

WELCOME TO SCHEDULE PLANNER

QUICK REVIEW GUIDE

Schedule Planner is a web-based software, primarily for use by students at Pace University.

Schedule Planner replaces the dated process of using pen, paper and entirely too much time to develop a working schedule only to find out that a course is then closed. This software automates the process with an easy to use interface that presents the students with every possible schedule option, including breaks, that fits their desired course load. You can set the filter to only show open classes, filter by campus and/or level of the course. This process not only saves time in building the schedule but also increases the student's chance of being able to register prior to the classes closing.

Just choose the courses that you want to register for, block out your busy time, such as practice, work or just some free time, then let Schedule Planner build a series of schedules that fit and you pick the one that is best for you.

ACCESSING SCHEDULE PLANNER

To access the new Schedule Planner login to [MyPace Portal](#).

Once you have logged in click on the **Student Tab** at the top of the page.

Now click on the **Registration, Grades and Tuition Schedule** link.

The screenshot displays the MyPace Portal interface. At the top left, the Pace University logo and 'MyPace Portal' are visible. The user is logged in as 'Smith, Jermain'. A navigation menu includes 'Students', 'Staff', 'Faculty', 'Library', 'My Stuff', and 'Reportal'. A yellow arrow points to the 'Students' tab. Below the menu, three main content areas are shown: 'Office of Student Assistance (OSA)', 'Academics', and 'PACE LAW SCHOOL'. In the 'OSA' section, the 'Registration, Grades and Tuition Schedule' link is highlighted with a yellow arrow. The 'Academics' section lists various colleges and programs. The 'PACE LAW SCHOOL' section includes popular links, upcoming events, and academic services.

On the next page click on the **Student Button** along the top of the window, and then the bottom link on the **Registration Tab** click on the link for **Scheduler Planner**.

NOTE: When you click on the Schedule Planner link the page will open in separate window.

Browse

Help

Find a page...

Home > Student > Registration

Student Financial Aid Faculty Services Employee

Registration
Check your registration status, class schedule and add or drop classes

Student Records
View your holds, grades, transcripts and account summary.

Degree Works
View your academic progress. It is recommended you use this tool in conjunction with guidance from your advisor. Currently available to undergraduate students only.

- Check Your Registration Status
- Account Summary By Term
- Registration Fee Assessment
- Student Schedule
- Select Term
- Schedule PlannerNew!!!**
- View Grades Online
- Student Schedule icalendar download
- ***Textbook Information Lookup***
- Barnes and Nobles Bookstore
- Dawg Dollars
- Schedule Planner Registration Cart
- Register, Add or Drop Classes
- Registration History
- Withdrawal Information
- Class Schedule
- Pay Your Bill / Payment Plans

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RELEASE: 8.6

SITE MAP

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Once the page loads, you must answer three mandatory questions to set the filters for the content.

- First select the **TERM** for which you would like to register.
- Second select the **CAMPUS** you would like to attend. (Check all that apply)
- Third select your **ACADEMIC LEVEL**. (Check all that apply)

NOTE: Please select for the TERM, CAMPUS and LEVEL of the course that you are registering for.

Select Term

Term

Fall 2015

January Intercession 2016

[Save And Continue](#)

Select Campus

Select All Campuses

Midtown Center

New York City

Off Campus

Online

Pleasantville

White Plains

[Save And Continue](#)

Select Levels

Select All Levels

Undergraduate

Graduate

Doctoral

Law-JD

Law-LLM

Law-SJD

Non-Traditional

[Cancel](#)

After you click **Save and Continue**, your selections are saved for the next time you log in and you should now be on the official Scheduler Planning Page as shown below. Lets review this page.

Schedule Planner Text Only [Help](#) [Sign out](#)

PACE UNIVERSITY

Course Status	Open Classes Only	Change	Parts of Term	All Parts of Term Selected	Change
Campuses	1 of 6 Selected	Change	Levels	All Levels Selected	Change
Term	Fall 2015	Change			

Instructions: Add desired courses and breaks and click **Generate Schedules** button!
Tip: Send your schedule to the Registration Cart to save your schedule!

Courses [+ Add Course](#) **Breaks** [+ Add Break](#)

Schedules [Generate Schedules](#)

Courses: Add the courses you wish to take for the upcoming term.

Breaks: Add times during the day you do not wish to take classes.

SCHEDULE PLANNER is a simple solution. The page consist of just two sections...

The top half is the **Filters Section**. This is where you can filter your selections by a series of five areas.

- **COURSE STATUS:** By default the software is searching open classes. However, you can search all courses regardless if they are open or closed.
- **CAMPUS:** You can narrow the seach down to your primary or home campus. Or, if you are near another campus frequently you can search for course on multiple campues.
- **TERM:** Term or semester that the student regeristing for. The traditional college semesters are Spring, Summer 1, Summer 2 and Fall. Pace offers addition semester depending on need and your availability.
- **PART OF TERM:** Within the traditiaonal and non-traditional terms there are a number of special sub-catagories such as Later Start, this can be for one target group or the general student body.
- **LEVEL:** Again this is for the level of the course you are searching for. The student could be an undergraduate student looking to register for a graduate level course for example. In this example you would select the graduate level.

The bottom half is the **Courses and Breaks section**. This is where you build your course load desired and block out any break time for the planner to work around when building all posible schedules.

Schedule Planner Text Only Help Sign out

✓ Saved selected Levels.

