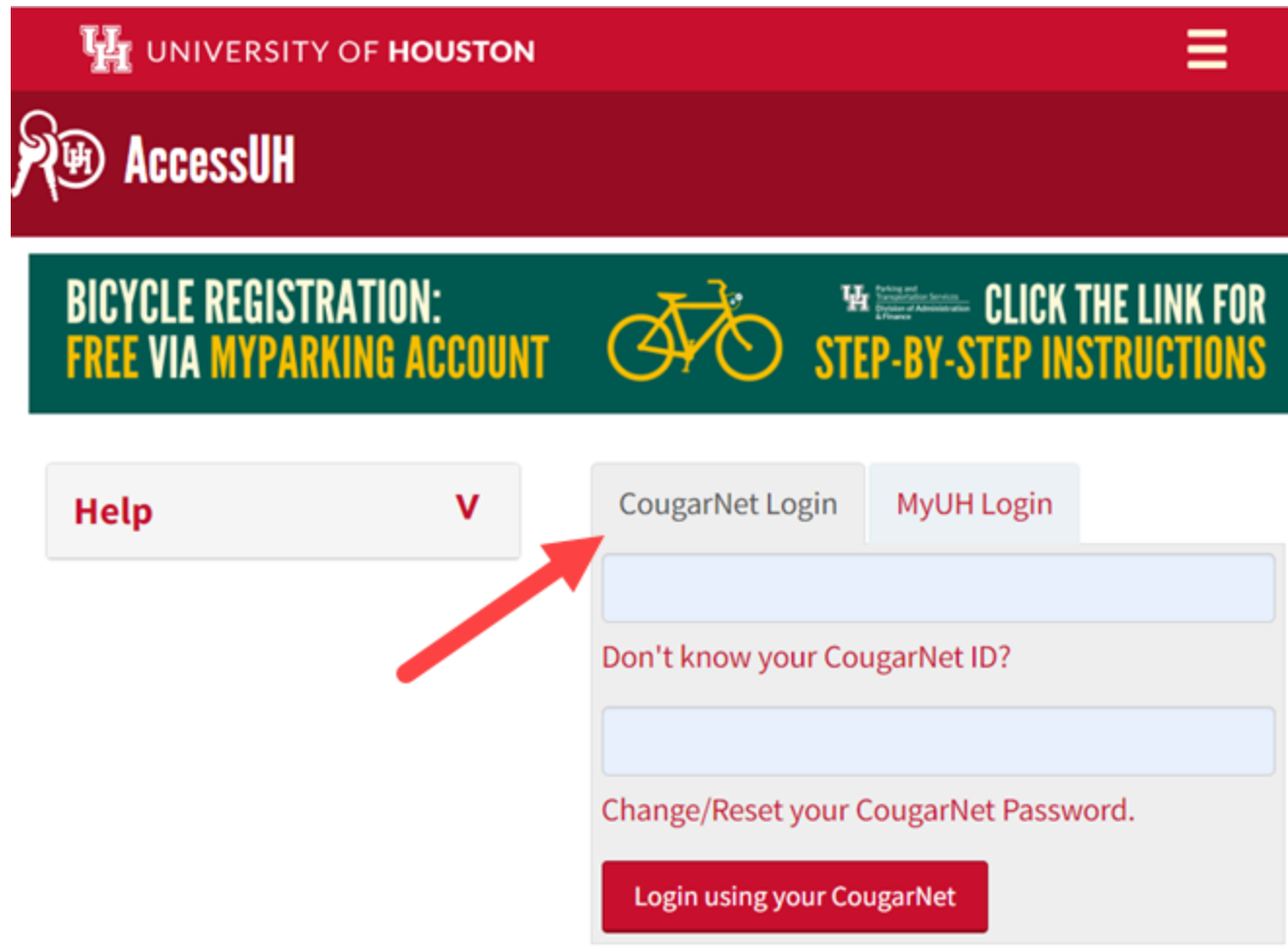


# Using the Planner tool in myUH

Begin by logging into AccessUH, using your CougarNet login.



