

# 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.

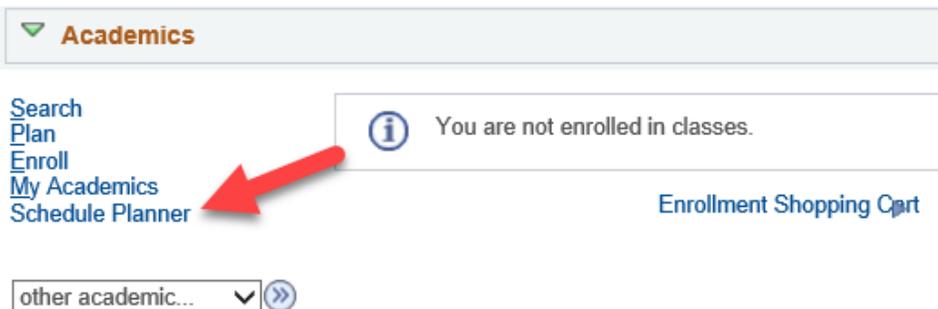
**Please note:** Schedule Planner's layout adjusts to the device you are using. The below pictures are based on laptop/desktop view. On a mobile device, the Add Course, Breaks, and Generate Schedules sections may show up as separate tabs at the bottom.

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

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

## 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:

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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

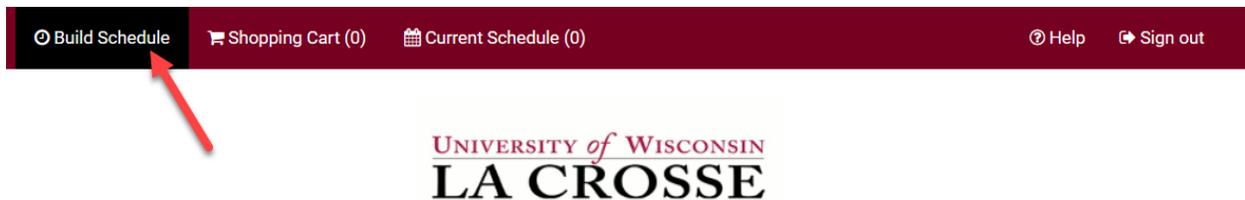
Term

Summer 2024

Fall 2024

[✓ Save and Continue](#)

3. You are now on the **Build 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.



- a. **Course Status:** can limit your search to open classes (classes that still have seats available) or to both open & full classes
  - i. Setting the Course Status to **Open Classes Only** means you will only see classes that have open seats in your search. Classes that require permission to get in may be set to 0 seats and look closed. Change the Course Status from **Open Classes Only** to **Open & Full** to if the course you are looking for is not in results at first.
  - ii. Classes that are full but have a waitlist are under the **Open & 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. **In-Person (or On-Campus or Face-to-Face):** Course takes place in a physical classroom.
- ii. **Hybrid (both In Person & Online), a.k.a. Blended:** Course takes place in both a physical classroom and online. This combination of online and in-person elements is based on meaningful learning strategies that best serve an instructor's pedagogical goals and objectives. While a percentage is not mandated, hybrid courses are traditionally 30% to 50% of seat time replaced with online components.
- iii. **Online Asynchronous:** Students do not meet in person at a physical site. All content and course activities take place online. 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.
- iv. **Online Synchronous:** Students do not meet in person at a physical site. All content and course activities take place online. Some or all of the class occurs in real time. Online elements can be required (e.g., a lecture or exam) or optional (e.g., office hours or discussion times). The course is listed as online in the timetable and a meeting date/time will be scheduled or in the notes. Enrolled students should schedule other classes/activities around that time.
- v. **Independent Study:** Students work out with their instructor when they meet and what topic they will study. This type of course always requires instructor approval to register. First years and sophomores vary rarely have this type of course.

5. Use **+Add Breaks** to build in activities that you want to schedule around such as lunch, practice, or work. You can limit it to one term, or select **Ongoing** to keep the break there for every term.

## Breaks

+ Add Break

Select All



### Practice

MTWThF - 4:00pm to 6:00pm

Ongoing



Edit



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. When you have found the course you want to potentially add to your schedule, click **+Add Course**. 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.
  - a. **By Subject** – search starting with the subject/department prefix.

