

SCHEDULE PLANNER

WHAT IS IT?

Schedule Planner is a tool used by students to create and select a schedule of classes that they can then load into the Registration Cart for registration when registration opens for the student. The tool is provided by a company called College Scheduler.

WHO WILL USE IT?

This tool is used by students to plan their courses. Advisors can access the tool, but only for their own account, they cannot see student data.

STUDENT LOGIN	ADMINISTRATIVE LOGIN
Students can access Schedule Planner through My OSU and on the Self-Service student Registration page: MyOSU>Student>Registration Tools>Schedule Planner	http://oregonstate.collegescheduler.com/admin/Default.aspx Username: Your.name@oregonstate.edu Password: set by you
ADVISOR LOGIN Advisors can access Schedule Planner through My OSU and on the Self-Service student Registration page: MyOSU>Faculty/Advisor>Web for Advisor >Schedule Planner	

HOW TO LOGIN IN

SUPPORT CONTACTS

- TIER 1: CN HELP DESK STUDENT WORKERS
- TIER 2: RECORDS GUEST MODE SUPPORT
- TIER 3: REGISTRAR'S OFFICE TECH TEAM.

Once I selected all classes for which I wanted to search sections, how do I generate a schedule?

In the "Add Courses" page, click the "DONE" button to get back to the page to generate a schedule. On the bottom of the page, click "Generate Schedule."

I see there is a MyDegrees tab in the Add Courses page. Does that mean I can use the classes in my MyDegrees Planner?

Yes! If you or your advisor have set up a plan for the term you're creating a schedule, you can pull them over from MyDegrees to your search and search for available sections of these courses.

I pulled in classes from the MyDegrees tab in Schedule Planner, but I am not done adding classes. How do I add a few more classes?

Just click on the "By Subject" tab. Now you can continue adding additional classes to your list.

I have selected too many classes to add and now I don't want all of these classes. If I want to start from scratch with no classes, how do I delete them all and not one-by-one?

Check the square box to select all courses and click the X button to delete them all.

I created a schedule. Am I registered for classes now?

No, creating a schedule is part of the registration process, but not the end. You still need to send this schedule to Online Services and submit your CRNs to register.

How do I register now for the classes in my Schedule Planner?

Select the schedule that best fits your needs, click on the "View" link. On top of the page, click "Send to Registration Cart" button to send the schedule to Online Services.

You will be presented with a message that you will be redirected to "Registration Cart," which is in Online Services. Hit "OK" and Schedule Planner will close and send your information back to Online Services. In Online Services, you will be presented with your selection one more time before finalizing your decision to register for the classes selected. Click the "Register" button to register for classes.

Remember: All prerequisites and restrictions still apply, and you may not be able to register for classes if you have holds. Schedule Planner does not override any restrictions.

I see another link under Schedule Planner that says "Schedule Planner Registration Cart." What is that for?

Schedule Planner Registration Cart stores the schedule you sent from Schedule Planner. The classes will stay in the "cart" until you actually register for them. You can also clear your cart here.

I wanted to create a schedule in Schedule Planner and was presented with a message that informs me that I already have a schedule in my registration cart. What do I do?

You can choose to "Go Back to Registration" and clear your cart. Alternatively, you can register for classes you sent to your cart or ignore the classes in your cart and "Continue Planning Schedule."

I keep getting sections of classes that are designated for INTO OSU, like MATH 111 and WR 121, how do I eliminate these sections from my schedule planning list?

All INTO OSU sections start with 600, so they all will be number as 652, 653 and so on. In Schedule Planner, in the list of classes you are about to generate schedules with, click on the small "gear" icon next to word Sections, you should be able to see all of the available and unavailable sections for the term. Uncheck all sections with start number 600.

How do I know which courses have INTO OSU sections?

As of Fall 2015 term, these are the subjects that have INTO OSU Sections:

BA 101, 211; COMM 111; ENGR 111, 112, 350; MTH 111, 112, 199, 231, 241, 245, 251, PAC 108-294; ST 314; WR 121, 327;