

# How to use the Planner to submit your Program Planning Sheet

1. Go to One.IU.edu and search iGPS Plan. Pick the iGPS Plan (student) app.
2. When the planner appears, chose the semester you want to register for and click on “start planning for [that semester].” If you started the plan already and are making changes, click on “Details.”

The screenshot shows the iGPS Plan interface. At the top, there is a navigation bar with the iGPS logo, the text 'iGPS', and tabs for 'Plan', 'Degree Maps', 'Degree Progress', and 'Graduate'. A 'Print' button is located in the top right corner. Below the navigation bar, there is a section for '2023 - 2024' with two boxes: 'Fall 2023 + Notes' and 'Spring 2024 + Notes'. The 'Fall 2023' box contains the text 'Success doesn't just happen. It's planned for: [Start planning for Fall 2023](#)'. The 'Spring 2024' box contains the text 'Success doesn't just happen. It's planned for: [Start planning for Spring 2024](#)'. Below this, there are similar boxes for '2024 - 2025' and '2025 - 2026', each with 'Fall' and 'Spring' options. The 'Start planning for Fall 2023' link is circled in red.

3. Click “Add from Course Search.” You cannot use the Degree Maps at this time.

The screenshot shows the iGPS Plan interface with the 'Fall 2023' planning options expanded. On the left, there is a sidebar with a '< Full Plan View' link and a list of semesters: '2023-2024', '2024-2025', '2025-2026', and '2026-2027'. Under '2023-2024', the 'Fall' option is selected. The main content area shows the 'Fall 2023 + Notes' box with two buttons: 'Add from Course Search' and 'Add from Degree Maps'. The 'Add from Course Search' button is circled in red.

- In the keyword filter area, enter the class you want to find. For example, you could type “MUS-T 508” or you could type “written theory” in order to find MUS-T 508 Written Theory Review for Graduate Students.

The screenshot shows the 'Add Course: Fall 2022' interface. On the left, there is a navigation menu with a 'Full Plan View' link and a sidebar for selecting semesters from 2022-2023 to 2025-2026. The main content area is titled 'Fall 2022' and shows '12 credits in progress'. Below this, there is an 'eDrop/eAdd' section for 'IU Bloomington' with a list of courses including SLHS-S 542, MUS-E 502, MUS-M 686, and MUS-V 900. On the right, there is a search filter area with 'Campus' set to 'IU Bloomington' and 'Department/Subject' set to 'All'. The 'Keyword Filter' field is highlighted with a red circle and contains the text 'E.g., MATH-M, MUS-E 131, ENGR 1250'. Below the filters, there is a list of 6385 results. The first few rows of results are visible, showing course numbers and titles such as 'AFRICAN AMERICAN DANCE COMPANY: FOUNDATIONS AND PRACTICES'.

- Once you have search results, click on “View [semester] classes/add to Shopping Cart.” Do not choose “Add to plan.”

The screenshot shows the 'Add Course: Fall 2022' interface with search results. The 'Keyword Filter' field is highlighted with a red circle and contains the text 'E.g., MATH-M, MUS-E 131, ENGR 1250'. Below the filters, there is a list of 72 results. The first result is highlighted with a red circle and shows 'MUS-T 508 WRITTEN THEORY REVIEW FOR GRADUATE STUDENTS'. The rest of the results list various music theory and skills courses.

- Click on the down arrow on the right to see the details.

The screenshot shows the IU Bloomington iGPS interface. On the left, there is a sidebar with navigation options for years (2022-2023, 2023-2024, 2024-2025, 2025-2026) and seasons (Fall, Spring, Summer). The main content area displays the 'Fall 2022' course selection screen. It includes an 'eDrop/eAdd' section with a list of courses: SLHS-S 542 (CARE OF THE PROFESSIONAL VOICE), MUS-E 502 (THE PRACTICE OF MUSIC TEACHING), MUS-M 686 (SOLO VOCAL LITERATURE BEFORE 1850), and MUS-V 900 (VOICE GRAD MAJOR). Below this list are buttons for 'Add from Course Search' and 'Add from Degree'. On the right, there is a table of available classes for 'IU Bloomington Fall 2022'. The table has columns for Class #, Meeting Time, Room, Instructor, and Open Seats. A red circle highlights a dropdown arrow in the rightmost column of the table.

