

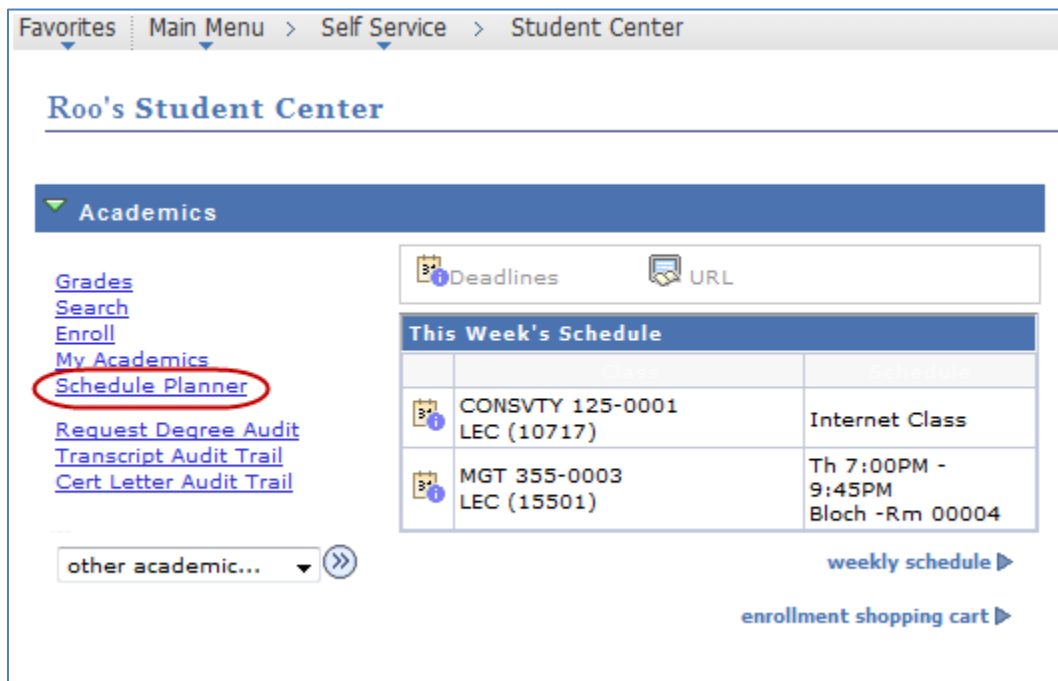
How to Use Schedule Planner

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_UMKCQuickReference.pdf.

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

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



The screenshot shows the "Roo's Student Center" interface. Under the "Academics" menu, the "Schedule Planner" link is circled in red. The page also displays "This Week's Schedule" with the following table:

Deadlines	URL	
This Week's Schedule		
	CONSVTY 125-0001 LEC (10717)	Internet Class
	MGT 355-0003 LEC (15501)	Th 7:00PM - 9:45PM Bloch -Rm 00004

Below the table are links for "weekly schedule" and "enrollment shopping cart".

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

PATHway

Course Status: Open Classes Only | Term: 2014 Summer Semester
Academic Group: All Groups Selected | Academic Career: All Careers Selected
Sessions: 1 of 11 Selected | Campus: 1 of 3 Selected
Instruction Mode: All Modes Selected

Add Courses for enrollment in the next semester.

Course	Options	Cred.	Info
English 101D	View/Edit	1-3	[Info][Lock][Trash]

Add Break

Name	Days	Time
Soccer Practice	MWF	2:00pm to 5:00pm

Add Break

Click View to preview potential schedules.

Schedules

Generate Schedules

Generated 1 schedule.

#	Compare	
View 1	[Compare]	English-101D-0001-30672, Soccer Practice,

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

Print Page | Send Schedule to Shopping Cart | Close Schedule

***You are viewing a potential schedule and must send to your Shopping Cart to enroll.**

More Info	Status	Subject	Course	Section #	Open Seats	Day(s) & Time(s)	Date	Location (s)	Campus
[Info]	Not Enrolled	English	101D	0001	30672	30	MTWThF - 10:00am - 11:15am	6/9/2014 - 8/1/2014	Main UMKC Campus

	Monday	Tuesday	Wednesday	Thursday	Friday
10:00	English-101D-0001 LEC	English-101D-0001 LEC	English-101D-0001 LEC	English-101D-0001 LEC	English-101D-0001 LEC
10:15					
10:30	Samantha Sagastume	Samantha Sagastume	Samantha Sagastume	Samantha Sagastume	Samantha Sagastume
10:45					
11:00					
11:15					
11:30					
11:45					
12:00					
12:15					
12:30					
12:45					
1:00					
1:15					
1:30					
1:45					
2:00	Job	Job	Job	Job	Job
2:15					
2:30					
2:45					

6. After sending your schedule to the shopping cart, a confirmation screen will display. Click the **Close** button.
7. 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

i 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:

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

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

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 | Univ of Missouri - Kansas City [change term](#)