

# SCHEDULE PLANNER REFERENCE GUIDE (Rev Aug 2015)

The screenshot shows the 'Academics' section of a Student Center. On the left, there is a search bar and a list of links: Search, Plan, Enroll, My Academics, and Schedule Planner. The 'Schedule Planner' link is highlighted in a yellow box with a purple arrow pointing to it. Below the links is a dropdown menu with the text 'other academic...' and a double arrow icon. To the right, there are sections for 'Deadlines' and 'URL'. Below these is a 'Fall 2012 Schedule' table with columns for 'Class' and 'Schedule'. The table lists three classes: HIS 102-06 LEC (2428), MS 301-01 LEC (3468), and PSY 100-02 LEC (5266). Below the table are links for 'weekly schedule' and 'enrollment shopping cart'.

	Class	Schedule
	HIS 102-06 LEC (2428)	MoWeFr 1:10PM - 2:05PM Centennial 1303
	MS 301-01 LEC (3468)	We 7:45AM - 9:45AM Health Sci 2058 Th 3:35PM - 5:35PM Room: TBA
	PSY 100-02 LEC (5266)	TuTh 9:25AM - 10:50AM Room: TBA

Schedule Planner is located in the Student Center. It is available only to students.

## Schedule Planner

### Schedule Planner



The Schedule Planner helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Planner.

### Instructions:

1. [CLICK HERE](#) to open the schedule planner in a pop-up window.
2. After clicking "Send Schedule to Shopping Cart" return to this Student Center window.
3. Visit the [COURSE ENROLLMENT](#) page from your Student Center to continue with course enrollment; click the "Import Cart" button (see diagram).

Start  
Schedule  
Planner

Select the Term and hit Save and Continue

Select Term

Term

Spring 2015

Summer 2015

Fall 2015

Save And Continue

Easy to use and very short Help Videos

Schedule Planner Text Only Help Sign out

Add courses and or breaks

Course Status Open Classes Only Change Term Fall 2015 Change

Sessions All Sessions Selected Change

Instructions: Add desired course and breaks and click Generate Schedules button!

Courses

+ Add Course

Breaks

+ Add Break

<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	ENG 110 College Writing I	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	GEO 102 Maps and Society	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MTH 145 Elem Statistics	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	SOC 110 Introduction to Sociology	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	THA 110 Theatre Apprec	<input checked="" type="checkbox"/>

<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Football MTWTh - 3:30pm to 5:30pm	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Work MF - 4:00pm to 6:00pm	<input checked="" type="checkbox"/>

Find detailed course information

Schedules

Generate Schedules

Generate schedules and then click View.

Generated 105 Schedules

View 1  ENG-110-32 , GEO-102-01 , MTH-145-01 , SOC-110-10 , THA-110-04

After finding the preferred schedule, move to shopping cart

If this is not the preferred schedule, click to review the next generated schedule

Schedule Planner Text Only Help Sign out

Back Print Send to Shopping Cart Schedule 1 of 40

See how many seats are left

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

Class #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Credits
1786	ENG	110	32	1	MW 2:15pm - 3:40pm - Wimberly 335 335	09/09/2015 - 12/21/2015	3
3265	GEO	102	01	23	TTh 2:15pm - 3:40pm - Cowley 201 201	09/08/2015 - 12/22/2015	3
2363	MTH	145	01	1	MTWTh 7:45am - 8:40am - Centennial 3305 3305	09/08/2015 - 12/22/2015	4
4951	SOC	110	10	3	MWF 9:55am - 10:50am - Centennial 3215 3215	09/09/2015 - 12/21/2015	3
2768	THA	110	04	22	TTh 8:50am - 9:45am - Centennial 2101 2101	09/08/2015 - 12/22/2015	2
							15

	Monday	Tuesday	Wednesday	Thursday	Friday
7am					
7:15					
7:30					
7:45	MTH-145-01 Centennial 3305 3305 - LEC	MTH-145-01 Centennial 3305 3305 - LEC	MTH-145-01 Centennial 3305 3305 - LEC	MTH-145-01 Centennial 3305 3305 - LEC	
8am					
8:15					
8:30					
8:45					
9am		THA-110-04 Centennial 2101 2101 - LEC		THA-110-04 Centennial 2101 2101 - LEC	
9:15					
9:30					
9:45					
10am	SOC-110-10 Centennial 3215 3215 - LEC		SOC-110-10 Centennial 3215 3215 - LEC		SOC-110-10 Centennial 3215 3215 - LEC
10:15					
10:30					
10:45					
11am					

Lock in preferred sections

See more section details

✓ Thank you. Your schedule is now ready to be imported. Please follow the instructions below.

#### Instructions

Visit the 'Enrollment' page in Student Center to continue with enrollment.

Click the 'Import Cart' button.

Search Plan Enroll My Academics  
my class schedule || add || drop || swap || term information

### Add Classes

1. **Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

**i** You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

Click **import cart** to continue with registration.

Fall 2012 | Undergraduate | UW-La Crosse **change term**

Message and instructions student sees after they decide to move a schedule to their shopping cart

#### Scheduler Planner

### Schedule Planner

**i** The Schedule Planner helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Planner.

#### Instructions:

1. **CLICK HERE** to open the schedule planner in a pop-up window.
2. After clicking "Send Schedule to Shopping Cart" return to this Student Center window.
3. Visit the **COURSE ENROLLMENT** page from your Student Center to continue with course enrollment; click **Import Cart** button (see diagram).

Go the enrollment page to import schedule

## Add Classes

1 2 3

### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

**Cart Import from Schedule Planner complete. Add more classes or click Proceed to Step 2 to continue processing your enrollment.**

Fall 2015 | Undergraduate | UW-La Crosse

[change term](#)

Open |  Closed |  Wait List

**Add to Cart:**

Enter Class Nbr  
 [enter](#)

**Find Classes**

Class Search  
 My Requirements  
 My Planner

[search](#)

[schedule planner](#)

Fall 2015 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">MUA 203-01 (3501)</a>	TuFr 1:10PM - 2:05PM	TBA	S. Porvill-Lee	1.00	<span style="color: green;">●</span>

**Confirm courses before adding to cart**

PROCEED TO STEP 2 OF 3

## Add Classes

1 2 3

### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2012 | Undergraduate | UW-La Crosse

Open |  Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
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[CANCEL](#) | [PREVIOUS](#) | [FINISH ENROLLING](#)

**Finish enrolling**