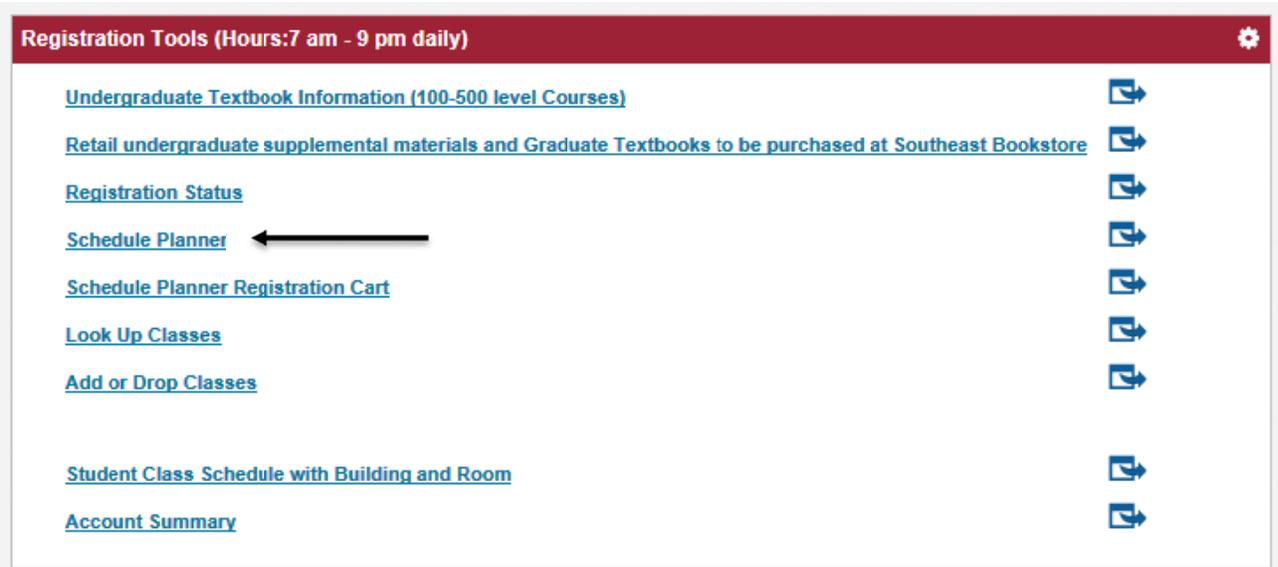


SCHEDULE PLANNER INSTRUCTIONS

From the Student SS tab in the Portal, click on the “Schedule Planner” link:



Registration Tools (Hours:7 am - 9 pm daily) 

- [Undergraduate Textbook Information \(100-500 level Courses\)](#) 
- [Retail undergraduate supplemental materials and Graduate Textbooks to be purchased at Southeast Bookstore](#) 
- [Registration Status](#) 
- [Schedule Planner](#) 
- [Schedule Planner Registration Cart](#) 
- [Look Up Classes](#) 
- [Add or Drop Classes](#) 

- [Student Class Schedule with Building and Room](#) 
- [Account Summary](#) 

The Schedule Planner should open in a new tab or window.
Select the term and click on “Save and Continue.”



Schedule Planner Text Only  Help  Sign out



Select Term

Term

- Spring 2016
- Summer 2016

 Save And Continue

Next, select the appropriate campus(es) and click on “Save and Continue.” (Please note that all online courses are listed under the “Web-based” campus.)

Schedule Planner Text Only Help Sign out



Select Campus

- Select All Campuses
- Main Campus
- Other off-campus
- Poplar Bluff
- Southeast MO State U-Kennett
- Southeast MO State U-Malden
- Southeast MO State U-Sikeston
- Web-based
- Webinar

Save And Continue

The Schedule Planner will open and a schedule can begin to be built.

