

# Search for Classes/Create a Schedule in Your Schedule Planner

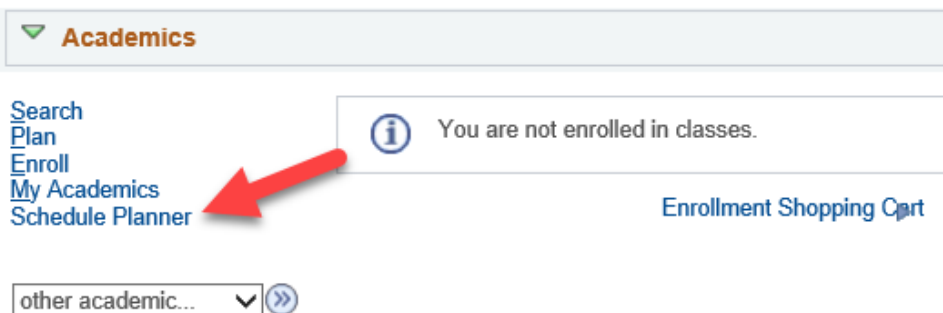
You may use Schedule Planner to start generating test schedules as soon as the next term's schedule is made public. Shopping carts and validation appointments are not created until 1-2 weeks later, so you will not be able to validate whether you meet the prerequisites on the course until that time. Students are notified by email when the carts and appointments are activated.

**Please note:** 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.

Stryker's Student Center



The screenshot shows the 'Academics' menu with a dropdown arrow. The menu items are: Search, Plan, Enroll, My Academics, and Schedule Planner. A red arrow points to 'Schedule Planner'. To the right, there is a notification box with an information icon and the text 'You are not enrolled in classes.' Below the notification is a link for 'Enrollment Shopping Cart'. At the bottom, there is a search box containing 'other academic...' and a search button.

## 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. **OPEN SCHEDULE PLANNER** to open the Schedule Planner in a pop-up window.

2. Choose the term you are interested in and click **Save and Continue**.

## Select Term

Term

Summer 2020

Fall 2020

✓ 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.

Course Status	Open Classes Only	Change	Term	Fall 2020	Change
Sessions	All Sessions Selected	Change	Instruction Modes	All Instruction Modes Selected	Change

- a. **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**
- b. **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** + Add Break

Select All ✕

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**Practice** ⚙ Edit ✕

MTWThF - 3:15pm to 6:15pm

⚙ Advanced Options 📅 View Schedules

6. Click **+Add Course** to find and add courses to use in a schedule.

## Courses

**+ Add Course**

Add the courses you wish to take for the upcoming term.

7. Use the course filters on the Add Course screen to find your course.
- 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.
  - Course Attributes** allow you to search for:
    - Community Engaged Learning** courses
    - Sustainability** courses - sustainability will be the core theme of the course or a topic within the course
    - General Education Program** courses - search by categories GE00-GE09
    - You can add more than one attribute to search at the same time. If you leave the Subject filter on "**All Subjects**," you can see all courses under that attribute listed in the Course filter. Or you can narrow the results further by choosing a subject in that filter.

## Add Course

The screenshot shows the 'Add Course' interface with four search filters: 'By Subject', 'Search by Course Attribute', 'My Planner', and 'Search By Instructor'. The 'Search by Course Attribute' filter is highlighted with a yellow circle. Below the filters, the 'Attribute' field contains three selected items: 'GE06: Self and Society', 'GE01: Literacy', and 'GE07: Humanistic Studies'. The 'Subject' field is set to 'All Subjects' and the 'Course' field is set to 'Select Course...'. At the bottom, there are two buttons: a dark red button with a white left arrow and the text '< Done', and a dark red button with a white plus sign and the text '+ Add Course'.

- If the course has a topic, an additional field will appear in the **By Subject** search. 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.

## Add Course

By Subject | Search by Course Attribute | My Planner | Search By Instructor

Subject: HIS - History

Course: 110 - World History

Topic: Select Topic..

10 Objects Changed the World

Art and Literature

Cultural Connections

Gender

Non-Topic Sections

History 110 - World History

This course examines world global in scope from ancient three civilizations. Instruct multiple historical periods.

< Done | + Add Course

Courses

CHM 103  
General Chemistry I

- b. 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.
  - c. 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.

