Schedule Planner
Guide for Students
Schedule Planner is a tool that helps you put together your class schedule for the upcoming term.

Along with your desired classes, you can also input the times when you are unable to take classes. Schedule Planner will use this information to generate schedules to meet your time preferences.

**Please Note:** To launch Schedule Planner, you may need to disable pop-up blocker on your internet browser.
Go to galaxy.utdallas.edu

Log in with your NetID
Click Schedule Planner
Schedule Planner

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

2. Return to this window after selecting 'Send Schedule to Shopping Cart'

3. Visit the COURSE ENROLLMENT page from your Student Center to continue with course enrollment.

Add Classes

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.

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.

Add to Cart:

Enter Class #

Find Classes

Spring 2014 Shopping Cart

Your enrollment shopping cart is empty.
Schedule Planner will open in a new browser window. You may need to disable pop-up blocker on your internet browser.

Select the term for which you want to register:

- 2015 Fall
- 2016 Spring
Select the correct term for which you want to register. Click Save And Continue.
At the top of the page, you can change the default settings for Course Status, Locations, Academic Careers, Term, Sessions and Instruction Modes.

**Course Status:** Open & Full w/Waitlist Open
**Locations:** 1 of 10 Selected
**Academic Careers:** All Academic Careers Selected

**Term:** 2015 Fall
**Sessions:** All Sessions Selected
**Instruction Modes:** All Instruction Modes Selected

**Instructions:** Add desired courses and breaks and click Generate Schedules button!

**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.
If you are unable to take classes at certain times of the week due to work schedule or other time conflicts, click ‘Add Break.’
Add name of the break, start/end times and days of the week when you WILL NOT be able to take classes.

Click ‘Add Break’ when you are finished.
Repeat the process if you want to add multiple breaks. For example, this student has created two breaks: one for choir practice and another one for work.

You have to mark the checkbox for the breaks you want to apply to your schedule.

### Breaks

- **Choir Practice**: M - 7:00pm to 9:00pm
- **Work**: WF - 1:00pm to 3:00pm
Click ‘Add Course’ to select the classes you want to take for the upcoming term.
Search courses by subject and course number.
Click ‘Add Course’ to add to the list of classes.
Click ‘Done’ to return to the previous screen, when you have added all the classes you want to take.
You have to mark the checkbox for the classes that you want to appear on your schedule.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Options</th>
<th>Breaks</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1311</td>
<td></td>
<td>Choir Practice</td>
<td></td>
</tr>
<tr>
<td>SURVEY ORAL &amp; TECH-BASED</td>
<td></td>
<td>M - 7:00pm to 9:00pm</td>
<td></td>
</tr>
<tr>
<td>DRAM 3310</td>
<td></td>
<td>Work</td>
<td></td>
</tr>
<tr>
<td>THEATER/PERFORMNC ENSEMBLE</td>
<td></td>
<td>WF - 1:00pm to 3:00pm</td>
<td></td>
</tr>
<tr>
<td>MATH 2413</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIFFERENTIAL CALCULUS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 3300</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRINCIPLES OF MARKETING</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>MUSI 1306</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNDERSTANDING MUSIC</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Instructions: Add desired courses and breaks and click **Generate Schedules** button!

### Courses
- **COMM 1311**
  - Survey Oral & Tech-Based Comm
- **DRAM 3310**
  - Theater/Performnc Ensemble
- **MATH 2413**
  - Differential Calculus
- **MKT 3300**
  - Principles of Marketing
- **MUSI 1306**
  - Understanding Music

### Breaks
- **Choir Practice**
  - M - 7:00pm to 9:00pm
- **Work**
  - WF - 1:00pm to 3:00pm

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**Schedules**

Click **Generate Schedules**
You will receive an error message if there are time conflicts or other problems with the requested schedule. Please review the suggested tips to resolve the issue.

Upon making changes to the courses and/or breaks, click ‘Generate Schedule’ again.

**Detected Conflicts**

All options of **DRAM 3310** conflict with the break "Choir Practice"

**General Tips**

Try removing a break or deselecting a course and click 'Generate' again.

**TIP:** If you are having trouble finding 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.

**TIP:** To see all options offered for a particular course, click the 'Options' link in the courses grid.
Click ‘View’ to review suggested schedules
Click the arrow buttons to view alternate schedules

Click icon for detailed course information
When you lock a course/section, that specific section of the course will be constant on all suggested schedules.

You can lock multiple courses on the schedule.