## Add Courses for Fall 2024

By Subject  Search by Gen Ed  Search by Other Attribute  My Planner  Search By Instructor

By Class #

Desired Courses  Current Schedule

**Subject** GEO - Geography

**Course** 415 - Remote Sensing I

**Geography 415 - Remote Sensing I**

This course is an introduction to remote sensing, emphasizing satellite multispectral observations of the earth applied to such fields as agriculture, forestry, water resources, urban and regional planning, and environmental assessment. Upper Midwest and selected areas worldwide are explored with visual and digital image processing techniques. This course is taught largely at an undergraduate level. Graduate students will have additional course requirements/expectations. Lect. 2, Lab 2.

[Go Back to Generate Schedules](#) [+ Add Course](#)

**GEO 415**  
Remote Sensing I

- i. **Topics** - If the course has a topic, an additional field will appear in the search. You must select a topic before you can add the course and must add one topic at a time. To search the availability of multiple topics, add the course multiple times to your list, each time a different topic.

## Add Courses for Fall 2024

The screenshot shows the 'Add Courses for Fall 2024' interface. At the top, there are search filters: 'By Subject', 'Search by Gen Ed', 'Search by Other Attribute', 'My Planner', and 'Search By Instructor'. Below these, there is a 'By Class #' section. The main search area has three dropdown menus: 'Subject' (ENG - English), 'Course' (200 - Lit & Human Experience), and 'Topic' (American Ethnic Literature). Below the dropdowns is a red box with the course title 'English 200 - Lit & Human Experience' and a description: 'Intensive study of selected literary texts, with emphasis on various ways of reading, studying, and appreciating literature as an aesthetic, emotional, and cultural experience. Content varies with instructor.' At the bottom of this section are two buttons: 'Go Back to Generate Schedules' and '+ Add Course'. To the right, there is a 'Desired Courses' list with two entries: 'ENG 200 Lit & Human Experience Topic: Dystopian Literature' and 'ENG 200 Lit & Human Experience Topic: American Ethnic Literature'. Red arrows point to the 'Topic' field in the search area and to the two entries in the 'Desired Courses' list.

ii. **To see the description for the individual topic**, add it to the Courses list. Then click **Go Back to Generate Schedules** to go back to main page. Under Courses, click on the **Sections** icon next to the course.

b. **By Class #** - search using the 4-digit class number for the specific section of the class you want, if you know it.

## Add Courses for Fall 2024

The screenshot shows the 'Add Courses for Fall 2024' interface. At the top, there are search filters: 'By Subject', 'Search by Gen Ed', 'Search by Other Attribute', 'My Planner', and 'Search By Instructor'. Below these, there is a 'By Class #' section, which is circled in red. The main search area has a 'Class #' input field with the value '3251', also circled in red. Below the input field are two buttons: 'Go Back to Generate Schedules' and '+ Add Course'. To the right, there is a 'Desired Courses' list with one entry: 'GEO 415 Remote Sensing I'.

c. **Search by Gen Ed** - search by **General Education Program** categories GE00-GE09. Search by one category at a time because a course can only be in one Gen Ed category.

## Add Courses for Fall 2024

By Subject **Search by Gen Ed** Search by Other Attribute My Planner Search By Instructor

By Class #

Attribute General Education Program - GE02 List 1: M... x

Subject MTH - Mathematics

Course 151 - Precalculus

**Mathematics 151 - Precalculus**

A precalculus course on properties, graphs, and applications of elementary transcendental functions. Topics include concepts from analytic geometry; theory of equations; the logarithmic, exponential, trigonometric, and inverse trigonometric functions; and analytic trigonometry.

Go Back to Generate Schedules + Add Course

Desired Courses Current Schedule

MTH 151 Precalculus

### d. Search by Other Attribute

#### i. Community Engaged Learning courses

ii. **Sustainability As Core Theme** – sustainability is the main theme of the course

iii. **Sustainability As Topic** – sustainability will be a subtopic in the course

iv. Note: while you can add more than one attribute to search at the same time, the course will have to have both attributes to show up in the results. Very few courses have more than one of these attributes.

e. **My Planner** - find courses you have already put into the Academic Planner (a.k.a. Plan by My Requirements) in your WINGS Student Center for this term. If no classes show here, you do not have any classes in that term in WINGS My Planner in WINGS. Unassigned courses (not assigned to a term) do not appear in Schedule Planner.

f. **Search by Instructor** – search for all classes being taught that term by instructor name, alphabetical by first name.