PAACE UNIVERSITY

Course Status	Open Classes Only	Change	Parts of Term	All Parts of Term Selected	Change
Campuses	1 of 6 Selected	Change	Levels	1 of 7 Selected	Change
Term	Fall 2015	Change			

Instructions: Add desired courses and breaks and click **Generate Schedules** button!
Tip: Send your schedule to the Registration Cart to save your schedule!

Courses + Add Course

Breaks + Add Break

Schedules Generate Schedules

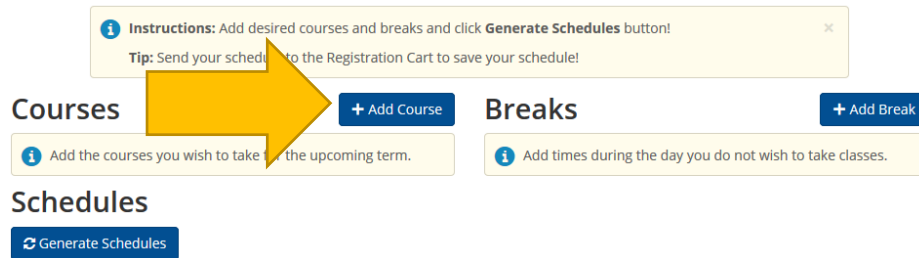
Filters

Course & Breaks

PLANNING YOUR SCHEDULE – ADDING COURSES

Now that you have selected the correct filters it is time to build your schedule. First lets add the course load you would like to take this semester.

Start by clicking the **+Add Course** button.

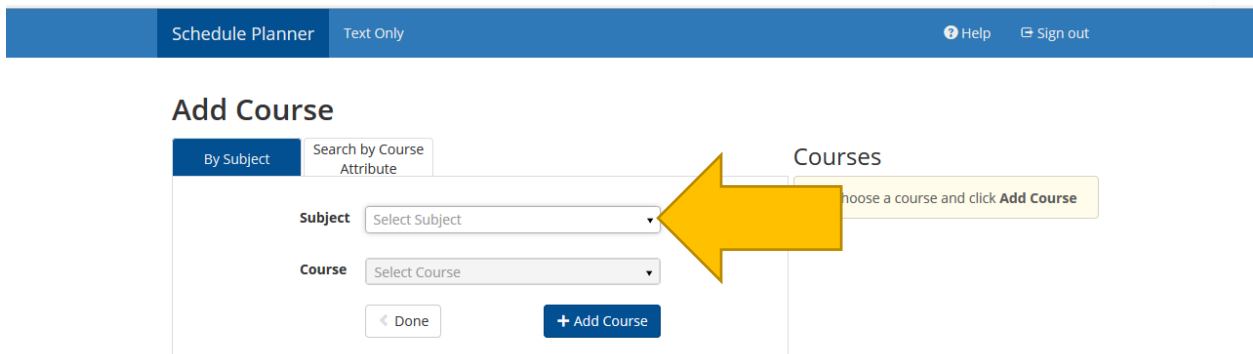


The screenshot shows the 'Add Course' interface. At the top, there is a yellow instruction box: 'Instructions: Add desired courses and breaks and click **Generate Schedules** button!' and a tip: 'Tip: Send your schedule to the Registration Cart to save your schedule!'. Below this, there are three main sections: 'Courses' with a '+ Add Course' button, 'Breaks' with a '+ Add Break' button, and 'Schedules' with a 'Generate Schedules' button. A large yellow arrow points from the 'Add Course' button in the 'Courses' section towards the right.

You should now be on the **Add Course** screen

Next click on the down arrow in the subject field to find your course listed by subject area.

In this example we are going to add a course from the School of Education a **Teaching Course**.



The screenshot shows the 'Add Course' screen with a blue header bar containing 'Schedule Planner', 'Text Only', 'Help', and 'Sign out'. The main content area is titled 'Add Course' and has two tabs: 'By Subject' (selected) and 'Search by Course Attribute'. Below the tabs are two dropdown menus: 'Subject' (with 'Select Subject' text) and 'Course' (with 'Select Course' text). A yellow arrow points from the 'Subject' dropdown menu towards the right. To the right of the 'Subject' dropdown, there is a yellow callout box that says 'Choose a course and click **Add Course**'. At the bottom of the form, there are two buttons: 'Done' and '+ Add Course'.

After selecting the subject area, in this case **TCH – Teaching**. The next step is the selection of the course.

In this example we are going to add, **TCH 301, Education II: Understanding Learning and Teaching**.

The screenshot shows the 'Add Course' interface. At the top, there is a blue header with 'Schedule Planner' and 'Text Only' on the left, and 'Help' and 'Sign out' on the right. Below the header, the 'Add Course' section has a 'By Subject' tab selected. A 'Search by Course Attribute' dropdown is set to 'TCH - Teaching'. A 'Course' dropdown menu is open, showing a list of courses. A yellow arrow points to the selected course: '301 Education II: Understanding Learning and Teaching'. To the right, a 'Courses' section contains a yellow box with an information icon and the text 'Choose a course and click Add Course'.

After selecting your course you must now click on the **+Add Course** button.

