

# How to Use Schedule Planner

## Student Quick Reference Guide

**Navigation:** Main Menu > Self Service > Student Center > Academics-Schedule Planner OR select the Student Center link on the main page.

1. Click the **Schedule Planner** link.
2. To launch the Schedule Planner, click the **Click Here** button.
3. Schedule Planner will open in a new window. Click the **Go to Accessible Version** button.
4. Select the Term from the Drop-Down list and click the **Choose Selected Term** button.
5. Select the desired Campus check box and click the **Save and Continue** button.
6. Select the desired Session check box and click the **Save and Continue** button.
7. To limit your search results, use the Select Term, Select Sessions, Select Campuses, Select Instruction Modes, Select Academic Career, Select Academic Groups, and Select Course Status buttons.
8. To proceed with selecting courses, click the **Next Step: Select Courses** button.
9. Click the **Add Course** button to select courses using the drop-down lists.
10. When you are done adding courses, click the **Next Step: Generate Schedules** button. Note: If you wish to add breaks to your schedule, use the **Next Step (Optional): Select Breaks** button.
11. Click the **Generate Schedules** button.
12. Use the View Schedule buttons to preview potential schedules.
13. When you have found a schedule you like, click the **Send Schedule to Shopping Cart** button.
14. After sending your schedule to the shopping cart, a confirmation message will display. Click the **Yes** button.
15. The Schedule Planner page will display again. Because building a schedule does not register you for classes you should click the **Course Enrollment** button to proceed with registration.
16. The Add Classes page will display. Select the term and click the **Continue** button.
17. The **Import Cart** button will now display. Click this button to import your schedule from Schedule Planner and complete the registration process.