The Schedule Planner allows students to easily create a schedule that can be imported into their enrollment shopping cart. Students can build schedules complete with breaks (work, practice, etc.) and see a visual representation of their schedule using this tool.

**Getting Started**

To begin, log on to Enroll and Pay and enter the Student Center.

![Enroll & Pay Screen](image)

**NOTE:** If you have not done so, a request to update your address may appear.

Once on your Student Center, click on the **Schedule Planner** link located under Academics.

The Schedule Planner information page will appear. Follow the instructions to have the Schedule Planner appear in a pop-up window. Though you will be able to access the schedule planner, you will not be able to complete your enrollment until your scheduled enrollment time.
Schedule Planner

In order to use the Schedule Planner, you must allow popups. If you have access to view more than one term, please select that term on the initial screen. If only one term is available in the Schedule Planner, you will be immediately directed to the homepage.
You are able to filter out courses using the “Change” option next to each filter. If you are looking for specific course information (only courses taught in person, for example), you can filter the information using the Instruction Mode drop down menu. If you have any questions, you can consult the Help link at the top of the page to access help videos.

If you have previously enrolled in courses for the semester, those courses will automatically be listed in the “Current Schedule” block. If you would like to view catalog information on the course, click on the icon.

**Current Schedule**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Component</th>
<th>Seats Open</th>
<th>Day(s) &amp; Location(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band</td>
<td>206</td>
<td>1000</td>
<td>ACT</td>
<td>146</td>
<td>TTh 4:00pm - 5:15pm · Murphy Hall 118</td>
</tr>
<tr>
<td>Chemistry</td>
<td>100</td>
<td>1000</td>
<td>LEC</td>
<td>47</td>
<td>MWF 11:00am - 11:50am · Dole Hall 2094</td>
</tr>
</tbody>
</table>

**Notes:** Students enrolling in this course will be required to take a special examination(s). See your class schedule for dates and times.

**Title:** Chemistry in Context
**Instruction Mode:** In Person
**Class #:** 51069
**Component:** LEC
**Session:** Regular Academic Session
**Instructor:** David Weis
**Career:** Undergrad
**Seats Open:** 47

**Consent:** No Special Consent Required
**Drop Consent:** No Special Consent Required
**Description:** An introduction to chemistry that focuses on basic chemical principles, designed for students with no previous background in chemistry. This course promotes the development of chemical literacy within a context that encourages an appreciation for the role and significance of chemistry in the modern world. Not intended for students who need to fulfill a specific chemistry requirement as part of their degree program.
Adding Courses and Breaks into the Schedule Planner

To add courses, click + Add Course. Three options to add courses are available:

1. **Search by Subject and Course**
   
   Add courses by subject and course using the drop downs.

2. **Add a course from My Planner**
   
   Courses added in “My Planner” will automatically appear here. Select the course(s) you’d like to add to the search by checking the box next to the name of the course and click Add.

3. **Search by Course Attribute**
   
   Utilize the drop down menus to filter to the courses you would like to search on. The number of available sections of each course will be listed in parenthesis after the course title.
Once you have selected which course you’d like to add to your schedule, click on the **Add** button. The newly added course will appear under **Courses**. Continue to add any possible courses that you may take that semester.

You can also build in breaks by clicking on **Add Break**. This is extremely helpful when planning practices, meals, jobs, etc.
Generating Schedules

The Schedule Planner creates schedules based on the courses and breaks that you have defined. When you have decided which courses and breaks you want to search on, click Generate Schedules. The more open your schedule is, the more options will be available to you.

All of the possible schedules that match your criteria will come up on the next screen. In this example, the Schedule Planner generated 10 schedules. To preview the schedules, you can hover over the magnifying glass or click View to see each individual schedule option.
You can also choose to visually compare up to four schedules by clicking the box next to the corresponding schedule and clicking **Compare**. Two view one schedule at a time, click on the **Open #** button that corresponds to the schedule.

If the course(s) you have chosen are courses that occur outside the normal term start and end dates or have special meeting dates, you can view that information using the week-by-week schedule. In the example below, CHEM 100 has a special exam in week 5. You can adjust the weekly view of schedule by selecting a different numbered week.
**Narrowing Down the Results**

There are a few ways of narrowing down the number of the generated schedules. If after looking at the schedule options, you decide that you want to enroll in a specific section, you can choose to lock that section into place by clicking the padlock icon on the search screen. If you change your mind, you can click on the padlock again to unlock it.

You’ll also notice that the exact section of the course has been locked in the course search. Remember to generate a new schedule after you have made modification to your search criteria.
Getting Courses to Shopping Cart

Once you have decided on the courses you’d like to enroll in, you can Send to Shopping Cart.

This message will appear. Click OK to transfer your chosen courses to the Shopping Cart.

Follow instructions on the Schedule Planner confirmation page to import classes from your Shopping Cart and complete your enrollment. Remember that you are unable to enroll until your designated enrollment time and even though your courses have been imported into your shopping cart, this does not guarantee enrollment into those courses.

Make sure you receive success on your enrollment and work on any errors where enrollments don’t occur because of holds, prerequisites, or full classes.