

Your orientation advisor will send you a MyPlan around 1-2 days before your advising appointment. Here's a quick guide on how to access your MyPlan and export it to Schedule Builder.

1. Sign in to MyUI.



2. Once you're signed in, on the home page scroll down to MyPlans icon under Student Information. Click on MyPlans icon to open up the plans your advisor built for you.



Tippie Quick Guides are general resources and are not intended to replace academic advising. Please discuss planning questions with your academic advisor. Questions? Contact the Undergraduate Program Office at 319-335-1037.



**Tippie College
of Business**

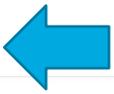
- You will then be directed to a screen where you'll see a MyPlan has been created by an advisor from our team.

***Please note that your plan will show your first session at Iowa.**

The screenshot shows the MyUI navigation bar with the following items: HOME, COURSES / REGISTRATION, STUDENT INFORMATION, FINANCIAL AID & BILLING, ADMISSIONS, and ICON. Below the navigation bar, the breadcrumb trail reads "Home > My Plans". A blue button labeled "New to MyPlan? Get help!" is located in the top right corner.

📌 New in Fall 2022: You can now collaborate with your academic advisor with MyPlan! Academic advisors have access to begin a MyPlan for you on their end and to edit a MyPlan you create (starting with plans you create after **November 1, 2022**). You can make comments to your MyPlan that you'd like your advisor to see, and they can leave comments for you. You can also lock different parts of your MyPlan if you have specific courses or sessions that you do not wish for your advisor to modify.

MYPLANS [CREATE A NEW MYPLAN](#)

MYPLANS CREATED BY ADVISOR 

Name	Is Primary	Start Session	
Orientation Appointment- Course Recommendations	N		Action ▾

- Click on the "Action" icon to then select "View/Edit" to access your course suggestions.

This screenshot shows the same table as above, but with the "Action" dropdown menu open. The menu options are "View/Edit" and "Copy". A blue arrow points to the "View/Edit" option.

- You will then be directed to your Course Recommendations for Orientation.

The screenshot shows the "Orientation Appointment - Course Recommendations" page. It includes a navigation bar, a breadcrumb trail "Courses / Registration > My Plans > Transfer Orientation - Spring 2024", a disclaimer, a "MyPlan Legend" link, and two buttons: "VIEW COMMENTS" and "VIEW PREVIOUSLY COMPLETED COURSE WORK".

6. Scroll down on the Course Recommendation screen until you see your first session at Iowa. Once you see your session, click on the calendar icon to add these courses to your Schedule Builder.

****Please note that your plan will show your first session at Iowa.***

FALL 14 - 15 S.H.

BUS:1200 - Tippie College Direct Admit Seminar 1 s.h.

CSI:1600 - Success at Iowa 2 s.h.

ECON:1100 - Principles of Microeconomics 4 s.h.

MATH:1350 - Quantitative Reasoning for Business 4 s.h. 1 ⓘ

RHET:1030 - Rhetoric or ENGL:1200 - The Interpretation of Literature 3 - 4 s.h.

- GE courses may be completed in any order unless used as a prerequisite for another course. Students should consult with an advisor about the best sequencing of courses.

7. The following message will ask you if you want to export to Schedule Builder. Click on the blue icon to export this to your Schedule Builder.

ARE YOU SURE YOU WANT TO EXPORT TO SCHEDULE BUILDER?

Please note: Exporting a session from MyPlan to Schedule Builder will **overwrite** any courses that are already in the Course Cart.

Export to Schedule Builder Cancel

8. It will then redirect you to your built schedule using Schedule Builder. Now, you may start to build schedules using your course suggestions. Make sure to save around 3-4 preferred schedules.

The screenshot shows the IOWA MyUI Schedule Builder interface. At the top, there is a navigation bar with the IOWA logo and MyUI logo, and links for HOME, COURSES / REGISTRATION, STUDENT INFORMATION, FINANCIAL AID & BILLING, ADMISSIONS, and ICON. Below the navigation bar, the page title is "SCHEDULE BUILDER" and there is a "Session" dropdown menu. A yellow warning banner states: "Our records show that you may not register for the Fall 2023 session [more...](#)". Below this, a blue information banner explains that departments may make adjustments to course sections periodically and advises students to review their preferred schedule(s) often. A disclaimer below that states: "Disclaimer: Marking a schedule as preferred does not guarantee you a seat, reserve you a seat, or enroll you in courses." The main content area is divided into two panels. The left panel, titled "COURSE CART", lists four courses: BUS:1200 TIPPIE COLLEGE DIRECT ADMIT SEMINAR (1 S.H.), CS:1600 SUCCESS AT IOWA (0, 1, 2 S.H.), ECON:1100 PRINCIPLES OF MICROECONOMICS (4 S.H.), and MATH:1350 QUANTITATIVE REASONING FOR BUSINESS (4 S.H.). Each course entry includes an "Add Filters" button and a checkbox. The right panel, titled "MY FILTERS", has a search box with the text "Find only open sections I can register for" and an "Add Filters" button. At the bottom of each panel are buttons: "Build Schedules" and "+ Add Course Options" for the course cart, and "+ Add Filters" for the filters panel.

Tippie Quick Guides are general resources and are not intended to replace academic advising. Please discuss planning questions with your academic advisor. Questions? Contact the Undergraduate Program Office at 319-335-1037.