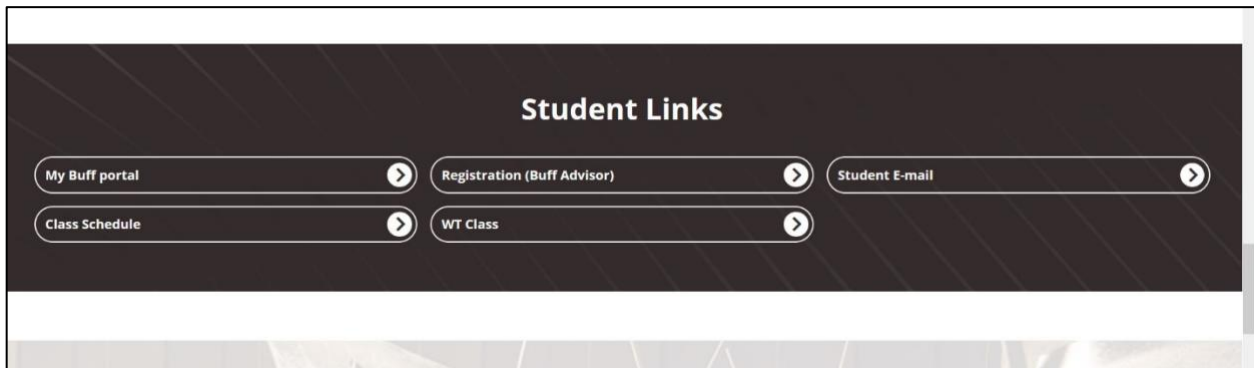


NOTE: Your student planning must be complete before your appointment. Students unprepared may be asked to reschedule. Please come at least 30 minutes early to your appointment if you need additional assistance.

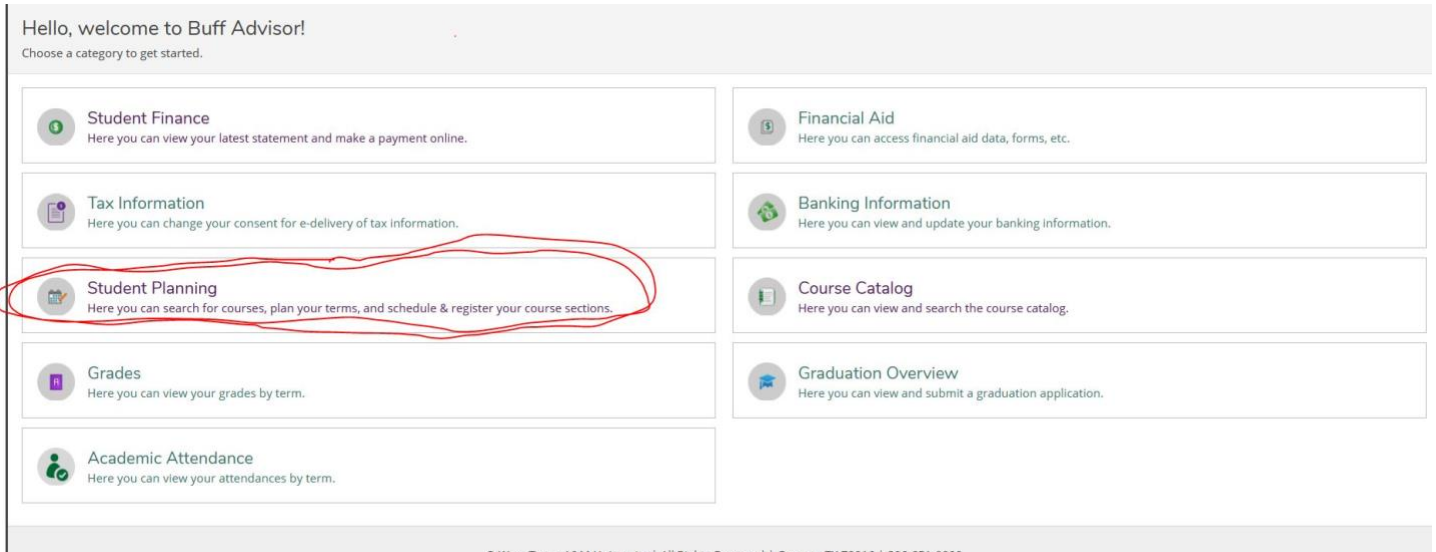
1. Go to wtamu.edu, click on the **MY BUFF PORTAL** icon. It can be found on the home page about half way down.