The screenshot shows the top navigation bar of the University of Houston website, which is dark red with the university logo and name on the left and a hamburger menu icon on the right. Below this is a dark red banner for 'AccessUH' with a key icon. A green banner below that contains text about bicycle registration and a link for instructions. The main content area has a light gray background with a 'Help' button on the left and two login options: 'CougarNet Login' and 'MyUH Login'. A red arrow points to the 'CougarNet Login' option. Below the 'CougarNet Login' button is a light blue input field, followed by the text 'Don't know your CougarNet ID?' and another light blue input field. Below these is the text 'Change/Reset your CougarNet Password.' and a red button labeled 'Login using your CougarNet'.

UNIVERSITY OF HOUSTON

AccessUH

BICYCLE REGISTRATION:  
FREE VIA MYPARKING ACCOUNT

CLICK THE LINK FOR  
STEP-BY-STEP INSTRUCTIONS

Help

CougarNet Login


MyUH Login



























Don't know your CougarNet ID?

Change/Reset your CougarNet Password.

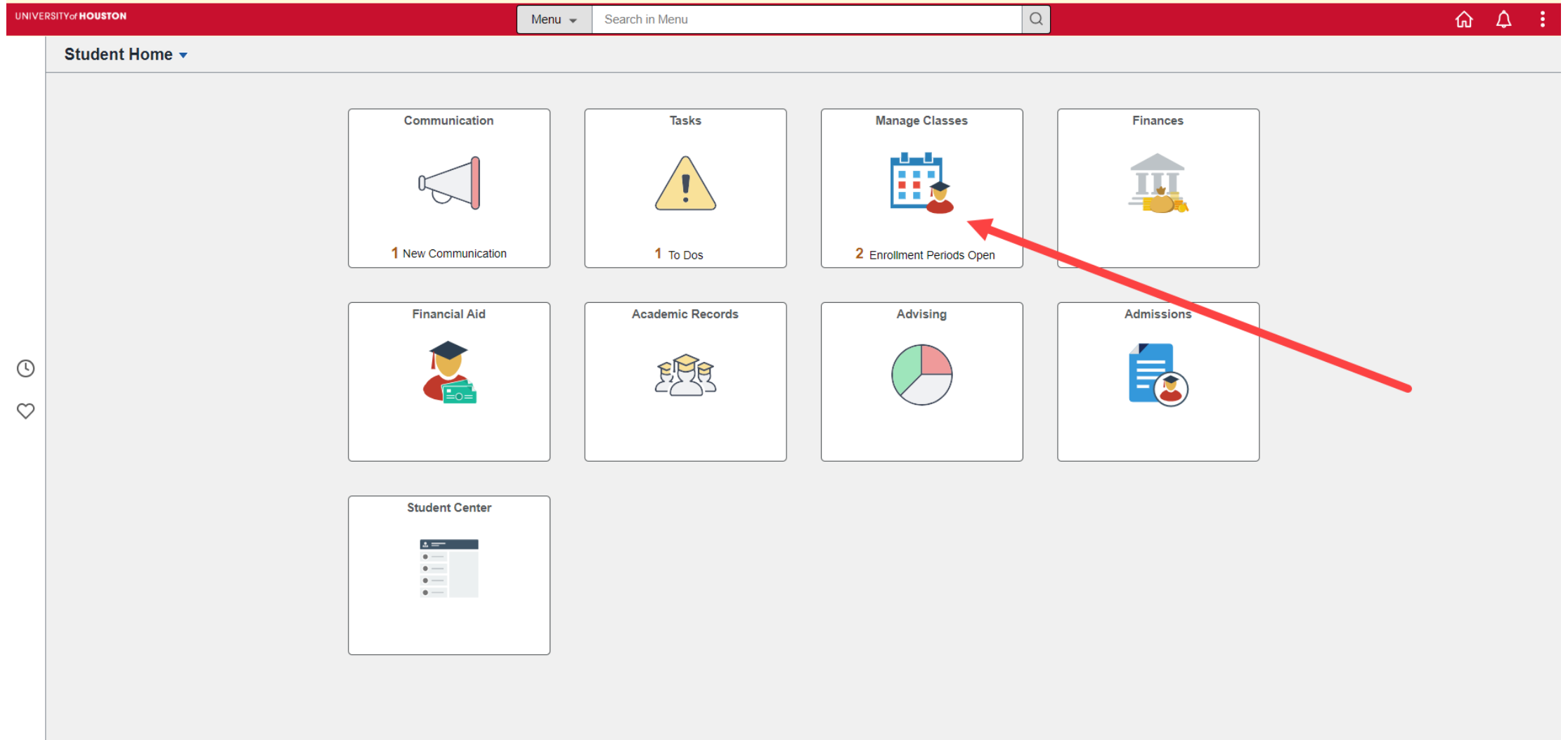
Login using your CougarNet

Select the “myUH Self-Service” tile.

