

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.

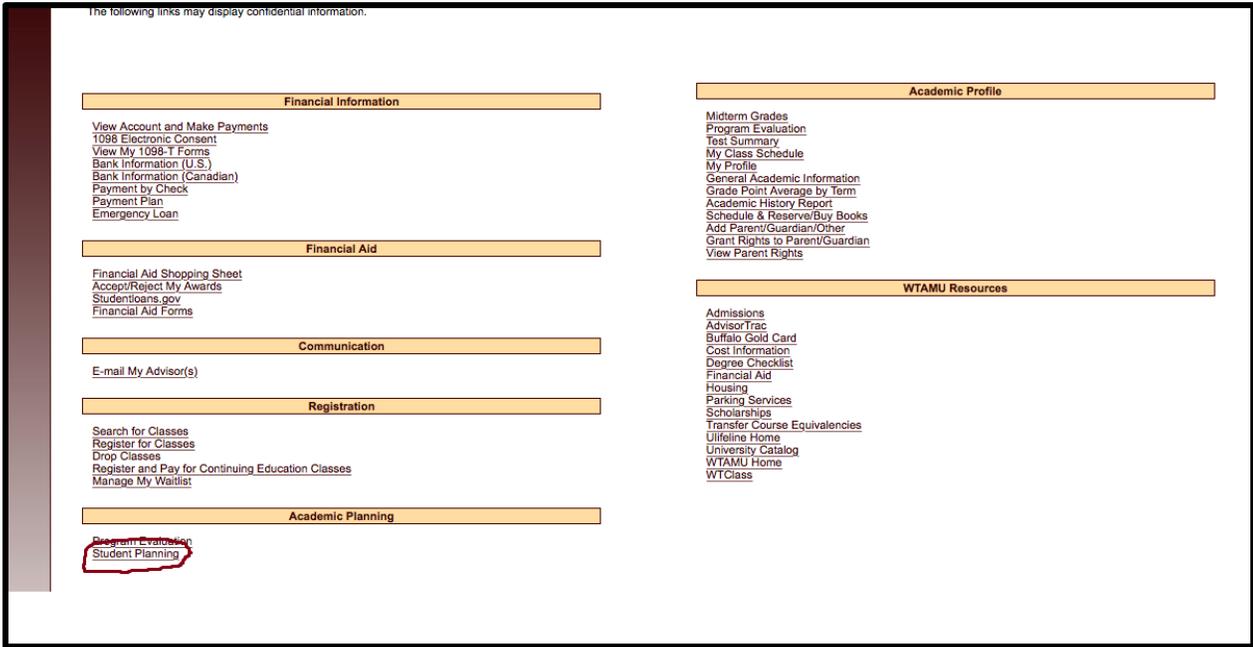
1. Go to wtamu.edu, click on the **MY BUFF PORTAL** icon on the right side of the screen.



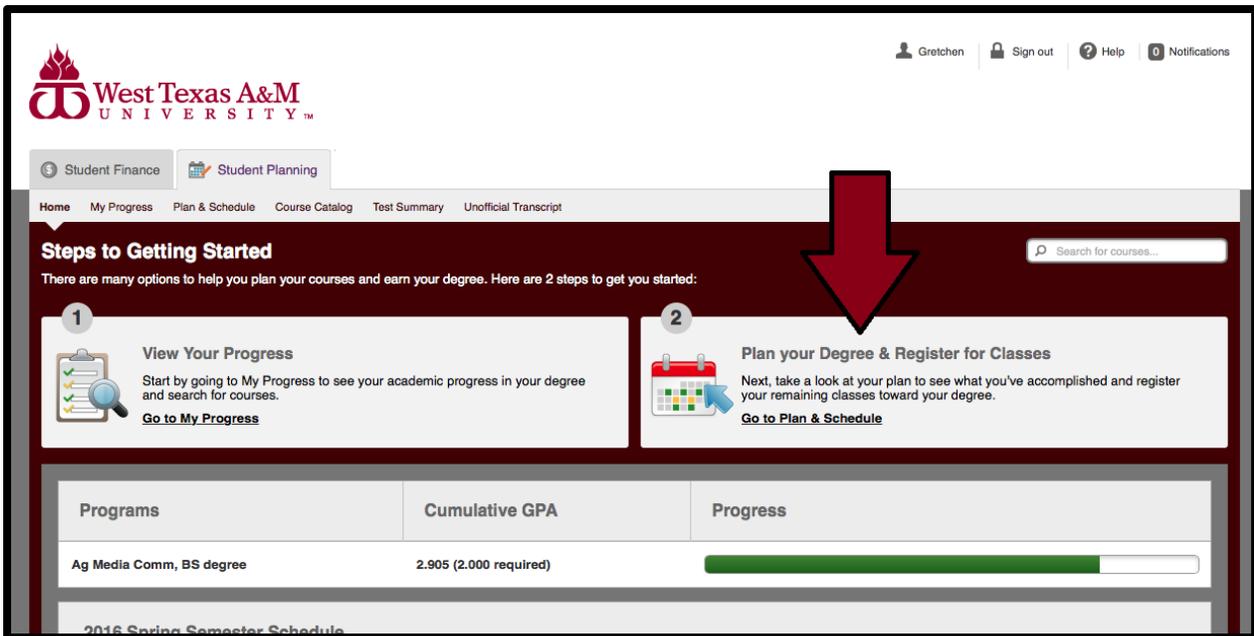
2. Log in with your username and password, select the **BUFF ADVISOR** icon located on the top right corner of the page. Then click on the **STUDENTS** link located in the middle of the page.



