

How to use Schedule Planner

Schedule Planner is a tool that allows you to map out various schedules based on the classes you want to register for. You can use this tool at any time to create a schedule, but Schedule Planner works particularly well when you want to take a course or two with a lab and it's difficult to find the best lecture/lab combination for your schedule, or if you have already registered for a course or two and are trying to build the rest of your schedule around them, such as registering for a required course for your major and then building a schedule around it.

To use Schedule Planner:

1. Log into Navigator and click on the Schedule Planner tile.
2. You will be brought to a new page. Click on the *Open Schedule Planner* button to have a new window open with Schedule Planner. (Note: You may need to enable pop-ups in your web browser)



College Scheduler helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch College Scheduler.

[Open Schedule Planner](#)

3. Select the term you're registering for, then click save and continue.

Select Term

Term

☐ Fall 2020

☒ Spring 2021

[Save and Continue](#)

4. You will then be brought to the schedule planner page. Click on *Add Course* to select which courses you'd like to build your schedule with. You can search for courses by subject or by course attribute. By default, Schedule Planner will only display open classes. On the main page, you can also schedule breaks into your schedule. This is useful to block time for set times where you will be unable to attend a class each week, such as your work schedule.

Undergraduate Day students should be sure to select only the Academic Group 'Undergraduate Day' to avoid generating schedules with evening classes.

Course Status: Open Classes Only [Change](#) Term: Spring 2021 [Change](#)

Academic Groups: 1 of 2 Selected [Change](#) Sessions: All Sessions Selected [Change](#)

Campuses: All Campuses Selected [Change](#)

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

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

Add the courses you wish to take for the upcoming term. Add times during the day you do not wish to take classes.

By Subject Search by Course Attribute

Subject: ENL - English (ENL) (31)

Course: Select Course

- 163 - WORLD LIT 18TH CENTURY-PRESENT (2)
- 250 - AMERICAN LITERARY STUDIES I (1)
- 251 - AMERICAN LITERARY STUDIES II (3)
- 256 - AFRICAN AMERICAN LITERATURE II (2)
- 263 - CLASSICS WORLD LIT II (1)
- 300 - ADVANCED WRITING (3)

By Subject Search by Course Attribute

Attribute: Contemporary Society

Subject: Select Subject

- Communictn - Communications (COM) (17)
- Economics - Economics (ECO) (5)
- Education - Education (EDC) (2)
- GEOG - Geography (GPH) (12)
- History - History (HST) (14)
- InterdisSt - Interdisciplinary Studies(IDS) (9)

- Once you've added your courses and break, click *Generate Schedules*. (Note: make sure you've checked off all your courses and breaks or else they will not be scheduled).

Current Schedule

<input checked="" type="checkbox"/>	Status	Subject	Course	Section	Component	Day(s) & Location(s)	Location	Campus
<input checked="" type="checkbox"/>	Enrolled	English (ENL)	300	05	LEC	WF 1:40pm - 2:55pm - Meier 320 320	Salem State	NORTH

Schedules

[Generate Schedules](#)

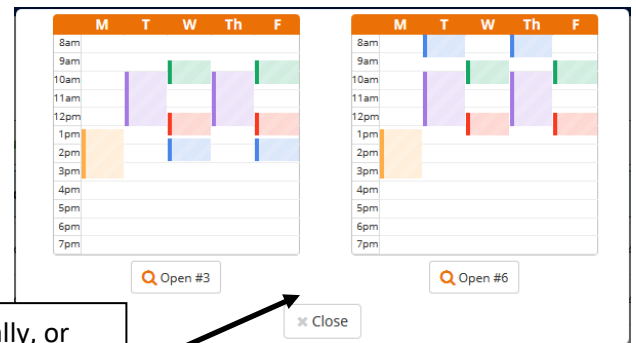
Generated 12 Schedules

[View 1](#) [Tutoring, Work, English \(ENL\)-251-02, English \(ENL\)-300-05, Geography \(GPH\)-222-01, Mathematics \(MAT\)-147-09](#)

[View 2](#) [Tutoring, Work, English \(ENL\)-251-02, English \(ENL\)-300-05, G](#)

[View 3](#) [Tutoring, Work, English \(ENL\)-251-02, English \(ENL\)-300-05, G](#)

View each schedule individually, or check off two or more schedules and then compare them side to side.



- Check off the schedule you'd like to register for, then send it to your registration shopping cart. **REMEMBER!** At this point you are not registered for these classes yet!

[Back](#) [Print](#) [Send to Shopping Cart](#) [Schedule 3 of 24](#)

You are viewing a potential schedule only and you must still register.

	Subject	Course	Section	Day(s) & Location(s)	Dates	Location	Campus	Credits
<input checked="" type="checkbox"/>	English (ENL)	251	02	WF 9:25am - 10:40am - Meier 301 301	01/20/2016 - 05/13/2016	Salem State	NORTH	3
<input checked="" type="checkbox"/>	English (ENL)	300	05	WF 1:40pm - 2:55pm - Meier 320 320	01/20/2016 - 05/13/2016	Salem State	NORTH	3
<input checked="" type="checkbox"/>	Geography (GPH)	222	01	WF 12:15pm - 1:30pm - Meier 323 323	01/20/2016 - 05/13/2016	Salem State	NORTH	3
<input checked="" type="checkbox"/>	Mathematics (MAT)	147	09	M 1:10pm - 3:50pm - Sullivan 305A 305A	01/25/2016 - 05/16/2016	Salem State	NORTH	3
								12

- You will be brought back to the Enrollment Shopping Cart in Navigator. Select the term you are registering for, then click Continue.

Enrollment Shopping Cart

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Fall 2020	Undergraduate	Salem State University
<input checked="" type="radio"/> Spring 2021	Undergraduate	Salem State University

[Continue](#)

- The classes from schedule planner have moved into your enrollment shopping cart. You can now continue and register for your classes.

Spring 2021 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ENL 110-01 (2875)	TuTh 9:25AM - 10:40AM	Library room 214	J. Spina	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	FIN 100-04 (1345)	We 9:25AM - 10:40AM	WORLD WIDE WEB	K. Cignetti	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	POL 201-02 (2216)		WORLD WIDE WEB	J. Jackman	3.00	<input checked="" type="checkbox"/>