Class #	Meeting Time	Room	Instructor	Open Seats
2817 Open	TuTh 8:00 AM–9:15 AM Regular Academic Session 8/22/2022–12/16/2022	MC 040	Bryan Espinosa	62/100 Waitlist 0

7. Read the class times, instructor, credit hours, whether the class is full, any notes, etc... Click on “Add to Cart”, then choose “Add.” If it’s a class that has variable credit hours, choose the number of credits you will take.
  - a. If it’s a class with a drill section, you will need to choose both the lecture section and drill section before you can add the class to your cart.
  - b. Don’t worry if you see a “potential problem” message about a hold on your record. That is likely about the advising hold that will be removed at the end of the planner approval process.

The screenshot shows a modal dialog box titled 'Add class to Shopping Cart' with a close button (X). The dialog box contains a 'Potential Problem' message: 'Hold on record. There is currently a hold that will prevent enrollment from being processed. The hold must be resolved before enrolling.' Below the message, it asks: 'Add class 7879 for course MUS-T 508 to Summer 2023 Shopping Cart?'. The dialog box also displays the following information: 'Class #7879', 'Open – 35/35 seats available', 'David Orvek, Kyle Adams', 'M 344 MTuWThF 8:30 AM–9:45 AM', '3 credits', and 'Class Notes: Above class open to graduates only. Above class meets June 5 - July 14'. At the bottom of the dialog box are 'Add' and 'Cancel' buttons.

8. Then click on “Back” in the upper left corner and start with a new keyword search.

The screenshot shows the iGPS interface for IU Bloomington. At the top, the navigation bar includes a "Back" button (circled in red), the text "Scheduled classes for MUS-T 508", and a "Class Filters" button. Below the navigation bar, the main content area is divided into two columns. The left column shows a "Full Plan View" with a sidebar for selecting semesters (Fall, Spring, Summer) for the years 2022-2023, 2023-2024, 2024-2025, and 2025-2026. The main content of the left column displays the "Fall 2022" plan with 12 credits in progress. It lists several courses: SLHS-S 542 (CARE OF THE PROFESSIONAL VOICE), MUS-E 502 (THE PRACTICE OF MUSIC TEACHING), MUS-M 686 (SOLO VOCAL LITERATURE BEFORE 1850), and MUS-V 900 (VOICE GRAD MAJOR). Each course entry includes its name, credits, and meeting times. There are "Add from Course Search" and "Add from Degree" buttons at the bottom of the course list. The right column displays the details for the selected course, MUS-T 508. It shows the class number (2817), meeting time (TuTh 8:00 AM-9:15 AM), room (MC 040), instructor (Bryan Espinosa), and open seats (62/100). It also includes sections for "Type" (Lecture), "Credits" (3), "Mode of Instruction" (In Person), "Location" (Bloomington Campus), "Building" (MUSICAL ARTS CENTER), "Enrollment Requirements" (Prerequisite: Must be a MUS or GRAD student), "Class Notes" (Above class open to graduate music students only), and "Course Description" (Designed to satisfy deficiencies indicated by the Graduate Music Theory Entering Proficiency Examination).

9. For things like lessons or ensemble, which you may have taken in the past, it’s possible that the planner will say “In Plan.” Click on “In Plan”, and then “Add again” to add it for this particular semester if you’re going to take it again.

10. Once you have completed your plan and have a full-time course load listed (in most cases for fall and spring, at least 8 credits for master’s and doctoral students, at least 10 credits for diploma and visiting students), double check that all of the classes are in your cart, not just in your planner.

Here is how to tell: you want to see a cart symbol next to each course you have in your plan. It will also say “delete from cart” under the symbol. If you don’t see that, and instead see a pencil symbol and it says “view classes/add to cart,” then you don’t have the class in your cart. For any classes like that, click on “view classes/add to cart,” and add them to your cart.

