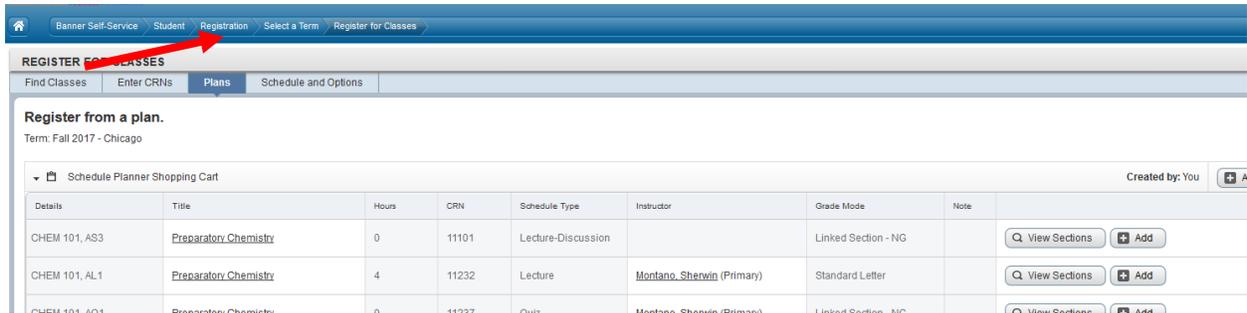


# Class Scheduler

## How to use tool after Registration

You can change your schedule using the Class Scheduler:

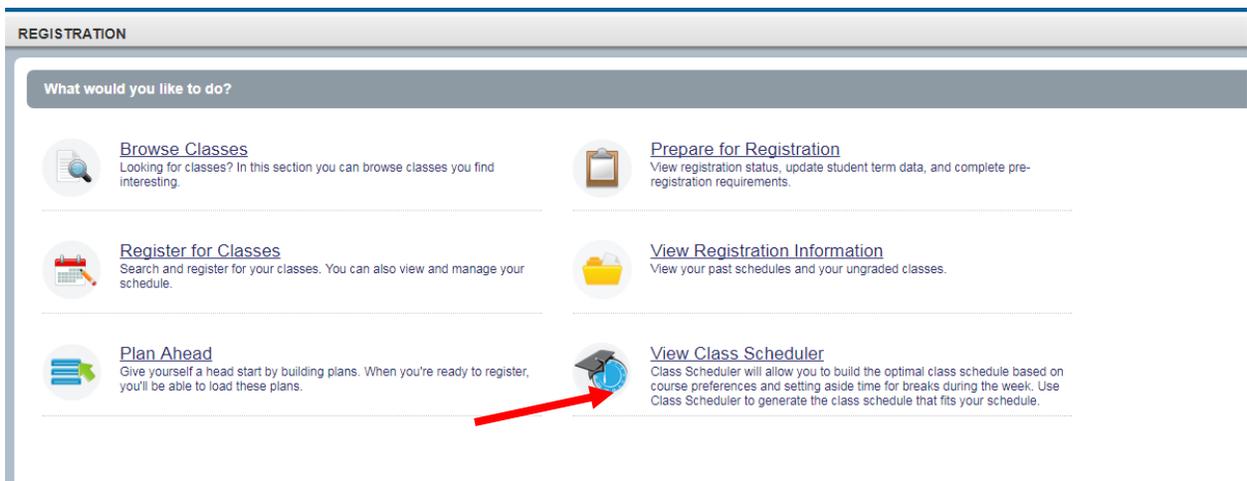
### 1. From the Registration Menu click on Registration:



The screenshot shows the Banner Self-Service navigation bar with the following items: Banner Self-Service, Student, Registration, Select a Term, and Register for Classes. A red arrow points to the 'Registration' link. Below the navigation bar is the 'REGISTER FOR CLASSES' section with tabs for Find Classes, Enter CRNs, Plans, and Schedule and Options. The 'Plans' tab is active, showing a 'Register from a plan' section for Term: Fall 2017 - Chicago. A 'Schedule Planner Shopping Cart' is visible with a table of class sections and 'View Sections' and 'Add' buttons for each.