The screenshot shows the 'Add Course' interface after the course has been selected. The 'Subject' dropdown is 'TCH - Teaching' and the 'Course' dropdown is '301 Education II: Understanding Learning and Teaching'. A yellow arrow points to the '+ Add Course' button. Below the dropdowns, a card displays the course details: 'TCH 301 - Education II: Understanding Learning and Teaching'. The card includes a 'Prerequisite: Admission into the School of Education.' and a 'Course Description: By examining learning contexts and classroom practice, students will examine what it means to learn and what it means to teach. Students will examine various models of teaching and learning and the theoretical constructs that underlie them. They will focus on developing classroom communities by exploring issues of organization and management and the construct of motivation. Students will relate current developmental and learning theory to the process of selecting, designing, and differentiating curriculum, instruction, assessment, technology and classroom environment in order to create a classroom community that affirms diversity, respects cultural and linguistic differences while promoting personal and group growth and development. Professional seminars and fieldwork one day per week, either Tuesday or Thursday accompany this course. This course is designed to be taken in the fall of the junior year following admission to the School of Education.' The card also shows 'Course Rotation: TBA.' To the right, the 'Courses' section still contains the yellow box with the text 'Choose a course and click Add Course'.

After you click on the **+Add Course** button you get a green notification bar across the top of the page.

The course will also be added to the **Courses** column on the right side of the screen. This adds all of the TCH 301 and corresponding sections.

The screenshot displays a software interface for course selection. At the top, a blue navigation bar contains the text "Schedule Planner" and "Text Only", along with "Help" and "Sign out" icons. A green notification bar with a checkmark and the text "Added TCH 301 - Education II: Understanding Learning and Teaching" is positioned below the navigation bar. A yellow arrow points from the notification bar to the "Add Course" button in the search form below. The search form includes a "By Subject" dropdown, a "Search by Course Attribute" input field, and a "Subject" dropdown set to "TCH - Teaching". Below this, a "Course" dropdown is set to "301 Education II: Understanding Learni...". A "Done" button and a blue "+ Add Course" button are at the bottom of the form. To the right, a "Courses" column displays a card for "TCH 301 Education II: Understanding Learning and Teaching" with an information icon and a refresh icon. A yellow arrow points from the search form to this card. Below the search form, a detailed view of the course is shown, including a prerequisite and a course description.

Subject: TCH - Teaching

Course: 301 Education II: Understanding Learni...

Done + Add Course

TCH 301 - Education II: Understanding Learning and Teaching

Prerequisite: Admission into the School of Education.

Course Description: By examining learning contexts and classroom practice, students will examine what it means to learn and what it means to teach. Students will examine various models of teaching and learning and the theoretical constructs that underlie them. They will focus on developing classroom communities by exploring issues of organization and management and the construct of motivation. Students will relate current developmental and learning theory to the process of selecting, designing, and differentiating curriculum, instruction, assessment, technology and classroom environment in order to create a classroom community that affirms diversity, respects cultural and linguistic differences while promoting personal and group growth and development. Professional seminars and fieldwork one day per week, either Tuesday or Thursday accompany this course. This course is designed to be taken in the fall of the junior year following admission to the School of Education.

Course Rotation: TBA.

On this page you will also notice additional course information. Including the prerequisites for the course and course description.

If you want to add any additional courses, repeat the process for each additional course.

The screenshot shows the 'Add Course' interface. At the top, there is a blue navigation bar with 'Schedule Planner', 'Text Only', 'Help', and 'Sign out'. A green notification box at the top center says 'Added TCH 211D - DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention'. Below this, the 'Add Course' section has a 'By Subject' tab selected. The 'Search by Course Attribute' dropdown is set to 'TCH - Teaching'. The 'Course' dropdown is set to '211D DASA- Harassment, Bullying, Cyb...'. A yellow arrow points to the '2nd Course Added' text. Below the dropdowns are 'Done' and '+ Add Course' buttons. A detailed course card for 'TCH 211D - DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention' is shown, including a catalog description and course rotation information. To the right, a 'Courses' list shows 'TCH 211D' and 'TCH 301'.

After you have added your desired course load for the semester click on the **Done** button.

This screenshot is similar to the previous one, but a large yellow arrow points directly to the 'Done' button, indicating the final step in the process. The course card and 'Courses' list are also visible.

Once you are click **Done**. You will be back the **Main Page**, and you will now have your courses listing.

Schedule Planner Text Only Help Sign out

PACE UNIVERSITY

Course Status: Open Classes Only Change Parts of Term: All Parts of Term Selected Change
Campuses: 1 of 6 Selected Change Levels: 1 of 7 Selected Change
Term: Fall 2015 Change

Instructions: Add desired courses and breaks and click **Generate Schedules** button!
Tip: Send your schedule to the Registration Cart to save your schedule!

Courses + Add Course

- TCH 211D**
DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention Options Information Lock Remove
- TCH 301**
Education II: Understanding Learning and Teaching Options Information Lock Remove

Prerequisites Corequisites

Schedules
Generate Schedules

Breaks + Add Break
Add times during the day you do not wish to take classes.

Now that you have the course(s) listed you will have additional buttons available. To the right of the course you will see an **options button**, an **information button**, a lock and a **remove button**.

The **Options Button** give you a list of the sections available for that particular course. You are able to see the Course Reference Number (CRN), the instructor and the day and time the class meets.

Options

Schedule Planner Text Only Help Sign out

Teaching 211D
DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention

Please select the classes you wish to include.

