

# Registering for Courses Using Schedule Planner

## Accessing Schedule Planner

1. Log-in to Self Service Carolina (my.sc.edu)
2. Select the 'Student' tab
3. Select the 'Advisement Planning' tile
4. Select the 'Schedule Planner' link

## Adding Courses to Schedule Planner

1. Select the term for which you would like to register for courses (i.e. Fall 2019)
2. Select the campus where you will be taking courses (i.e. USC Columbia)
3. Click on 'Add Course' to begin adding the courses recommended to take by your academic advisor

Screenshot of the University of South Carolina Schedule Planner interface. The page shows the 'Schedule Planner' header with 'Text Only' and 'Help'/'Sign out' links. Below the University of South Carolina logo, there are filters for 'Course Status' (Open Classes Only), 'Term' (Fall 2017), and 'Campuses' (1 of 8 Selected). A yellow instruction box says 'Add desired courses and breaks and click Generate Schedules button!'. Another yellow box says 'You are not currently eligible to register. You can still use the Schedule Planner and save your Registration Cart but you will not be able to register.' Below these are sections for 'Courses' and 'Breaks', each with an 'Add' button. The 'Add Course' button is highlighted with a red box. A 'Generate Schedules' button is also visible.

4. Use the drop down menu to select the 'Subject' and 'Course'
5. Click on the 'Add Course' button to add the course

Screenshot of the University of South Carolina Schedule Planner 'Add Course' dialog. A green notification bar at the top says 'Added ENGL 101 - Critical Reading and Composition'. The dialog has a 'By Subject' tab selected. The 'Subject' dropdown is set to 'ENGL - English' and the 'Course' dropdown is set to '101 Critical Reading and Composition'. The 'Add Course' button is highlighted with a red box. A 'Done' button is also visible. To the right, a 'Courses' list shows 'ENGL 101 Critical Reading and Composition'.

6. Continue adding all advised courses and click the 'Done' button when finished.

Schedule Planner Text Only Help Sign out

Added PSYC 101 - Introduction to Psychology

Add Course

By Subject Search By Section Attribute

Subject PSYC - Psychology

Course 101 Introduction to Psychology

Done Add Course

PSYC - Psychology 101 - Introduction to Psychology

An introduction to and survey of the basic concepts and findings within the field of psychology

Carolina Core: GSS

FS: 09/11/2013

Courses

- ENGL 101 Critical Reading and Composition
- HIST 108 Science and Technology in World History
- MATH 122 Calculus for Business Administration and Social Sciences
- PSYC 101 Introduction to Psychology
- SPAN 121 Elementary Spanish

**IMPORTANT!! Do not click on 'Generate Schedules' yet!!!**

Schedule Planner Text Only Help Sign out

SOUTH CAROLINA

Course Status Open Classes Only Change Term Fall 2017 Change

Campuses 1 of 8 Selected Change

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

You are not currently eligible to register. You can still use the Schedule Planner and save your Registration Cart but you will not be able to register.

Courses + Add Course

- ENGL 101 Critical Reading and Composition Options
- HIST 108 Science and Technology in World History Options
- MATH 122 Calculus for Business Administration and Social Sciences Options
- PSYC 101 Introduction to Psychology Options
- SPAN 121 Elementary Spanish Options

