

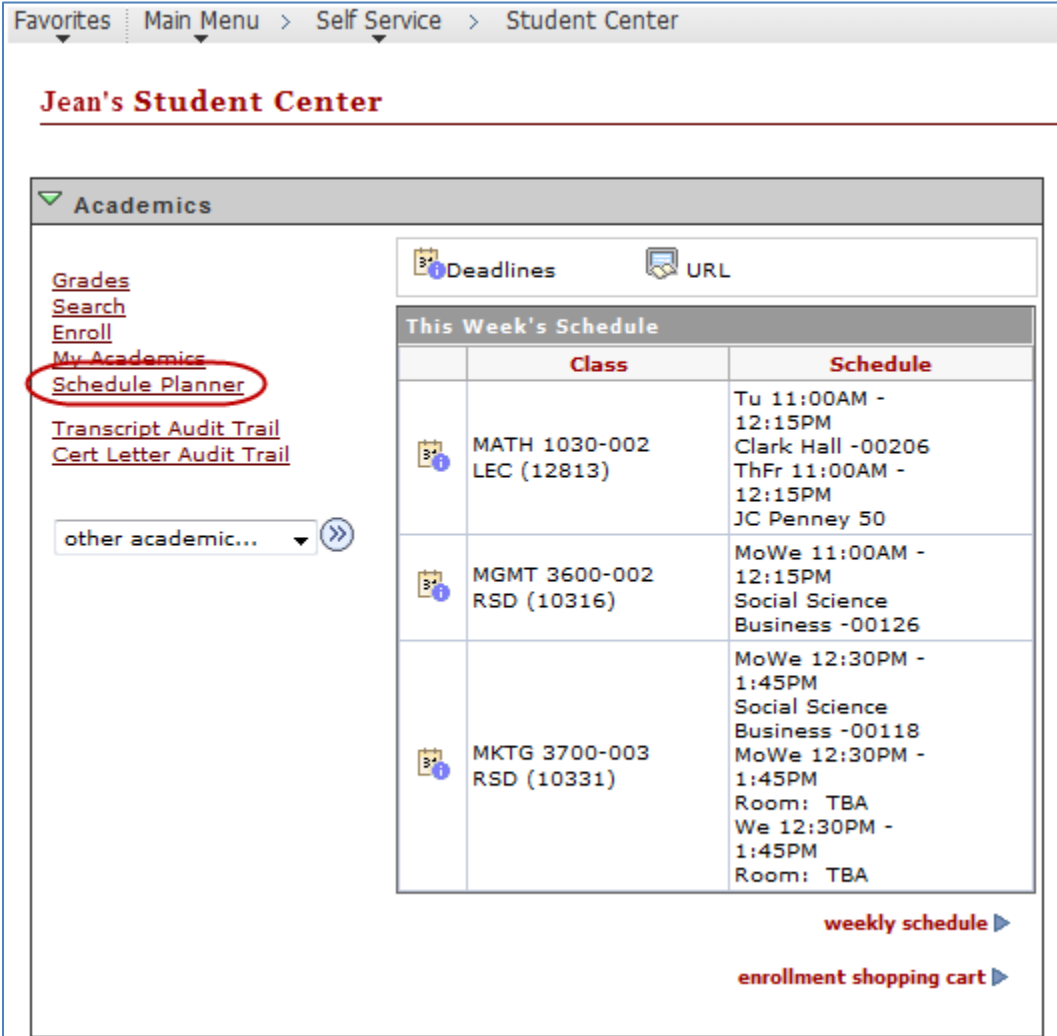
# How to Use Schedule Planner

## Student Quick Reference Guide

The Go to Accessible Version button within Schedule Planner is used to access the version of Schedule Planner that is compatible with assistive technologies (e.g., screen readers). For a text-based version of this quick reference guide that outlines the accessible version, go to [https://it-training.missouri.edu/peoplesoft/student-admin/SchedulePlanner/SA\\_ScheduleBuilderStudent\\_TextOnly\\_UMSLQuickReference.pdf](https://it-training.missouri.edu/peoplesoft/student-admin/SchedulePlanner/SA_ScheduleBuilderStudent_TextOnly_UMSLQuickReference.pdf).

