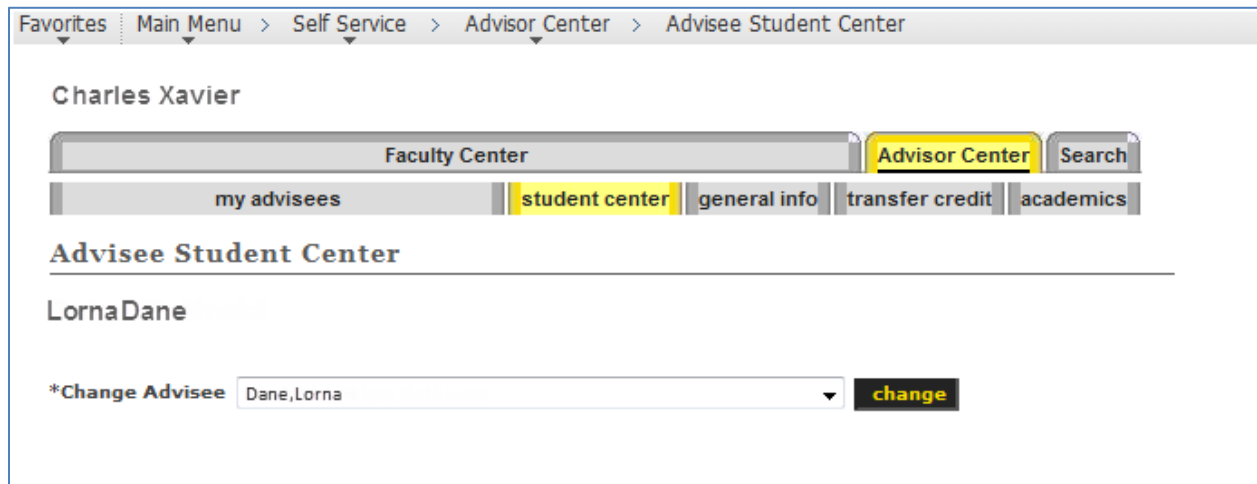


How to Use Schedule Planner

Adviser Quick Reference Guide

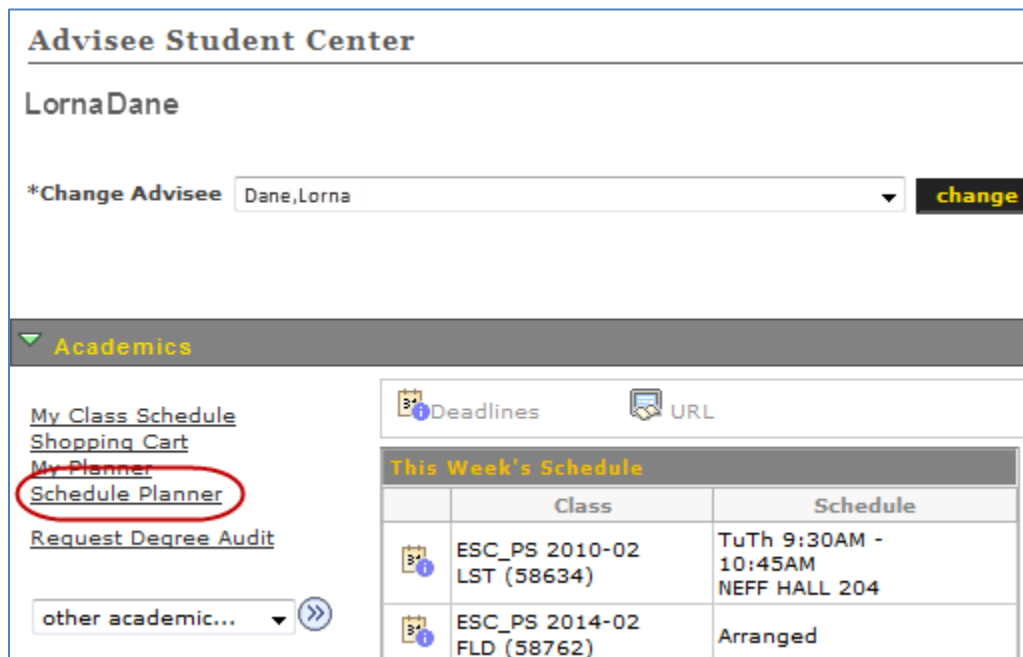
Navigation: Main Menu > Self-Service > Advisor Center > Advisee Student Center