Breaks + Add Break

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

~~Schedules~~

~~Generate Schedules~~

## Removing Restricted Course Sections

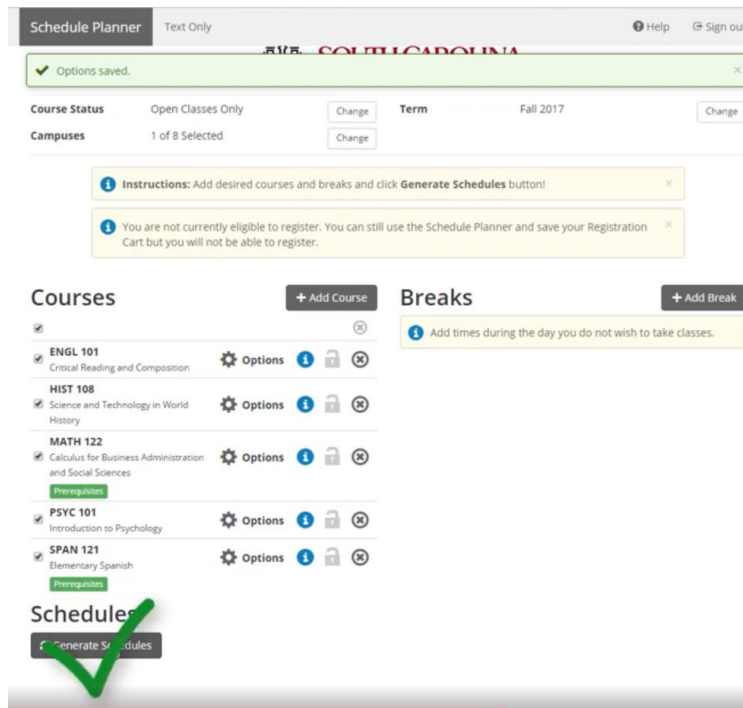
Note: Certain sections of courses are restricted to specific student populations. If you are not a member of a specific student population, you will want to remove these course sections from your Schedule Planner search.

1. Click on the 'Options' icon next to the course.
2. Scroll through the course section list and deselect the restricted sections. Note: Restricted sections are usually identified by a letter in front of the Section number. If you are a member of a specific student population (i.e. Capstone 'C'), you may want to include or only leave those restricted sections selected
3. Click 'Save & Close' once finished deselecting courses
4. Repeat the process for each course included in your search

The screenshot shows the 'Schedule Planner' interface with a list of course sections. A red arrow points to the 'Options' icon (a blue 'i' in a circle) next to section A01. A red box highlights the 'Notes' field for section C01, which reads 'Restricted to Capstone Scholars'.

Section	Type	Seats	Instructor	Days/Time	Location	Campus	Credits
094	Lecture	19	Turner, Blaine Parrish	MW 3:55pm - 5:10pm	SLOAN 103	Columbia	3
095	Lecture	17	Wright, Kristen Rose	TTh 10:05am - 11:20am	WRDLAW 109	Columbia	3
096	Lecture	18	Not Assigned	MWF 12:00pm - 12:50pm	COL 3005	Columbia	3
098	Lecture	19	Timmons, Jonathan Tyler	MWF 1:10pm - 2:00pm	MCMSTR 314	Columbia	3
099	Lecture	19	Deinert, Gregory William	TTh 8:30am - 9:45am	HUMCB 315	Columbia	3
101	Lecture	18	Mullen, Travis Anthony	TTh 4:24pm - 5:40pm	GAMBRL 123	Columbia	3
102	Lecture	19	Irel, Laura Jane	MWF 10:50am - 11:40am	GAMBRL 354	Columbia	3
103	Lecture	19	Porubsky, Katelyn Elizabeth	MWF 8:30am - 9:20am	GAMBRL 205	Columbia	3
104	Lecture	19	Not Assigned	MWF 9:40am - 10:30am	SWG 2A21	Columbia	3
105	Lecture	18	Not Assigned	MWF 12:00pm - 12:50pm	WRDLAW 109	Columbia	3
106	Lecture	19	Turner, Blaine Parrish	MWF 9:40am - 10:30am	SJMC 321	Columbia	3
107	Lecture	18	Not Assigned	MWF 12:00pm - 12:50pm	PETIGR 102	Columbia	3
A01	Lecture	19	Lee, Amber	MW 2:20pm - 3:35pm	GAMBRL 204	Columbia	3
C01	Lecture	19	Ntube, Catherine-Watkin Chika	TTh 10:05am - 11:20am	MCMSTR 314	Columbia	3
<b>Title:</b> Critical Reading and Composition <b>Section:</b> C01 <b>Component:</b> Lecture <b>Seats Open:</b> 19 <b>Instructor:</b> Ntube, Catherine-Watkin Chika <b>Campus:</b> USC Columbia <b>Credits:</b> 3 <b>Section Attributes:</b> CMW Communication/Writing		<b>Day(s) &amp; Location(s):</b> TTh 10:05am - 11:20am - MCMSTR 314 <b>Notes:</b> Restricted to Capstone Scholars					
C02	Lecture	18	Martin, Jennifer Dawn	MWF 12:00pm - 12:50pm	MCMSTR 314	Columbia	3
C03	Lecture	19	Bonner, Cathleen Elizabeth	MWF 1:10pm - 2:00pm	GAMBRL 354	Columbia	3
C04	Lecture	19	Ntube, Catherine-Watkin Chika	TTh 8:30am - 9:45am	HUMCB 204	Columbia	3