8. Click **Go back to Generate Schedules** when you're done adding courses. You will be returned to the main Build Schedule tab and the courses you chose will appear under the **Courses** section.

9. Limit schedule options to specific sections by using **Sections**, the gear icon next to each course in the **Courses** list.

## Courses

+ Add Course

<input checked="" type="checkbox"/> Select All												
<input checked="" type="checkbox"/> ART 102	Art Appreciation											
<input checked="" type="checkbox"/> GEO 110	World Cultural Regions											
<input checked="" type="checkbox"/> MKT 309	Principles of Marketing											
<input checked="" type="checkbox"/> MTH 151	Precalculus											

- a. **Filter by time:** Click on **Sections**. 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 open seats available in your desired section or any waitlist seats.

Enabled (2 of 3)		Disabled (4)		Advanced Filters									
<input type="checkbox"/>	Subject	Course	Section	Title	Instructor	Class #	Seats Open	Waitlist Seats Open	Instruction Mode	Credits	Day(s) & Location(s)	Dates	
<input type="checkbox"/>		MTH	151	01	Precalculus	Andrew Matchett	2276	1	10	In Person	4	MTWTh 8:50am - 9:45am - Centennial 3302	09/03/2024 - 12/11/2024
<input checked="" type="checkbox"/>		MTH	151	03	Precalculus	Karl Kattchee	2279	1	10	In Person	4	MTWTh 11:00am - 11:55am - Centennial 3102	09/03/2024 - 12/11/2024
<input checked="" type="checkbox"/>		MTH	151	06	Precalculus	Tushar Das	2505	12	10	In Person	4	MTWTh 3:20pm - 4:15pm - Cowley 103	09/03/2024 - 12/11/2024

- b. **Find the closed sections with active waitlists which still have seats:** Make sure the Course Status filter at the top of the main screen is set to **Open & Full**. Then click on **Sections** next to the course. If there are any seats left on an active waitlist, the **Waitlist Seats Open** number will be higher than 0. A 0 means either the class does not have a waitlist or it is full.

- i. To find the number of students already on the waitlist, click the blue "i"

 next to the Class #.

Enabled (2 of 3)		Disabled (4)											
	Subject	Course	Section	Title	Instructor	Class #	Seats Open	Waitlist Seats Open	Instruction Mode	Credits			
<input type="checkbox"/>	MTH	151	01	Precalculus	Andrew Matchett	2276	1	10	In Person	4	MT	Ce	
<p><b>Title:</b> Precalculus  <b>Instructor:</b> Andrew Matchett  <b>Class #:</b> 2276  <b>Section:</b> 01  <b>Seats Open:</b> 1  <b>Waitlist Seats Open:</b> 10  <b>Credits:</b> 4  <b>Instruction Mode:</b> In Person</p>											<p><b>Notes:</b> This section is taught as a hybrid in this section should not schedule other time. The instructor will inform student semester which days attendance is required.</p> <p>Students who have successfully completed credit in MTH 151. Do not register for this course until you have taken the Math Placement Exam to enroll.</p>		

- c. **Filter by instructor:** click on the Sections icon. Then click on the **Advanced Filters** link. Select the instructor you would like and save filter. Make sure the remaining sections with seats are selected.

Enabled (2 of 3)		Disabled (4)											
Subject	Course	Section	Title	Instructor	Class #	Seats Open	Waitlist Seats Open	Instruction Mode	Credits	Day(s) & Location(s)	Dates		
												<a href="#">Advanced Filters</a>	

### Tips when using Sections:

- If you have the **Course Status** filter set to include only open classes, the closed sections will display on the **Disabled** tab.
- Before making changes to Sections, click the **Generate Schedules** button (see step 10), so that you can see the largest number of possibilities first. Getting more 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 & waitlist seats are available in all sections of a course by clicking on the **Sections**. If the **Waitlist Seats Open** column also says 0, you can verify if there is a waitlist at all by clicking the blue "i" . A waitlist number will display under Instruction Mode if there is a waitlist. And nothing will show if there isn't a waitlist.
- If you have the **Course Status** filter set to include both open and closed sections, you use the checkboxes under Sections to uncheck any closed sections that don't have a waitlist or have a full waitlist.

10. Click on **Generate Schedules** to view potential schedules based on those courses (and any breaks or filters you also added). The example below has generated 51 possible schedules. You can look through those schedules or use the additional filters under Sections to narrow

down your results more.

