The Schedule Planner will allow 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.

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

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

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.
Begin by choosing which term you’d like to start creating.

You will be able to filter out courses based on your needs using the drop down boxes at the top of the page. If you are looking for courses at a particular campus, make sure to adjust the “Campus” drop down accordingly. If you run into any questions, you can consult the Help Videos link at the top of the page. Note: If you have previously enrolled in courses for that semester, those courses will automatically be listed in the “Current Schedule” block.

If you are looking for specific course information (i.e. online courses), you can filter the information using the Instruction Mode drop down menus in the initial section of the page.
To add a course in the Schedule Planner:

- Click **Add Course** under courses. You have two options:
  - Search by Subject and Course
  - 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 a course has been added, it will appear under **Courses**. Continue to add any possible courses that you may take that semester.
Using the Schedule Planner, you can also add in breaks. For example, lunch, practice, or work.

Once your courses and breaks are created, you can begin generating class schedules. Even though you may have multiple classes listed under courses, you can choose which ones are included in the schedules that are generated by using the checkboxes to the left of each course or break.

When you have decided which courses and breaks you want to find, click Generate Schedules. The College Scheduler creates schedules based on the number of options you have available using the courses and breaks that you have defined. 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 107 schedules. To view the schedules, click View. You can also choose to compare schedules by clicking the box next to the corresponding schedule and clicking Compare.

A comparison screen will appear. You can hover over a particular course to see more details about it. Click Open Schedule to view the selected schedule in more detail.

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 open it up.
If you have made any changes to the padlock, you will need to regenerate schedules. You’ll also notice that the exact section of the course has been locked in the search. Remember to generate a new schedule after you have modified the lock/unlock option.
If the course(s) you have chosen occurs outside the normal term start and end dates, you will get a week-by-week schedule of the courses. In the example below, the COMS 130 course occurs in the second half of the term. You can adjust the view by using the drop down menu or by clicking the corresponding number on the “week” row. The class schedule information adjusts automatically.

If you have courses that have times designated for special exams, they will also be listed in this week-by-week view.
Once you have the schedule that you want, you can **Send Schedule to Shopping Cart**.

*You are viewing a potential schedule and must send to your Shopping Cart to enroll.*

Follow instructions on the Schedule Planner confirmation page to import classes from your Shopping Cart and complete your enrollment. Make sure you receive success on your enrollment and work on any errors where enrollments don’t occur because holds, prerequisites, or full classes.