5. Once all restricted sections have been removed from all courses, click on 'Generate Schedules'



## Viewing & Selecting Course Schedule Options

1. After clicking on 'Generate Schedules' all possible schedules for the courses selected will appear
2. Hover over the magnifying glass to view what the weekly schedule will look like
3. Click on 'View' to see the details of that particular schedule

**Schedules**

Generate Schedules

Generated 1000+ Schedules

View 1	🔍	ENGL-101-006, HIST-108-Y01, MATH-122-001, PSYC-101-002, SPAN-121-001
View 2	🔍	ENGL-101-009, HIST-108-Y01, MATH-122-S05, PSYC-101-002, SPAN-121-001
View 3	🔍	ENGL-101-010, HIST-108-Y01, MATH-122-S05, PSYC-101-002, SPAN-121-001
View 4	🔍	ENGL-101-011, HIST-108-Y01, MATH-122-S05, PSYC-101-002, SPAN-121-001
View 5	🔍	MATH-122-S05, PSYC-101-002, SPAN-121-001
View 6	🔍	MATH-122-S05, PSYC-101-002, SPAN-121-001
View 7	🔍	MATH-122-S05, PSYC-101-002, SPAN-121-001
View 8	🔍	MATH-122-S05, PSYC-101-002, SPAN-121-001
View 9	🔍	MATH-122-S05, PSYC-101-002, SPAN-121-001

A red arrow points to the magnifying glass icon for 'View 5'. A red box highlights the weekly schedule view for 'View 5', showing a grid with days of the week (M, T, W, Th, F) and times (8am to 7pm). The schedule shows course sections as colored bars: orange for MATH-122-S05, yellow for PSYC-101-002, and blue for SPAN-121-001.

4. Review the details of the schedule including specific course information and the weekly schedule view
5. Note: Pay attention to the number of seats open in the course sections. If there are very few seats open, you may want to quickly register for the class directly from Self Service Carolina before another student registers and takes the seat.

Schedule Planner Text Only Help Sign out

Back Send to Shopping Cart Schedule 7 of 1000

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

CRN #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
10785	014	ENGL	101	18	TTh 2:50pm - 4:05pm - PETIGR 112	USC Columbia	3
14931	Y01	HIST	108	1	MW 5:30pm - 6:45pm - CLHIPP 350	USC Columbia	3
28548	S05	MATH	122	35	TTh 11:40am - 12:55pm - CLLCTT 201	USC Columbia	3
10073	002	PSYC	101	15	WF 10:50am - 11:40am - CLHIPP 005 M 3:30pm - 4:20pm - GAMBRL 104	USC Columbia	3
11268	001	SPAN	121	21	MWF 8:30am - 9:20am - HUMCB 103	USC Columbia	3
							15

Prerequisites

Week 2 (08/28/2017 - 09/03/2017)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
ENGL 101																
HIST 108																
MATH 122																
PSYC 101																
SPAN 121																

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am	SPAN-121 HUMCB 103 Schneider, Wendy C.		SPAN-121 HUMCB 103 Schneider, Wendy C.		SPAN-121 HUMCB 103 Schneider, Wendy C.
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					

- Click the lock icon on the course to lock that specific course section into your search. This will limit the search to only show schedule options that include that specific course section.