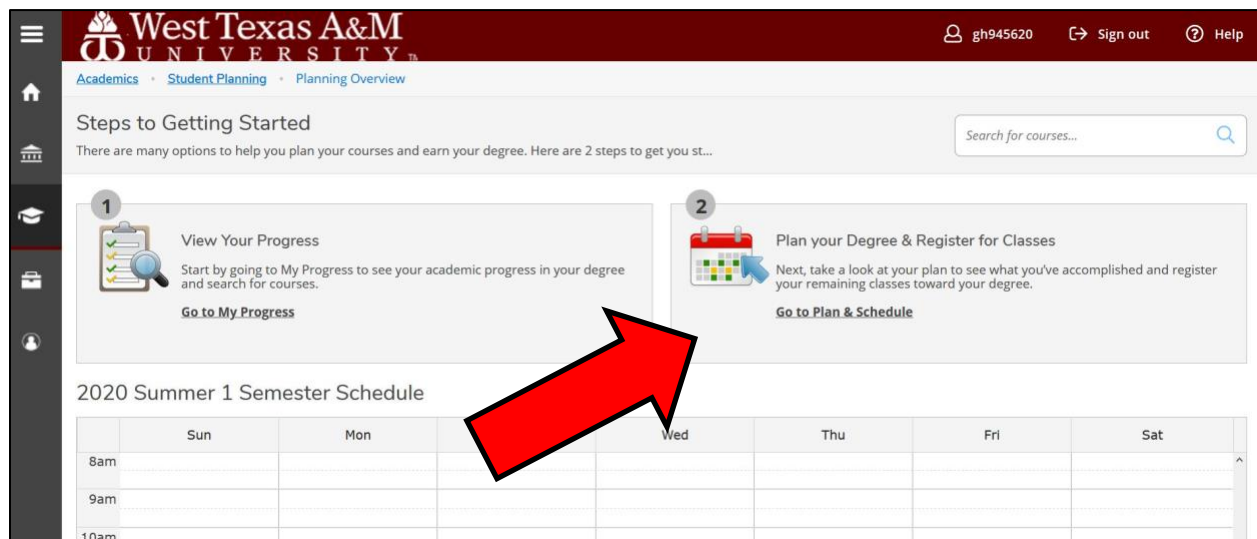
2. Log in with your username and password, select the **BUFF ADVISOR** icon located on the top right corner of the page.



3. The Buff Adviser menu has 9 sections. On the left side of the screen please select **STUDENT PLANNING**.



4. Student planning will open as a new window. You will have two options to select from "View Your Progress" and "Plan Your Degree & Register for Classes". Select "**Plan your Degree & Register for Classes**," your schedule for the current semester will be displayed.



5. Once on the calendar view, make sure you use the arrows to scroll over to the semester you are wanting to add the courses to.
6. Use your **DEGREE CHECKLIST** along with the "my progress" tab to view the classes you have completed and to select potential classes that pertain to your major for upcoming semester(s).

7. To select a course, type the course abbreviation and number in the search bar located near the top right side of the screen. An example of a class would be "MATH 1314. Courses may be entered various ways which may result in more or fewer results. "MATH1314" will result in the most concise search. MATH and MATH 1314 will produce broader search results.

The screenshot shows the 'Plan & Schedule' interface. At the top, there is a navigation bar with 'Academics', 'Student Planning', and 'Plan & Schedule'. Below this is a notification banner. The main heading is 'Plan your Degree and Schedule your courses'. On the right, there is a search bar containing 'MATH1314' with a magnifying glass icon. A large red arrow points from the search bar towards the course selection area. Below the search bar, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active. Below the tabs, there are navigation buttons for '<', '>', '2020 Fall Semester' (circled in red), '-', and '+'. To the right of these buttons is a 'Remove Planned Courses' button. Below this, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. On the right side, it shows 'Planned: 9 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. The main area displays a list of courses on the left and a grid on the right. The first course listed is 'COMM-1318: INTERPERSONAL COMMUNICATI...' with a close button. Below it is a 'View other sections' link. The second course is 'SPAN-2371: PROFESSIONS SPANISH' with a close button. The grid shows days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and times (8am, 9am, 10am).