Details	Title	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
CHEM 101, AS3	Preparatory Chemistry	0	11101	Lecture-Discussion		Linked Section - NG		<a href="#">View Sections</a> <a href="#">Add</a>
CHEM 101, AL1	Preparatory Chemistry	4	11232	Lecture	Montano, Sherwin (Primary)	Standard Letter		<a href="#">View Sections</a> <a href="#">Add</a>
CHEM 101, AD1	Preparatory Chemistry	0	11237	Quiz	Montano, Sherwin (Primary)	Linked Section - NG		<a href="#">View Sections</a> <a href="#">Add</a>

### 2. Click on "View Class Scheduler"



The screenshot shows the 'REGISTRATION' page with a section titled 'What would you like to do?'. It contains six options, each with an icon and a description. A red arrow points to the 'View Class Scheduler' option.

- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- View Registration Information**: View your past schedules and your ungraded classes.
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- View Class Scheduler**: Class Scheduler will allow you to build the optimal class schedule based on course preferences and setting aside time for breaks during the week. Use Class Scheduler to generate the class schedule that fits your schedule.

### 3. Select Term and click "Save and Continue"



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AT  
CHICAGO

## Select Term

Term

Summer 2017 - Chicago

Fall 2017 - Chicago

Save And Continue



4. There will be three sections on the page (Courses, Current Schedule and Shopping Cart).

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

### Courses

+ Add Course

- ECON 120**  
Principles of Microeconomics  
[Linked Course](#) Options i lock trash
- HIST 101**  
Western Civilization Since 1648  
[Linked Course](#) Options i lock trash
- MATH 181**  
Calculus II  
Prerequisites [Linked Course](#) Options i lock trash
- PHIL 101**  
Critical Thinking  
[Linked Course](#) Options i lock trash

### Breaks

+ Add Break

- Travel Time**  
MTWThF - 8:00am to 9:00am Edit trash

## Current Schedule

<input checked="" type="checkbox"/>	CRN	Status	Section	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Campus
<input checked="" type="checkbox"/>	<span>i</span> 10743	Enrolled	BL	ECON	120	Lehrer, Evelyn L	MWF 1:00pm - 1:50pm - 2BSB 145	4	Chicago
	<a href="#">Linked Course</a>								
<input checked="" type="checkbox"/>	<span>i</span> 37452	Enrolled	BD1	ECON	120	Not Assigned	Th 9:30am - 10:20am - 2BSB 211	0	Chicago
	<a href="#">Linked Course</a>								
<input checked="" type="checkbox"/>	<span>i</span> 36165	Enrolled	BL	PHIL	101	Moscaritolo, Alessandro R	T 5:30pm - 6:59pm - 2TH 204	3	Chicago
	<a href="#">Linked Course</a>								
<input checked="" type="checkbox"/>	<span>i</span> 36169	Enrolled	BD3	PHIL	101	Moscaritolo, Alessandro R	T 7:00pm - 8:00pm - 2TH 204	0	Chicago
	<a href="#">Linked Course</a>								

## Shopping Cart

<input checked="" type="checkbox"/>	CRN	Section	Subject	Course	Instructor	Day(s) & Location(s)
<input checked="" type="checkbox"/>	<span>i</span> 10743	BL	ECON	120	Lehrer, Evelyn L	MWF 1:00pm - 1:50pm - 2BSB 145
	<a href="#">Linked Course</a>					
<input checked="" type="checkbox"/>	<span>i</span> 37452	BD1	ECON	120	Not Assigned	Th 9:30am - 10:20am - 2BSB 211
	<a href="#">Linked Course</a>					
<input checked="" type="checkbox"/>	<span>i</span> 13428	KD1	MATH	181	Not Assigned	TTh 1:00pm - 1:50pm - 2TH 317
	<a href="#">Linked Course</a>					
<input checked="" type="checkbox"/>	<span>i</span> 13615	KL1	MATH	181	Kashcheyeva, Olga S.	MWF 3:00pm - 3:50pm - 2LCF F001
	<span>Prerequisites</span>	<a href="#">Linked Course</a>				
<input checked="" type="checkbox"/>	<span>i</span> 36165	BL	PHIL	101	Moscaritolo, Alessandro R	T 5:30pm - 6:59pm - 2TH 204
	<a href="#">Linked Course</a>					
<input checked="" type="checkbox"/>	<span>i</span> 36169	BD3	PHIL	101	Moscaritolo, Alessandro R	T 7:00pm - 8:00pm - 2TH 204
	<a href="#">Linked Course</a>					