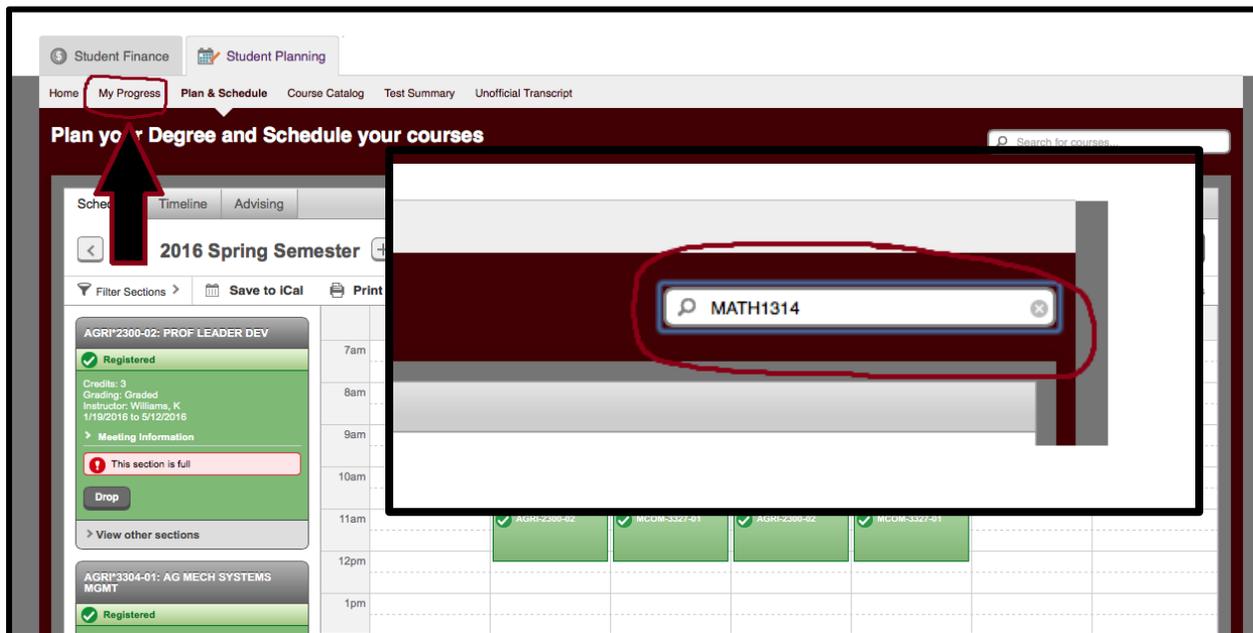
- The Student menu has 7 sections with links listed under each heading. On the bottom-left column select **STUDENT PLANNING** under section labeled **ACADEMIC PLANNING**.



