

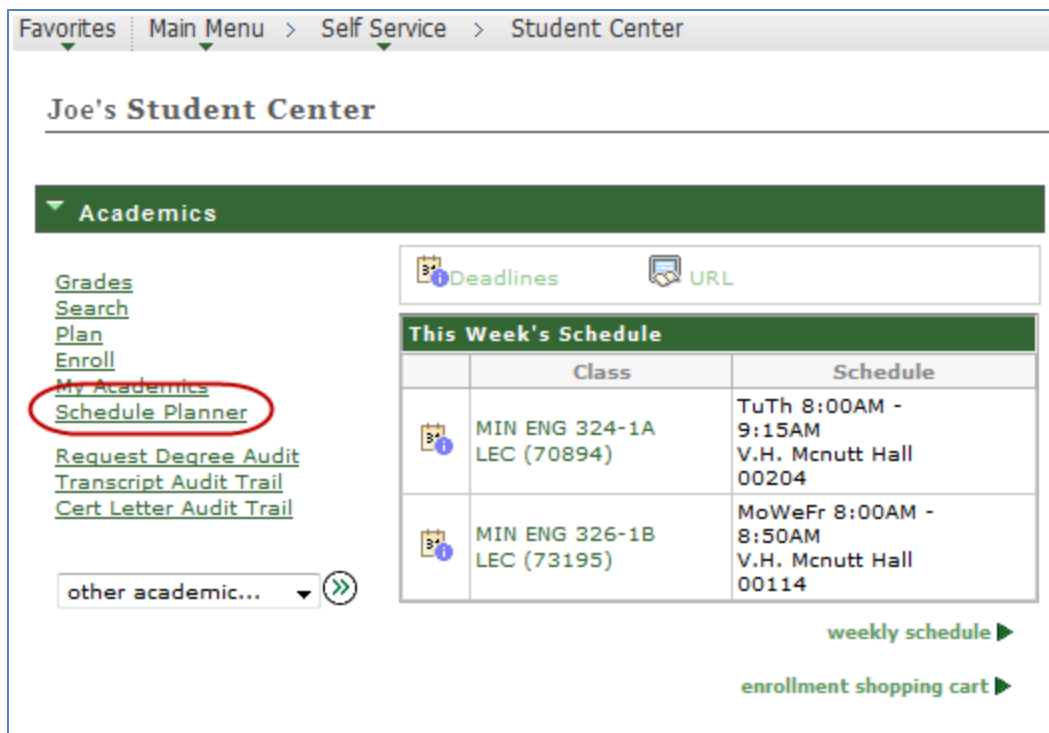
How to Use Schedule Planner

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_MSTQuickReference.pdf.

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

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



The screenshot shows the 'Joe's Student Center' interface. The breadcrumb trail is 'Favorites > Main Menu > Self Service > Student Center'. Under the 'Academics' section, a list of links includes 'Grades', 'Search', 'Plan', 'Enroll', 'My Academics', 'Schedule Planner' (circled in red), 'Request Degree Audit', '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, there are sections for 'Deadlines' and 'URL', and a 'This Week's Schedule' table. The table has columns for 'Class' and 'Schedule'. Two classes are listed: 'MIN ENG 324-1A LEC (70894)' and 'MIN ENG 326-1B LEC (73195)'. Below the table are links for 'weekly schedule' and 'enrollment shopping cart'.

	Class	Schedule
	MIN ENG 324-1A LEC (70894)	TuTh 8:00AM - 9:15AM V.H. Mcnutt Hall 00204
	MIN ENG 326-1B LEC (73195)	MoWeFr 8:00AM - 8:50AM V.H. Mcnutt Hall 00114

2. To launch the Schedule Planner, select **CLICK HERE**.
3. Select the Term, Campus, and Session.

4. Proceed with building a schedule.

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

MISSOURI S&T Schedule Planner

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

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"/>	English 160	View/Edit		

Breaks

<input checked="" type="checkbox"/>	Name	Days	Time	
<input checked="" type="checkbox"/>	.jb	MWF	1:00pm to 5:00pm	

Schedules

Generated 1 schedule.

#	Compare	
View 1		English-106-1A4-70743,

Click View to preview potential schedules.


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

*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)	Mode	Location(s)	Campus	Credits
	Not Enrolled	English	106	1A4	70743	40	MTWThF - 9:10am - 11:20am	Classroom Based	Human-Soc Sci 00201	Main Missouri S&T Campus	3
											3

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00	English-106-1A4 LEC	English-106-1A4 LEC	English-106-1A4 LEC	English-106-1A4 LEC	English-106-1A4 LEC
9:15	Human-Soc Sci 00201	Human-Soc Sci 00201	Human-Soc Sci 00201	Human-Soc Sci 00201	Human-Soc Sci 00201
9:30	Trent Watts	Trent Watts	Trent Watts	Trent Watts	Trent Watts
9:45					
10:00					
10:15					
10:30					
10:45					
11:00					
11:15					

- After sending your schedule to the shopping cart, a confirmation screen will display. Click the **Close** button.

 **Thank you. Your schedule is now ready to be imported. Please follow the instructions below.**


Instructions:

- Visit the 'Enrollment' page in Student Center to continue with enrollment.
- Click the 'Import Cart' button.

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.

 **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 Here to Import Cart

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

2014 Summer Semester | Undergraduate | Missouri S&T **change term**

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr
 enter

Find Classes
 Class Search

search

schedule planner

2014 Summer Semester Shopping Cart


Your enrollment shopping cart is empty.

Close

- 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

Schedule Planner

 **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:

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

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

Grades Search Plan Enroll My Academics

my class schedule add drop swap edit term information

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 | Missouri S&T [change term](#)

Open Closed Wait List

Add to Cart:
Enter Class Nbr
 [enter](#)

2014 Fall Semester Shopping Cart

Your enrollment shopping cart is empty.