8. The course name, number, and description will appear. You will see a button to the right of the course name labeled **ADD COURSE TO PLAN**, select this option.

Filters Applied: None

The screenshot shows the details for the course 'MATH-1314 COLLEGE ALGEBRA (3 Credits)'. The course name and credits are at the top. Below the name is a red arrow pointing to the 'Add Course to Plan' button. The prerequisites are listed: 'Prerequisite: 0303 or score of 350 or higher on the Mathematics TSI exam. Relations, functions, equations and inequalities, exponents and radicals, logarithms, binomial theorem and probability.' Below this is a blue information box that says 'This course was attempted or already completed.' Underneath, there are sections for 'Requisites:' (MATH\*0303 or score of 350 or higher on the Mathematics TSI exam or TSI Exemption for the Mathematics section - Must be completed prior to taking this course.) and 'Offered:' (Fall, Spring, Summer 1). At the bottom, there is a button labeled 'View Available Sections for MATH-1314' with a dropdown arrow.

9. Pop-up screen will allow you to select the term you want to add the course to. Semester can be selected from the drop down menu located at the bottom of the screen that says **SELECT A TERM**. Pick the term, then select **ADD COURSE TO PLAN** on the bottom right side of the screen.

The screenshot shows a 'Course Details' pop-up window. At the top, it says 'Course Details'. Below that is a prerequisite statement: 'Prerequisite: 0303 or score of 350 or higher on the Mathematics TSI exam. Relations, functions, equations and inequalities, exponents and radicals, logarithms, binominal theorem and probability.' Below the prerequisite are two rows of information: 'Credits' with the value '3' and 'Locations Offered' with the value 'TBD'. Under the heading 'Requisites', there are two yellow warning boxes. The first box contains a warning icon and the text: 'MATH\*0303 or score of 350 or higher on the Mathematics TSI exam or TSI Exemption for the Mathematics section - Must be completed prior to taking this course.' The second box contains a warning icon and the text: 'This course is typically offered: Fall, Spring, Summer 1'. Below the requisites is a 'Term' dropdown menu currently showing '2020 Fall Semester'. At the bottom of the window, there is a 'Close' button and a blue 'Add Course to Plan' button. Two red arrows are overlaid on the image: one points from the 'Add Course to Plan' button up to the 'Term' dropdown, and the other points from the 'Close' button to the right.

10. Repeat steps 5-8 for each course you want to add to the upcoming semester.

11. **SECTIONS WILL NOT ALWAYS BE AVAILABLE WHEN GREENIGHTING START.** However, once they are available and once you are ready to select sections, you will need to go back to the original calendar view. Once here, you will select **VIEW OTHER SECTIONS** for the course you wish to see sections (days/times) for. Select the sections you want and add it to your schedule by clicking **ADD SECTION**.

The screenshot displays a course selection interface for the 2020 Fall Semester. The main area shows a calendar view with sections highlighted. A red arrow points to the "View other sections" link in the left sidebar. Another red arrow points to a section in the calendar. A third red arrow points to the "Add Section" button in the "Section Details" pop-up window.

**Section Details**

**MATH-1314-05 COLLEGE ALGEBRA**  
2020 Fall Semester

**Instructors** STAFF, W

**Meeting Information** M, W 1:30 PM 2:45 PM  
8/24/2020 - 12/11/2020  
ON CAMPUS, Classroom Center 406 (Lecture)

**Dates** 8/24/2020 - 12/11/2020

**Seats Available** 4 of 30 Total

**Credits** 3

**Grading** Graded

**Requisites**

**MATH\*0303 or score of 350 or higher on the Mathematics TSI exam or TSI Exemption for the Mathematics section - Must be completed prior to taking this course.**

**Add Section**

12. Remember you need at least 4 courses that pertain to your major to be able to visit with an academic adviser.

13. **PLEASE BE SURE TO TAKE A SCREENSHOT OR A PICTURE OF YOUR PLANNED COURSES.** You can find this list on the calendar view for the term you are enrolling in. IF YOU NEED HELP, please stop by advising at least 30 minutes before your appointment.