University Services 

 CoogsCare	 Cougar Card and Meal Plan	 CougarQ Queuing and Appointments	 Curriculog	 Election	 FIXIT	 Faculty/Course Evaluation	 Get Involved
 HealthyCoog Patient Portal	 Integrated Compliance Oversight Network	 Learning Abroad	 LinkedIn Learning	 Microsoft 365	 My Library Account	 PaymentWorks	 Register My WiFi Device
 Scholarship Universe	 Software Download	 Student Training	 T.A.P. Employee Online Training	 UH Student Directory	 UIT Network Test	 University Career Services	 myHousing
 myParking Account	 myUH Self Service						

Select the “Manage Classes” tile.

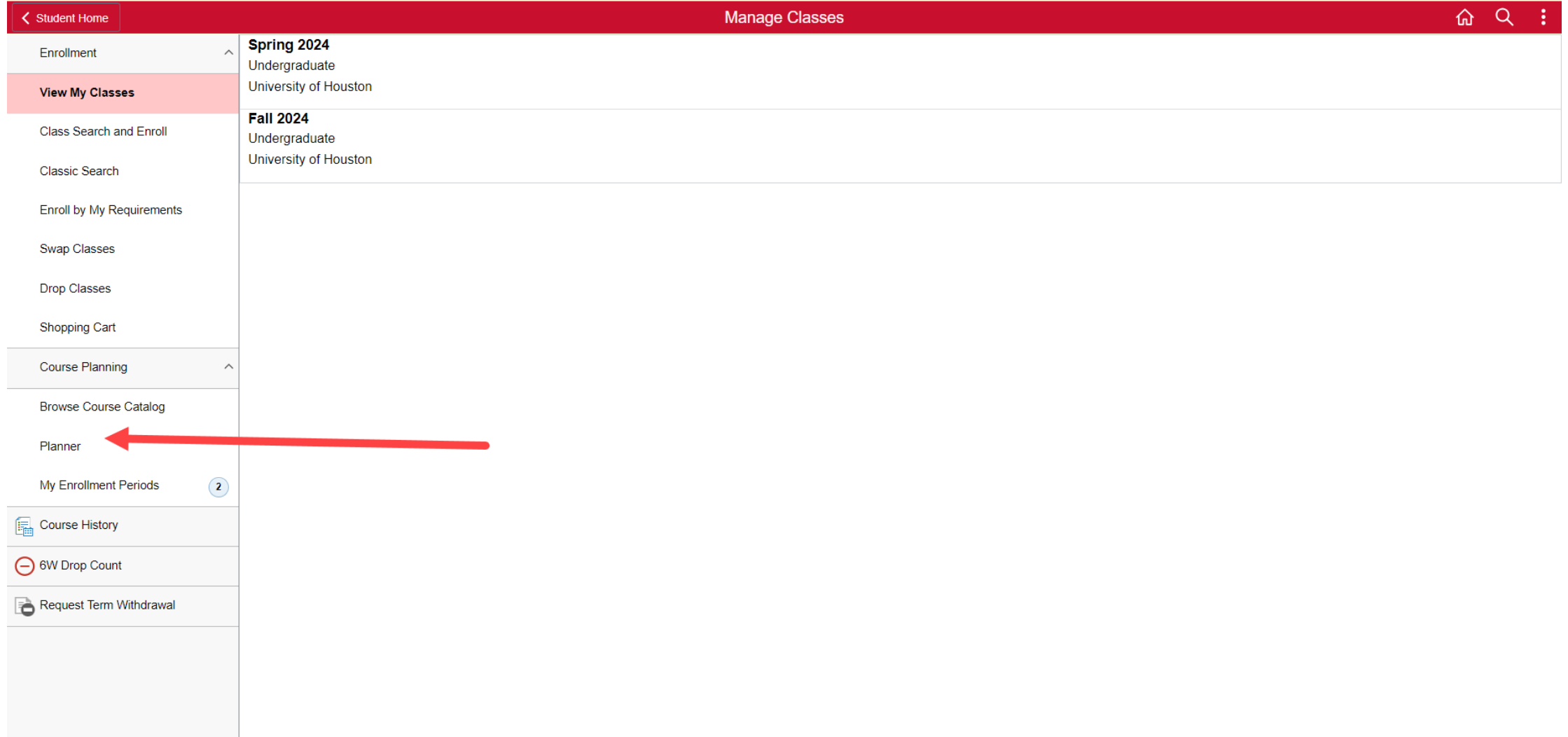


The screenshot shows the University of Houston Student Home dashboard. At the top, there is a red navigation bar with the University of Houston logo on the left, a 'Menu' dropdown, a search bar labeled 'Search in Menu', and icons