Summer

**2023-2024**

Fall

Spring

Summer

**2024-2025**

Fall

Spring

Summer

**2025-2026**

Fall

Spring

**Build Schedule**

**IU Bloomington**

MUS-B 950 TUBA GRAD MAJOR  
3 credits Meeting time not specified

MUS-X 40 UNIVERSITY INSTRUMENTAL ENSEMBLES  
2 credits

MUS-F 550 CHAMBER MUSIC  
1 credit

Delete from Cart

Delete from Cart

View classes/add to cart

Add from Course Search Add from Degree Maps

Term Summary

Planned 1 Shopping Cart 5 Registered 0

Here's what it looks like once that is fixed.

Summer

**2023-2024**

Fall

Spring

Summer

**2024-2025**

Fall

Spring

Summer

**2025-2026**

Fall

Spring

**Build Schedule**

**IU Bloomington**

MUS-B 950 TUBA GRAD MAJOR  
3 credits Meeting time not specified

MUS-X 40 UNIVERSITY INSTRUMENTAL ENSEMBLES  
2 credits

MUS-F 550 CHAMBER MUSIC  
1 credit W 4:25 PM-6:25 PM

Delete from Cart

Delete from Cart

Delete from Cart

Add from Course Search Add from Degree Maps

Term Summary

Planned 0 Shopping Cart 6 Registered 0

11. Then, click on "Request Plan Review."

Print

< Full Plan View

**2023-2024**

Fall

Spring

Summer

**2024-2025**

Fall

Spring

Summer

**2025-2026**

Fall

Spring

Summer

**2026-2027**

Fall

Spring

Summer

**Fall 2023** Notes **Planned**

8 credits

**IU Bloomington**

MUS-M 527 SYMPHONIC LITERATURE  
3 credits

MUS-V 900 VOICE GRAD MAJOR  
3 credits

MUS-X 70 UNIVERSITY CHORAL ENSEMBLES  
2 credits

Add from Course Search Add from Degree Maps

Term Summary

Planned 8 Shopping Cart 0 Registered 0

Request Plan Review

Music Graduate Office | Advising Office

## Request a Plan Review

When you click on the 'Request Plan Review' you will only have one advising office to select (Music Graduate Office).

Once you have selected the advising office, a plan review submission form will be displayed.

1. You can see which advisor you are going to request do a plan review for you (the Music Graduate Office).
2. You will be able to see the courses that you have planned for that term, so you can double check and make sure your plan is correct.
3. You will not be able to click on the 'Send' button until you have included a message to your advisor.

You can ask any questions you have, but you **MUST** include when you plan to graduate/finish your program. For example, you can say:

"I'm not sure if I'll take both of these music history classes, but I've listed both as possibilities. I plan to graduate in Spring 2024."

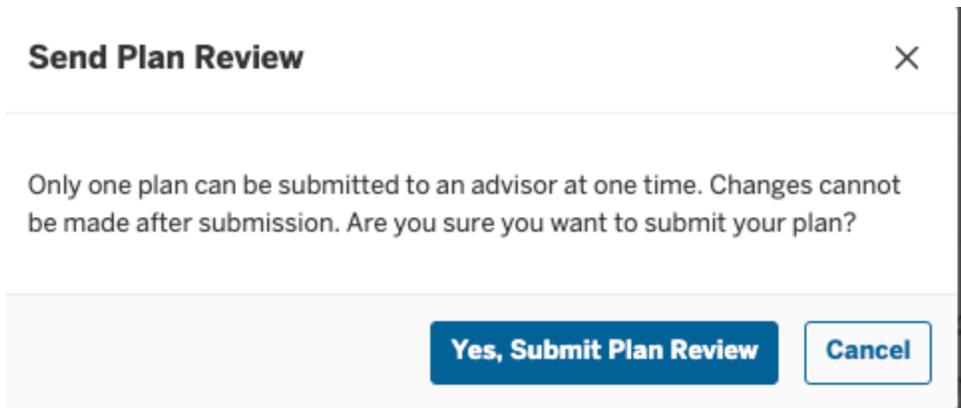
Or, you can just say:

"I plan to graduate in Spring 2024."

