## 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**.

Favorites Main Menu > Self Service >	Advisor Center > Adv	isee Student Center			
Charles Xavier					
Faculty Center	Advisor Center	Search			
my advisees student center	general info	transfer credit	academics		
Advisee Student Center					
Joe Miner					
*Change Advisee Miner,Joe		<ul> <li>change</li> </ul>			

2. Click the Schedule Planner link.

Favorites Main Menu > Self Serv	vice > Advisor Center > My Advisees
Joe Miner	
Academics	
My Class Schedule Schedule Planner	(i) You are not enrolled in classes.
<u>Request Degree Audit</u>	
other academic 👻 🛞	

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).

	N	<b>leos</b> - Log ut			
	Course Status: Sessions: Instruction Mode:	Open Classes Only     •       All Sessions Selected     •       All Modes Selected     •	Term: Campus:	2014 Summer Semest 1 of 4 Selected	er 💌
Add Courses for enrollment		ID: 5555	5555		Add Breaks to block off time from classes.
in the next semester.	Courses	Add Course	Breaks	Add	Break
	Course O	otions Info <u>w/Edit</u> 🕕 🗗	Image: Morning Job	Days         Time           TTh         8:00am to 11:00a	im 🗄
Click View to preview	Schedules Generate Schedules			Generated <b>1</b> sche	edule.
potential schedules.	<u>*</u> Con <u>View</u> 1	Chem-1-2A1-70925,1/	AA-70926, Morning J	ob,	

4. Use the Schedule Planner features to build schedules.

5. 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.

					Pri	nt Page	Page Close Schedule						
			Enter a	recipie	nt e-ma	uil addr	ess ar	nd press the	e "E-Ma	il Schedule" buttor	).		
			E-Mail Address: joemine@mst.edu				E	-Mail Schedule					
	More Info	Status	Subject	Course	Section	, Class #	Open Seats	Day(s) & Time(s)	Locatio (s)	on Campus	Mode	Credits	
		Not Enrolled	Chemistry	y 1	2A1	70925	35	TTh - 11:30am - 12:50pm	Toome Hall 002	y Main Missouri Ble 56 S&T Campus Ir	nded Class	5 4	
	١	Not Enrolled	Chemistry	/ 1	1AA	70926	35	MWF - 11:30am - 12:50pm	Toome Hall 002	y Main Missouri Ble 56 S&T Campus Ir	nded Class	5 4	
												8	
	Mo	onday		Tue	sday		We	ednesday		Thursday		Friday	
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11:45	Toon	ney Hall 00	0256	Toom	ey Hall 00	)256	То	omey Hall 00	256	Toomey Hall 00256	Т	oomey Hall (	00256
12:00	Emma	aLou Satte	rfield	Emmal	Lou Satte	rfield	Em	maLou Satter	field	EmmaLou Satterfield	d En	nmaLou Satt	erfield
12:15													
12:30													
12:45													

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