for home, notifications, and a menu on the right. Below the navigation bar, the page title 'Student Home' is displayed with a dropdown arrow. The main content area features a grid of tiles:

- Communication**: 1 New Communication (megaphone icon)
- Tasks**: 1 To Dos (warning triangle icon)
- Manage Classes**: 2 Enrollment Periods Open (calendar and graduation cap icon) - This tile is highlighted with a red arrow.
- Finances**: (bank building and money icon)
- Financial Aid**: (graduation cap and document icon)
- Academic Records**: (graduation caps icon)
- Advising**: (pie chart icon)
- Admissions**: (document and graduation cap icon)
- Student Center**: (dashboard icon)

On the left side of the dashboard, there are two icons: a clock and a heart.

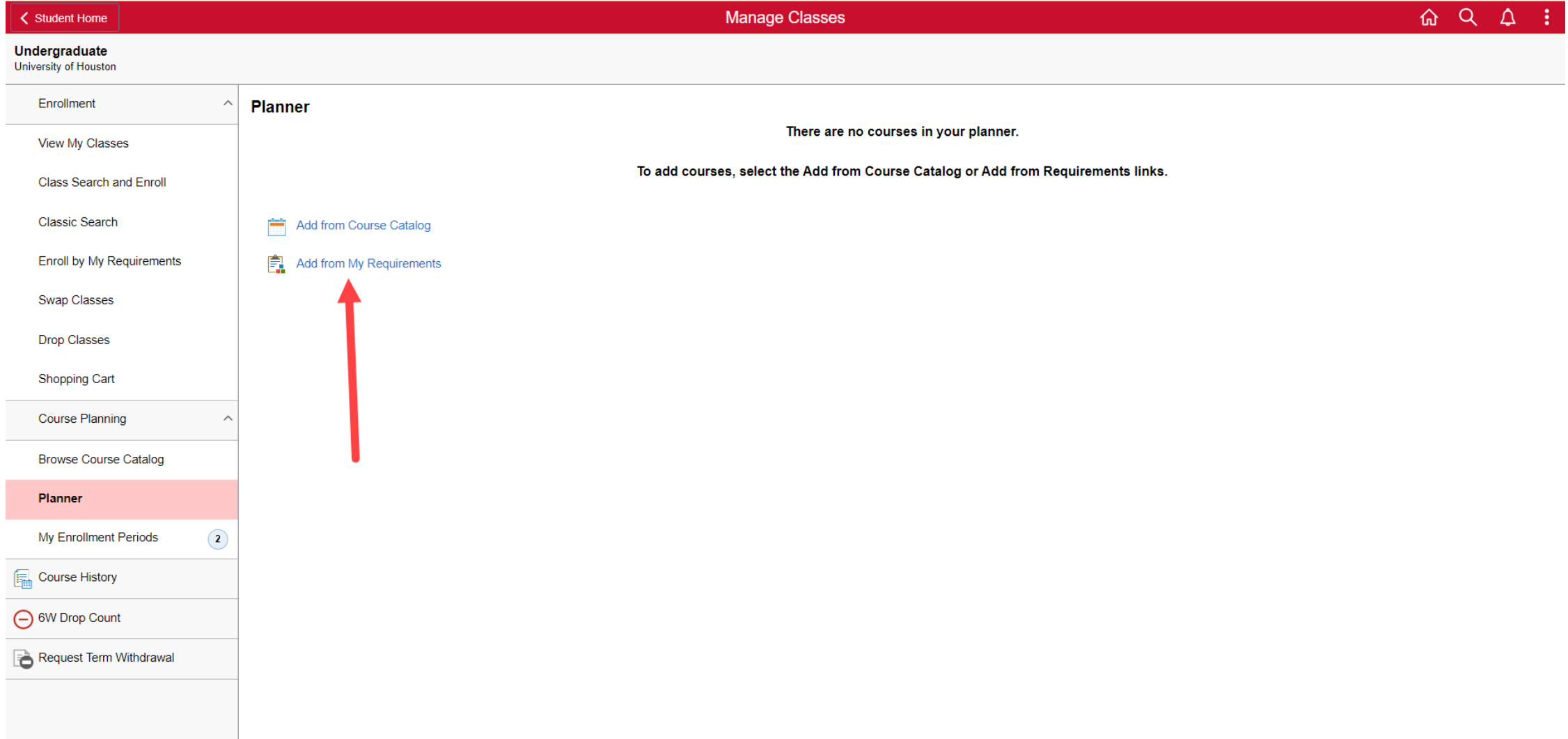
Under the “Course Planning” drop-down menu, select “Planner”.