Courses

+ Add Course

Select All

CHM 103  
General Chemistry I

HIS 110  
World History  
Topic: Gender

PH 200  
Public Health for Edu Citizen

Options

Options

Options

- a. **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.

Enabled (2 of 4) Advanced Filters

<input type="checkbox"/>	Section	Component	Seats Open	Instructor	Day(s) & Location(s)	Campus	Credits	Instruction Mode
<input checked="" type="checkbox"/>	01	LEC	1	Katie Wagoner	MWF 9:55am - 10:50am - Wimberly 105 105	La Crosse	3	In Person Instruction Mode: In Person
<input type="checkbox"/>	02	LEC	14	Robert Jecklin	Internet INTERNET	La Crosse	3	Online Asynchronous Instruction Mode: Online Asynchronous
<input type="checkbox"/>	03	LEC	17	Robert Jecklin	Internet INTERNET	La Crosse	3	Online Asynchronous Instruction Mode: Online Asynchronous
<input checked="" type="checkbox"/>	04	LEC	20	Gary Gilmore	MWF 12:05pm - 1:00pm - Wimberly 228 228	La Crosse	3	Online Synchronous Instruction Mode: Online Synchronous

- b. **Find the closed sections with wait lists that have room on the wait lists:** Make sure the Course Status filter at the top of the main screen is looking for both Open & Full sections. Then click on Options next to your course. Click on the blue information bubble next to a section to see if there is a wait list. If there are students on the wait list, a **Waitlist** number will show. If there are seats available in the wait list, a **Waitlist Open** number will show. If there is no wait list at all, neither one of these will show.

i 01 LEC 0 Megan Leach

Title: Accounting Principles I  
 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](#)

- c. **Filter by instructor:** click on the Options next to your course. Then click on the **Advanced Options** link.

## Public Health 200

### Public Health for Edu Citizen

Please select the classes you wish to include.

Enabled (4 of 4) Advanced Filters

<input type="checkbox"/>	Section	Component	Seats	Instructor	Day(s) & Location(s)	Campus	Credits	Instruction Mode
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### Tips when using Options:

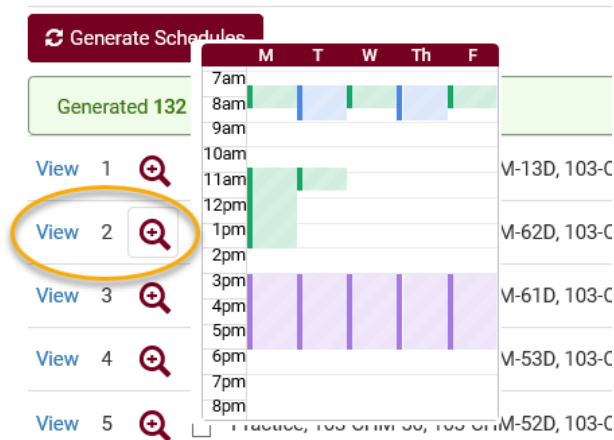
- Click the **Generate Schedules** button in step 10 first, before adding more filters, so that you can see the largest number of possibilities first. Getting very specific before you know what is available will make it more difficult to find an open schedule.
- If too many filters are selected, it is 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.

The screenshot displays a scheduling interface with three main sections: Courses, Breaks, and Schedules.

- Courses:** Features a '+ Add Course' button and a 'Select All' checkbox. Three courses are listed, each with a 'Select All' checkbox, course name, and icons for 'Options', 'Info', 'Lock', and 'Remove':
  - CHM 103 General Chemistry I
  - HIS 110 World History Topic: Gender
  - PH 200 Public Health for Edu Citizen
- Breaks:** Features a '+ Add Break' button and a 'Select All' checkbox. One break is listed with a 'Select All' checkbox, name, and icons for 'Edit' and 'Remove':
  - Practice MTWThF - 3:15pm to 6:15pm
- Schedules:** Features a 'Generate Schedules' button (circled in orange), 'Advanced Options' (gear icon), and 'View Schedules' (calendar icon). A green notification bar states 'Generated 132 Schedules'. Below are two schedule entries, each with a 'View' link, a magnifying glass icon, a checkbox, and a list of course IDs:
  - View 1 [Magnifying Glass] [Checkbox] Practice, 103-CHM-10, 103-CHM-13D, 103-CHM-14L, 110-HIS-03, 200-PH-04
  - View 2 [Magnifying Glass] [Checkbox] Practice, 103-CHM-60, 103-CHM-62D, 103-CHM-61L, 110-HIS-05, 200-PH-03

11. Hover over the magnifying glass 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.

13. Review the possible schedules. Look at the available seats, the times the various sections are offered and whether the courses you want conflict, and test out various scenarios using some or all of the following options, including making several of your best schedules "**Favorites**."