Schedule Planner Text Only Help Sign out

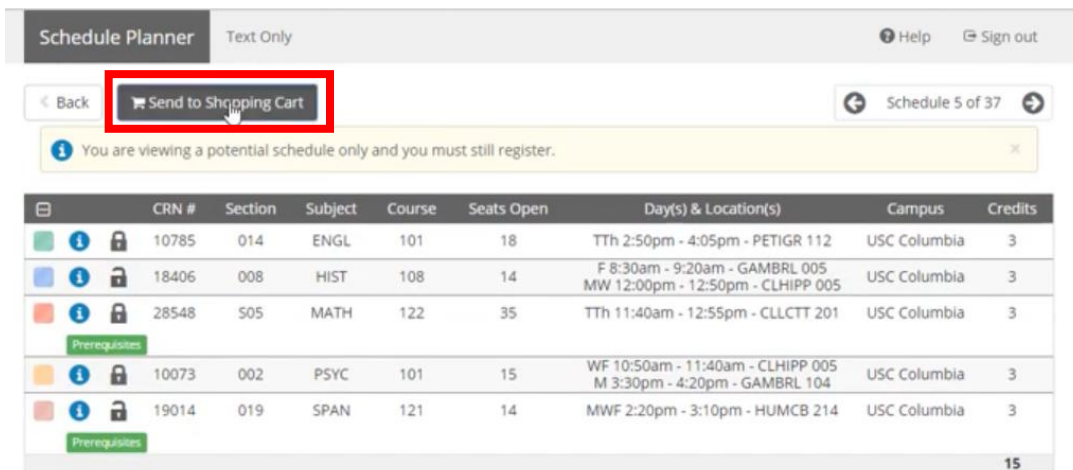
SPAN 121

Your schedule results have changed.

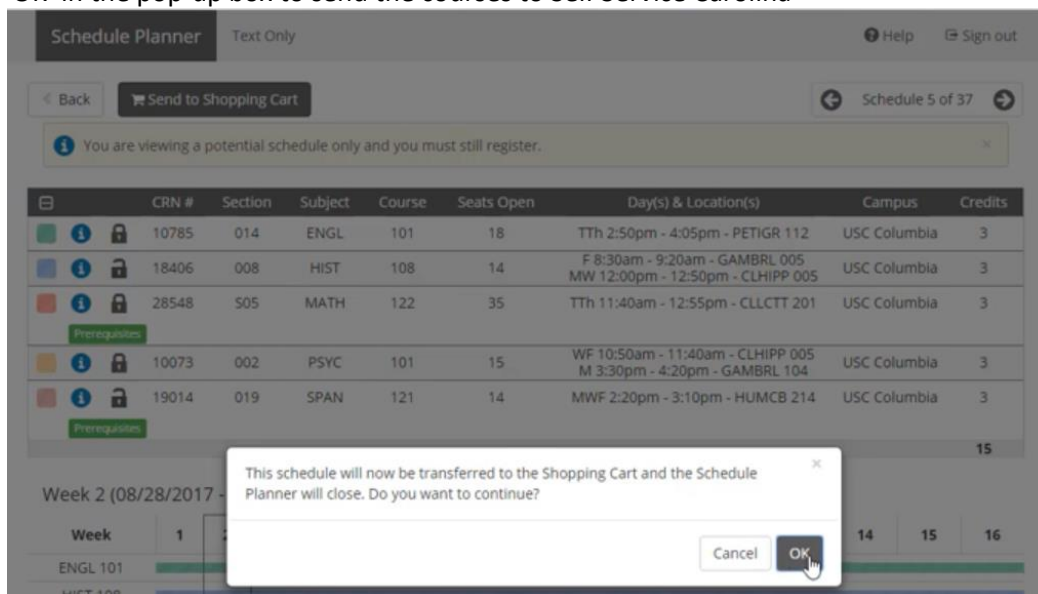
	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am	SPAN-121 HUMCB 103 Schneider, Wendy C.		SPAN-121 HUMCB 103 Schneider, Wendy C.		SPAN-121 HUMCB 103 Schneider, Wendy C.
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm					
12:15					
12:30					
12:45					
1pm					
1:15					
1:30					
1:45					
2pm					