1. Select your Advisee under the **Change Advisee** drop-down list and click **Change**.



The screenshot shows the top navigation bar with the path: Favorites > Main Menu > Self Service > Advisor Center > Advisee Student Center. Below this, the user's name "Charles Xavier" is displayed. A horizontal menu contains "Faculty Center", "Advisor Center" (highlighted), and "Search". A secondary menu below it includes "my advisees", "student center" (highlighted), "general info", "transfer credit", and "academics". The main heading is "Advisee Student Center" followed by the name "LornaDane". At the bottom, there is a "*Change Advisee" dropdown menu with "Dane,Lorna" selected and a "change" button.

2. Click the **Schedule Planner** link.



The screenshot shows the "Advisee Student Center" page for "LornaDane". It includes the same "*Change Advisee" dropdown and "change" button as the previous screenshot. Below this is a section titled "Academics" with a dropdown arrow. On the left side of the Academics section, there are several links: "My Class Schedule", "Shopping Cart", "My Planner", "Schedule Planner" (circled in red), and "Request Degree Audit". At the bottom of this list is a dropdown menu labeled "other academic..." with a right-pointing arrow. On the right side of the Academics section, there are icons for "Deadlines" and "URL". Below these is a table titled "This Week's Schedule".


	Class	Schedule
	ESC_PS 2010-02 LST (58634)	TuTh 9:30AM - 10:45AM NEFF HALL 204
	ESC_PS 2014-02 FLD (58762)	Arranged

3. Schedule Planner will launch, click **CLICK HERE** to begin building the schedule.

Note: The Go to Accessible Version button is used to access the version of Schedule Planner that is compatible with assistive technologies (e.g., screen readers).

4. Use the Schedule Planner features to build schedules.

[Help Videos](#) - [Log Out](#)



Course Status: **Term:**
Academic Group: **Academic Career:**
Sessions: **Instruction Mode:**

ID: 11111111

Add Courses for enrollment in the next semester.

Add Breaks to block off time from classes.

Courses

<input checked="" type="checkbox"/>	Course	Options	Info		
<input checked="" type="checkbox"/>	EN GLSH 2000	View/Edit			
<input checked="" type="checkbox"/>	BIO SC 1010	View/Edit			

Breaks

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

Schedules Generated **6** schedules.

	#	Compare	
View	1		<input type="checkbox"/> BIO SC-1010-01-53527, EN GLSH-2000-02-51720,
View	2		<input type="checkbox"/> BIO SC-1010-01-53527, EN GLSH-2000-01-54031,
View	3		<input type="checkbox"/> BIO SC-1010-01-53527, EN GLSH-2000-03-58347,
View	4		<input type="checkbox"/> BIO SC-1010-02-53951, EN GLSH-2000-02-51720,
View	5		<input type="checkbox"/> BIO SC-1010-02-53951, EN GLSH-2000-01-54031,
View	6		<input type="checkbox"/> BIO SC-1010-02-53951, EN GLSH-2000-03-58347,

Click View to preview potential schedules.

- When you have found a schedule the student likes, enter their email address and click **E-mail Schedule**. This will send an email to the student reminding them to complete the registration process.

Print Page Close Schedule

Enter a recipient e-mail address and press the "E-Mail Schedule" button.

E-Mail Address: E-Mail Schedule

More Info	Status	Subject	Course	Section	Class #	Open Seats	Day(s) & Time(s)	Date	Location (s)	Campus	Credits
	Not Enrolled	English	2000	03	58347	25	MTWThF - 1:00pm - 2:15pm	5/19/2014 - 5/30/2014	TATE HALL 111	Main MU Campus	1
											1

	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					
11:15					
11:30					
11:45					
12:00					
12:15					
12:30					
12:45					
1:00	English-2000-03 LST	English-2000-03 LST	English-2000-03 LST	English-2000-03 LST	English-2000-03 LST
1:15	TATE HALL 111	TATE HALL 111	TATE HALL 111	TATE HALL 111	TATE HALL 111
1:30					
1:45					
2:00					
2:15					

- Return to the Advisee Student Center, select another advisee and repeat the previous steps to build another schedule.