

# SCHEDULE PLANNER

## THREE STEPS TO SUCCESS

UPDATED 12/18/17

Before using Schedule Planner, please disable your browser's Pop-up Blocker

- If your Pop-up Blocker is enabled, you may have difficulty seeing or using Scheduler Planner.

### 1) Check Filters

Screenshot of the Schedule Planner interface showing filter options:

- Course Status:** Open Classes Only (Change)
- Locations:** All Locations Selected (Change)
- Sessions:** Alternative Session, Regular Academic Session (Change)
- Term:** Spring Semester 2017 (Change)
- Colleges:** All Colleges Selected (Change)
- Course Levels:** Undergraduate, Graduate, Law (Change)

A blue dotted box highlights the filter options, and a blue box labeled "FILTERS" with arrows points to it.

### 2) Add Breaks and Courses

Please note that the **Current Schedule** is automatically pulled from the system.

Screenshot of the Schedule Planner interface showing the 'Add Course' and 'Add Break' sections. A blue box labeled "IMPORTANT" points to the 'Options' icon for the added course.

**Instructions:** Add desired courses and breaks and click **Generate Schedules** button!

**Courses:** + Add Course

**Breaks:** + Add Break

**Current Schedule:**

Status	Subject	Course	Class #	Section	Seats Open	Day(s) & Location(s)	Credits
Enrolled	HED	471	1840	501	0	WEB	3

#### TIP: ADDING A COURSE

- Click 'Add Course'
- Choose Subject, Course and Topic (if applicable)
- Click 'Add Course'
- Click 'Done'

Note: Are you looking for a GenEd or specific Instructor? Search by Section Attribute

STEP 2- CONTINUED ON NEXT PAGE

## STEP 2- CONTINUED

Adding a course.

**Courses** + Add Course **Breaks** + Add Break

**MTH 116** Foundatns Quantitative Literacy Options Info Lock Remove  **Breakfast** TTh - 8:00am to 9:00am Edit Remove

**Add Course**

**By Subject** Search By Section Attribute

**Subject** ART - Art

**Course** 253 Intro Western Art Since 1400 1

Done + Add Course 2

Art 253 - Intro Western Art Since 1400

The history of Western art and crafts from the Renaissance to the present.

**Desired Courses** **Current Schedule**

**MTH 116** Foundatns Quantitative Literacy Info Remove

## 3) Generate Schedule

Choose a schedule, validate your schedule, finalize your schedule and then select the heart icon and name.

**Schedules** Advanced Options View Schedules

Generate Schedules

### GENERATE,VIEW & VALIDATE SCHEDULE

- Select 'Generate Schedule'
- Choose a schedule by selecting 'View' or 'Compare' desired schedules

**Schedules** Advanced Options View Schedules

Generate Schedules Shuffle

Generated 2 Schedules Close

Compare Select at least two schedules to compare side by side #1 #2

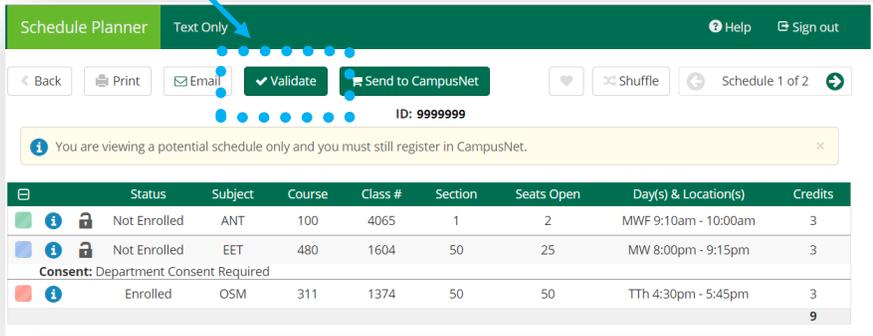
**View 1** Info  ANT-100-1, EET-480-50, OSM-311-50

**View 2** Info  ANT-100-2, EET-480-50, OSM-311-50

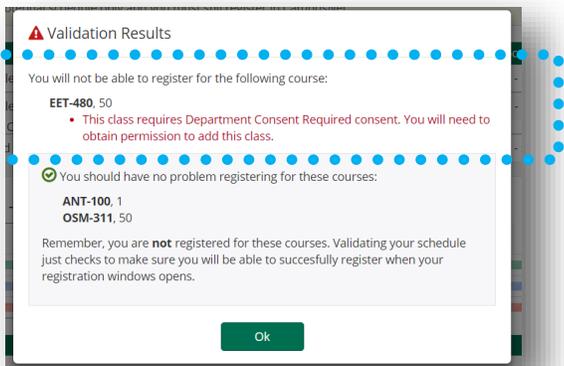
STEP 3 – CONTINUED ON NEXT PAGE

### STEP 3- CONTINUED

- Select 'Validate' to confirm that you meet the eligibility requirements for each course on your schedule.

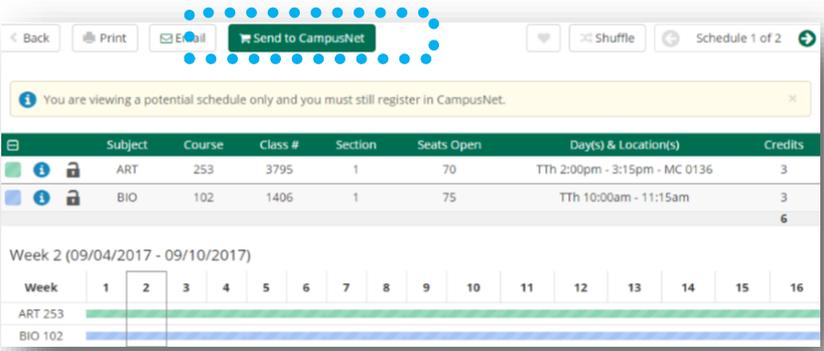


- Please contact your advisor if you do not meet the eligibility requirements for courses you would like in your schedule.