The screenshot displays the 'Manage Classes' page in the student portal. The left sidebar contains a navigation menu with the following items: Enrollment, View My Classes (highlighted in pink), Class Search and Enroll, Classic Search, Enroll by My Requirements, Swap Classes, Drop Classes, Shopping Cart, Course Planning (expanded), Browse Course Catalog, Planner (indicated by a red arrow), My Enrollment Periods (with a '2' notification), Course History, 6W Drop Count, and Request Term Withdrawal. The main content area shows enrollment information for Spring 2024 and Fall 2024, both for Undergraduate students at the University of Houston.

Term	Level	Institution
Spring 2024	Undergraduate	University of Houston
Fall 2024	Undergraduate	University of Houston

Here, you will see your planned courses (if you have already selected courses). Click “Add from My Requirements” to proceed with finding courses to add to your Planner.



< Student Home Manage Classes

Undergraduate  
University of Houston

Enrollment ^

View My Classes

Class Search and Enroll

Classic Search

Enroll by My Requirements

Swap Classes

Drop Classes

Shopping Cart

Course Planning ^

Browse Course Catalog

**Planner**

My Enrollment Periods 2

Course History

6W Drop Count

Request Term Withdrawal

**Planner**

There are no courses in your planner.

To add courses, select the Add from Course Catalog or Add from Requirements links.

[Add from Course Catalog](#)

[Add from My Requirements](#)

Your Academic Progress will populate. This is where you can see which degree requirements are satisfied (or not satisfied).

< Planner
Academic Progress 🏠 🔍 🔔 ⋮

- 📊 Academic Progress Summary
- 📊 Academic Progress
- 📄 Course Requirement Alerts
- 📅 Expected Graduation Term
- 👥 Advisors

### Academic Progress

Report data generated on 05/02/2024 2:52:09PM

**UGRD Course Limits (RG 2485)**  
✔ Satisfied

**Developmental Courses**  
✔ Satisfied

**UGRD GPA Calculation (RG 2499)**  
✔ Satisfied

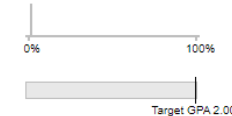
Academic Progress

**UGRD GPA Calculation (RQ 791)**  
✔ Satisfied

**UGRD Graduation GPA**  
✔ Satisfied

Units Completed 0%


GPA Achieved 0.000



**UGRD Upper Level Requirement (RG 2500)**  
⬠ Not Satisfied

**36 Upper Level Credit Hours (RQ 818)**  
⬠ Not Satisfied

Units Completed 25%





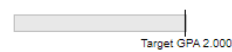




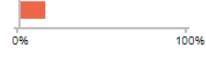



**UH Final Residency (RG 5161)**  
⬠ Not Satisfied

javascript:DoBack('win11')

Scroll through your requirements to find a requirement that is not satisfied, which is indicated by a yellow diamond symbol. Click on that requirement to view details.

