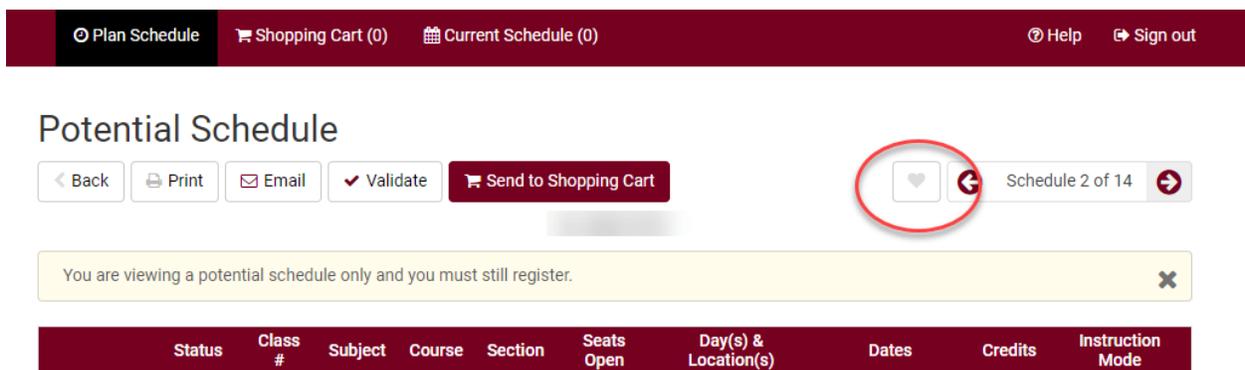


# Creating Favorite Schedules in Schedule Planner

Have several Favorite schedules set up ahead of time to give yourself more options on your day of registration. Set them up early and then wait until the day of your registration appointment to send your preferred schedule to the shopping cart. This makes it easy to see whether seats are still available in your preferred schedules and saves time if you need to make changes because you won't need to drop classes out of the shopping cart first to generate new schedules.

1. In Schedule Planner, pull up the correct term. Use the **+Add Courses** button to find courses you are interested in.
2. Click **Generate Schedules** to find all possible options based on the courses added. Click **View** next to one of them to see the details. You can then scroll through the possible schedules using the arrows on the next screen. (More details on finding classes is in the "Search for Classes/Creating a Schedule in Schedule Planner" directions.
3. When you find a schedule to save, click on the **"Favorites"** heart icon at the top to save it.



The screenshot shows the top navigation bar with links for Plan Schedule, Shopping Cart (0), Current Schedule (0), Help, and Sign out. Below this is the "Potential Schedule" section with buttons for Back, Print, Email, Validate, and Send to Shopping Cart. A heart icon for favorites is circled in red. A message box states: "You are viewing a potential schedule only and you must still register." Below the message is a table header with columns: Status, Class #, Subject, Course, Section, Seats Open, Day(s) & Location(s), Dates, Credits, and Instruction Mode.

4. Enter a name to help keep track of which saved schedule is which. Click OK when done.

What name would you like to give this Schedule?

Cancel **OK**

5. You may go back to the top and keep scrolling through the schedules. If you find another possibility, follow the same steps to make it a Favorite but give it a different label.
  - a. You can have as many favorites as you want. To edit them further, go to the Plan Schedule page and find the tabs near Generate Schedules button.

**Schedules**  **♥ Favorites 3**  Advanced Options  View Schedules

**Generate Schedules**

|  |                          |  |   |
|--|--------------------------|--|---|
| View  | <input type="checkbox"/> | CHM Lab Wed @ 2:15-5:20 pm Schedule<br>103-CHM-40, 103-CHM-43D, 103-CHM-44L, 110-HIS-20, 200-PH-02     |   |
| View  | <input type="checkbox"/> | CHM Lab Mon @ 2:15-5:20 pm Schedule<br>103-CHM-10, 103-CHM-11D, 103-CHM-12L, 110-HIS-20, 200-PH-01     |   |
| View  | <input type="checkbox"/> | CHM Lab Tues @ 7:45am-10:50 pm Schedule<br>103-CHM-10, 103-CHM-11D, 103-CHM-13L, 110-HIS-20, 200-PH-01 |   |

- b. **IMPORTANT:** Saving a Favorite schedule does not reserve you a seat in the class.
6. Once your registration appointment starts, you can review the schedule and see if there are still open seats. If one of your Favorites has a class that is full, you can move onto the next Favorite schedule and check there.

## View Favorite: CHM Lab Wed @ 2:15-5:20 pm Schedule

Back

Print

Email

Validate

Send to Shopping Cart

♥

←

Schedule 1 of 3

→

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

| Class #  | Subject | Course | Section | Seats Open | Day(s) & Location(s) | Dates                   | Credits | Instruction Mode |
|--|---------|--------|---------|------------|----------------------|-------------------------|---------|------------------|
|   2107 | CHM     | 103    | 40      | 20         | MWF 9:55am - 10:50am | 01/24/2022 - 05/06/2022 | 0       | In Person        |
| Instruction Mode: In Person  |         |        |         |            |                      |                         |         |                  |
|   2110 | CHM     | 103    | 43D     | 5          | Th 2:15pm - 3:10pm   | 01/27/2022 - 05/05/2022 | 0       | In Person        |
| Instruction Mode: In Person  |         |        |         |            |                      |                         |         |                  |
|   2169 | CHM     | 103    | 44L     | 2          | W 2:15pm - 5:20pm    | 01/26/2022 - 05/04/2022 | 5       | In Person        |
| Instruction Mode: In Person  |         |        |         |            |                      |                         |         |                  |
|   3970 | HIS     | 110    | 20      | 30         |                      |                         | 3       | In Person        |
| Instruction Mode: In Person  |         |        |         |            |                      |                         |         |                  |
|   2964 | PH      | 200    | 02      | 0          | MWF 12:05pm - 1:00pm | 01/24/2022 - 05/06/2022 | 3       | In Person        |
| Instruction Mode: In Person  |         |        |         |            |                      |                         |         |                  |
|  |         |        |         |            |                      |                         | 11      |                  |

- Once you're registration appointment starts and you have a schedule that you think will work (i.e. no time conflicts, an available seat, not more than 18 credits, and you meet the prerequisites), pull up the schedule details and click **Send to Shopping Cart**.
- From the Shopping Cart, click **Register** and follow the prompts to finish registering.