Click to lock this class for PSYC 101

- Once you have the schedule you want, click on 'Send to Shopping Cart'

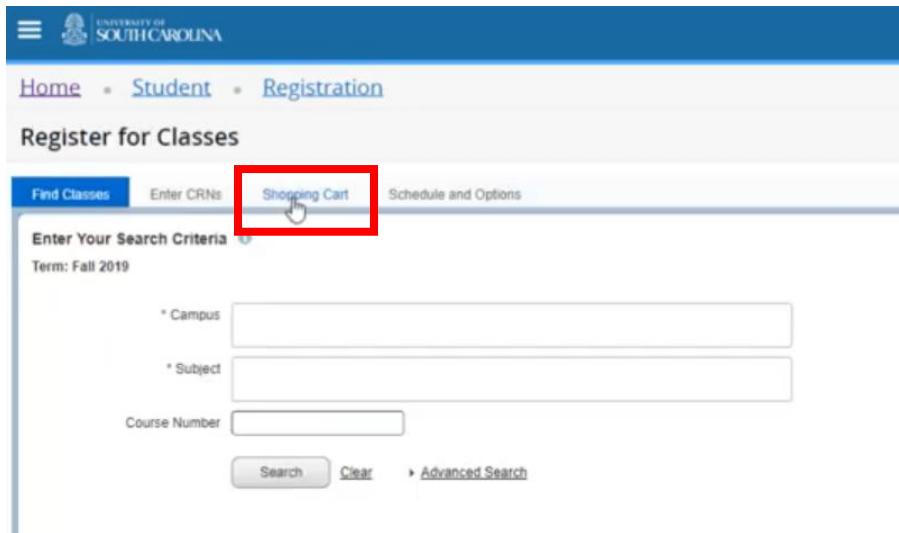


8. Click on 'OK' in the pop-up box to send the courses to Self Service Carolina

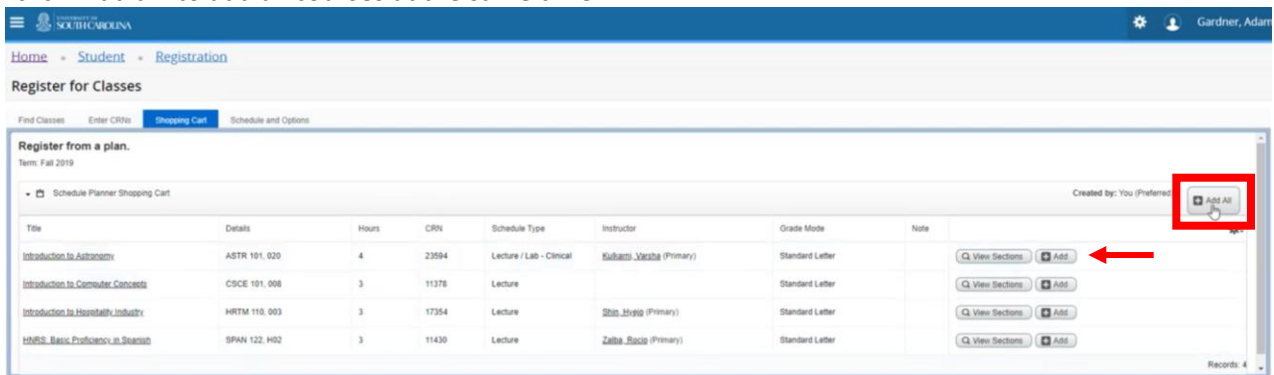


### Registering for Courses from the Schedule Planner Shopping Cart

1. Click on the 'Student' tab in Self Service Carolina
2. Select the 'Registration' tile
3. Select the 'Register for Courses' link
4. Click on the 'Shopping Cart' link



5. Add the courses that were brought over from Schedule Planner. Either click 'Add' for each individual course or click 'Add all' to add all courses at the same time.



6. Click the 'Submit' button in the lower right corner to complete the course registration process
7. Courses for which you are registered will show in the 'Summary' section. Note: If there is an error that prevented registration for a course, details will be shown here.