**Navigation:** Main Menu > Self Service > Student Center > Academics-Schedule Planner

1. Click the **Schedule Planner** link.



The screenshot shows the 'Jean's Student Center' page. Under the 'Academics' section, there is a list of links: Grades, Search, Enroll, My Academics, Schedule Planner (circled in red), Transcript Audit Trail, and Cert Letter Audit Trail. Below these links is a dropdown menu labeled 'other academic...' with a right-pointing arrow. To the right of the links, there are icons for 'Deadlines' and 'URL'. Below these icons is a table titled 'This Week's Schedule' with columns for 'Class' and 'Schedule'. The table lists three classes: MATH 1030-002 LEC (12813), MGMT 3600-002 RSD (10316), and MKTG 3700-003 RSD (10331). Below the table are two links: 'weekly schedule' and 'enrollment shopping cart'.

	Class	Schedule
	MATH 1030-002 LEC (12813)	Tu 11:00AM - 12:15PM Clark Hall -00206 ThFr 11:00AM - 12:15PM JC Penney 50
	MGMT 3600-002 RSD (10316)	MoWe 11:00AM - 12:15PM Social Science Business -00126
	MKTG 3700-003 RSD (10331)	MoWe 12:30PM - 1:45PM Social Science Business -00118 MoWe 12:30PM - 1:45PM Room: TBA We 12:30PM - 1:45PM Room: TBA

2. To launch the Schedule Planner, select [CLICK HERE](#).
3. Select the Term and Session.

4. Proceed with building a schedule.

**UMSL Schedule Planner**

Help Videos - Log Out

**Course Status:** Open Classes Only | **Term:** 2014 Summer Semester  
**Academic Career:** All Careers Selected | **Sessions:** All Sessions Selected  
**Campus:** All Campuses Selected | **Instruction Mode:** All Modes Selected

**Courses** | Add Course

<input checked="" type="checkbox"/>	Course	Options	Info	
<input checked="" type="checkbox"/>	Acctng 3421	<a href="#">View/Edit</a>		

**Breaks** | Add Break

<input checked="" type="checkbox"/>	Name	Days	Time	
<input checked="" type="checkbox"/>	<a href="#">Morning Job</a>	MWF	8:00am to 11:00am	

**Schedules**

Generate Schedules | Generated 1 schedule.

#	Compare	
<a href="#">View</a> 1		Acctng-3421-E01-10066, Morning Job,

**Callouts:**

- Add Courses for enrollment in the next semester.
- Add Breaks to block off time from classes.
- Click View to preview potential schedules.

5. When you have found a schedule you like, click **Send Schedule to Shopping Cart**.

Print Page | **Send Schedule to Shopping Cart** | Close Schedule

**\*You are viewing a potential schedule and must send to your Shopping Cart to enroll.**

More Info	Status	Subject	Course	Section	Class #	Open Seats	Day(s) & Time (s)	Date	Location (s)	Campus	Credits
	Not Enrolled	Accounting	3421	E01	10066	40	MW - 6:00pm - 8:40pm	5/19/2014 - 7/9/2014	Express Scripts Hall - 00003	Main UMSL Campus	3
											3

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Morning Job		Morning Job		Morning Job
8:15					
8:30					
8:45					
9:00					
9:15					
9:30					
9:45					
10:00					
10:15					
10:30					
10:45					
11:00					
5:30					
5:45					
6:00	Accounting-3421-E01 RSD		Accounting-3421-E01 RSD		
6:15	Express Scripts Hall -00003		Express Scripts Hall -00003		
6:30	Johnna Murray		Johnna Murray		
6:45					
7:00					
7:15					
7:30					
7:45					
8:00					
8:15					
8:30					

6. After sending your schedule to the shopping cart, a confirmation screen will display. Click the **Close** button.
7. The Schedule Planner page will display again. Because building a schedule does not register you for classes you should click the **Course Enrollment** button to proceed with registration.

### 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. **CLICK HERE** to open the Schedule Planner in a pop-up window.
2. Return to this window after clicking 'Send Schedule to Shopping Cart'
3. Visit the **COURSE ENROLLMENT** page from your Student Center to continue with course enrollment; click the 'Import Cart' button (see diagram).

8. The Import Cart button will now display. Click this button to import your schedule from Schedule Planner and complete the registration process.

### Add Classes

1 2 3

#### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

**i** You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

Click **Import Cart** to continue with registration.

2014 Fall Semester | Undergraduate | Univ of Missouri - St. Louis