

UAEU SMART PLAN

STUDENT QUICK GUIDE

Plan your degree. Register in one place.

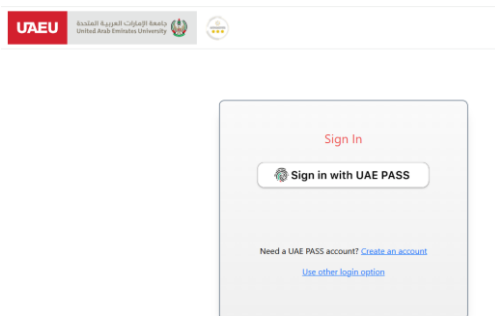
What Smart Plan is

Smart Plan builds a semester-by-semester plan of the courses you still need to graduate. It reads your record from Banner and Degree Works, so it already knows what you have passed.

From your plan you can change courses, adjust your credit load, and register.

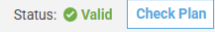
How to sign in

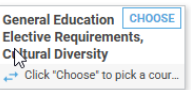
Sign in at uaeue.studentsuccess.elluciancloud.com/saml with your UAEU username and password.



The UAEU sign-in screen

Reading your plan

What you see	What it means
	Save, clear, or undo one action.
	Your plan works. If it does not say Valid, press Check Plan.
Planned: 16 CR Registered: 14 CR Term limit: 16 CR	Planned, registered, and the maximum for this semester.
Yellow shaded semester	The semester you can register for. Only courses actually being offered appear here.
CHEM 113 (24251, Mohamed Toutounji) General Chemistry II 3 CR Registered Full Term CHANGE No Action	You are registered for this section. The code shows the section number and instructor.
BIOM 339 (27117, Marwa Alhashimi) Virology Concentration Elective courses CMB or E... 2 CR Available Full Term CHANGE Click "Change" to pick another course for this requirement(s)	Planned and has seats. You have not registered yet.

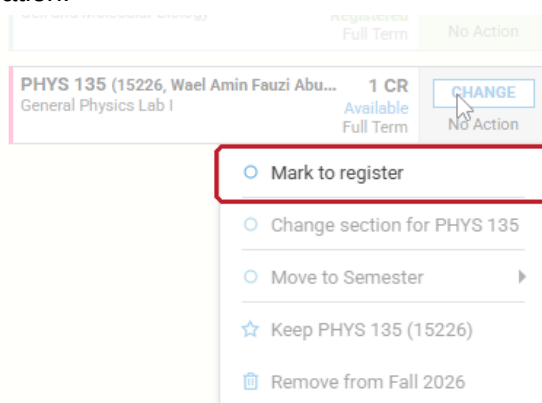
What you see	What it means
	Star: you have kept this course, so Smart Plan will not swap it out. Bin: removes it from the semester.
What is next?	Future planning semesters. Sections are not chosen yet.
Progress: 	How far through your degree requirements you are. It is not your GPA.
	Links a course to its prerequisite.
	A slot you still need to fill.

Doing things in your plan

Every task below starts the same way: press CHANGE on the course.

Register for a course

1. Open the yellow registerable semester.
2. Press CHANGE on the course, then “Mark to register”.
3. Press Check Plan, then Save.
4. Press Update registration.

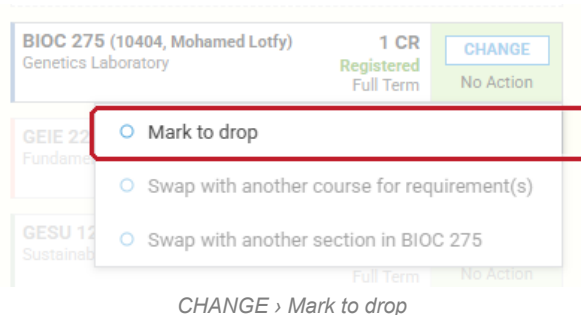


CHANGE › Mark to register

This is real registration — the same as registering through Banner.

Drop a course

1. Open the yellow registerable semester.
2. Press CHANGE on the registered course, then “Mark to drop”.
3. Press Update registration.