## Schedules

Advanced Options 1

View Schedules

Generate Schedules

## 5. Uncheck the Courses in your Shopping Cart:

### Shopping Cart

<input checked="" type="checkbox"/>	CRN	Section	Subject	Course	Instructor	Day(s) & Location(s)
<input checked="" type="checkbox"/>	 10743	BL	ECON	120	Lehrer, Evelyn L	MWF 1:00pm - 1:50pm - 2BSB 145
	<a href="#">Linked Course</a>					
<input checked="" type="checkbox"/>	 37452	BD1	ECON	120	Not Assigned	Th 9:30am - 10:20am - 2BSB 211
	<a href="#">Linked Course</a>					
<input checked="" type="checkbox"/>	 13428	KD1	MATH	181	Not Assigned	TTh 1:00pm - 1:50pm - 2TH 317
	<a href="#">Linked Course</a>					
<input checked="" type="checkbox"/>	 13615	KL1	MATH	181	Kashcheyeva, Olga S.	MWF 3:00pm - 3:50pm - 2LCF F001
	<a href="#">Prerequisites</a>	<a href="#">Linked Course</a>				
<input checked="" type="checkbox"/>	 36165	BL	PHIL	101	Moscaritolo, Alessandro R	T 5:30pm - 6:59pm - 2TH 204
	<a href="#">Linked Course</a>					
<input checked="" type="checkbox"/>	 36169	BD3	PHIL	101	Moscaritolo, Alessandro R	T 7:00pm - 8:00pm - 2TH 204
	<a href="#">Linked Course</a>					

### Schedules

 Advanced Options **1**

 View Schedules

 Generate Schedules

## 6. Uncheck all enrolled courses.

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

### Courses

[+ Add Course](#)

<input type="checkbox"/>				
<input checked="" type="checkbox"/>	<b>ECON 120</b>	Principles of Microeconomics	 Options	  
	<a href="#">Linked Course</a>			
<input type="checkbox"/>	<b>HIST 101</b>	Western Civilization Since 1648	 Options	  
	<a href="#">Linked Course</a>			
<input checked="" type="checkbox"/>	<b>MATH 181</b>	Calculus II	 Options	  
	<a href="#">Prerequisites</a>	<a href="#">Linked Course</a>		
<input checked="" type="checkbox"/>	<b>PHIL 101</b>	Critical Thinking	 Options	  
	<a href="#">Linked Course</a>			

### Breaks

[+ Add Break](#)

<input type="checkbox"/>			
<input type="checkbox"/>	<b>Travel Time</b>	MTWThF - 8:00am to 9:00am	 Edit 

7. Click on add courses to select new courses

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

### Courses

[+ Add Course](#)

- ECON 120**  
Principles of Microeconomics  
[Linked Course](#)
- HIST 101**  
Western Civilization Since 1648  
[Linked Course](#)
- MATH 181**  
Calculus II  
[Prerequisites](#) [Linked Course](#)
- PHIL 101**  
Critical Thinking  
[Linked Course](#)

### Breaks

[+ Add Break](#)

- Travel Time**  
MTWThF - 8:00am to 9:00am

8. You can start adding courses using the Search by Subject, Attribute or Instructor dropdowns.
- By Subject: Click the Subject dropdown. Select the subject and then the Course.

### Add Course

**By Subject** | Search By Section Attribute | Search By Instructor

**Subject**

**Course**

[Back](#) [+ Add Course](#)

Desired Courses	Current Schedule	Shopping Cart
<input checked="" type="checkbox"/> <b>ECON 120</b> Principles of Microeconomics		
<input checked="" type="checkbox"/> <b>HIST 101</b> Western Civilization Since 1648		
<input checked="" type="checkbox"/> <b>MATH 181</b> Calculus II		
<input checked="" type="checkbox"/> <b>PHIL 101</b> Critical Thinking		

9. Click on the back button to return to the main page.

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

### Courses

[+ Add Course](#)

- ANTH 100**  
The Human Adventure  
[Linked Course](#)
- ECON 120**  
Principles of Microeconomics  
[Linked Course](#)
- MATH 181**  
Calculus II  
[Prerequisites](#) [Linked Course](#)
- PHIL 101**  
Critical Thinking  
[Linked Course](#)