< Planner
Academic Progress 🏠 🔍 🔔 ⋮

 Academic Progress Summary	<b>040 GHL BS GPA Requirement (RQ 1834)</b> <span style="color: green;">✔ Satisfied</span>
 <b>Academic Progress</b>	<b>040 GHL BSGPA Requirement</b> <span style="color: green;">✔ Satisfied</span>
 Course Requirement Alerts	Units Completed 0%  GPA Achieved 0.000 
 Expected Graduation Term	<b>040 GHL BS Requirements (RQ 851)</b> <span style="color: orange;">◆ Not Satisfied</span>
 Advisors	<b>GHL Required Freshman Level(RQ851,LN10)</b> <span style="color: green;">✔ Satisfied</span>
<span style="color: red; font-size: 2em;">➔</span>	<b>GHL Required Sophomore Level(RQ851,LN20)</b> <span style="color: orange;">◆ Not Satisfied</span>
	Units Completed 100% 
	Units Completed 30% 
	<b>GHL Required Junior Level (RQ851,LN30)</b> <span style="color: orange;">◆ Not Satisfied</span>
	Units Completed 20% 
	<b>GHL Required Senior Level (RQ851,LN40)</b> <span style="color: orange;">◆ Not Satisfied</span>
	Units Completed 20% 



**Courses that can satisfy the selected requirement will populate. Select a course from this list to view details.**

< Academic Progress
Requirement Details 🏠 🔍 🔔 ⋮

- Academic Progress Summary
- Academic Progress**
- Course Requirement Alerts
- Expected Graduation Term
- Advisors

### GHL Required Sophomore Level(RQ851,LN20)

◆ Not Satisfied

Global Hospitality Leadership majors must complete 10 credit hours of GHL Required Sophomore level coursework.

Units 10.00 required, 3.00 taken, 7.00 needed

**Courses**

The following courses may be used to satisfy this requirement:

Course ◇	Description ◇	Units ◇	When/Typically Offered ◇	Grade ◇	Status ◇	5 rows
ACCT2301	Prin of Financial Accounting	3.00	Fall, Spring & Summer			>
GHL2160	Hospitality Internship	1.00	Fall, Spring & Summer			>
GHL2340	System of Accts in Hospitality	3.00	Fall 2024		◆ In Progress	>
GHL2343	Hospitality Cost Controls	3.00	Fall & Spring			>
GHL2350	Mgmt Principles in Hospitality	3.00	Fall & Spring			>

After reviewing the course details, you can select “Add to Planner” to add the course to your Planner.

< Requirement Details Course Detail 🏠 🔍 🔔 ⋮

- Academic Progress Summary
- Academic Progress**
- Course Requirement Alerts
- Expected Graduation Term
- Advisors

**GHL 2343**  
Hospitality Cost Controls

**Course Detail**


Course Career	Undergraduate
Units	3.00
Grading	Letter Grade
Course Component	Lecture
Campus	University of Houston
Academic Group	Conrad N. Hilton Glob Hosp Ldr
Academic Organization	Global Hosp Ldrshp (INTERDEPT)

**Enrollment Information**


Typically Offered	Fall & Spring
Enrollment Requirement	Prerequisite(s): MATH 1314 or MATH 1332, and HRMA 2340 or ACCT 2331.

**Description**

Prerequisite(s): Math 1314 or MATH 1332, and GHL 2340 (formerly HRMA 2340) or ACCT 2331. Principles and procedures for controlling food, beverage, and labor costs in the hospitality industry.

 [Go to Planner](#)

[View Classes](#) [Add to Planner](#)



A message will appear, indicating that you have added the course to an unassigned term in your Planner. To view your planner, click “Go to Planner” at the bottom of the screen.

< Requirement Details Course Detail Home Search Notifications

Academic Progress Summary

**Academic Progress**

Course Requirement Alerts

Expected Graduation Term

Advisors

**GHL 2343** View Classes Add to Planner

Hospitality Cost Controls

This course is currently Unassigned to a Term in your Planner.

**Course Detail**

Course Career Undergraduate

Units 3.00

Grading Letter Grade

Course Component Lecture

Campus University of Houston

Academic Group Conrad N. Hilton Glob Hosp Ldr

Academic Organization Global Hosp Ldrshp (INTERDEPT)


**Enrollment Information**

Typically Offered Fall & Spring





Enrollment Requirement Prerequisite(s): MATH 1314 or MATH 1332, and HRMA 2340 or ACCT 2331.

**Description**


Prerequisite(s): Math 1314 or MATH 1332, and GHL 2340 (formerly HRMA 2340) or ACCT 2331. Principles and procedures for controlling food, beverage, and labor costs in the hospitality industry.


 [Go to Planner](#)

Your Planner will appear and will organize your planned courses by term. If no term is selected, it will show in an “Unassigned Courses” section. To add your courses to a term, select the “Unassigned Courses” section.