Enabled Options (3 of 3) Disabled Options (4) Back Save & Close

<input checked="" type="checkbox"/>	CRN #	Component	Instructor	Day(s) & Location(s)	Campus
<input checked="" type="checkbox"/>	72932	Workshop	Jackson, Travis W	M 4:35pm - 7:35pm - LIENH L22	Pleasantville
<input checked="" type="checkbox"/>	72933	Workshop	Jackson, Travis W	Sa 10:00am - 1:00pm - MILLR M35	Pleasantville
<input checked="" type="checkbox"/>	72934	Workshop	Jackson, Travis W	W 9:00am - 12:00pm	Pleasantville

Back Save & Close

The **Information Button** gives an overview of the course. You can see the title and a course description



Campuses 1 of 6 Selected Levels 1 of 7 Selected
Term Fall 2015

i Instructions: Add desired courses and breaks and click **Generate Schedules** button!
Tip: Send your schedule to the Registration Cart to save your schedule!

Courses **Breaks**

TCH 211D
DASA- Harassment, Bullying,
Cyberbullying and Discrimination in
Schools, Prevention & Intervention

Title: DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention
Notes: Catalog Description: This coursework will address the social patterns of harassment, bullying and discrimination, marginalization and microaggressions, including but not limited to, those acts based on a persons actual or perceived race, color, weight, national origin, ethnic group, religion, religious

The **Remove Button** removes the corresponding course from the list. You can see the title and a course description



Schedule Planner Text Only

PACE UNIVERSITY

Course Status Open Classes Only
Campuses 1 of 6 Selected
Term Fall 2015
Parts of Term All Parts of Term Selected
Levels 1 of 7 Selected

i Instructions: Add desired courses and breaks and click **Generate Schedules** button!
Tip: Send your schedule to the Registration Cart to save your schedule!

Courses **Breaks**

TCH 211D
DASA- Harassment, Bullying,
Cyberbullying and Discrimination in
Schools, Prevention & Intervention

TCH 301
Education II: Understanding
Learning and Teaching

This system also indicates whether there are any Prerequisites and/or Co-requisites.

Instructions: Add desired courses and breaks and click **Generate Schedules** button!
Tip: Send your schedule to the Registration Cart to save your schedule!

Courses + Add Course

- TCH 211D
DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention Options i lock close
- TCH 301
Education II: Understanding Learning and Teaching Options i lock close
Prerequisites Corequisites

Breaks + Add Break

Schedules
Generate Schedules

PLANNING YOUR SCHEDULE – ADDING BREAKS

Once the courses have been added to your list you can add your **Breaks** or Busy time to be excluding when building your schedule.

First click on the **+Add Break** button.

Schedule Planner Text Only Help Sign out

PACE UNIVERSITY

Course Status Open Classes Only Change **Parts of Term** All Parts of Term Selected Change
Campuses 1 of 6 Selected Change **Levels** 1 of 7 Selected Change
Term Fall 2015 Change

Instructions: Add desired courses and breaks and click **Generate Schedules** button!
Tip: Send your schedule to the Registration Cart to save your schedule!

Courses + Add Course


- TCH 211D
DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention Options i lock close
- TCH 301
Education II: Understanding Learning and Teaching Options i lock close
Prerequisites Corequisites

Breaks + Add Break

Schedules
Generate Schedules

Once the **Add Break** screen opens you have to enter a **Break Name**, select the **Start Time** and **End Time** and **Days** of each individual break.

Add New Break

 Breaks are times during the day that you do not wish to take classes.

Break Name

Start Time :

End Time :


Days Select Weekdays

MON TUE WED THU FRI SAT SUN

Once you have entered all of the information click on the Add Break button on the bottom of the page.

NOTE: The break name can only contain letters and numbers. If you enter any other character you will get an error message.

Add New Break

 Breaks are times during the day that you do not wish to take classes.


Break Name


Start Time :


End Time :

Days Select Weekdays


MON TUE WED THU FRI SAT SUN



 Error Message

 Please see the following errors

- Break name can only be letters & numbers.

 Breaks are times during the day that you do not wish to take classes.

Break Name

Start Time :

End Time :

Days Select Weekdays

MON TUE WED THU FRI SAT SUN

Once the correction has been made to the Break Name click **Add Break** button. A notification indicates that the break has been created and the break will now be listed on the Schedule Planner screen.

Once all the classes are listed and the breaks click on the **Generate Schedules** button on the bottom of the screen.

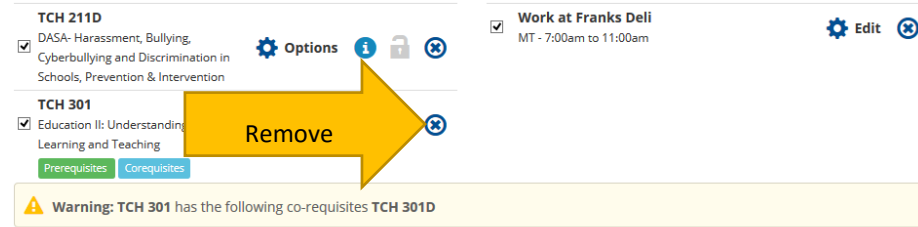
The screenshot shows the Pace University Schedule Planner interface. At the top, there is a blue navigation bar with 'Schedule Planner' and 'Text Only' tabs, and 'Help' and 'Sign out' links. A green notification box at the top center displays a checkmark and the text 'Created Break Work at Franks Deli'. Below this, the Pace University logo is visible. The interface includes several filter sections: 'Course Status' (Open Classes Only), 'Campuses' (1 of 6 Selected), 'Term' (Fall 2015), 'Parts of Term' (All Parts of Term Selected), and 'Levels' (1 of 7 Selected). A yellow instruction box states: 'Instructions: Add desired courses and breaks and click Generate Schedules button! Tip: Send your schedule to the Registration Cart to save your schedule!'. The main area is divided into 'Courses' and 'Breaks' sections. The 'Courses' section lists 'TCH 211D' (DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention) and 'TCH 301' (Education II: Understanding Learning and Teaching). The 'Breaks' section lists 'Work at Franks Deli' (MT - 7:00am to 11:00am). A large yellow arrow points to the 'Generate Schedules' button in the 'Schedules' section.

