Search for Classes/Add Class to Shopping Cart in Your Schedule Planner

Before you begin:

- You may use Schedule Planner to start generate test schedules as soon as the next term's schedule is made public. However, shopping carts are not activated until 1-2 weeks later, and you will not be able to add courses to the shopping cart until then. Students are notified of when the carts are activated by email.

- Schedule Planner's layout adjusts to the device you are using. The below pictures are based on laptop/desktop view. On a mobile device, the Add Course, Breaks, and Generate Schedules sections may show up as separate tabs at the bottom.

1. Click on the Schedule Planner link from your WINGS Student Center. A new window/tab will come up. If you are taken to a page with a button that says Open Schedule Planner, click on that button.

Tip: If you are taken back to your main Student Center page, there may be an issue with your browser. Try clearing your cache or use a different browser.
2. Choose the term you are interested in and click **Save and Continue**.

3. You are now on the **Plan Schedule** screen.

4. The various filters at the top of the screen affect which courses you will find in your search. Click on the Change button to change your filters.

<table>
<thead>
<tr>
<th>Course Status</th>
<th>Open Classes Only</th>
<th>Term</th>
<th>Fall 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sessions</td>
<td>All Sessions Selected</td>
<td>Instruction Modes</td>
<td>All Instruction Modes Selected</td>
</tr>
</tbody>
</table>

   **Course Status**: can limit your search to open classes (classes that still have seats available) or to both open & full classes

   i. **Classes that are full but have a wait list are under the full filter**

   **Sessions**: in most situations keeping all of these checked will give you the best results.

   i. If you want to limit your options to only classes that run the entire semester, only check the **Regular Academic Session**.

   ii. If you are looking to add a shorter class, choose one of the shorter sessions.

   iii. **Dynamic Dates** means the class can have an unusual start and/or end date.
iv. Summer term will have many more session options to choose from, so the session filter is often more widely used when searching for summer classes.

c. **Term:** what term of classes you would like to search. There is often more than one term available, so check that this is set correctly before searching.

d. **Instruction Modes:**

   i. **Blended (In Person/Online/ITV):** Course in which content delivery, course activities, and assessments take place both in a physical classroom and online. The percentage in which the class meets in a classroom versus online is determined by the department & instructor.

   ii. **Independent Study:** Students work out with their instructor when they will meet and what topic they will study. This type of course always requires instructor approval in order to register. First years and sophomores vary rarely have this type of course.

   iii. **In-Person:** Course in which content delivery, course activities, and assessments take place in a physical classroom.

   iv. **Online Asynchronous or Online:** All content and course activities take place online. Students do not meet in person at a physical site. Although there are deadlines for students by which they need to complete work, there are no requirements for a specific date/time when the student must be available.

   v. **Online Synchronous:** All content and course activities take place online. Some or all of the class still takes place at a scheduled time. Online elements can be required (e.g., a lecture or exam) or optional (e.g., office hours or discussion times). A meeting date & time is listed in the schedule and enrolled students must schedule other classes/activities around that time.

5. Use **+Add Breaks** to build in activities that you want to schedule around such as lunch, practice, or work.

### Breaks

- **Select All**
- **Practice**
  - MTWThF - 3:15pm to 6:15pm

[Options: Advanced, View Schedules]
6. Click **+Add Course** to find and add courses to use in a schedule.

![Add Course](image)

7. Use the course filters on the Add Course screen to find your course.
   a. **Course Attributes** allow you to search for general education courses. You can add multiple general education attributes so you can search multiple categories at once.

![Add Course Attributes](image)

   b. **My Planner** helps you to find courses you have already put term by term into the Academic Planner in your WINGS Student Center. If no classes show here, you do not have any classes in that term in the My Planner in WINGS. Unassigned courses (not assigned to a term) do not appear in Schedule Planner. Directions on using My Planner are posted separately.

   c. If the course has a topic, an additional field will appear. You must select a topic before you can add that course. Only one topic can be added at a time. To search multiple topics, you must add the course multiple times to your list.

   d. Click **+Add Course** when you find the course you want. It will put the course in the right column so you can search for more courses to add. If you change your mind about a course you've added, you can use the red X to remove it.
8. Click **Done** when ready to generate a schedule. You will be returned to the main Plan Schedule tab and the courses you chose will appear under the +Add Course section.