- 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. If you change your mind about keeping the section, click the lock icon again to unlock
  - i. Please note if locking all the sections, you are essentially saving that one specific schedule which will remain in your Schedule Planner until you are ready to send it to your shopping cart. Consider using the **Favorites** option below instead, which will allow you to save more than one schedule.
  - ii. Locking a schedule **does not** reserve you a seat in the section.



Status	Class #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode
Not Enrolled	2187	CHM	103	60	69	MWF 7:45am - 8:40am - Wimberly 102 102	09/09/2020 - 12/16/2020	0	In Person
Instruction Mode: In Person									
Not Enrolled	2188	CHM	103	61D	9	T 9:55am - 10:50am - Cowley 103 103	09/08/2020 - 12/15/2020	0	In Person
Instruction Mode: In Person									
Not Enrolled	2191	CHM	103	61L	4	M 11:00am - 2:05pm - Prairie Springs 2009 2009	09/14/2020 - 12/14/2020	5	In Person
Instruction Mode: In Person									

- b. 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.

## Shopping Cart

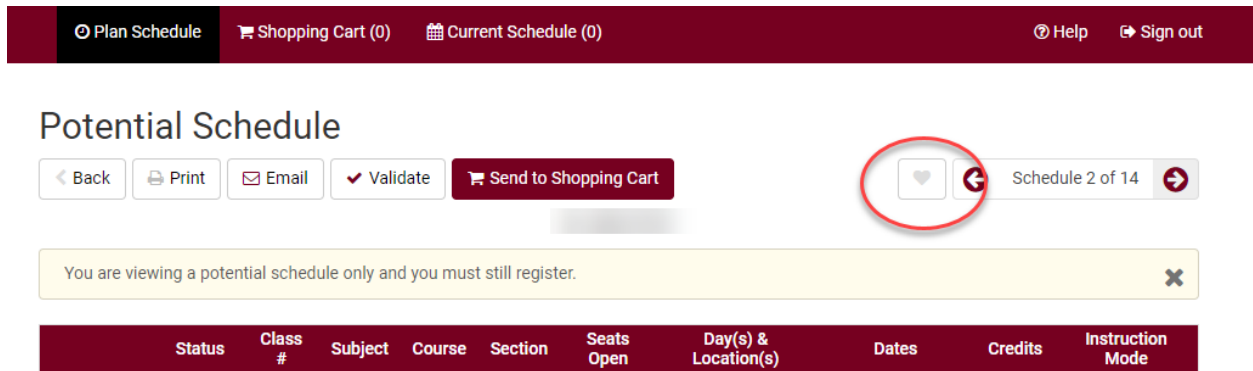
Subject	Course	Section	Component	Day(s) & Location(s)	Instruction Mode
CHM	103	61L	LAB	M 11:00am - 2:05pm - Prairie Springs 2009 2009	In Person
Instruction Mode: In Person					
CHM	103	61D	DIS	T 9:55am - 10:50am - Cowley 103 103	In Person
Instruction Mode: In Person					
CHM	103	60	LEC	MWF 7:45am - 8:40am - Wimberly 102 102	In Person
<p><b>This is the lecture section</b></p> <p><b>Remember to read the notes.</b></p> <p><b>If consent/override is required to register</b></p> <p><b>Prerequisites</b></p> <p><b>Notes:</b> Students registering for lecture 60 must also register for one discussion group(61D, 62D or 63D) and one lab section (61L thru 65L).</p> <p><b>Associated:</b> Prerequisite: grade of "C" or better in MTH 150 or placement into MTH 151 or higher.</p> <p><b>Consent:</b> No Special Consent Required</p> <p><b>Drop Consent:</b> No Special Consent Required</p> <p><b>Enrollment Requirement:</b> Prerequisite: grade of "C" or better in MTH 150 or placement into MTH 151 or higher. Students who are currently enrolled in CHM 103 may not register for this course again until after priority registration (unless they have instructor/department consent).</p>					
Instruction Mode: In Person					
HIS	110	05	LEC	TTh 7:45am - 9:10am - Wimberly 102 102	In Person