If there any type of warning or problems a notification will show upon the screen. If it is a problem with one particular course you can remove that one course and generate the schedule again.

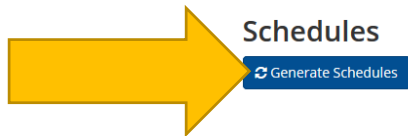
The screenshot shows the Pace University Schedule Planner interface with a warning and an information message. The 'Courses' and 'Breaks' sections are visible. A yellow warning box displays a warning icon and the text: 'Warning: TCH 301 has the following co-requisites TCH 301D'. Below this, the 'Schedules' section is visible with the 'Generate Schedules' button. A large yellow arrow points to the 'Warning' box. Another large yellow arrow points to an information box at the bottom, which contains the text: 'There are no schedules available for the selections you have made. Try removing a break or deselecting a course and click 'Generate' again.' Below this, a 'TIP' section provides instructions: 'If you are having trouble getting schedules, try the following steps: 1. Remove checkmarks from the course list. 2. Checkmark courses in order of preference one by one and click 'Generate Schedules' as you do this.' A final 'TIP' states: 'To see all options offered for a particular course, click the options button in the courses grid.'

In this example there is a problem with the TCH 301 course. There is no possible schedule available with that course included with the break I indicated I need.

Click the remove button next to TCH 301 to remove the course then click Generate Schedules again.

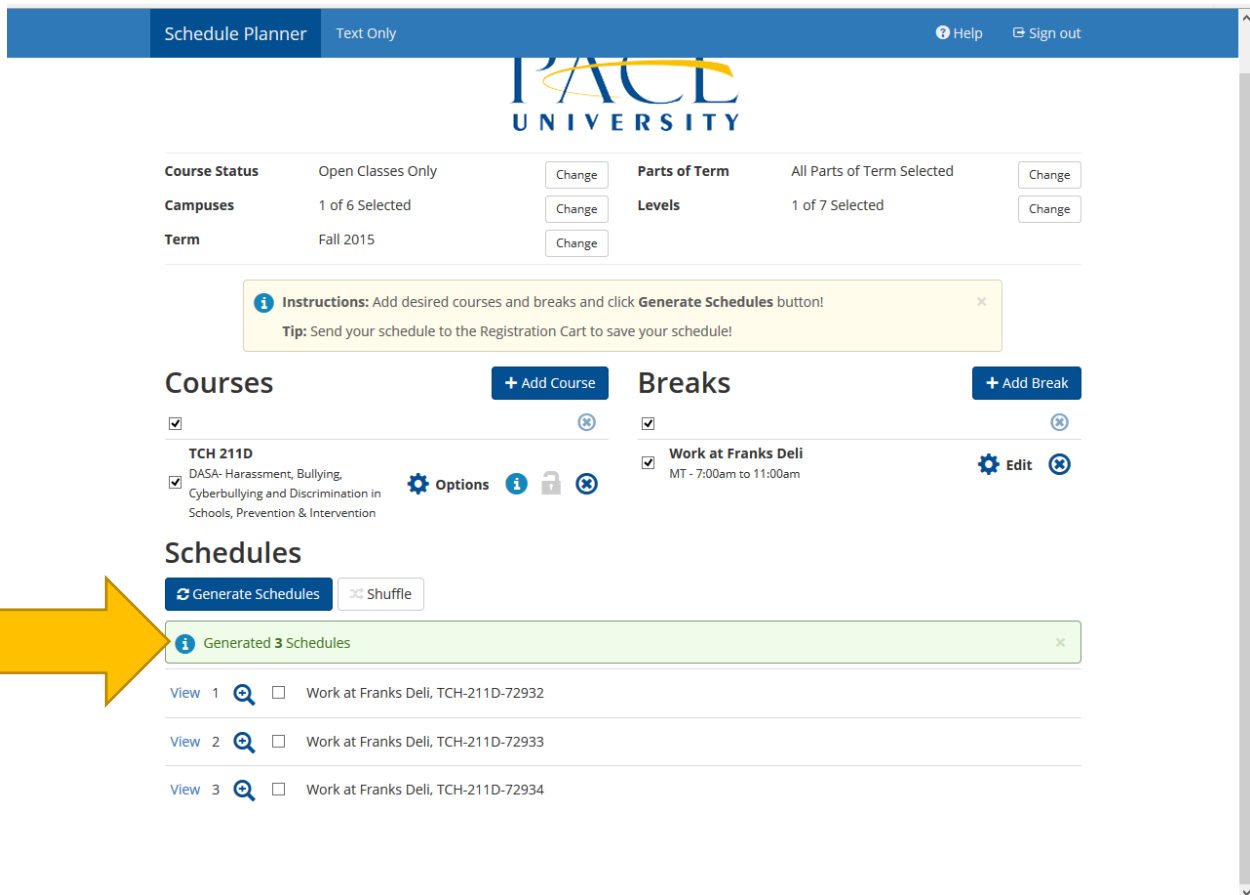


The screenshot shows a course selection interface. At the top, there are two course entries: 'TCH 211D' (DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention) and 'Work at Franks Deli' (MT - 7:00am to 11:00am). Below 'TCH 211D' is 'TCH 301' (Education II: Understanding Learning and Teaching). A large yellow arrow labeled 'Remove' points to the 'X' icon next to TCH 301. Below the course list is a yellow warning box: 'Warning: TCH 301 has the following co-requisites TCH 301D'.