The screenshot shows the iGPS interface for a Plan Review submission. On the left is a navigation sidebar with a year/term selector. The main content area is titled 'Fall 2023' and shows a 'New Plan Snapshot' for 'IU Bloomington'. The snapshot lists three courses: MUS-M 527 (Symphonic Literature, 3 credits), MUS-V 900 (Voice Grad Major, 3 credits), and MUS-X 70 (University Choral Ensembles, 2 credits). Below the snapshot are buttons for 'Add from Course Search' and 'Add from Degree'. A 'Term Summary' section is partially visible. At the bottom, there is a text input field for a message, a warning icon, and 'Send' and 'Cancel' buttons.

IU Bloomington		
MUS-M 527	SYMPHONIC LITERATURE	Planned
3 credits		
MUS-V 900	VOICE GRAD MAJOR	Planned
3 credits		
MUS-X 70	UNIVERSITY CHORAL ENSEMBLES	Planned
2 credits		

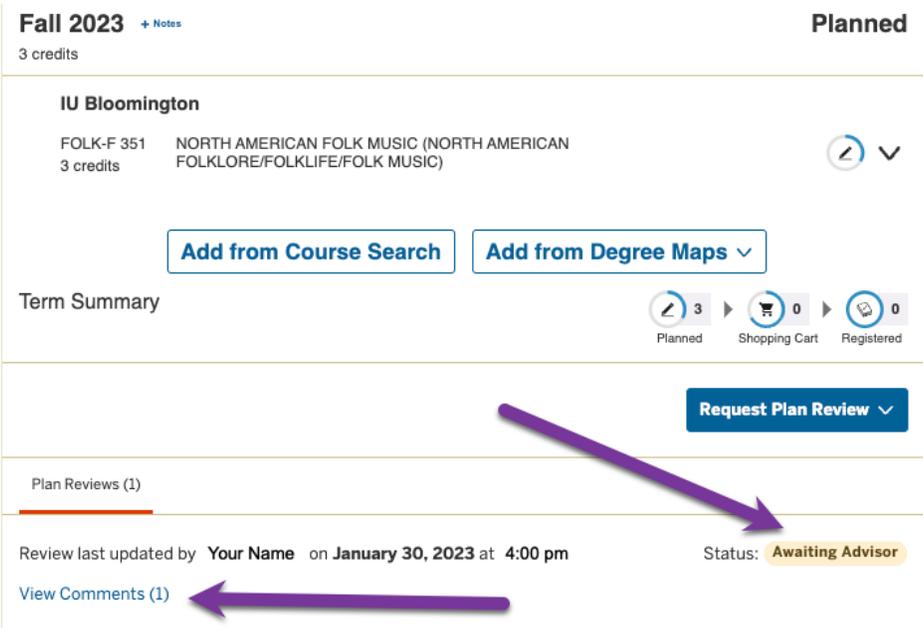
When you click "Send", you will be asked to confirm your submission.



Once you have sent a plan review to a specific advisor, you **may not send another one for the same term to that advisor** while the one that you just sent is open.

### Awaiting Advisor

After you confirm that you would like to submit your plan, you will see your plan review has been submitted and is awaiting your advisor's response right below that term in your iGPS planner. Clicking on 'View Comments' will show you the message that you included to your advisor.



### When your advisor responds

When your advisor responds, and during several other steps of the process, you will receive an email that says the following:

Dear [Student's first name],

Your advisor has made a comment on your plan review. Please go to [iGPS](#) to see it.

If you click on that link, it will take you back to the iGPS Plan (student) app. Go to the semester you're working on, then click on "continue planning." You will be getting this email even for steps that don't involve you, so getting this email does not necessarily mean that your planner is approved and you are eligible to register. You will get a separate email (one that is not automatically generated) from your advisor (at the [musadvgr@indiana.edu](mailto:musadvgr@indiana.edu) email account) once you are eligible to enroll.

