

How to Plan Your Schedule Using Schedule Planner

Step 1:

<https://www.ctc.edu/~grays/splan/waci210Base.html>

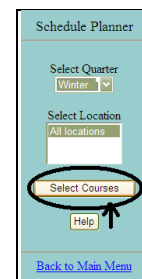
(Schedule planner)

Use the Schedule Planner to build your personal class schedule for the upcoming quarter. Because the Planner provides real-time access, the schedules you create are based on up-to-the-minute class information.

Step 2: Under Student Planner click on “SELECT COURSES”

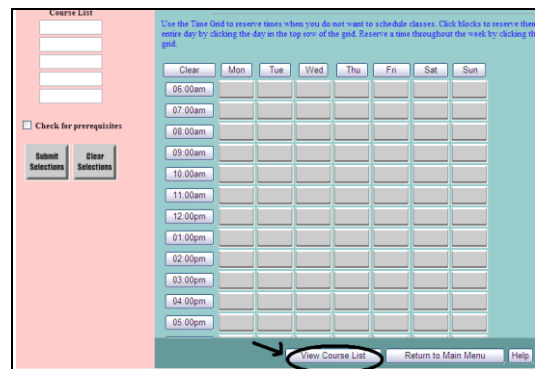
(See image)

Step 2



Step 3: Click on “VIEW COURSE LIST” at the bottom of the page (See image)

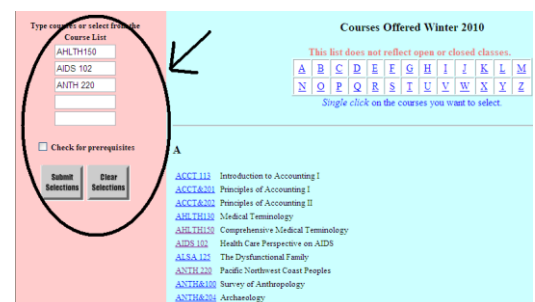
Step 3



Step 4: Find the class on the list that corresponds with the class you would like to take. Click on the class and it will appear in the pink area on the left under “COURSE LIST”.

(See image)

Step 4



Step 5: Once all classes are select click the “**SUBMIT SELECTIONS**” in the pink. (See image E)

Step 5

Step 6: Select the classes you would like to take and hit the **Display My Schedule** box at the bottom of the page.

Multiple choices will appear for the same class. Be sure to select the class that best fits your schedule. If there is a “**W**” under the item code, this indicates it is an **ONLINE** class.

Another helpful hint; to the far right of this page you will see “**NOTES**”. If a number appears, click on this number. It will give you information for your class; such as start dates, class pre-requisites, and any other information you will need.

Step 6

Select	Course	Item	Class Days and Times	Building and Room	Instructor	Seat Openings	Notes (click)
<input type="checkbox"/>	ART 101	B403	TTh 10:00 11:50am	300 321	Sandgren E	25	4
			ARRANGED ARR ARR	300 321	Sandgren E		
<input type="checkbox"/>	MATH&107	W610	ARRANGED	ARR ARR	ARR ARR	WAOL (Staff)	97 5 4
<input type="checkbox"/>	MATH&107	D552	MTWTh	12:00 12:50pm	800 800	Siedenstrang	30 4
<input type="checkbox"/>	MATH&146	D574	DAILY	09:00 09:50am	800 800	Koskela J	30 4
<input type="checkbox"/>	ENGL 243	B476	Th	01:00 02:50pm	MIB 2417	Lerych L	25 4
<input type="checkbox"/>	SOC& 101	X831	MW	06:00 08:10pm	MIB 2416	Portmann C	40
<input type="checkbox"/>	SOC& 101	W715	ARRANGED	ARR ARR	ARR ARR	Portmann C	38
<input type="checkbox"/>	SOC& 101	E590	MW	08:00 09:50am	MIB 2250	Portmann C	40
<input type="checkbox"/>	SOC& 101	E595	MW	12:00 01:50pm	MIB 2250	Portmann C	40

Step 7: A screen will appear with your planned schedule. Print this screen by clicking on the **Print** button.

REMINDER: THIS DOES NOT MEAN YOU ARE ENROLLED IN THESE CLASSES. THIS IS ONLY TO HELP YOU PLAN YOUR SCHEDULE BEFORE ENROLLING. PLEASE SEE YOUR ADVISOR TO ENROLL IN YOUR CLASSES.

Step 7

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12:00pm	SOC.& 101		SOC.& 101				
01:00pm	SOC.& 101		SOC.& 101	ENGL 243			
02:00pm				ENGL 243			