### Breaks

[+ Add Break](#)

- Travel Time**  
MTWThF - 8:00am to 9:00am

10. Click on Generate Schedules.

## Schedules

Advanced Options 1

View Schedules

Generate Schedules

Shuffle

Generated 1 Schedules

Compare

Select at least two schedules to compare side by side

View 1		<input type="checkbox"/>	ANTH-100-AL1, ANTH-100-ADA, ECON-120-BL, ECON-120-BD1, MATH-181-KD1, MATH-181-KL1, PHIL-101-BL, PHIL-101-BD3
View 2		<input type="checkbox"/>	ANTH-100-AL1, ANTH-100-ADA, ECON-120-BL, ECON-120-BD1, MATH-181-KD2, MATH-181-KL1, PHIL-101-BL, PHIL-101-BD3
View 3		<input type="checkbox"/>	ANTH-100-AL1, ANTH-100-ADA, ECON-120-BL, ECON-120-BD1, MATH-181-KD3, MATH-181-KL1, PHIL-101-BL, PHIL-101-BD3
View 4		<input type="checkbox"/>	ANTH-100-AL1, ANTH-100-ADA, ECON-120-BL, ECON-120-BD1, MATH-181-KL1, MATH-181-KD4, PHIL-101-BL, PHIL-101-BD3
View 5		<input type="checkbox"/>	ANTH-100-AL1, ANTH-100-ADA, ECON-120-BL, ECON-120-BD1, MATH-181-KL1, MATH-181-KD5, PHIL-101-BL, PHIL-101-BD3
View 6		<input type="checkbox"/>	ANTH-100-AL1, ANTH-100-ADA, ECON-120-BL, ECON-120-BD1, MATH-181-KL1, MATH-181-KD6, PHIL-101-BL, PHIL-101-BD3

11. Click on View to select a schedule.

## Schedules

Advanced Options 1

View Schedules

Generate Schedules

Shuffle

Generated 6 Schedules

Compare

Select at least two schedules to compare side by side

View 1		<input type="checkbox"/>	ANTH-100-AL1, ANTH-100-ADA, ECON-120-BL, ECON-120-BD1, MATH-181-KD1, MATH-181-KL1, PHIL-101-BL, PHIL-101-BD3
View 2		<input type="checkbox"/>	ANTH-100-AL1, ANTH-100-ADA, ECON-120-BL, ECON-120-BD1, MATH-181-KD2, MATH-181-KL1, PHIL-101-BL, PHIL-101-BD3
View 3		<input type="checkbox"/>	ANTH-100-AL1, ANTH-100-ADA, ECON-120-BL, ECON-120-BD1, MATH-181-KD3, MATH-181-KL1, PHIL-101-BL, PHIL-101-BD3
View 4		<input type="checkbox"/>	ANTH-100-AL1, ANTH-100-ADA, ECON-120-BL, ECON-120-BD1, MATH-181-KL1, MATH-181-KD4, PHIL-101-BL, PHIL-101-BD3
View 5		<input type="checkbox"/>	ANTH-100-AL1, ANTH-100-ADA, ECON-120-BL, ECON-120-BD1, MATH-181-KL1, MATH-181-KD5, PHIL-101-BL, PHIL-101-BD3
View 6		<input type="checkbox"/>	ANTH-100-AL1, ANTH-100-ADA, ECON-120-BL, ECON-120-BD1, MATH-181-KL1, MATH-181-KD6, PHIL-101-BL, PHIL-101-BD3

12. Click on Send to Shopping Cart.

[Back](#) [Print](#) [Email](#) [Send to Shopping Cart](#) [Heart](#) [Shuffle](#) [Schedule 1 of 6](#)

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

	Status	CRN	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Credits
	Not Enrolled	10024	AL1	ANTH	100	7	MW 9:00am - 9:50am - 2SES 250	3
	<a href="#">Linked Course</a>							
	Not Enrolled	21727	ADA	ANTH	100	1	Th 8:00am - 8:50am - 2BSB 281	0
	<a href="#">Linked Course</a>							
	Enrolled	10743	BL	ECON	120	25	MWF 1:00pm - 1:50pm - 2BSB 145	4
	Enrolled	37452	BD1	ECON	120	10	Th 9:30am - 10:20am - 2BSB 211	0
	Not Enrolled	13428	KD1	MATH	181	5	TTh 1:00pm - 1:50pm - 2TH 317	0
	<a href="#">Linked Course</a>							
	Not Enrolled	13615	KL1	MATH	181	63	MWF 3:00pm - 3:50pm - 2LCF F001	4
	<a href="#">Prerequisites</a> <a href="#">Linked Course</a>							
	Enrolled	36165	BL	PHIL	101	0	T 5:30pm - 6:59pm - 2TH 204	3
	Enrolled	36169	BD3	PHIL	101	0	T 7:00pm - 8:00pm - 2TH 204	0