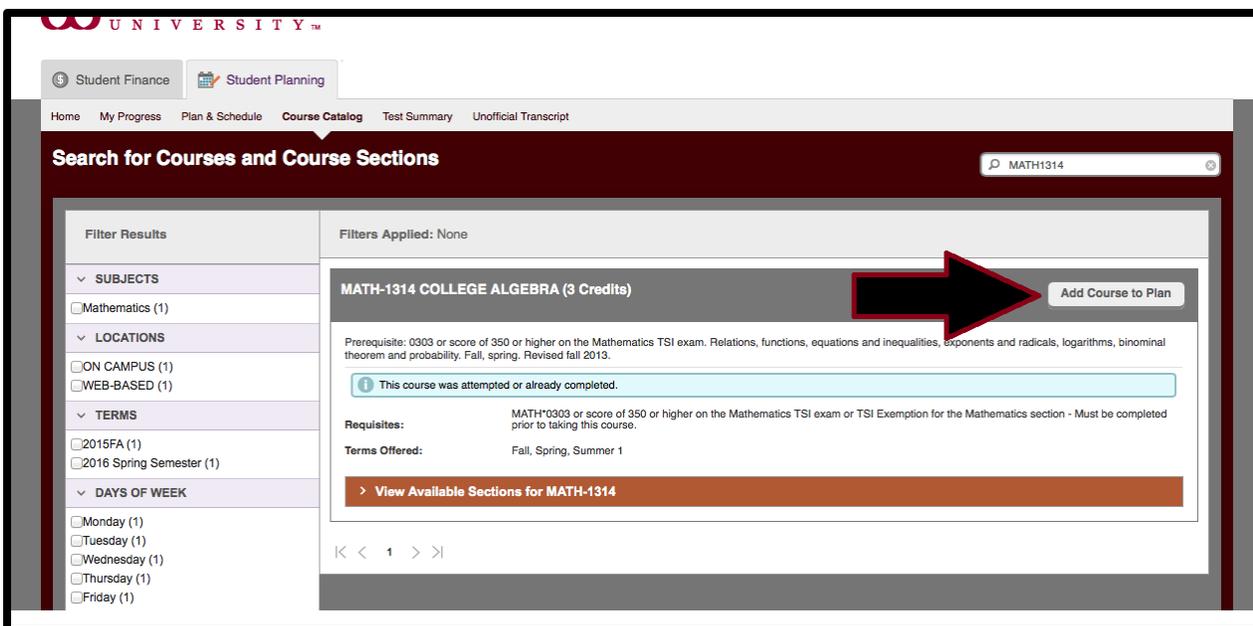
- Student planning will open as a new window. You will have two options to select from “View Your Progress” and “Plan Your Degree & Register for Classes”. Select “**Plan your Degree & Register for Classes**,” your schedule for the current semester will be displayed.



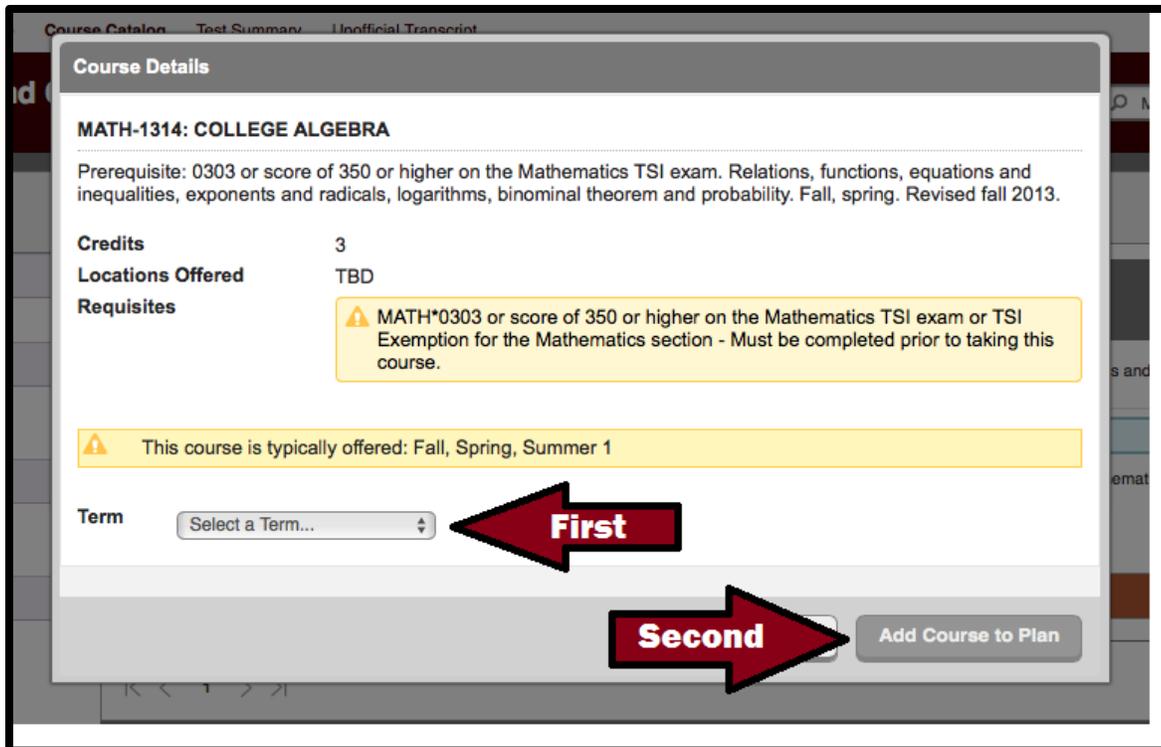
- Use your **DEGREE CHECKLIST** along with the “my progress” tab (located at the top of the screen next to the Home link) to view the classes you have completed and to select potential classes that pertain to your major for upcoming semester(s).
- To select a course, type the course abbreviation and 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 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.



- 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.



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