Schedule Planner Text Only Help Sign out



Course Status	Open Classes Only	Change	Term	Spring 2016	Change
Campuses	3 of 8 Selected	Change	Parts of Term	All Parts of Term Selected	Change

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses

+ Add Course

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

Breaks

+ Add Break

Add times during the day you do not wish to take classes.

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.).

To start building a schedule, click “Add Course.”

Screenshot of the "Add Course" interface. The top navigation bar shows "Schedule Planner" and "Text Only" on the left, and "Help" and "Sign out" on the right. The main heading is "Add Course". Below it are three tabs: "By Subject" (selected), "Search by Course Attribute", and "Search By Section Attribute". The "By Subject" tab contains two dropdown menus: "Subject" with "Select Subject" and "Course" with "Select Course". Below these are "Back" and "+ Add Course" buttons. To the right, under the heading "Courses", there is a yellow box with an information icon and the text "Choose a course and 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.”

Screenshot of the "Add Course" interface showing a search result. The "By Subject" tab is selected. The "Subject" dropdown is set to "UI - University Studies (25)" and the "Course" dropdown is set to "100 First Year Seminar". The "+ Add Course" button is highlighted. An arrow points from the search area to the "Courses" list on the right. The "Courses" list contains two items: "EN 100 English Composition" and "UI 100 First Year Seminar", each with a red "X" icon for deletion.

Courses can be deleted from the list by clicking on the red X to the right of the course.

Once the desired courses have been chosen, click “Back” (circled in green below).

Add Course

By Subject Search by Course Attribute Search By Section Attribute

Subject: UI - University Studies (25)

Course: 100 First Year Seminar

< Back **+ Add Course**

Courses

- EN 100**
English Composition
- UI 100**
First Year Seminar

The courses will now be listed in the Planner.

Courses

+ Add Course

EN 100
English Composition **Options** **i** **lock** **x**
Prerequisites

UI 100
First Year Seminar **Options** **i** **lock** **x**

Breaks

+ Add Break

i Add times during the day you do not wish to take classes.

To use only specific sections of the chosen courses, click “Options” next to the course listing.

UI - University Studies 100

First Year Seminar

i Please select the classes you wish to include.

Enabled (5 of 5) **Disabled (3)** **Advanced Filters** **< Back** **Save & Close**

<input checked="" type="checkbox"/>	Section	Component	Seats Open	Instructor	Day(s) & Location(s)	Campus	Credits
<input checked="" type="checkbox"/>	i 01	Lecture Only Course	30	Not Assigned		Main Campus	3
	Corequisites						
<input checked="" type="checkbox"/>	i 019	Lecture Only Course	4	Blanchard, Marsha L	WEB MW 12:00pm - 1:20pm	Main Campus	3
	Corequisites						
<input checked="" type="checkbox"/>	i 02	Lecture Only Course	25	Not Assigned		Main Campus	3
	Corequisites						
<input checked="" type="checkbox"/>	i 740	Lecture Only Course	30	Haug-Belvin, Theresa Marie		Web-based	3
	Corequisites						
<input checked="" type="checkbox"/>	i 741	Lecture Only Course	30	Criblez, Adam J		Web-based	3
	Corequisites						

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.

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.

Add New Break

i Breaks are times during the day that you do not wish to take classes.

Break Name

Start Time 8 : 00 **am** **pm**

End Time 11 : 00 **am** **pm**

Days Select Weekdays

MON TUE WED THU FRI SAT SUN

Once all necessary breaks have been added, click “Back” (circled in green above).

To add a set amount of time after each class for break or travel purposes, click on the “Advanced Options” tab (circled in green below). 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).

Courses

UI 100

First Year Seminar

Schedules

Morning

W - 8:00am to 11:00am

After all desired courses and breaks have been added, click “Generate Schedules” and the Schedule Planner will list the number of schedule options available.