The screenshot shows a user interface for managing courses and breaks. It is divided into three main sections: Courses, Breaks, and Schedules.

- Courses:** Includes a '+ Add Course' button and a 'Select All' checkbox. Three courses are listed: ACC 222 Accounting Principles II, MKT 309 Principles of Marketing, and MTH 151 Precalculus. Each course has a 'Sections' link, an information icon, a lock icon, and a delete icon.
- Breaks:** Includes a '+ Add Break' button and a 'Select All' checkbox. One break is listed: 'Practice' (MTWThF - 4:00pm to 6:00pm Ongoing) with an 'Edit' link and a delete icon.
- Schedules:** Includes 'Advanced Options' and 'View Schedules' buttons. A 'Generate Schedules' button is circled in red. Below it, a green notification bar says 'Generated 51 Schedules'. Three schedule entries are listed, each with a 'View' link, a magnifying glass icon, and a checkbox. The entries are: 1. Practice, 222-ACC-06, 309-MKT-411, 151-MTH-04; 2. Practice, 222-ACC-04, 309-MKT-02, 151-MTH-05; 3. Practice, 222-ACC-04, 309-MKT-01, 151-MTH-05.

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.

This screenshot shows a detailed view of the 'Schedules' section. The 'Generate Schedules' button is circled in red. Below it, the 'Generated 51 Schedules' notification is visible. A list of schedule entries is shown, with the second entry 'View 2' circled in red. To the right, a miniature weekly schedule grid is displayed, showing time slots from 8am to 8pm and days of the week (M, T, W, Th, F). The grid shows various colored blocks representing different classes: blue for F-411, 151; green for F-02, 151-I; orange for F-01, 151-I; and purple for F-411, 151.

12. Once you have clicked **View**, you can click through the various schedules using the arrows at the top.

## Potential Schedule for Fall 2024

[Back](#)
[Print](#)
[Email](#)
[Validate](#)
[Send to Shopping Cart](#)
Schedule 1 of 12

You are viewing a potential schedule only. You will still need to register once your registration appointment starts. Be sure to validate both your potential schedule and your shopping cart to check for registration errors and confirm if you're able to register for your chosen courses. Some restrictions do not appear until the course is in your shopping cart.

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	Waitlist Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode
Not Enrolled	2196	GEO	110	01	4	5	MWF 8:50am - 9:45am - Cowley 215	09/04/2024 - 12/11/2024	3	In Person
Title: World Cultural Regions										
Not Enrolled	1118	MKT	309	10	3	15	T 6:00pm - 8:45pm - Wimberly 326	09/03/2024 - 12/10/2024	3	In Person
Title: Principles of Marketing										
Not Enrolled	2280	MTH	151	04	0	10	MTWTh 12:05pm - 1:00pm - Centennial 3102	09/03/2024 - 12/11/2024	4	In Person
Title: Precalculus										
									10	

- b. Click on the blue information bubble to review the **Class Details**. Class details include: instructor's name, course description, number of students on the waitlist if there is one, prerequisites, if consent is required to register, mode of instruction, view books to buy, and important notes about that section.

	Not Enrolled	1007	ACC	222	06	1	26	TTh 2:15pm - 3:40pm - Wimberly 202 202	09/03/2024 - 12/10/2024	3	In Person
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**Title:** Accounting Principles II  
**Waitlist Seats Open:** 26  
**Component:** LEC  
**Instructor:** Recep Pekdemir  
**Waitlist:** 4  
**Description:** Emphasis is on reporting to internal constituencies: managers in all functional areas of the firm. An introduction to accounting principles used to prepare internal financial reports used for management decision-making. Topics include cost determination and flow, cost-volume-profit analysis, absorption and variable costing, capital budgeting, and cash flow analysis.  
**Textbook:** View Books to Buy  
**Instruction Mode:** In Person

**Day(s) & Location(s):**  
TTh 2:15pm - 3:40pm - Wimberly 202 202  
**Dates:** 09/03/2024 - 12/10/2024

**Notes:** This class has additional materials that are purchased from the University Bookstore. Please review the book list for details.

This class has additional fees for digital course materials that are included in a course fee on your student bill noted as Digital Course Material. Please review the book list for details.

**Consent:** No Special Consent Required  
**Drop Consent:** No Special Consent Required  
**Enrollment Requirement:** Prerequisite: ACC 221 completed with a grade of "C" or better.