**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.

### c. Creating Favorite Schedules:

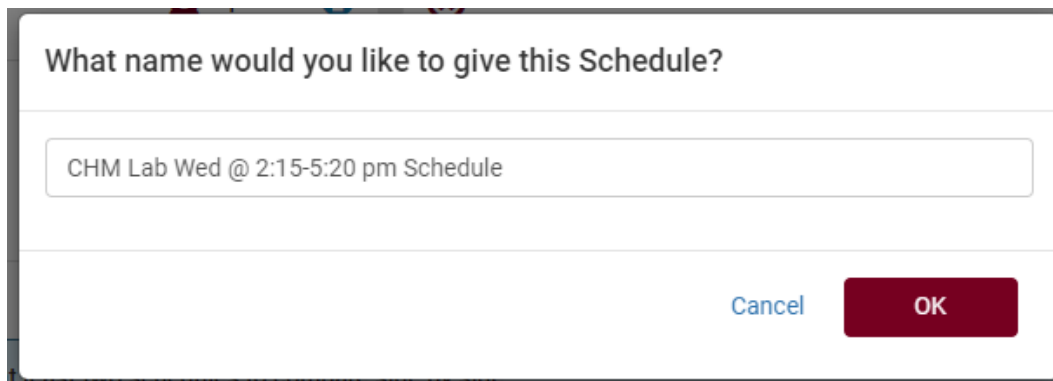
**Tip:** Have several Favorite schedules saved to give yourself more options on your day of registration. Set them up ahead of time and then wait until the day of your registration appointment to send your preferred schedule to the shopping cart. This makes it easy to see whether seats are still available 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.

- i. Click on the "Favorites" heart icon at the top to save a schedule.



The screenshot shows the top navigation bar with 'Plan Schedule', 'Shopping Cart (0)', and 'Current Schedule (0)'. Below the navigation bar, the page title is 'Potential Schedule'. There are buttons for 'Back', 'Print', 'Email', 'Validate', and 'Send to Shopping Cart'. A heart icon is circled in red, indicating it is the 'Favorites' icon. To the right of the heart icon is a 'Schedule 2 of 14' indicator. Below the navigation bar, there is a yellow warning box that says 'You are viewing a potential schedule only and you must still register.' Below the warning box is a table header with columns: Status, Class #, Subject, Course, Section, Seats Open, Day(s) & Location(s), Dates, Credits, and Instruction Mode.

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



The dialog box asks 'What name would you like to give this Schedule?'. The input field contains the text 'CHM Lab Wed @ 2:15-5:20 pm Schedule'. There are 'Cancel' and 'OK' buttons at the bottom right.

- iii. 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.
- iv. You can have as many favorites as you want, and you can return to edit them from the Plan Schedule page.

## Schedules



♥ Favorites 3

⚙️ Advanced Options

📅 View Schedules

🔄 Generate Schedules

View	🔍	<input type="checkbox"/>	CHM Lab Wed @ 2:15-5:20 pm Schedule 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 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 103-CHM-10, 103-CHM-11D, 103-CHM-13L, 110-HIS-20, 200-PH-01	✎	✖

- v. Saving a Favorite schedule **does not** reserve you a seat in the class.
- vi. 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.

🕒 Plan Schedule

🛒 Shopping Cart (0)

📅 Current Schedule (0)

🆘 Help

👤 Sign out

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

⏪ Back

🖨️ Print

✉️ Email

✓ Validate

🛒 Send to Shopping Cart

♥

⏪

Schedule 1 of 3

⏩

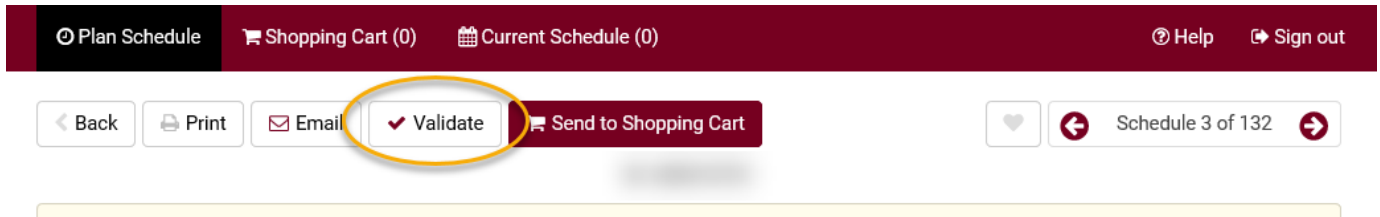
You are viewing a potential schedule only and you must still register.