Student Home Manage Classes    


Undergraduate  
University of Houston


Enrollment 


Course Planning 


Browse Course Catalog


**Planner**

My Enrollment Periods 


 Course History


 6W Drop Count


 Request Term Withdrawal

**Planner** 

Terms	Units	Courses
Unassigned Courses	3.00	1

 Add from Course Catalog

 Add from My Requirements





Your “Unassigned Courses” will populate. To add your courses to a term, select the desired course.



Manage Classes

Undergraduate  
University of Houston

Enrollment  
Course Planning  
Browse Course Catalog  
**Planner**  
My Enrollment Periods (2)  
Course History  
6W Drop Count  
Request Term Withdrawal

**Unassigned Courses** Delete All 1 row

Course	Description	Units	Typically Offered	Requirements	Status
GHL 2343	Hospitality Cost Controls	3.00	Fall & Spring		★ Planned 
<b>Total Units</b>		3.00			

 Add from Course Catalog  
 Add from My Requirements

Click “Move to Term” at the top of the page.

< Planner
Manage Classes

🏠 🔍 🔔 ⋮

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**Undergraduate**  
University of Houston

- Enrollment
- Course Planning
- Browse Course Catalog
- Planner**
- My Enrollment Periods 2
- Course History
- 6W Drop Count
- Request Term Withdrawal

**GHL 2343**  
Hospitality Cost Controls

This course is currently Unassigned to a Term in your Planner.

Move to Term

View Classes

Delete

---

**Course Detail**

Course Career	Undergraduate
Units	3.00
Grading	Letter Grade
Course Component	Lecture
Campus	University of Houston
Academic Group	Conrad N. Hilton Glob Hosp Ldr
Academic Organization	Global Hosp Ldrshp (INTERDEPT)
Requirement Details	<a href="#">i</a>

---

**Enrollment Information**

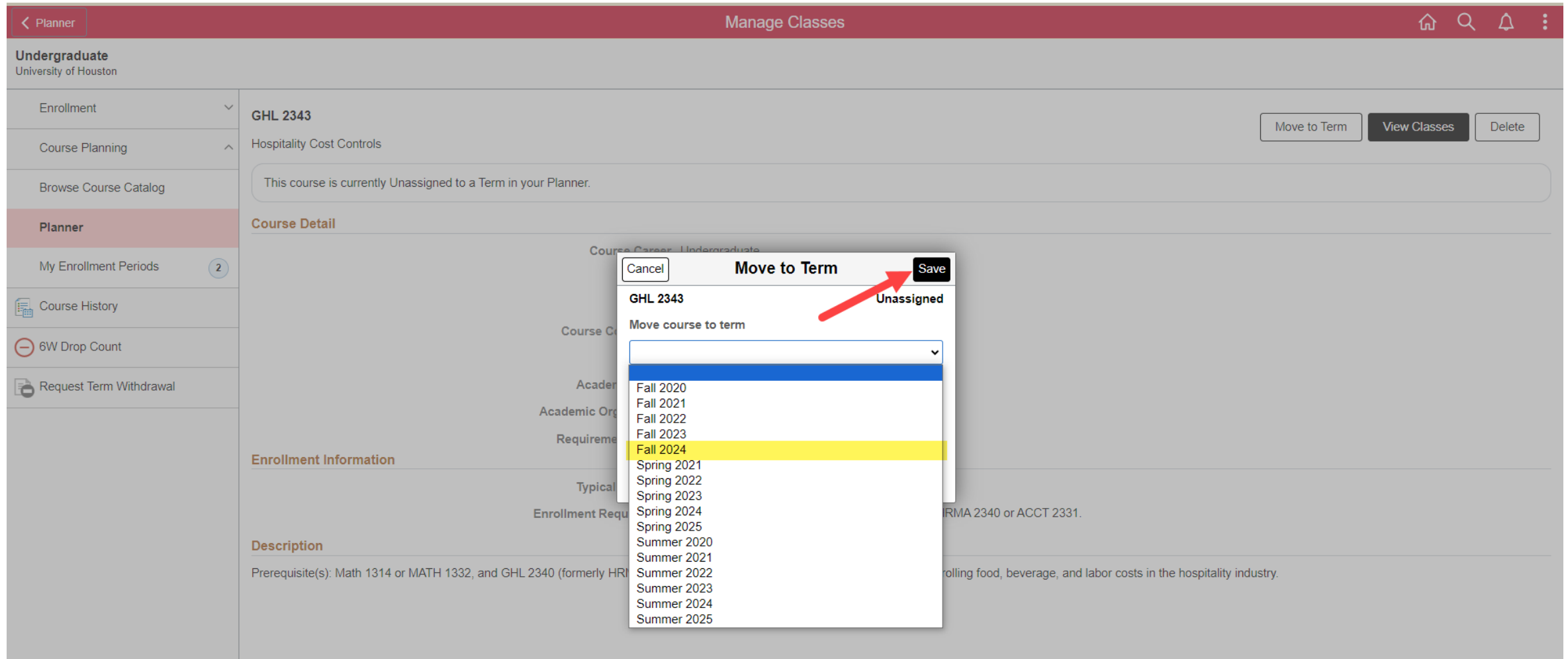
Typically Offered	Fall & Spring
Enrollment Requirement	Prerequisite(s): MATH 1314 or MATH 1332, and HRMA 2340 or ACCT 2331.