<table>
<thead>
<tr>
<th>Class #</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Schedule &amp; Location</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>80903</td>
<td>COMM</td>
<td>1311</td>
<td>004</td>
<td>TTh 4:00pm - 5:15pm - ATC 3.205</td>
<td>3</td>
</tr>
<tr>
<td>80584</td>
<td>DRAM</td>
<td>3310</td>
<td>551</td>
<td>MW 7:00pm - 9:45pm - TH 2.702</td>
<td>3</td>
</tr>
<tr>
<td>84795</td>
<td>MATH</td>
<td>2413</td>
<td>009</td>
<td>MWF 9:00am - 9:50am - FO 1.502</td>
<td>4</td>
</tr>
<tr>
<td>83496</td>
<td>MKT</td>
<td>3300</td>
<td>003</td>
<td>F 4:00pm - 6:45pm - SOM 2.804</td>
<td>3</td>
</tr>
<tr>
<td>80364</td>
<td>MUSI</td>
<td>1306</td>
<td>002</td>
<td>TTh 1:00pm - 2:15pm - AH2 1.204</td>
<td>3</td>
</tr>
</tbody>
</table>

Click the icon to lock a course/section in your schedule.
Under the list of courses, the schedule is visualized in two different formats:

1. Term view
2. Weekly view
The term view is a bar chart that shows the begin and end times of each course during the term.

- You can see that DRAM 3310 is a short session.

In the term view, you will see courses that do not have regular meeting times, such as internships, online courses and independent study.

- For example, the online section of COMM 1311 appears on the term view.
The weekly view of the schedule shows only those classes that have regular meeting times/places.

For example, the online section of COMM 1311 which appeared on the term view, does not appear on the weekly view.

You can also see your breaks on the weekly view of the schedule.
When you complete building your schedule, click ‘Send to Shopping Cart.’

<table>
<thead>
<tr>
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</tr>
<tr>
<td>84432</td>
<td>MATH</td>
<td>2413</td>
<td>701</td>
<td>F 7:00pm - 8:15pm - HH 2.402 F 7:00pm - 8:15pm - SLC 1.102</td>
<td>0</td>
</tr>
<tr>
<td></td>
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<td>16 More</td>
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</tr>
<tr>
<td>84519</td>
<td>MATH</td>
<td>2413</td>
<td>009</td>
<td>MWF 9:00am - 9:50am - FO 1.502</td>
<td>4</td>
</tr>
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<td>84795</td>
<td>MATH</td>
<td>2413</td>
<td>315</td>
<td>M 3:00pm - 4:50pm - FN 2.204</td>
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</tr>
<tr>
<td>83496</td>
<td>MKT</td>
<td>3300</td>
<td>003</td>
<td>F 4:00pm - 6:45pm - SOM 2.804</td>
<td>3</td>
</tr>
<tr>
<td>80364</td>
<td>MUSI</td>
<td>1306</td>
<td>002</td>
<td>TTh 1:00pm - 2:15pm - AH2 1.204</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 16

Week 2 (08/31/2015 - 09/06/2015)
You are viewing a potential schedule only and you must still register.

<table>
<thead>
<tr>
<th>Class #</th>
<th>Subject</th>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This schedule will now be transferred to the Shopping Cart and the Schedule Planner will close. Do you want to continue?

OK
Close the Schedule Planner window, and return to the Galaxy/Orion window on your browser to finish registering for these courses.
Click COURSE ENROLLMENT

Schedule Planner

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.'

3. Visit the COURSE ENROLLMENT page to continue with registration.
Select term and click CONTINUE
Click Import Cart
Click ‘NEXT’ for each of the courses you want to register.
1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Cart Import from Schedule Planner complete. Add more classes or click Proceed to Step 2 to continue processing your enrollment.

2015 Fall | Undergraduate | University of Texas at Dallas

Add to Cart:

Enter Class Nbr

Find Classes
- Class Search
- My Requirements
- My Planner

2015 Fall Shopping Cart

<table>
<thead>
<tr>
<th>Delete</th>
<th>Class</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COMM 1311-004</td>
<td>TuTh 4:00PM - 5:15PM</td>
<td>ATC 3.205</td>
<td>P. Totusek</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td>DRAM 3310-551</td>
<td>MoWe 7:00PM - 8:45PM</td>
<td>TH 2.702</td>
<td>S. Hibbs</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td>MATH 2413-009</td>
<td>MoWeFr 9:00AM - 9:50AM</td>
<td>FO 1.502</td>
<td>M. Nguyen</td>
<td>4.00</td>
</tr>
<tr>
<td></td>
<td>MATH 2413-701</td>
<td>TuTh 7:00PM - 8:15PM</td>
<td>ECSS 2.415</td>
<td>Y. Cao</td>
<td></td>
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<tr>
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<td>Mo 3:00PM - 4:50PM</td>
<td>FN 2.204</td>
<td>D. Musse</td>
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<td>Fr 4:00PM - 6:45PM</td>
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<td>M. Hejazi Nia</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MUST 1306-002</td>
<td>TuTh 1:00PM - 2:00PM</td>
<td>AH2 1.204</td>
<td>L. Sallsbury</td>
<td></td>
</tr>
</tbody>
</table>

Click PROCEED TO STEP 2 OF 3
Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

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Click FINISH ENROLLING
If you see the status ☑️ beside the course, you were successfully enrolled.

If you see ❌, you were not added to the course. You will receive a message explaining why the course could not be added.
If you have questions regarding registration, please contact your Academic Advisor.

For questions regarding the Schedule Planner, email records@utdallas.edu.

Thank you!