*Please note that Schedule Planner is a planning tool only.

The tool does not recognize certain dependencies such as requisite courses, enrollment holds, instructor consent requirements, etc. If one of your courses is affected by these dependencies, you may receive an error message when you attempt to enroll in Student Center.

For best results, choose your courses first, and continue to refine those choices prior to adding your break times.

For different browsers, please ensure you are allowing pop-up messages. If a pop-up appears for https://humboldt.collegescheduler.com/admin, choose “Allow”. In Internet Explorer you may need to set this link up as a trusted site.

Students will log into PeopleSoft and navigate to Self-Service -> Student Center. The “Schedule Planner” link will be visible under the "DARS" link.

Click on the “Schedule Planner” link and it will take you to the Start Scheduler page, see below.
Schedule Planner

Instructions:

1. Click Here to open the Schedule Planner in a pop-up window.

2. Return to this window after clicking ‘Send Schedule to Shopping Cart’.

3. Visit the COURSE ENROLLMENT page from your Student Center to continue with course enrollment; click the ‘Import Cart’ button (see diagram).

4. Proceed with all enrollment steps until you receive the success or error message.

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 110</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

OR

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 100</td>
<td>Error: Instructor Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit.</td>
<td>✗</td>
</tr>
</tbody>
</table>
Students please read the instructions on this page. When you are ready, click on the “Click Here” link to start the Schedule Planner which will pop-up an instructions page – see next page. This page requires you to click “Ok” which will then take you to the Schedule Planner home page. The point of this page is to give you tips on what to expect.

*Please note that Schedule Planner is a planning tool only.

- The tool does not recognize certain dependencies such as requisite courses, enrollment holds, instructor consent requirements, etc. If one of your courses is affected by these dependencies, you may receive an error message when you attempt to enroll in Student Center.

- For best results: choose your courses first, and continue to refine those choices prior to adding your break times.

- For different browsers, please ensure you are allowing pop-up messages. If a pop-up appears for http://humboldt.collegescheduler.com/app/Main.aspx, choose “Allow”. In Internet Explorer you may need to set this link up as a trusted site.

Once you click “Ok” on this page, you will be taken to the Schedule Planner home page, see below.
From here, you can change the Course Status, choose Courses you need to take and add your Breaks (times when you are unavailable). If only one term is active, then no term selection is available.
Please note if you come across a course that shows the “Location” as both “online” and in a classroom (example from above “GH 218”), this is considered a “hybrid” course. This means the course will occur both online and in the classroom. The course instructor will define the schedule and correlating percentage of time that will be spent in each “location”, example the hybrid course may meet face-to-face 50% (in classroom) and then engage in asynchronous online activities during the remaining 50% of the time (or 75% face-to-face and 25% online, etc.).
Once you have added your courses and breaks in College Scheduler, click the “Generate Schedules” pushbutton. Depending on the courses requested and the break times, you will either receive generated schedules OR you will see a number of suggestions for making changes to your choices in order to generate the schedules. You will need to use the View/Edit links next to the courses to view and refine your choices against their break times to generate a schedule.
When all courses and breaks are entered and you have reviewed all the possible generated schedules, choose the courses that best fit your needs by placing a Checkmark in the left hand box next to the Course name and click Generate Schedules. See an example below.

By clicking the “View” link to the far left of the generated schedule another screen will pop-up to show you a weekly representation of the chosen schedule with pushbuttons at the top, see next page.

If this is the schedule you want, click the Send Schedule to Shopping Cart pushbutton:
When you click the “Send your Schedule to Shopping Cart” pushbutton, a pop-up message will ask: “This schedule will now be transferred to your enrollment shopping cart and the Schedule Planner will close. Do you want to continue?” Click “OK” and the page will close. Another page will open up to repeat the Import Cart instructions, see below. Click the “Close” pushbutton on that page and it will take you back into PeopleSoft.

*You are viewing a potential schedule and must send to your Shopping Cart to enroll.
Thank you. Your schedule is now ready to be imported. Please follow the instructions below.

**Instructions:**

1. Visit the 'Enrollment' page in Student Center to continue with enrollment.

2. Click the 'Import Cart' button.

---

**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.

---

**Import Cart**

You have a schedule pending from Schedule Planner. Please press the button below to load your schedule into the enrollment shopping cart.

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**Fall Semester 2013 | Undergraduate | Humboldt State University**

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**Add to Cart:**

- **Enter Class Nbr**
- **Delete**
- **Find Classes**
   - **Class Search**
   - **search**
   - **schedule planner**

**Fall Semester 2013 Shopping Cart**

- **FILM 315-1**
  - **(46476)**
  - **TuTh**
  - **9:00AM - 10:50AM**
  - **TA 117**
  - **A. Alter**
  - **4.00**

---

**Proceed to Step 2 of 3**
On the schedule planner start page in PeopleSoft, click the “Course Enrollment” pushbutton. On the Enroll - Add tab, there will be a message that a schedule is pending from Schedule Planner. There will also be an IMPORT CART link which the student will click to import the pending classes into the shopping cart (see below). From there, the student will follow the same enrollment process they do today in Student Center.