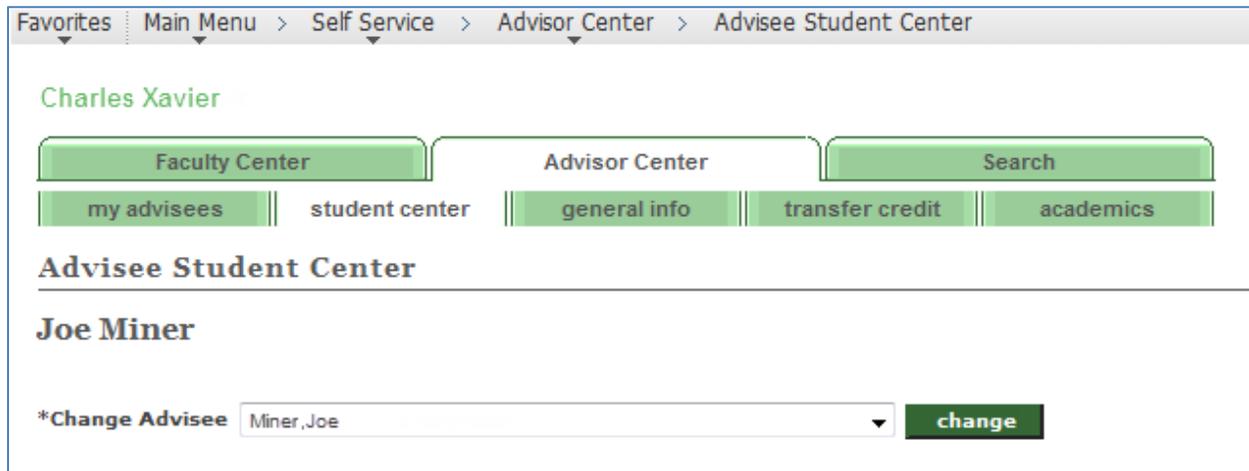


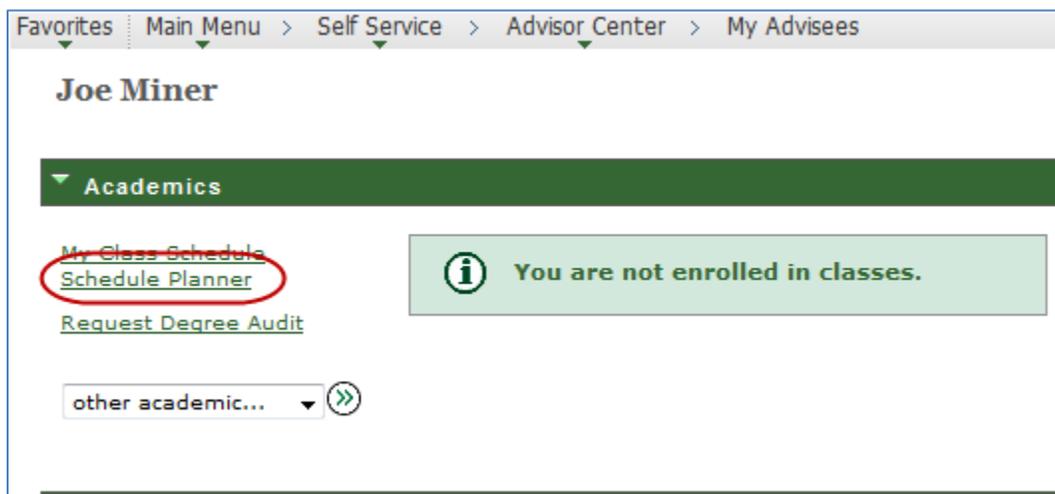
How to Use Schedule Planner Advisor Quick Reference Guide

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

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



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



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](#)

MISSOURI S&T Schedule Planner

Course Status: Term:
Sessions: Campus:
Instruction Mode:

ID: 55555555

Add Courses for enrollment in the next semester.

Add Breaks to block off time from classes.

Courses Add Course					Breaks Add Break				
<input checked="" type="checkbox"/>	Course	Options	Info		<input checked="" type="checkbox"/>	Name	Days	Time	
<input checked="" type="checkbox"/>	Chem 1	View/Edit			<input checked="" type="checkbox"/>	Morning Job	TTh	8:00am to 11:00am	

Schedules

Generated 1 schedule.

	#	Compare	
View	1		Chem-1-2A1-70925,1AA-70926, Morning Job,

Click View to preview potential schedules.

Add Courses for enrollment in the next semester.

Add Breaks to block off time from classes.

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.

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

E-Mail Address:

More Info	Status	Subject	Course	Section	Class #	Open Seats	Day(s) & Time(s)	Location (s)	Campus	Mode	Credits
	Not Enrolled	Chemistry	1	2A1	70925	35	TTh - 11:30am - 12:50pm	Toomey Hall 00256	Main Missouri S&T Campus	Blended Class Instruction	4
	Not Enrolled	Chemistry	1	1AA	70926	35	MWF - 11:30am - 12:50pm	Toomey Hall 00256	Main Missouri S&T Campus	Blended Class Instruction	4
											8

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00		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	Chemistry-1-1AA LEC	Chemistry-1-2A1 RSD	Chemistry-1-1AA LEC	Chemistry-1-2A1 RSD	Chemistry-1-1AA LEC
11:45	Toomey Hall 00256				
12:00	EmmaLou Satterfield				
12:15					
12:30					
12:45					

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