

College Scheduler User Guide

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 any of these dependencies, you may see an error message when you attempt to complete your enrollment in Student Center.

For best results, choose your courses first and continue to refine those choices BEFORE you add your break times.

Please ensure your browser is configured to allow 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 as a trusted site.

Getting Started

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 to go to the Start Scheduler page.

Schedule Planner



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

✔ Success: enrolled ✘ Error: unable to add class		
Class	Message	Status
HIST 110	Success: This class has been added to your schedule.	✔

OR

✔ Success: enrolled ✘ Error: unable to add class		
Class	Message	Status
COMM 100	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.	✘

Please read the instructions on this page carefully before beginning.

When you are ready, click on the Click Here link to start the Schedule Planner, which will display an instructions page (see below). This page gives you some important hints and tips on what to expect as you plan your schedule.

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HUMBOLDT STATE UNIVERSITY SCHEDULE PLANNER

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- 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.

Ok

Once you click OK on this page, you will be taken to the Schedule Planner home page (see below).

HUMBOLDT STATE UNIVERSITY SCHEDULE PLANNER

Course Status: Term:



Instructions: Add desired courses and breaks, place checkmarks by the courses and breaks you want and click the 'Generate Schedules' button!

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Another tip: 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.

Courses

Add Course

Click the 'Add Course' button to add courses.

Breaks

Add Break

Click the 'Add Break' button to add times during the day that you do not wish to take classes.

Schedules

Generate Schedules

From this screen, you can change Course Status filter, choose the Courses you need to take, and add your Breaks (times when you are unavailable for classes). The semester for which you are making your schedule is shown to the right of the Course Status.

HUMBOLDT STATE UNIVERSITY SCHEDULE PLANNER

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Courses					Add Course	Breaks				Add Break
<input type="checkbox"/>	Course	Options	Info	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name	Days	Time	<input type="checkbox"/>
<input type="checkbox"/>	BA 340	View/Edit	i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	track training	MTWThF	6:00pm to 7:00pm	<input type="checkbox"/>
<input type="checkbox"/>	COMM 103	View/Edit	i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	study group	MTWThF	8:00pm to 9:00pm	<input type="checkbox"/>
<input type="checkbox"/>	BA 210	View/Edit	i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	ART 103	View/Edit	i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	BA 250	View/Edit	i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	BOT 330L	View/Edit	i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	ECON 306	View/Edit	i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

Schedules
<input type="button" value="Generate Schedules"/>

Once you have added all your potential courses and breaks, click Generate Schedules. Depending on the courses you've requested and your break times, you will either receive generated schedules or suggestions for adjusting your choices prior to generating the schedules. You will need to use the View/Edit links next to the courses to view and refine your choices before generating your 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 box to the left of the Course name and click Generate Schedules. An example of a generated schedule is shown below.

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[Help Videos](#) - [Log Out](#)

HUMBOLDT STATE UNIVERSITY SCHEDULE PLANNER

Course Status: Term:

Courses					<input type="button" value="Add Course"/>
<input type="checkbox"/>	Course	Options	Info	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	BA 340	View/Edit	i	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	COMM 103	View/Edit	i	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	ART 103	View/Edit	i	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BOT 330L	View/Edit	i	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ECON 306	View/Edit	i	<input type="checkbox"/>	<input type="checkbox"/>

Breaks				<input type="button" value="Add Break"/>
<input type="checkbox"/>	Name	Days	Time	<input type="checkbox"/>
<input type="checkbox"/>	track training	MTWThF	6:00pm to 7:00pm	<input type="checkbox"/>
<input type="checkbox"/>	study group	MTWThF	8:00pm to 9:00pm	<input type="checkbox"/>

Schedules				
<input type="button" value="Generate Schedules"/>				Generated 1 schedule.
<input type="checkbox"/>	#	Compare	<input type="checkbox"/>	
View	1	i	<input type="checkbox"/>	BA-340-2, COMM-103-1, ART-103-2,

By clicking the View link on the left of the generated schedule, another screen will pop up to show you a weekly representation of your chosen schedule; see below for an example.

View Schedule #1 - Fall Semester 20

Print Page

Send Schedule to Shopping Cart

Close Schedule

***You are viewing a potential schedule and must send to your Shopping Cart to enroll.**

More Info	Status	Subject	Course Section	Class #	Open Seats	Day(s) & Time(s)	Date	Location(s)	Campus
	Not Enrolled	Communication	103	2	46385	45	TTh - 11:00am - 12:20pm	8/26/2014 - 12/18/2014	Humboldt State University

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Work		Work		Work
8:15					
8:30					
8:45					
9:00					
9:15					
9:30					
9:45					
10:00					
10:15					
10:30					
10:45					
11:00		Communication-103-2 LEC		Communication-103-2 LEC	
11:15					
11:30		Gregory Young		Gregory Young	
11:45					

If this is the schedule you want, click the Send Schedule to Shopping Cart pushbutton.

When you click Send your Schedule to Shopping Cart, you will see the following pop-up message:

This schedule will now be transferred to your enrollment shopping cart and the Schedule Planner will close. Do you want to continue?

Click OK to close the page. Another page will open up which reminds you of the steps you need to take to import your Shopping Cart into Student Center; this page is also shown below. Click Close to return to PeopleSoft and continue with your enrollment.

✓ 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.

Navigation tabs: Search, Enroll, My Academics, DARS. Search input: my class schedule. Action buttons: add, drop, swap, edit, term information.

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.

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

Click **import cart** to continue with registration.

Fall Semester 2013 | Undergraduate | Humboldt State University

Legend: ● Open ■ Closed ▲ Wait List

Add to Cart:
Enter Class Nbr: **enter**
Find Classes:
 Class Search **search**
schedule planner

Fall Semester 2013 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	FILM 315-1 (46476)	TuTh 9:00AM - 10:50AM	TA 117	A. Alter	4.00	●

PROCEED TO STEP 2 OF 3



Once you're back in PeopleSoft on the schedule planner start page, click Course Enrollment. You'll see a message on the Enroll - Add tab that a schedule is pending from Schedule Planner. You'll also see an Import Cart link – click this link to import the pending classes into the shopping cart (see below). From this point, you'll follow the same enrollment process as you have done before in Student Center.

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.

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

Click **import cart** to continue with registration.

Fall Semester 2013 | Undergraduate | Humboldt State University

● Open
 ■ Closed
 ▲ Wait List

Add to Cart:

Enter Class Nbr

Find Classes

Class Search

Fall Semester 2013 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	FILM 315-1 (46476)	TuTh 9:00AM - 10:50AM	TA 117	A. Alter	4.00	●