NOTE: Your student planning must be complete before your appointment. Students unprepared may be asked to come as a walk-in on Friday, if checked in later than 10 minutes.

1. Go to wtamu.edu, click on the **MY BUFF PORTAL** icon on the right side of the screen.



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



3. The Student menu has 7 sections with links listed under each heading. On the bottom-left column select **STUDENT PLANNING** under section labeled **ACADEMIC PLANNING**.

Financial Information	Academic Profile
Financial Information           View Account and Make Payments           1098 Electronic Consent           View My 1098-1 Forms           Bank Information (U.S.)           Bank Information (U.S.)	Midterm Grades Program Evaluation Test Summary My Class Schedule My Profile General Academic Information Grade Point Average by Term Academic History Report Schedule & Reserve/Buy Books Add Parent/Guardian/Other Grant Rights to Pener/Guardian
	View Parent Rights
Financial Aid Shopping Sheet AcceptReject My Awards Studentioans.gov Financial Aid Forms	WTAMU Resources Admissions AdvisorTrac Buffalo Gold Card
Communication	Cost Information
E-mail My Advisor(s)	Degree Checklist Financial Aid Housing
Registration	Parking Services Scholarships
Search for Classes Register for Classes Drop Classes Register and Pay for Continuing Education Classes Manage My Waitlist	Transfer Course Equivalencies Ulifeline Home University Catalog WTAMU Home WTClass
Academic Planning	
Student Planning	

4. Student planning will open as a new window. You will have two option 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.

West Texas A&M UNIVERSITY			L Gretchen	Sign out	Help	0 Notifications
Student Finance Student Planning		_				
Home My Progress Plan & Schedule Course Catalog Test S	ummary Unofficial Transcript					
Steps to Getting Started There are many options to help you plan your courses and ear U U View Your Progress Start by going to My Progress to see your ac and search for courses. Go to My Progress		Vou started: 2 Plan your Degree Next, take a look at you your remaining classes Go to Plan & Schedule	r plan to see what y toward your degree	Classes	arch for cours	
Programs	Cumulative GPA	Progress				
Ag Media Comm, BS degree	2.905 (2.000 required)					$\geq$
2016 Spring Semester Schedule						

- 5. Use your **DEGREE CHECKLIST** along with the "my progress" tab (located at the top of the screen next to the Home link) to view the classes you have completed and to select <u>potential classes that pertain</u> to your major for upcoming semester(s).
- 6. 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.

an yor Degree and Sche				
			Search for cours	:es
Schee Timeline Advising				
< 2016 Spring Sem	lester -			
		C		
Filter Sections > Save to iCal	Print	P MATH1314		
AGRI*2300-02: PROF LEADER DEV		MATHI314		
Registered	7am			
Credits: 3	8am			
Grading: Graded Instructor: Williams, K 1/19/2016 to 5/12/2016	 			
Meeting Information	9am		_	
This section is full	10am			
		AGHI-2300-02 ■V MCOM-3327-61 ■V AGHI-2300-62	✓ MCOM-3327-01	

7. 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.

Student Finance Student Planni	ng	
Home My Progress Plan & Schedule Cours	se Catalog Test Summary Unofficial Transcript	
Search for Courses and Co	urse Sections	D MATH1314
Filter Results	Filters Applied: None	
SUBJECTS  Mathematics (1)	MATH-1314 COLLEGE ALGEBRA (3 Credits)	Add Course to Plan
LOCATIONS     ON CAMPUS (1)     WEB-BASED (1)	Prerequisite: 0303 or score of 350 or higher on the Mathematics TSI exam. Relations, functions, equative theorem and probability. Fall, spring. Revised fall 2013.	ions and inequalities, exponents and radicals, logarithms, binominal
<ul> <li>✓ TERMS</li> <li>□2015FA (1)</li> <li>□2016 Spring Semester (1)</li> </ul>	Requisites:         MATH*0303 or score of 350 or higher on the Mathematics TSI exam prior to taking this course.           Terms Offered:         Fall, Spring, Summer 1	or TSI Exemption for the Mathematics section - Must be completed
DAYS OF WEEK Monday (1) Tuesday (1) Wednesday (1) Thursday (1) Thursday (1) Friday (1)	> View Available Sections for MATH-1314           K         1         > >	

 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.

Course Catalon Test Summan	Unofficial Transcript
Course Details	
MATH-1314: COLLEGE	ALGEBRA
	e of 350 or higher on the Mathematics TSI exam. Relations, functions, equations and ad radicals, logarithms, binominal theorem and probability. Fall, spring. Revised fall 2013.
Credits	3
Locations Offered	TBD
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.
This course is typi	cally offered: Fall, Spring, Summer 1
Term Select a Term	First
	Second Add Course to Plan

- 9. Repeat steps 5-8 for each course you want to add to the upcoming semester.
- 10. Remember you need at least <u>4 courses that pertain to your major to be able to visit with an</u> <u>academic adviser.</u>
- 11. 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.

Schedule Timeline Advising									
2016 Fall Semest	er — +	)				Remove	Remove Planned Courses		
Filter Sections > Save to iCal	🗎 Print			P	lanned: 12 Credits	Enrolled: 0 Credits	Waitlisted: 0 Credits		
AGRI-4305: COND SPVD AG EXP	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
PROG	8am								
A Take AGRI*4305L - Must be taken at the same time as this course.	9am								
> View other sections	10am								
AGRI-4305: COND SPVD AG EXP	Tuan								
Take AGRI*4305L - Must be taken at the	11am								
A same time as this course.	12pm								
> View other sections	1pm								
AGRI-4306: RISK COMMUNICATIONS									
> View other sections	2pm								
	3pm								
MCOM-2315: WRITING FOR MEDIA	4pm								
View other sections									
	5pm								
	6pm								