A large yellow arrow points from the left towards a blue button labeled 'Generate Schedules'.

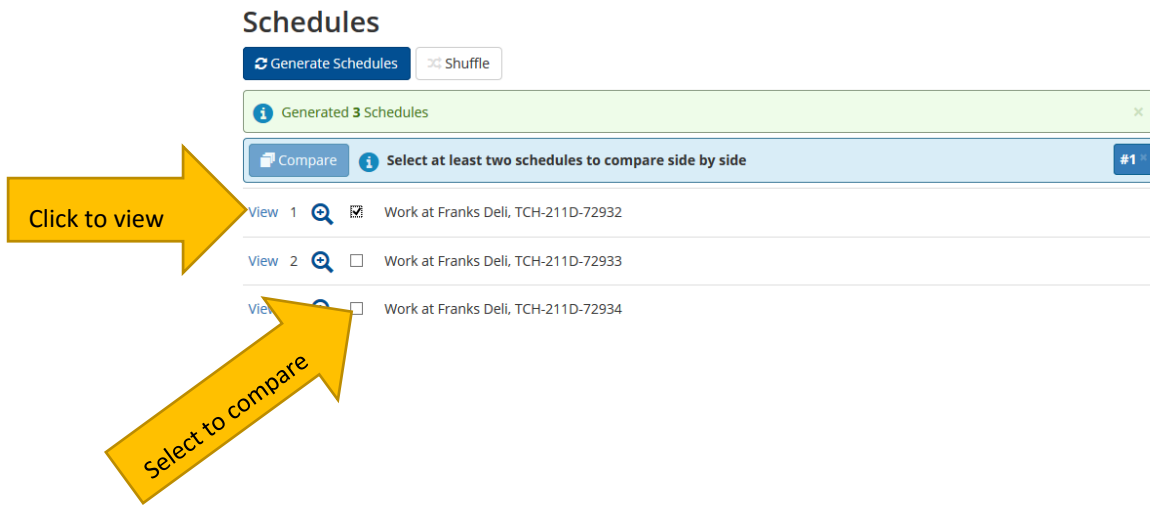
Once the schedules are generated you will see a list of all possible course schedules for the courses you selected fit in around your breaks.



The screenshot shows the PACE University Schedule Planner interface. At the top, there is a blue header with 'Schedule Planner' and 'Text Only'. Below the header is the PACE UNIVERSITY logo. The interface includes several sections: 'Course Status' (Open Classes Only), 'Campuses' (1 of 6 Selected), 'Term' (Fall 2015), 'Parts of Term' (All Parts of Term Selected), and 'Levels' (1 of 7 Selected). A yellow information box contains instructions: 'Instructions: Add desired courses and breaks and click Generate Schedules button!' and a tip: 'Tip: Send your schedule to the Registration Cart to save your schedule!'. Below this are 'Courses' and 'Breaks' sections, each with an '+ Add' button. The 'Courses' section shows 'TCH 211D' and 'Work at Franks Deli'. The 'Breaks' section shows 'Work at Franks Deli'. Below these is the 'Schedules' section, which has a 'Generate Schedules' button and a 'Shuffle' button. A green information box states 'Generated 3 Schedules'. Below this are three schedule options, each with a 'View' button and a checkbox: 'View 1 Work at Franks Deli, TCH-211D-72932', 'View 2 Work at Franks Deli, TCH-211D-72933', and 'View 3 Work at Franks Deli, TCH-211D-72934'. A large yellow arrow points from the left towards the 'Generate Schedules' button.

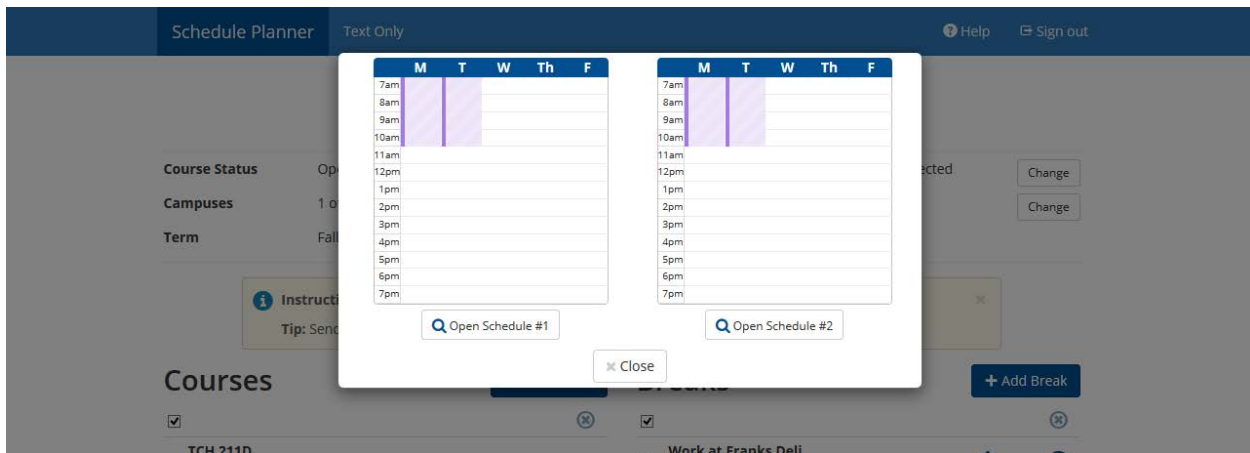
From the list of schedules you can click on view to see that schedule plugged into a calendar, including your breaks.