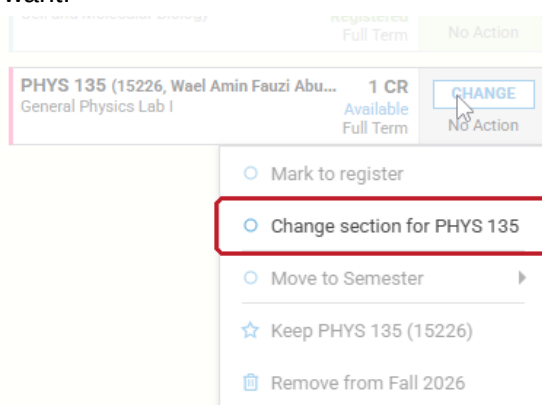


Normal University add and drop deadlines apply.

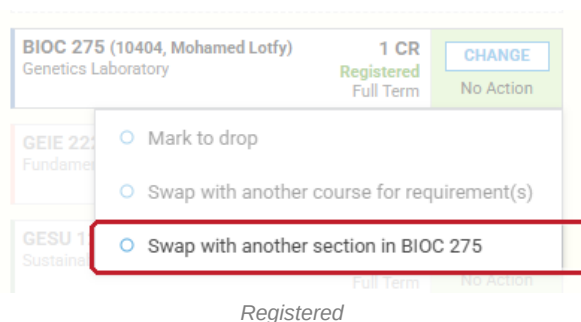
Change the section of a course

Use this to get a different time, instructor or campus for the same course.

1. Press CHANGE on the course.
2. If you are not registered, choose "Change section for ...". If you are registered, choose "Swap with another section in ...".
3. Pick the section you want.



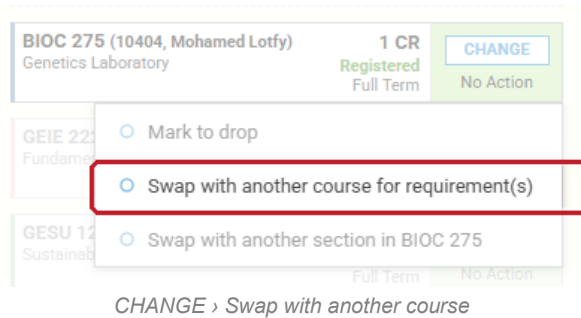
Not registered



Swap a course for a different one

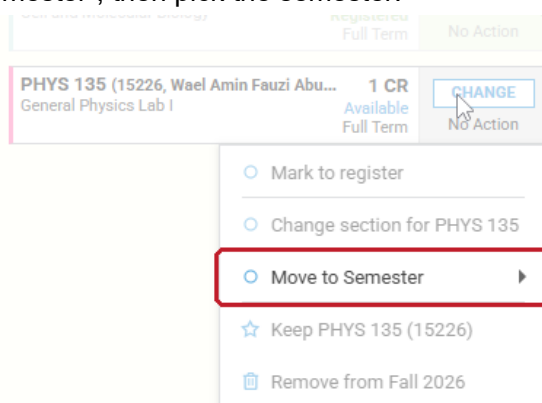
Use this to meet the same requirement with another course.

1. Press CHANGE on the registered course.
2. Choose "Swap with another course for requirement(s)".
3. Pick the course you want.



Move a course to another semester

1. Press CHANGE on the course.
2. Choose "Move to Semester", then pick the semester.

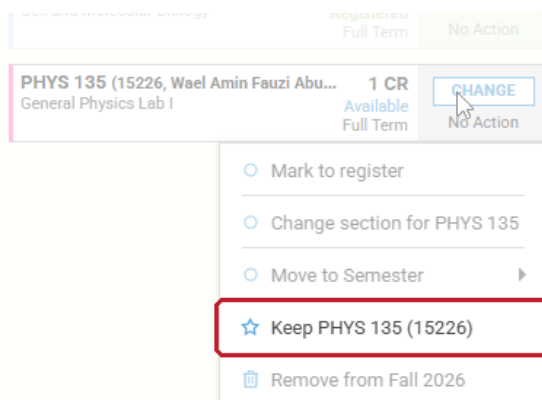


You can also drag the course block from one semester into another.