13. You will be returned to the Registration Landing Page. Click on Register for Classes.

**REGISTRATION**

**What would you like to do?**

 **Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.

 **Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.

 **Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.

 **View Registration Information**  
View your past schedules and your ungraded classes.

 **Plan Ahead**  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

 **View Class Scheduler**  
Class Scheduler will allow you to build the optimal class schedule based on course preferences and setting aside time for breaks during the week. Use Class Scheduler to generate the class schedule that fits your schedule.

14. Select the term and on the Register for Classes Page, Select Plans:

**REGISTER FOR CLASSES**

Find Classes | **Enter CRNs** | **Plans** | Schedule and Options

**Enter Your Search Criteria**

Term: Fall 2017 - Chicago

Subject:

Class Title:

Course Number:

Open Sections Only:

Search Clear Advanced Search

15. The Plan will be displayed with the title "Schedule Planner Shopping Cart": Click on Add All to add your plan to the registration worksheet.

**Plan from a plan.**

Fall 2017 - Chicago

Schedule Planner Shopping Cart								Created by: You	Add All
s	Title	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note		
10, AD0	World History of Art and the B...	0	10108	Discussion/R...		Linked Section - NG		View Sections	Add
10, AL1	World History of Art and the B...	4	10114	Lecture	Harmansah, Omur (Primary)	Standard Letter		View Sections	Add
101, CB	Signifying Practices: Art and Vi...	0	38465	Laboratory	Delos Reyes, Jennifer (Pri...	Linked Section - NG		View Sections	Add
101, CL	Signifying Practices: Art and Vi...	4	38467	Lecture	Delos Reyes, Jennifer (Pri...	Standard Letter		View Sections	Add
101, AA9	Biology of Populations and Co...	0	13597	Laboratory-Di...	Molumby, Alan J. (Primary)	Linked Section - NG		View Sections	Add
101, AL1	Biology of Populations and Co...	5	13602	Lecture	Molumby, Alan J. (Primary)	Standard Letter		View Sections	Add

Records: 6

16. Click on Submit to Register for the Classes. In the Summary:

The screenshot shows a 'Summary' page with a table of classes. The table has columns for Title, Details, Hours, CRN, Schedule, Status, and Action. The status for all classes is 'Pending'. A red arrow points to a 'Submit' button at the bottom right of the page.

Title	Details	Hours	CRN	Schedule	Status	Action
<u>World History of A...</u>	AH 110, A...	0	10108	Discu...	Pending	**Web Registered**
<u>World History of A...</u>	AH 110, AL1	4	10114	Lecture	Pending	**Web Registered**
<u>Signifying Practice...</u>	ART 101,...	4	38467	Lecture	Pending	**Web Registered**
<u>Biology of Populati...</u>	BIOS 101,...	0	13597	Labor...	Pending	**Web Registered**
<u>Biology of Populati...</u>	BIOS 101,...	5	13602	Lecture	Pending	**Web Registered**
<u>Signifying Practice...</u>	ART 101,...	0	38465	Labor...	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

**Submit**

17. Your registered calluses will display. You may encounter errors is a section has closed, or a prereq has not been met. Correct the errors to finalize your schedule.

The screenshot shows the same 'Summary' page, but the status for all classes is now 'Registered'. The 'Submit' button is no longer visible.

Title	Details	Hours	CRN	Schedule	Status	Action
<u>World History of Ar...</u>	AH 110, AD0	0	10108	Discu...	Registered	None
<u>World History of Ar...</u>	AH 110, AL1	4	10114	Lecture	Registered	None
<u>Biology of Populati...</u>	BIOS 101,...	0	13597	Labor...	Registered	None
<u>Biology of Populati...</u>	BIOS 101,...	5	13602	Lecture	Registered	None