SCHEDULE PLANNER INSTRUCTIONS

1) In the mySEMO portal, search for "Schedule Planner." Select the option marked as "Tool."
2) The Schedule Planner should open in a new tab or window.
3) Select the term and click on "Save and Continue."
4) On the next screen, select the appropriate campus(es) and click on "Save and Continue." (Please note that all online courses are listed under the "Web-based" campus.)
5) The Schedule Planner will open and a schedule can begin to be built. Near the top of the page are several options that can be used to filter the course results:
   - Course Status: Click "Change" to select between viewing only courses with open seats or viewing all courses (open and full/controlled).
   - Campuses: Click "Change" to update the campus selections.
   - Term: Click "Change" to update the term selection.
   - Part of Term: Click "Change" to narrow course results to only select parts of term (such as full semester, eight week courses, wintersession, etc.).
6) To start building a schedule, click "Add Course."
   - Courses can be searched by subject and course number (e.g. UI100 or WP003) or by course attribute (e.g. Artistic Expression or Behavioral Systems), or by section attribute (e.g. Honors Program Sections of UI100). As courses are added they will be listed on the right side of the screen under "Courses."
   - Courses can be deleted from the list by clicking on the red X to the right of the course.
7) Once the desired courses have been chosen, click "Back." The courses will now be listed in the Planner.
8) To use only specific sections of the chosen courses, click "Options" next to the course listing.
   - Uncheck any sections for the Schedule Planner to ignore. Or to filter the section choices by section attribute or instructor, click on "Advanced Filters." When complete, click "Save & Close" at the bottom of the page.
9) To add a time when courses should not be scheduled due to other commitments, click "Add Break." Before adding a Break, it will need to be given a Break Name. Once all necessary breaks have been added, click "Back."
10) To add a set amount of time after each class for break or travel purposes, click on the "Advanced Options" tab. Select the amount of time to be added from the Class Padding drop down menu. This amount of time will be added to every class on a potential schedule. When finished, click on the "View Schedules" tab (to the right of the "Advanced Options" tab).
11) After all desired courses and breaks have been added, click "Generate Schedules" and the Schedule Planner will list the number of schedule options available.
    - Click "View" to review each schedule option.
    - To select that a specific section is to be used in all schedules, click on the lock icon ( ) by the course.

- To save a favorite schedule for later review, click on the heart icon in the upper right corner. Before saving, the schedule will need to be given a name. To compare or review schedules that have been saved, click on the "Favorites" tab on the main screen.

12) Once the schedule that works best has been found, click "Send to Shopping Cart." When the message box that the "schedule will now be transferred to the Shopping Cart" appears, click "OK."

The following steps will need to be completed in order to register for the selected courses.

1) The portal will re-open with the courses that were selected added to the registration cart. (Prior to your priority registration date, the selected sections can be saved by clicking "Save Cart." Be aware, **saving the selected sections does not guarantee course availability**. When it reaches your priority date, to attempt to register in the saved sections, search for "Schedule Planner Registration Cart" in the mySEMO portal, select the option marked as "Tool," and complete the following steps.)

2) To attempt to register in the selected sections, click "Register." The normal registration process will check to make sure that there are no registration holds, that there are seats available in the course, that prerequisites have been met, etc.

3) If there are any registrations errors, they will be displayed at this time. Otherwise, a confirmation message that the registration was successful will be displayed.