Keep a course in your plan

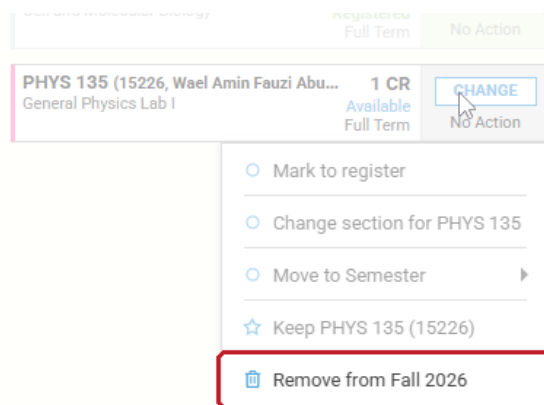
Keeping a course pins it, so Smart Plan will not swap it out when it rebuilds your plan. A star then shows beside it.

1. Press CHANGE on the course.
2. Choose "Keep ...".



Remove a course

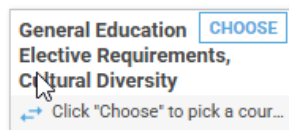
1. Press CHANGE on the course.
2. Choose "Remove from ...".



CHANGE › Remove from

Fill an elective

Press Choose on an ELECTIVES block and pick a course.



An unfilled elective

Add a course, or a whole semester

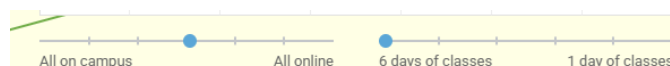
“Add a course...” adds a course. The + between semesters adds a semester.

Change your credit load

Set target credit hours for one semester, or for all of them.

Block out time you are not available

Click any cell on the weekly schedule to block hours you cannot study. The sliders set how much you study online, and how many days a week you are on campus.



Campus and online preferences

Try a What If

See your plan under a different major, minor or concentration. Nothing on your record changes.

You must register and drop yourself. Your advisor can plan with you and mark recommended sections, but cannot do this for you.

If something looks wrong

What you see	What to do
A course you passed is missing	Tell the Biology Advising Unit. It is fixed in your University record, and your plan updates.
A requirement looks wrong	Tell the Biology Advising Unit.
Registration is refused	The reason comes from Banner — a hold, a full section, a prerequisite, or your window not open yet. Check for holds first.
Your plan will not load	Contact the Biology Advising Unit with your student ID.

Where to get help

I need help with	Contact
Using Smart Plan	Biology Advising Unit j.Alshamsi@uaeu.ac.ae muneera.almarri@uaeu.ac.ae rauda.hamad@uaeu.ac.ae
My plan or record looks wrong	Biology Advising Unit j.Alshamsi@uaeu.ac.ae muneera.almarri@uaeu.ac.ae rauda.hamad@uaeu.ac.ae
Registration was refused	Registration Department Registration_department@uaeu.ac.ae
I cannot sign in	IT Service Desk helpdesk@uaeu.ac.ae 03 713-6111

In person during registration: Crescent Building — The Founder Sheikh Zayed Hall — 8:00am to 3:00pm

Videos: [UAEU Smart Planning Tutorial](#)

Every control on the planner screen

The numbers on the picture below match the list that follows.

The planner screen

#	What it is	What it means
1	Save, clear and undo	Save, clear, or undo one action.
2	Check Plan	Press after every change. The status must read Valid before you register.
3	Requirements and progress	What your degree still needs, and how far through it you are. The bar is not your GPA.
4	Notices from your college	Rules affecting how certain courses must be planned.
5	Your registerable semester	The one you can register for now. Only courses actually being offered appear here.
6	Your credit load	Planned, registered, and the maximum for this semester.

#	What it is	What it means
7	Add a course	Add a course yourself, rather than waiting for Smart Plan to place one.
8	The CHANGE menu	Opens the course menu. See "Doing things in your plan".
9	Star and bin	Star: you have kept the course, so Smart Plan will not swap it out. Bin: removes it.
10	Registered or Available	Registered means you are enrolled. Available means planned with seats, but not yet registered.
11	You register yourself	Mark courses from the CHANGE menu, then press Update registration. Your advisor cannot do this for you.
12	Your week at a glance	Click any cell to block hours you cannot study.
13	Campus and online	How much you study online, and how many days a week you are on campus.
14	What is next	Future semesters. Courses are planned here; sections are not chosen yet.
15	Prerequisite links	Links a course to its prerequisite.
16	Not offered that semester	The course is not offered then. Choose another semester, or another course.
17	Elective slots	A requirement you still need to fill. Press Choose and pick a course.
18	Add a semester	Adds another semester to your plan.