# How to Enroll into Classes Using the Course Planner

This document explains how to enroll into classes using the Course Planner.

<table>
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<th>Step</th>
<th>Screenshot</th>
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</table>
| 1.   | From your GoArmyEd homepage, select the “**Course Planner**” button in the Smart Links section.  
**IMPORTANT:** Course Planner is required when you have completed six semester hours at your home school or nine semester hours at any school. If you select “**Request TA**” Smart Link, when the Course Planner is required of you, the Course Planner page will appear.  
| ![Screenshot](image1.png) |
| 2.   | Review the Quarterly Tuition Assistance Statement of Understanding if it appears.  
Scroll down the screen and select the radio button to acknowledge that you agree to the terms of the Statement of Understanding when using Tuition Assistance.  
Enter your GoArmyEd password in the “**Password**” field.  
| ![Screenshot](image2.png) |
Select the “Submit” button to proceed to Course Planner.

3. The Course Planner screen appears.

Select the “Enroll” button next to the desired course to enroll in the class through GoArmyEd.
Depending if your school uploaded courses, you will automatically be directed to one of the following paths.

**PATH 1**
If the Course Planner/Search Results screen appears.

Select the “Enroll” button next to the desired course to enroll in the class.

**PATH 2**
If the Non-LOI Class Search screen appears.

Select the “Search” button to view available class sections for the course.

If a desired course is not listed select the “Course Not Found” button.

The Course Planner screen appears, follow the steps in Path 3 to the right of this page.

**PATH 3**
If the Request TA screen appears, read the instructions carefully for each section. The Student and School information sections are pre-populated with your information.

Scroll to the Class Information section, the “Subject” and “Catalog Nbr” fields are pre-populated with the subject and catalog number entered in Course Planner.

Enter the start and end date into the “Start Date” and “End Date” fields.
5.

**PATH 1 (continued)**

The Search Results screen displays classes for the course you selected.

Select the "Class Details" button to view specific and important information for that class section.

**PATH 2 (continued)**

If your search returns the class you would like to enroll in select "Enroll."

A message appears warning that this enrollment is provisional.

**PATH 3 (continued)**

Enter the class section into the "Class Section" field.

Select the drop-down arrow in the "Instruction Mode" field to choose the mode the class is offered.

Scroll to the Upload Cost and/or Course Enrollment Verification Information section to upload required documentation of the cost of your tuition and fees in this section. Select the "Cost Verification Information and Example" link to view information required.
PATH 1 (continued)
Select the “Request Class” button from either the Class Details or Class Sections screen to enroll in that section.

A pop-up message appears advising the enrollment is provisional and will be under review to ensure that it conforms to all TA policies and semester hour limits. If the enrollment goes over the semester hour limit, the enrollment will be rejected.

Select the “OK” button to proceed.

PATH 2 (continued)
The sections are pre-populated with your information. Scroll to the Class Information section, and review that all of the information is correct about the class you are wishing to enrolling into.

Scroll to the Upload Cost and/or Course Enrollment Verification Information section. Even though your school has uploaded TA rates, you are required to upload documentation of the cost of your tuition and fees. Select the “Cost Verification Information and Example” link to view information required.

PATH 3 (continued)
Enter a Title and description of the document in the “Title” and “Description” fields.

You can upload the Cost Verification document one of two ways: Either directly from your computer by selecting the “Add Attachment” button; Or upload the document to eFile so it appears when you select the “Search eFile” button.

For further assistance, view the training video titled “How to upload a document to eFile.” Select the transaction type “Cost Verification and Course Schedule” when using eFile to upload your document.
PATH 1 (continued)
A second pop-up message appears stating the request is subject to availability of funds. If funds are not allocated for this fiscal year before the class start date, your request will be rejected and the class will be dropped.

Select the “OK” button to proceed.

The Confirm classes screen appears.

PATH 2 (continued)
Enter a title and description of the document in the “Title” and “Description” fields.

You can upload the Cost Verification document one of two ways: Either directly from your computer by selecting the “Add Attachment” button; Or upload the document to eFile so it appears when you select the “Search eFile” button.

For further assistance, view the training video titled “How to upload a document to eFile.” Select the transaction type “Cost Verification and Course Schedule” when using eFile to upload your document.

PATH 3 (continued)
Scroll to the Class Cost section enter in the unit cost in the “Unit Cost” field.

If there are additional TA eligible fees include those in the “Additional TA-eligible Fees” field. Also, if there are additional Soldier fees include those fees in the “Additional Soldier Fees” field.

