**Timeline 101 Guide**

Students are encouraged to read through the comprehensive “My MU Plan 101 – Student Edition” guide before reading the “Timeline 101” guide. This guide deals specifically with features found on the “Timeline” portion of “My MU Plan” (Student Planning).

**How to Navigate Your Timeline**

**Going to your “Timeline”**

- **Jump to Index of Features**

**Navigating to your Timeline after Logging In**

1) After logging in to “My MU Plan” (Student Planning), go to the “Plan & Schedule” menu to access your schedule, timeline and advisor information. This guide will primarily deal with your timeline. For more information on your schedule and the advisor information, please see the “Registration 101” guide.
Navigating to your timeline from “My Progress” or other Function

2) If you are navigating to your timeline from another student planning function (for example, “My Progress”), go to the “My MU Plan” menu at the top of your screen and select the “Plan & Schedule” menu option. Then select the “Timeline” tab.

Note: Do not use the back arrows in your internet browser. Either select the appropriate menu option or use the built in “Back to...” functions in student planning (for example, “Back to Course Catalog”).

A Blank Timeline vs. a Fully Planned Timeline

3) When you first log in to “My MU Plan” (Student Planning) you will see your registered courses for the current term, which will show with a checkmark next to them until they are graded, and three future terms which are blank the first time you log in. In order to register, you will need to plan out your schedule for each term by adding courses to your timeline. There will be more details on adding courses to your timeline later on in this guide.
4) A fully planned schedule might look something like this.

Index of Features on your Timeline

5) This guide will highlight some of the features of your timeline and how to read your timeline:

- **Toggling Between Terms**
  - Left toggle
  - Right toggle

- **Check Marked and Graded Courses**
  - Checkmark (Non-term Courses)
  - Checkmark (Current Term Courses)
  - Graded Courses

- **Credits Shown**
  - Completed Credits
  - Enrolled Credits
  - Planned Credits

- **Adding/Removing Terms**
  - Adding a Term
  - Removing a Term

- **Moving & Removing Courses**
  - Moving Courses to Another Term
  - Course Information
  - Removing Courses
  - Clearing Requisite Warnings on your Timeline
  - Adding Requisite Courses to your Timeline
Toggling Between Terms

6) Your timeline will default to show the current term and at least the next three terms. On each side of the terms shown you will see a toggle arrow.

Left Toggle Arrow

7) The left toggle arrow shows any previous terms you were enrolled in along with the grades you received for each class in those terms. (Transfer courses will only show a checkmark next to them).
**Right Toggle Arrow**

8) The right toggle arrow shows any additional future terms with the courses you have planned. (This guide will go into more detail about adding/removing terms to your timeline later on)

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**Check Marked and Graded Courses**

**Checkmarks (Non-term Courses)**

9) Check marked courses under the “Non-term Courses” column (see picture below) indicate courses that were transferred in from another institution or completed through CLEP or Advanced Placement and not taken at Marymount during a specific term. The checkmark indicates that the course has been completed.

**Checkmarks (Current Term Courses)**

10) Check marked courses under a specific term (for example in Summer 2017 in the picture below) indicate courses that are currently registered for.

Note: If you register for summer and/or fall courses during the spring semester, then both your spring, summer and fall courses will have checkmarks by them indicating these courses have been registered for.

**Graded Courses**

11) Courses that have been completed in prior terms at Marymount (ex. Spring 2017) will show the final grade you received in the course.

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Credits Shown

**Completed Credits**

12) Graded courses will show as completed credits on your timeline.

**Enrolled Credits**

13) Enrolled credits indicate the number of credits you are registered for in a given term.

**Planned Credits**

14) Planned courses indicated the number of credits planned, but not yet registered for in future terms.

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Adding/Removing Terms

**Adding a term**

15) To add a term to your timeline (for example Summer terms), click the “Add a Term” button and select the term you wish to add to your timeline.
Removing a Term

16) To remove a term, simply click on the “x” next to the term and confirm the removal.

Moving & Removing Courses

Moving Courses to Another Term

17) To move an already planned course to another term (for example, PSY-110 from Spring 2019 to Spring 2020), click on the course in your timeline. A pop up will appear where you can select another term and then click “Update Course” to add the course to another term. If a term does not appear in the dropdown menu, then first add a term to your plan, and then move the course to the new term.
Course Information

18) When you click on a course in your timeline you will see the following information under the course details:

- Course number and title
- Course description and if applicable, a Liberal Arts Core/University Requirements designation
- Number of credit hours for the course
- List of any required or recommended pre- or corequisites
- Summary of when the course is typically offered, for example either “All Semesters” or “Fall” or “Spring” and a summary of how frequently a course is offered, for example “All Years” or every other year. **Note: This does not guarantee that the course will be available every semester.**

Students interested in taking courses during the summer should consult their school department chair for information about summer course offerings as these differ from the regular fall and spring schedules.

Removing Courses

19) To remove a course from your timeline, click the “x” to the right of the course title.
Note: If you register for a specific section of a course (ex. Section B), but change to another section later (ex. Section G), the original section will still show on your timeline unless removed. In the example below, a student registered for DSC-101-B (see checkmark by the course), but also added DSC-101-G to their plan. Both sections will show on the timeline until one section is removed (to remove, see step 19).

Both courses and their credits will also show as planned on "My Progress" and calculate into the total credits planned progress bar, so you will want to remove one section and confirm that you still have the 120 credits needed for graduation (Undergraduate students only).

(See the Registration 101 guide for more info on selecting specific sections and the My Progress – Degree Audit 101 guide for more information on reading your degree audit and progress bars).
Clearing Requisite Warnings

21) Courses with prerequisites or corequisites will show a warning if the requisite has not been met or scheduled in a prior or same term (depending on the type of requisite – prerequisite in prior term, corequisite in same term).

In the example below, MGT-323 (and MGT-423) requires a prerequisite of FIN-301, which is currently scheduled for Spring 2020. Therefore, you will need to move FIN-301 to an earlier term if you wish to take MGT-323 in the fall. (Follow step 17 to move FIN-301).

FIN-301 has been moved to Spring 2019 and the requisite warning for MGT-323 (MGT-423) has disappeared. Note: MGT-498 still has a requisite warning. (See the next step for adding a requisite course to your timeline).

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Adding a Requisite Course to your Timeline

22) While moving FIN-301 to another term cleared two requisite warnings, the warning for MGT-498 still appears on the timeline. To confirm which pre-requisite has not been met yet, click on the link in the warning.

You will be directed to the course catalog where each requisite course is shown. To find any missing prerequisites search for courses that are missing a yellow “This course is planned” or green “This course has been completed” banner. Click the “Add Course to Plan” button to add any missing courses.

Please contact your advisor immediately if you have any questions about requisites.

Please see the Course Catalog 101 guide for more information on searching for courses.

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Return to your Timeline

Then go to the “My MU Plan” menu and select “Plan & Schedule” to return to your timeline. (Do not hit the back arrows in your internet browser)

Please refer to the other helpful guides for questions related to your Degree Audit, registering for courses and searching for courses in the catalog.