---

**Description**

Prerequisite(s): Math 1314 or MATH 1332, and GHL 2340 (formerly HRMA 2340) or ACCT 2331. Principles and procedures for controlling food, beverage, and labor costs in the hospitality industry.

Select the desired term to which you will assign the course. Then, click “Save”.



The screenshot displays the 'Manage Classes' interface for the University of Houston. The course 'GHL 2343 Hospitality Cost Controls' is currently unassigned to a term. A 'Move to Term' dialog box is open, showing a list of terms from Fall 2020 to Summer 2025. The 'Fall 2024' term is highlighted in yellow. A red arrow points to the 'Save' button in the dialog box. The background interface includes a navigation menu on the left, a course detail section, and buttons for 'Move to Term', 'View Classes', and 'Delete'.

**Move to Term** dialog box content:

- Cancel
- Save
- GHL 2343 Unassigned
- Move course to term
- Fall 2020
- Fall 2021
- Fall 2022
- Fall 2023
- Fall 2024
- Spring 2021
- Spring 2022
- Spring 2023
- Spring 2024
- Spring 2025
- Summer 2020
- Summer 2021
- Summer 2022
- Summer 2023
- Summer 2024
- Summer 2025

The term you selected will now appear, with the planned course.

< Planner
Manage Classes

🏠 🔍 🔔 ⋮

**Undergraduate**  
 University of Houston

Enrollment ▾

Course Planning ▴

Browse Course Catalog

**Planner**

My Enrollment Periods 2

📅 Course History

⊖ 6W Drop Count

📄 Request Term Withdrawal

**Fall 2024**
Delete All

Course	Description	Units	Typically Offered	Requirements	Status	
<b>GHL 2343</b>	Hospitality Cost Controls	3.00	Fall & Spring	<span style="color: blue;">i</span>	★ Planned >	
<b>Total Units</b>		3.00				

📅 [Add from Course Catalog](#)

📄 [Add from My Requirements](#)



Repeat these steps to add all desired courses to your Planner.

← Student Home Manage Classes 🏠 🔍 🔔 ⋮

**Undergraduate**  
University of Houston

Enrollment ▾

Course Planning ▲

Browse Course Catalog

**Planner**

My Enrollment Periods 2


Course History


6W Drop Count

Request Term Withdrawal

**Planner** Delete All

Terms	Units	Courses
Fall 2024	3.00	1

 [Add from Course Catalog](#)

 [Add from My Requirements](#)

Once you have courses planned for each desired term, you are one step closer to being enrollment ready!

< Student Home
Manage Classes 🏠 🔍 🔔 ☰

**Undergraduate**  
 University of Houston

- Enrollment ▼
- Course Planning ▲
- Browse Course Catalog
- Planner
- My Enrollment Periods 2
- Course History
- 6W Drop Count
- Request Term Withdrawal

### Planner Delete All

Terms	Units	Courses	
<b>Summer 2024</b>	6.00	2	>
<b>Fall 2024</b>	7.00	3	>
<b>Spring 2025</b>	6.00	2	>
<b>Summer 2025</b>	3.00	1	>

[Add from Course Catalog](#)

[Add from My Requirements](#)