Select the “Calculate Cost” button.
PATH 1 (continued)

Review the class cost covered by TA (in the “GoArmyEd Amount” field) and any class cost you must pay yourself (in the “Student Amount” field).

Select the “Process Request” button to proceed with enrolling in the class.

PATH 2 (continued)

Scroll to the Class Cost section. The Unit cost is pre-populated. If there are additional TA eligible fees include those in the “Additional TA-eligible Fees” field. Also, if there are additional Soldier fees include those fees in the “Additional Soldier Fees” field.

Select the “Calculate Cost” button.

PATH 3 (continued)

If you intend to use State/Outside Funding or Chapter 33 (Post 9/11) funds, outside of federal TA select the appropriate radio buttons. Enter the applicable amounts in the “State TA Funding,” “Outside Funding,” or “Chapter 33 (Post 9/11)” fields.

A message appears stating TA amount may be adjusted based on the approved class level. Select the “OK” button.

Select the “Submit” button to submit TA Request for review.
**PATH 1 (continued)**

If an amount is not covered by TA, a warning message appears in red with the reason. The amount is listed in the “YOU MUST PAY” field. You will owe the amount to the school.

The following is an example of the message:

Select the “I Agree to pay” button to proceed on enrolling in the class.

**PATH 2 (continued)**

If you intend to use State/Outside Funding or Chapter 33 (Post 9/11) funds, outside of federal TA select the appropriate radio buttons. Enter the applicable amounts in the "State TA Funding," "Outside Funding," or "Chapter 33 (Post 9/11)” fields.

Select the “Submit” button to submit your TA Request.

**PATH 3 (continued)**

The Account Information screen appears. Review the information and update any fields if applicable. Select the “Account Information Verified” button.

A message appears stating your request has been submitted. When your TA Request Form has been reviewed, you will be notified by email letting you know if the request was approved or rejected. Select the “OK” button.
PATH 1 (continued)
The Account Information screen appears. Review the information and update any fields if applicable. Select the “Account Information Verified” button.

A screen appears stating the class has been added to your schedule and a green checkmark appears in the Status column.

PATH 2 (continued)
A message appears stating your Request has been submitted. When your TA Request Form has been reviewed, you will be notified by email letting you know if the request was approved or denied.

Select the “OK” button.

If you want to submit an additional Request Tuition Assistance Form, select the “Yes” button. If not select the “No” button to return to Course Planner.

PATH 3 (continued)
The Account Information screen appears. Review the information and update any fields if applicable. Select the “Account Information Verified” button.

A message appears stating your request has been submitted. When your tuition TA Request Form has been reviewed, you will be notified by email letting you know if the request was approved or rejected. Select the “OK” button.
11. **PATH 1 (continued)**

The class enrollment will be submitted to your school. You will receive an email confirming that your enrollment request was successful or if the request is not accepted by your school, you will receive a follow-up email with an explanation.

Course Planner will reflect the current Enrollment Status for the enrolled class you processed.

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**PATH 2 (continued)**

Course Planner will reflect the Enrollment Status of Enrolled with a green check mark.

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**PATH 3 (continued)**

Another message appears stating Changes to Army Cost will be reflected on your TA Details screen within one hour. Select the “OK” button.

If you want to submit an additional Request Tuition Assistance Form, select the “Yes” button. If not select the “No” button to return to Course Planner.

Course Planner will reflect the Enrollment Status of Enrolled with a green check mark.
12. Select the “Close Window” link to return to your GoArmyEd homepage.

13. **Frequently Asked Questions**

**Q:** Am I required to enroll into classes through Course Planner after my Course Planner is approved?

**A:** Yes, in order for you to use eligible TA benefits you must enroll in classes through your approved Course Planner. If you followed Path 1, your enrollment is sent to your school by GoArmyEd in an overnight file. If you followed Path 2 or 3, once your TA Request is approved, you must enroll in the class directly with your school and provide the approved TA Request form.

**Q:** Am I required to enroll into all my classes on Course Planner at once?

**A:** No, the Course Planner tool is used to track your academic progress. Over time you will enroll in classes as your schedule and work load permits. You can take up to 16 semester hours of TA-funded courses per fiscal year.

**Q:** Am I able to edit my classes in Course Planner?

**A:** Yes, if courses are in Pending status, you are able to make edits on the Course Planner.

**Q:** Can I change my course listings once they are approved in Course Planner?

**A:** If you change your degree or home school you will need to submit a new Course Planner for approval.