### Viewing your advisor's response

If your advisor would like you to adjust your plan, you will see two things. First, the status will show as 'Action Required'. Second, you can see that another comment has been added. By clicking on 'View Comments' you will be able to see your advisor's feedback.

The screenshot displays the iGPS Plan (student) app interface for a plan review in Fall 2023. The plan is for IU Bloomington, course FOLK-F 351 (3 credits), and is currently 'Planned'. The status is 'Action Required'. A purple arrow points to the 'View Comments (2)' link, and another purple arrow points to the 'Request Plan Review' button.

**Fall 2023** + Notes **Planned**  
3 credits

**IU Bloomington**

FOLK-F 351 3 credits NORTH AMERICAN FOLK MUSIC (NORTH AMERICAN FOLKLORE/FOLKLIFE/FOLK MUSIC) ↻ ✓

[Add from Course Search](#) [Add from Degree Maps](#) ✓

Term Summary ↻ 3 ▶ 🛒 0 ▶ 📄 0  
Planned Shopping Cart Registered

[Request Plan Review](#) ✓

Plan Reviews (1)

Review last updated by **Advisor** on **January 30, 2023** at **4:12 pm** Status: **Action Required**

[View Comments \(2\)](#) ↻

When you click on 'View Comments' you will be able to see the comments your advisor has made.

### Plan Snapshot

<b>IU Bloomington</b>		
FOLK-F 351 3 credits	NORTH AMERICAN FOLK MUSIC (NORTH AMERICAN FOLKLORE/FOLKLIFE/FOLK MUSIC)	Planned

<b>You</b>	January 30 at 4:0 pm
Is this class okay for next semester?	

<b>Your Advisor</b>	January 30 at 4:12 pm
This course looks just fine. Maybe M118 would be a good course to add this semester too.	

## Resubmitting your plan after adjustments are made

At this point you can make any adjustments that are needed and resubmit the new version to your advisor. To do this you this, click on 'Request Plan Review' as you did previously and select the advisor you are responding to.

Term Summary

Planned 8 | Shopping Cart 0 | Registered 0

Request Plan Review

Music Graduate Office | Advising Office

This will bring up a new submission window where you can see the edited version of your plan and you can add a comment to your advisor.

New Plan Snapshot

**IU Bloomington**

FOLK-F 351 3 credits	NORTH AMERICAN FOLK MUSIC (NORTH AMERICAN FOLKLORE/FOLKLIFE/FOLK MUSIC)	Planned
MATH-M 118 3 credits	FINITE MATHEMATICS	Planned

ⓘ After sending you will not be able to comment again until your advisor responds. Please make changes to your plan (if needed) before sending a message.

Type your message here...

ⓘ Your latest plan will be sent along with your message.

Send
Cancel

Once your advisor approved your plan, you will receive the same email you previously received letting you know that there has been a change to your plan review. When you go into iGPS, you will see that your plan has been approved and by clicking on 'View Comments' you can view your advisor's most recent message.

**IU Bloomington**

FOLK-F 351 3 credits	NORTH AMERICAN FOLK MUSIC (NORTH AMERICAN FOLKLORE/FOLKLIFE/FOLK MUSIC)	🔄 ✓
MATH-M 118 3 credits	FINITE MATHEMATICS	🔄 ✓

Add from Course Search
Add from Degree Maps ▾

Term Summary 🔄 6 | 🛒 0 | 📄 0  
Planned   Shopping Cart   Registered

Request Plan Review ▾

Plan Reviews (1)

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Review last updated by **Erin Smith** on **February 2, 2023** at **10:56 am** Status: Approved

[View Comments \(4\)](#)

At that point you will also receive an email to your IU email address with detailed comments on your plan and registration instructions. You should be eligible to register, but if there are any additional holds on your account we'll let you know.

You must enroll on your own – the planner approval process is just about your plan, it is not final enrollment. After you get the email approval of your planner, you will go into your shopping cart to complete your final enrollment.