You can also select multiple schedules to compare them side-by-side.



The screenshot shows the 'Schedules' section of a software interface. At the top, there are buttons for 'Generate Schedules' and 'Shuffle'. Below that is a green notification bar that says 'Generated 3 Schedules'. A blue bar contains a 'Compare' button and a message: 'Select at least two schedules to compare side by side' with a '#1' indicator. Below this are three schedule entries, each with a 'View' button, a magnifying glass icon, and a checkbox. A yellow arrow points to the first 'View' button with the text 'Click to view'. Another yellow arrow points to the checkbox of the second schedule with the text 'Select to compare'.

This is the compare view of the schedules.



The screenshot shows the 'compare view' of the schedules. It features two side-by-side calendar grids. Each grid has columns for days of the week (M, T, W, Th, F) and rows for time slots from 7am to 7pm. The first grid is labeled 'Open Schedule #1' and the second is labeled 'Open Schedule #2'. Both grids show a vertical purple bar in the 'M' column, indicating a break. Below the grids are buttons for 'Open Schedule #1', 'Open Schedule #2', and 'Close'. The background shows a blurred view of the 'Schedule Planner' interface with various filters and course information.

This is a calendar view of a schedule.

On the top right side on the page you have buttons that allow you to navigate through the schedules. You can either **Shuffle** through the schedules randomly or you can go to the next and previous schedules respectively.

Once you feel you have found the schedule for you click **Send to Registration Cart**.

The screenshot shows a web interface for a 'Schedule Planner'. At the top, there is a blue header with 'Schedule Planner' and 'Text Only' on the left, and 'Help' and 'Sign out' on the right. Below the header, there is a navigation bar with a 'Send to Registration Cart' button (highlighted by a yellow arrow), a 'Shuffle' button, and a 'Schedule 1 of 3' button with left and right arrows. A yellow warning banner below the navigation bar reads: 'You are viewing a potential schedule only and you must still register.' Below the banner is a table with the following columns: CRN #, Subject, Course, Seats Open, Day(s) & Location(s), Campus, and Credits. The table contains one row: CRN # 72932, Subject TCH, Course 211D, Seats Open 17, Day(s) & Location(s) M 4:35pm - 7:35pm - LIENH L22, Campus Pleasantville, Credits 0. Below the table is a calendar grid with columns for Monday, Tuesday, Wednesday, Thursday, and Friday. The grid shows time slots from 7am to 8:45pm. On Monday and Tuesday, the 7am-7:45pm slot is occupied by 'Work at Franks Deli'. On Wednesday, Thursday, and Friday, the 4:30pm-7:45pm slot is occupied by 'TCH-211D LIENH L22 - CLAS Jackson, Travis W'. The calendar grid is currently empty for the rest of the time slots.

Once you click send to cart you will have to verify that you want to send your schedule to the registration cart from Schedule Planner. **CLICK OK**

The screenshot shows a web application interface for a 'Schedule Planner'. At the top, there is a dark blue header with 'Schedule Planner' and 'Text Only' on the left, and 'Help' and 'Sign out' on the right. Below the header, there is a navigation bar with a 'Back' button, a 'Send to Registration Cart' button, a 'Shuffle' button, and a 'Schedule 1 of 3' indicator. A message box states: 'You are viewing a potential schedule only and you must still register.' Below this is a table with columns: CRN #, Subject, Course, Seats Open, Day(s) & Location(s), Campus, and Credits. The table contains one row: CRN # 72932, Subject TCH, Course 211D, Seats Open 17, Day(s) & Location(s) M 4:35pm - 7:35pm - LIENH L22, Campus Pleasantville, Credits 0. Below the table is a grid view of the schedule for Monday through Friday. The grid shows time slots from 7am to 3pm. On Monday and Tuesday, the 8am-9am slot is occupied by 'Work at Franks Deli'. A confirmation dialog box is overlaid on the grid, asking: 'This schedule will now be transferred to the Registration Cart and the Schedule Planner will close. Do you want to continue?'. The dialog box has an 'OK' button, which is highlighted by a large yellow arrow.

CRN #	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
72932	TCH	211D	17	M 4:35pm - 7:35pm - LIENH L22	Pleasantville	0

Monday: 8am-9am Work at Franks Deli

Tuesday: 8am-9am Work at Franks Deli

Wednesday: (Empty)

Thursday: (Empty)

Friday: (Empty)

Time slots: 7am, 7:15, 7:30, 7:45, 8am, 8:15, 8:30, 8:45, 9am, 9:15, 9:30, 9:45, 10am, 10:15, 10:30, 10:45, 11am, 11:15, 11:30, 11:45, 12pm, 12:15, 12:30, 12:45, 1pm, 1:15, 1:30, 1:45, 2pm, 2:15, 2:30, 2:45, 3pm, 3:15, 3:30

Once you click OK, your schedule will be transferred to the Schedule Planner Registration Cart. From here you have a few options.