9. Filter more by using **Options**, the gear icon next to each course in the Add Course list. The **Generate Schedules** step will use your filters to narrow down your list of options even further.

   a. **Filter by instructor**: click on the Options next to your course. Then click on the **Advanced Options** link.
b. **Filter by exact time**: click on Options. Each section displays its scheduled time and mode of instruction. Check only the sections you would like to get into. Be sure to pay attention to whether there are still seats available in your desired section.

![Scheduled Time and Mode of Instruction](image)

- **Seats Open**: Katie Wagoner MWF 9:55am - 10:50am - Wimberly 105
- **Instructor**: Robert Jeeklin 14 Internet Internet
- **Day(s) & Location(s)**: Online Asynchronous
- **Credits**: 3
- **Instruction Mode**: Online Synchronous
- **Waitlist Open**: Gary Gilmore MWF 12:05pm - 1:00pm - Wimberly 228
- **Waitlist**: 20
- **Instruction Mode**: Online Synchronous

**Tip**: Click the `Generate Schedules` button in step 10 fire, before adding more filters, so that you can see the largest number of possibilities first. Getting very specific before you know what is available will make it more difficult to find an open

![Waitlist Information](image)

- **Waitlist**: Megan Leach
- **Component**: LEC
- **Session**: Regular Academic Session
- **Waitlist**: 3
- **Waitlist Open**: 27
- **Description**: An introduction to accounting as an information system. Emphasis is on reporting to external constituencies: investors and creditors. Topics include recording economic activities of the firm and the resultant financial reports, time value of money concept and its applications to financial reporting.
- **Textbook**: View Books to Buy

**Tips when using Options**:
- Click the `Generate Schedules` button in step 10 fire, before adding more filters, so that you can see the largest number of possibilities first. Getting very specific before you know what is available will make it more difficult to find an open
schedule.

- If too many filters are selected, it is possible to end up with 0 possible schedules. In that case, go back and adjust your selected filters or update the list of courses you are scheduling.
- See how many seats are available in all sections of a course by clicking on the Options. If all of the sections say 0, click on the blue info button to see if there is a wait list.
- If you have changed the **Course Status** filter to include both open and closed sections in order to see wait lists, you use the checkboxes under Options to uncheck any closed sections that don't have a wait list or have a full wait list.
- If you have the **Course Status** filter to include only open classes, the closed sections will display on the **Disabled** tab.

10. Click on **Generate Schedules** to view potential schedules based on those courses (and filters, if you have added any). The example below has generated 132 possible schedules. You can look through those schedules or use the additional filters under Options to narrow down your results more.

11. Hover over the magnifying class with your cursor to see a miniature view of the weekly schedule. Click on the blue **View** link to see the large view.
12. Once you have clicked **View**, you can click through the various schedules using the arrows at the top.
   
a. Click on the lock icon next to the course section you want to keep that section in your schedule. After locking a class, any new schedules generated will keep that specific section.
   
b. If you change your mind about keeping the section, click the lock icon again to unlock it.
   
c. Click on the blue information bubble to review the class details. Class details include: instructor’s name, course description, if there is a wait list, number of seats open in wait list (if the section has one), prerequisites, if consent is required to register, mode of instruction, view books to buy, and important notes about that section.
Tip: The link to view your textbooks may not be available until 2 weeks before the start of registration. Be sure to check after you are registered. At that time, you can also find your entire booklist for the semester through your WINGS Student Center, in the drop down menu under the Academics section on the main page.

13. Once you have chosen a schedule, click Validate at the top to see if you will meet the prerequisites for those courses. If you do not meet the prerequisites, you will not be able to enroll in the course. If you see a red X, be sure to read why you will not be able to enroll in the course. If you have questions about the message, contact your academic advisor or the Records office.

   a. You can also validate after courses are in your shopping cart.
14. If you are satisfied with the schedule, click **Send to Shopping Cart**.
   a. If shopping carts are not open yet, you will receive an error message at this point. Lock all the sections with the lock icon and you will be able to return later to put them into your shopping cart.

15. If the schedule went to the shopping cart successfully, you will see all of your classes under the **Shopping Cart** tab. You can keep them there until it is your time to register, or you can click on **Edit Cart** to remove some or all of the courses from your cart.

*Your selected courses must be in your shopping cart before you can register.*