Schedule Planner Guide

Step 1: Go to registration in your “My Classes” and click on “Schedule Planner.”

Step 2: You are directed to your schedule planner and you will click on your desired term you wish to plan your classes for.
Step 3: Select the location of where you want to take your classes.

Step 4: You will be directed to the schedule planner home page.
Step 5: Add courses for your desired semester.

Step 6: Courses added will be on the list.
Step 7: Selected the courses you want a schedule generated for. You can edit those courses to remove specific sections by clicking options.

- BIO 181: General Biology I
- CHM 113: General Chemistry I
- MAT 170: Precalculus

Current Schedule

Step 8: In the options it will list each section of the class offered on the campus(es) selected. You can uncheck the ones you do not want to have considered in your generated schedules.
Step 9: Click “Generate Schedules.”

- General Biology I
- CHM 113  
  General Chemistry I
- MAT 170  
  Precalculus

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Subject</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>ENG</td>
<td>294</td>
</tr>
<tr>
<td>Enrolled</td>
<td>ENG</td>
<td>494</td>
</tr>
</tbody>
</table>

Schedules

Step 10: All options of generated schedules will be displayed for your choosing.
Step 11: You can view the weekly view of each schedule by hovering over the magnifying glass.

Step 12: If you have a lot of options, one way to help narrow the down is to add any potential breaks or times you do not wish to take classes during.
Step 13: You can edit your break times.

Edit Break

Breaks are times during the day that you do not wish to take classes.

Break Name: Work

Start Time: 5:00 am
End Time: 11:00 am

Days: Select Weekdays

Back | Save Break

Step 14: Now generate new schedules.

Schedules

Generate Schedules | Shuffle

Generated 90 Schedules


Revised as of 3/12/2021
Step 15: You can view the weekly view of the generated schedules.

Step 16: Click on “view.”
Step 17: After having clicked “view” in the previous step, you can now see a more detailed view of your selected schedule.

Potential Schedule for 2021 Fall

Step 18: You can also view a bigger version of the weekly view in greater detail.
Step 19: You can send the schedule to your shopping cart by clicking on “Send to Shopping Cart.”

Potential Schedule for 2021 Fall

[Send to Shopping Cart]

You are viewing a potential schedule only and you must still register.

Step 20: Click “Continue” to transfer your desired schedule to your shopping cart.

This schedule will now be transferred to the Shopping Cart and the Schedule Planner will close. Do you want to continue?

[Cancel] [Continue]

Step 21: Click “OK.”

You have classes imported from Schedule Planner in your shopping cart. Click the “Change Preferences” link and make your selections for the following class number(s): 73023, 72628, 94328

Step 22: Select all the classes by clicking on the check marks and click “Enroll.”

Your Shopping Cart

<table>
<thead>
<tr>
<th>Select</th>
<th>Availability</th>
<th>Class</th>
<th>Description</th>
<th>Session</th>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>Reserved</td>
<td>73023 - Lecture</td>
<td>BIO 181 General Biology I</td>
<td>Session C</td>
<td>Monday Wednesday Friday 11:15AM to 12:05PM</td>
<td>BEUS Ctr for Law &amp; Society 140</td>
<td>C. Lisenbee</td>
<td>4.00</td>
<td>230 of 240</td>
</tr>
<tr>
<td></td>
<td></td>
<td>86407 - Laboratory</td>
<td></td>
<td></td>
<td>Friday 1:30PM to 4:20PM</td>
<td>University Center 375 (DTPHX)</td>
<td>C. Lisenbee</td>
<td></td>
<td>22 of 24</td>
</tr>
<tr>
<td>✔</td>
<td>Reserved</td>
<td>72628 - Lecture</td>
<td>CHM 113 General</td>
<td>Session C</td>
<td>Monday Wednesday</td>
<td>BEUS Ctr for Law &amp; Society</td>
<td>A. Szeto</td>
<td>4.00</td>
<td>221 of 241</td>
</tr>
</tbody>
</table>

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Step 23: Click “OK.”

Verify your preferences for the following class number(s) then attempt enrollment again: 73023, 72628, 94328
Click the "Change Preferences" link to view available options.

Step 24: You will need to click Change Preferences to confirm your selections before going onto the next step.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Units</th>
<th>Seats</th>
<th>Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. Lisenbee</td>
<td>4.00</td>
<td>230 of 240</td>
<td>Change Preferences</td>
</tr>
</tbody>
</table>

Step 25: Click save to confirm your course

The following class preferences can be amended.

BIO 181 General Biology 1
Grading Basis
Standard Grading
Satisfies General Studies - SQ

<table>
<thead>
<tr>
<th>Status</th>
<th>Class</th>
<th>Session</th>
<th>Meeting Dates</th>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserved</td>
<td>73023 - Lecture</td>
<td>Session C</td>
<td>08/19/2021 - 12/03/2021</td>
<td>Monday Wednesday Friday 11:15AM to 12:05PM</td>
<td>BEUS Ctr for Law &amp; Society 140</td>
<td>C. Lisenbee</td>
</tr>
<tr>
<td>Open</td>
<td>86407 - Laboratory</td>
<td>Session C</td>
<td>08/19/2021 - 12/03/2021</td>
<td>Friday 1:30PM to 4:20PM</td>
<td>University Center 375 (DTPHX)</td>
<td>C. Lisenbee</td>
</tr>
</tbody>
</table>

Revised as of 3/12/2021
Step 26: After confirming the preferences, click the green enroll button and you will be asked to confirm you want to enroll in your classes.

Step 27: Green Check Marks mean the class has been added to your schedule. Red Xs mean that there was an error - there are different error messages so it is important to read the error carefully. In the case below - this student has not completed the math placement test so the student cannot enroll in math.

- **BIO 181 - General Biology I**
  This class satisfies a general studies requirement.

- **CHM 113 - General Chemistry I**
  This class satisfies a general studies requirement.

- **MAT 170 - Precalculus**
  Unable to add this class - requisites have not been met. Prerequisite(s): MAT 117 with C or better or ALEKS score of 61 or higher; Credit is allowed for only MAT 170 or MAT 171 OR Visiting University Student

Revised as of 3/12/2021