











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)

Student Class Schedule with Building and Room - Weekly View	
Textbook Rental Book Lookup	
Retail undergraduate supplemental materials and Graduate Textbooks to be purchased at Southeast Bookstore	
Registration Status	
Schedule Planner ←	
Schedule Planner Registration Cart	
Schedule Planner Instructions	
Look Up Classes	
Add or Drop Classes	
SEMO-Pay (Pay/View my Bill)	

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

Schedule Planner  Help  Sign out



Select Term

Term

Spring 2021


Summer 2021

Fall 2021

 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



**SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873**


Select Campus

- Select All Campuses
- Main Campus
- Other off-campus
- Poplar Bluff
- Southeast MO State U-Kennett
- 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 Help Sign out



**SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873**

Course Status	Open & Full	Change	Term	Spring 2021	Change
Campuses	3 of 7 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.”



Add Course

By Subject Search by Course Attribute Search By Section Attribute

Subject Select Subject

Course Select Course

Back + Add Course

Courses

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.”

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	X
UI 100	First Year Seminar	X

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

i
EN 100
 English Composition ✕

i
UI 100
 First Year Seminar ✕

The courses will now be listed in the Planner.

Courses + Add Course

- ✕
EN 100
 English Composition ⚙️ Options i 🔒 ✕
Prerequisites
- ✕
UI 100
 First Year Seminar ⚙️ Options i 🔒 ✕

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

	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 **Breaks**

UI 100 **Morning**
First Year Seminar W - 8:00am to 11:00am

Schedules

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



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					

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).

♥
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	i AG-371 🔒 CLAS - SCULLY 103 Not Assigned		i AG-371 🔒 CLAS - SCULLY 103 Not Assigned		i AG-371 🔒 CLAS - SCULLY 103 Not Assigned
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm	i UI-100 🔒 CLAS Blanchard, Marsha L		i UI-100 🔒 CLAS Blanchard, Marsha L		
12:15					
12:30					
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 + Add Course

EN 100 ⊗

English Composition ⚙️ Options ⓘ 🔒 ⊗

Prerequisites

Breaks + Add Break

Morning ⊗

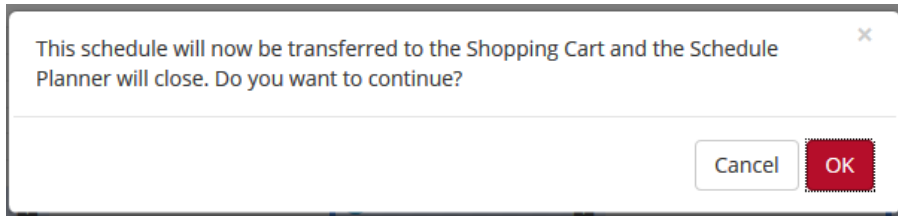
W - 8:00am to 11:00am ⚙️ Edit ⊗

Schedules

Generate Schedules

♥ Favorites 2
⚙️ Advanced Options
📅 View 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.