**Tip:** The link to view your textbooks may not be available immediately upon registration. Be sure to check the list after you are registered.

### c. Creating Favorite Schedules:

Mark several schedules as Favorites 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.

### Potential Schedule for Fall 2024

You are viewing a potential schedule only. You will still need to register once your registration appointment starts. Be sure to validate both your potential schedule and your shopping cart to check for registration errors and confirm if you're able to register for your chosen courses. Some restrictions do not appear until the course is in your shopping cart.

### Waitlist

- ii. 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

- 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. Return to view and edit name from the Build Schedule page.

## Schedules

Favorites 2

Advanced Options

View Schedules

Generate Schedules

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View +  **Math at 11am Schedule**  
222-ACC-04, 309-MKT-04, 151-MTH-03

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View +  **Math at 12pm Schedule**  
222-ACC-06, 309-MKT-04, 151-MTH-04

✎ ✕

- v. Once a Favorite is saved, the courses can't be edited, just deleted. However, you can build as many Favorites as you want.
- vi. Saving a Favorite schedule **does not** reserve you a seat in the class.
- vii. 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: Math at 11am Schedule

< Back
Print
Email
Validate
Send to Shopping Cart

♥
Schedule 1 of 2
➔

You are viewing a potential schedule only. You will still need to register once your registration appointment starts. Be sure to validate both your potential schedule and your shopping cart to check for registration errors and confirm if you're able to register for your chosen courses. Some restrictions do not appear until the course is in your shopping cart. ✕

Class #	Subject	Course	Section	Seats Open	Waitlist Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode	
i	4198	ACC	222	04	1	28	MWF 1:10pm - 2:05pm - Wimberly 228 228	09/04/2024 - 12/11/2024	3	In Person
i	1067	MKT	309	04	0	13	TTh 9:25am - 10:50am - Wimberly 326 326	09/03/2024 - 12/10/2024	3	In Person
i	2279	MTH	151	03	4	0	MTWTh 11:00am - 11:55am - Centennial 3102 3102	09/03/2024 - 12/11/2024	4	In Person
									10	

- d. If you haven't made a Favorite schedule, you can also lock all the sections when viewing a generated schedule and those sections will remain in the Courses list until 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. **Tip:** You should also validate after putting your schedule in the shopping cart when its time to register. **Some errors cannot be detected until the course is in the shopping cart.**

Potential Schedule for Fall 2024

Build Schedule Shopping Cart (0) Current Schedule (1) Help Sign out

Back Print Email **Validate** Send to Shopping Cart Favorite

**Validate Results**

**Validate Results**

You should have no problem registering for these courses:

**Validate Results**

You may not be able to register for the following course:

MTH-151, 04, Karl Kattchee

- Enrollment Requisites are not met. Requirement Group: 020167, Description: Prerequisite: grade of "C" or better in MTH 150 or an appropriate placement test score. (Successful completion of MTH 151 precludes taking MTH 150. Successful completion of MTH 207 precludes taking MTH 151.)

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.

## Potential Schedule for Fall 2024

[Back](#)
[Print](#)
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[Validate](#)
[Send to Shopping Cart](#)
Schedule 3 of 14

You are viewing a potential schedule only. You will still need to register once your registration appointment starts. Be sure to validate both your potential schedule and your shopping cart to check for registration errors and confirm if you're able to register for your chosen courses. Some restrictions do not appear until the course is in your shopping cart.

Waitlist

17. If the schedule went to the shopping cart successfully, you will see your classes under the **Shopping Cart** tab. Any classes you are already registered in, if any, will be under **Current Schedule**.
  - 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 for Fall 2024

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

You are viewing a potential schedule only. You will still need to register once your registration appointment starts. Be sure to validate both your potential schedule and your shopping cart to check for registration errors and confirm if you're able to register for your chosen courses. Some restrictions do not appear until the course is in your shopping cart.

Status	Class #	Subject	Course	Section	Seats Open	Waitlist Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode
Not Enrolled	1007	ACC	222	06	1	26	TTh 2:15pm - 3:40pm - Wimberly 202 202	09/03/2024 - 12/10/2024	3	In Person
Not Enrolled	2395	MTH	150	10	4	0	MTWTh 12:05pm - 1:00pm - Centennial 3205 3205	09/03/2024 - 12/11/2024	4	In Person
									7	

*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.*