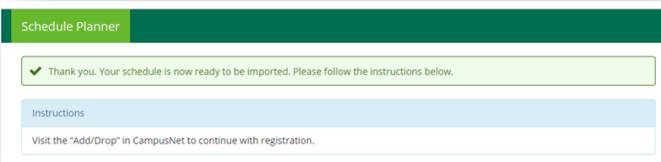


Print, Email, HEART it or select 'SEND TO CAMPUSNET'

- REMINDER**– You do not register for classes in Schedule Planner. Schedule Planner helps with building your schedule. You must send your schedule to CampusNet and then register for the courses via CampusNet.
- Selecting 'Send to CampusNet' will send classes to the 'Add/Drop Screen' in your CampusNet account.



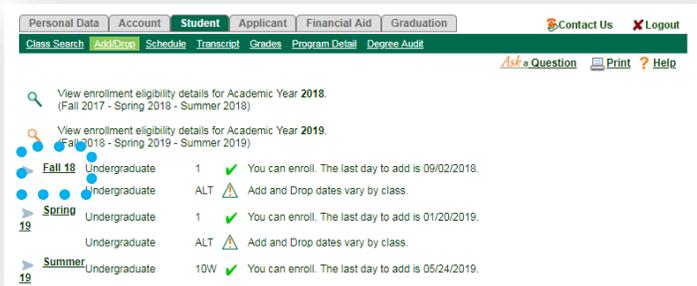
- After you select 'Send to CampusNet', you will receive a confirmation message and then you have to go back to CampusNet.



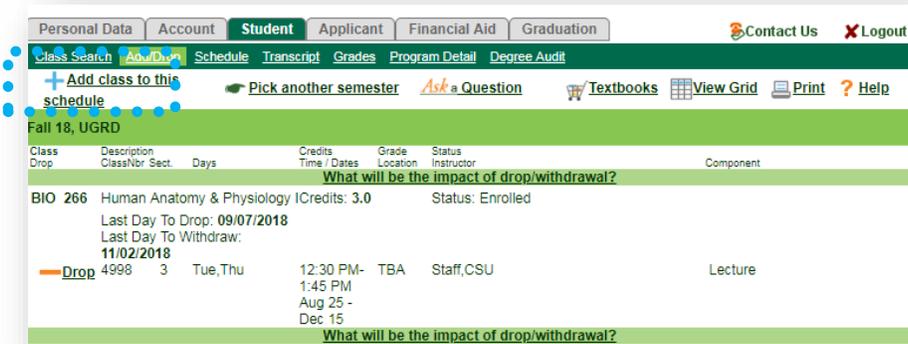
**'SEND TO CAMPUSNET' – CONTINUED ON NEXT PAGE**

## 'SEND TO CAMPUSNET' – CONTINUED

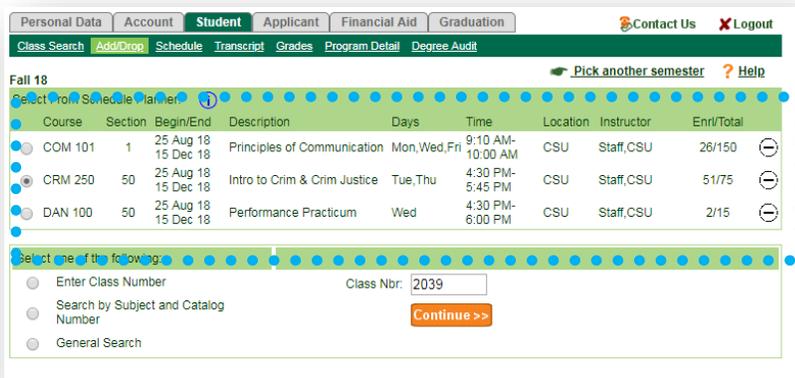
- After you log in to CampusNet and select 'Student' > Add/Drop > Select the appropriate term.
  - NOTE– You can send classes to CampusNet via Schedule Planner prior to your registration date opening and the classes will be waiting for you to add them to your schedule when your registration window opens. There is no guarantee the classes will still be available when your registration window opens.



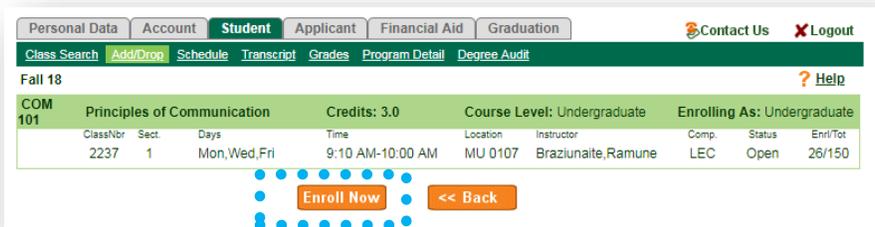
- Once you select the term, you will be taken to a new screen where you can see all of the classes you had previously scheduled.
- Select '+ Add class to this' to find the courses you sent from Schedule Planner.



- You'll find all of the courses you sent over at the top-portion of the screen in the section titled 'Select from Schedule Planner'. Select the course you would like to add to your schedule. Select 'Continue'. *You can only add one course at a time.*



- Select 'Enroll Now' to add your desired classes to your schedule.



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