



UNIVERSITY OF MISSOURI-KANSAS CITY

Schedule Planner: Advisor Guide

OFFICE OF THE REGISTRAR

1. Login to Pathway at <https://umkc.umssystem.edu>

2. Click the Schedule Planner link from the Student Services Center.

The screenshot shows the Student Services Center interface for a user named Kasey Roo. At the top, there is a blue navigation bar with a 'Home' button. Below this is a breadcrumb trail: 'Favorites | Main Menu > Campus Community > Student Services Ctr (Student)'. The user's name 'Kasey Roo' and ID are displayed, along with a red 'no access' icon and a star. A horizontal menu contains several options: 'Student Center', 'General Info', 'Academics', 'Finances', 'Financial Aid', 'Transfer Credit', and 'Admissions'. Below this, the page is titled 'Kasey's Student Center'. A section titled 'Academics' is expanded, showing a list of links: 'My Class Schedule', 'Shopping Cart', 'My Planner', 'Schedule Planner', 'Request Degree Audit', 'Transcript Audit Trail', 'Cert Letter Audit Trail', and 'Enroll: MU, S&T, UMSL'. A red arrow points to the 'Schedule Planner' link. To the right of this list is a message box with an information icon and the text 'You are not enrolled in classes.' At the bottom, there is a section for 'Other Academic Information' with a dropdown menu and a double arrow icon.

4. Use the Schedule Planner features to build schedules.

The screenshot shows the UMNKC Schedule Planner interface. At the top is a blue navigation bar with links for 'Build Schedule', 'Shopping Cart (0)', 'Current Schedule (0)', 'Help', and 'Sign out'. Below the navigation bar is the UMNKC logo. The main content area includes a table of filters for 'Course Status', 'Academic Groups', 'Sessions', 'Instruction Modes', 'Term', 'Academic Careers', and 'Campuses'. Below the filters is a yellow instruction box: 'Instructions: Add desired courses and breaks and click Generate Schedules button!'. The interface is divided into two main sections: 'Courses' and 'Breaks'. The 'Courses' section has a '+ Add Course' button and a text box with instructions. A red callout '1' points to a blue box containing text about PlanMyDegree. The 'Breaks' section has a '+ Add Break' button and a text box. A red callout '3' points to this button. At the bottom, there is a 'Schedules' section with a 'Generate Schedules' button and a 'View Schedules' button. A red callout '4' points to the 'Generate Schedules' button. A red callout '2' points to the '+ Add Course' button. A red callout '1' points to a blue box with text: 'Your Degree Plan shows 4 courses for 2023 Fall Semester, click here to load them into your course list. Note: Planned courses that are not offered for 2023 Fall Semester are not included in the course count above and will not be loaded into your course list.' Below this box is another red callout '1' with text: 'If you have an approved plan in PlanMyDegree, you can import those courses here!'.

5. When you have found a schedule the student likes, click Send to Shopping Cart.

The screenshot shows the UMNKC Schedule Planner interface displaying a 'Potential Schedule for 2023 Fall Semester'. At the top is a blue navigation bar with links for 'Build Schedule', 'Shopping Cart (0)', 'Current Schedule (0)', 'Help', and 'Sign out'. Below the navigation bar is the title 'Potential Schedule for 2023 Fall Semester'. The main content area includes a row of buttons: 'Back', 'Print', 'Email', 'Validate', 'Send to Shopping Cart', 'Shuffle', and 'Schedule 1 of 3'. A red callout arrow points to the 'Send to Shopping Cart' button. Below the buttons is a yellow warning box: 'You are viewing a potential schedule only and you must still register.'.

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