	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	

- d. If you haven't made a Favorite schedule, you can also lock all the sections with the lock icon and you will be able to return to that one schedule when its time to put them in your shopping cart.

14. 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 must have a validation appointment in order to validate your schedule. Those appointments are created a week or two before mid-term of the current semester. If there is not appointment, you will receive a permissions error when you try to validate.



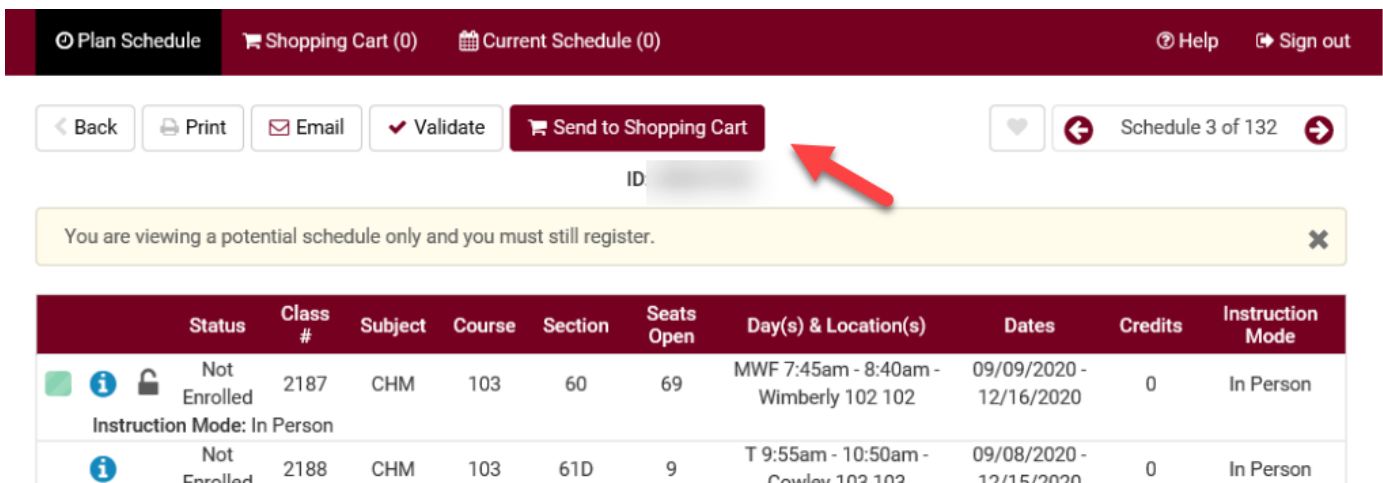
### ✔ Validate Results

✔ You should have no problem registering for these courses:

15. If you are satisfied with the schedule, mark it using the **Favorite** heart icon at the top and give it a name you will remember.

16. When your registration appointment starts and you are ready to register, go to that Favorite and then click **Send to Shopping Cart**.

- a. If shopping carts are not open yet, you will receive a permissions error message. Shopping carts for the next term are activated a week or two before mid-term.







17. If the schedule went to the shopping cart successfully, you will see all of your classes under the **Shopping Cart** tab.

- a. If it is your time to register, click on **Register** to continue the process.
- b. If you need to make changes, you can click on **Edit Cart** to remove some or all of the courses from your cart.

## Shopping Cart

[Email](#)[Validate](#)[Edit Cart](#)[Print](#)[Register](#)

	Subject	Course	Section	Component	Day(s) & Location(s)	Instruction Mode
 	CHM	103	61L	LAB	M 11:00am - 2:05pm - Prairie Springs 2009 2009	In Person
Instruction Mode: In Person						
 	CHM	103	61D	DIS	T 9:55am - 10:50am - Cowley 103 103	In Person

*Your selected courses must be in your shopping cart before you can register. Having a course in your shopping cart does not reserve a seat in the class.*

*Review the "Register Using Schedule Planner" directions for more details on how to finish registering.*