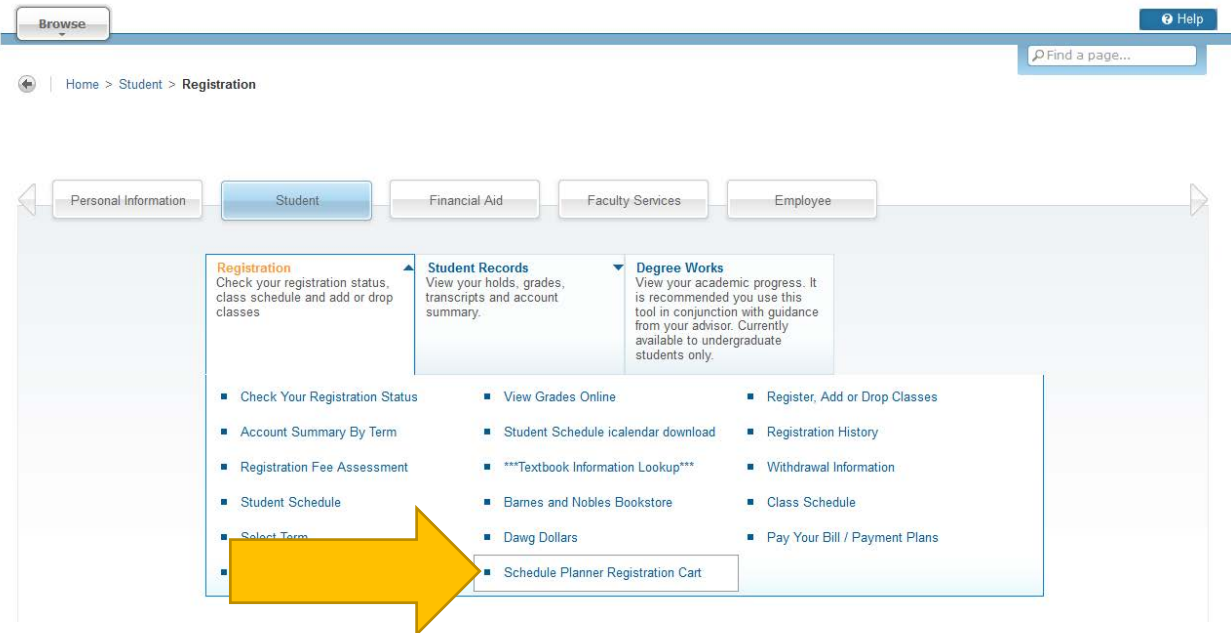
- **Register** - The courses will be added to the ADD/DROP from within Banner so you can register
- **Add to Worksheet** - The course will be added to a worksheet for review (**You are not registered**)
- **Save Cart** - The courses are saved in the cart incase you need to make changes prior to registering.
- **Clear Cart** - Clear all of the courses from the current Registration Cart.

The screenshot shows the 'Schedule Planner Registration Cart' page. At the top, there is a navigation bar with 'Browse' and 'Help' buttons. Below the navigation bar, there are links for 'Personal Information', 'Student', 'Financial Aid', 'Faculty Services', and 'Employee'. A search bar is also present. The main heading is 'Schedule Planner Registration Cart'. Below the heading, there is a breadcrumb trail 'Home > Schedule Planner Registration Cart' and a user profile 'U00003721 Jermain J. Smith, Fall 2015, Aug 31, 2015 05:09 pm'. The main content area has a welcome message and a section titled 'Classes in the Registration Cart'. A table lists a course with columns 'Select', 'CRN', 'Subj', 'Crse', 'Sec', 'Title', and 'Status'. The course '72932 TCH 211D 200 DASA Workshop' is selected. Below the table are buttons for 'Register', 'Add to WorkSheet', 'Save Cart', and 'Clear Cart'. A yellow arrow points to the 'Register' button. At the bottom, there are navigation links for 'Registration', 'Student Records', and 'Degree Works'.

This is a view of the Registration screen. Click **I Agree** to register for the course.

The screenshot shows the registration screen. At the top, there is a navigation bar with 'Browse' and 'Help' buttons. Below the navigation bar, there is a search bar. The main content area contains a list of terms and conditions, including 'Fall begins September 2, 2015 & ends December 18, 2015', 'Tuition & fee payments are due August 3, 2015', and 'To avoid penalty: 14-16 week course: Drop prior to & during first two weeks of semester; 6-13 week course: Drop prior to & during first week of semester; 1-5 week course: Drop prior to first day of semester'. Below the terms and conditions, there is a statement 'I agree to be governed by the conditions that are prescribed in the current Pace University catalog...'. There is also a section for 'DELINQUENCY OF OUTSTANDING BALANCES' and 'Time Ticket Registration Rules'. A 'Please Note' section provides contact information for registration help. At the bottom, there is a section titled 'Add Classes Worksheet' with a table for 'CRNs'. The first cell in the table contains '72932'. Below the table are buttons for 'I Agree', 'Class Search', and 'Reset'. A yellow arrow points to the 'I Agree' button. At the bottom, there are navigation links for 'View Holds', 'Change Class Options', 'Registration Fee Assessment', 'Registration', 'Student Records', and 'Degree Works'.

To access a saved Registration Cart. Follow the steps to login to MyPace Portal select the Student button and under registration you will see a link **Schedule Planner Registration Cart**.



This walk through guide is a quick reference to help walk you through the use of Schedule Planner. There is also help available through the page and support through Information Technology Services.

If you have any questions please feel free to contact me:

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