Schedules

[Generate Schedules](#)

Generated 8 Schedules

- [View 1](#) EN-100-18, UI-100-06

- [View 2](#) EN-100-18, UI-100-04

- [View 3](#) EN-100-18, UI-100-15

- [View 4](#) EN-100-18, UI-100-07

- [View 5](#) EN-100-02, UI-100-06

- [View 6](#) EN-100-02, UI-100-04

- [View 7](#) EN-100-02, UI-100-15

- [View 8](#) EN-100-02, UI-100-07

Click “View” to review each schedule option.

[Back](#)

Schedule 1 of 3

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

CRN #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
30487	01	AG	371	1	MWF 8:00am - 8:50am - SCULLY 103	Main Campus	3
30967	019	UI	100	4	WEB MW 12:00pm - 1:20pm	Main Campus	3
Corequisites							6

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	AG-371 CLAS - SCULLY 103 Not Assigned		AG-371 CLAS - SCULLY 103 Not Assigned		AG-371 CLAS - SCULLY 103 Not Assigned
9am					
10am					
12pm	UI-100 CLAS Blanchard, Marsha L		UI-100 CLAS Blanchard, Marsha L		

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 (circled in green below).

← Back  Schedule 1 of 3 →

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

CRN #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
30487	01	AG	371	1	MWF 8:00am - 8:50am - SCULLY 103	Main Campus	3
30967	019	UI	100	4	WEB MW 12:00pm - 1:20pm	Main Campus	3

Corequisites

6

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	 AG-371 		 AG-371 		 AG-371 
8:15	CLAS - SCULLY 103		CLAS - SCULLY 103		CLAS - SCULLY 103
8:30	Not Assigned		Not Assigned		Not Assigned
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm	 UI-100 		 UI-100 		
12:15	CLAS		CLAS		
12:30	Blanchard, Marsha L		Blanchard, Marsha L		
12:45					
1pm					
1:15					

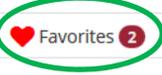
Before saving, the schedule will need to be given a name. To compare or review schedules that have been saved, click on the “Favorites” tab on the main screen (circled in green below).

Courses  **Breaks** 

EN 100  **Options**    **Morning**  **Edit** 

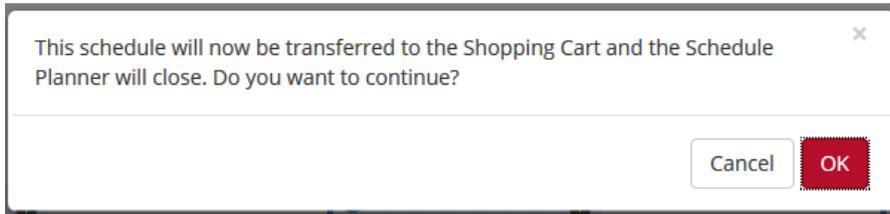
English Composition 

W - 8:00am to 11:00am

Schedules  **Favorites**  **Advanced Options**  **View Schedules**

 **Generate Schedules**

Once the schedule that works best has been found, click “Send to Shopping Cart.” When the following message appears, click “OK.”



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

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, click on the “Schedule Planner Registration Cart” link on the Student SS tab and completing the following steps.)

Schedule Planner Registration Cart

Welcome to the Schedule Planner Registration Cart.

Classes in the Registration Cart

Select	CRN	Subj	Crse	Sec	Title	Status
<input checked="" type="checkbox"/>	20113	EN	100	02	English Composition -	
<input checked="" type="checkbox"/>	21217	UI	100	07	First Year Seminar -	

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.

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.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Jan 21, 2016	None	20113	EN	100	02	Undergraduate	3.000	Standard Letter	English Composition

Total Credit Hours: 3.000
 Billing Hours: 3.000
 Minimum Hours: 0.000
 Maximum Hours: 12.000
 Date: Jan 21, 2016 10:53 am

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	
Must also enroll in CL 001	21218	21217	UI	100	07	Undergraduate	3.000	Standard Letter	First Year Seminar