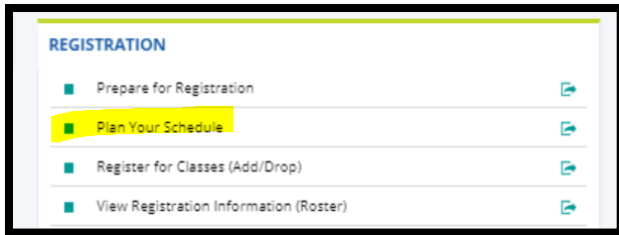


PLAN YOUR SCHEDULE

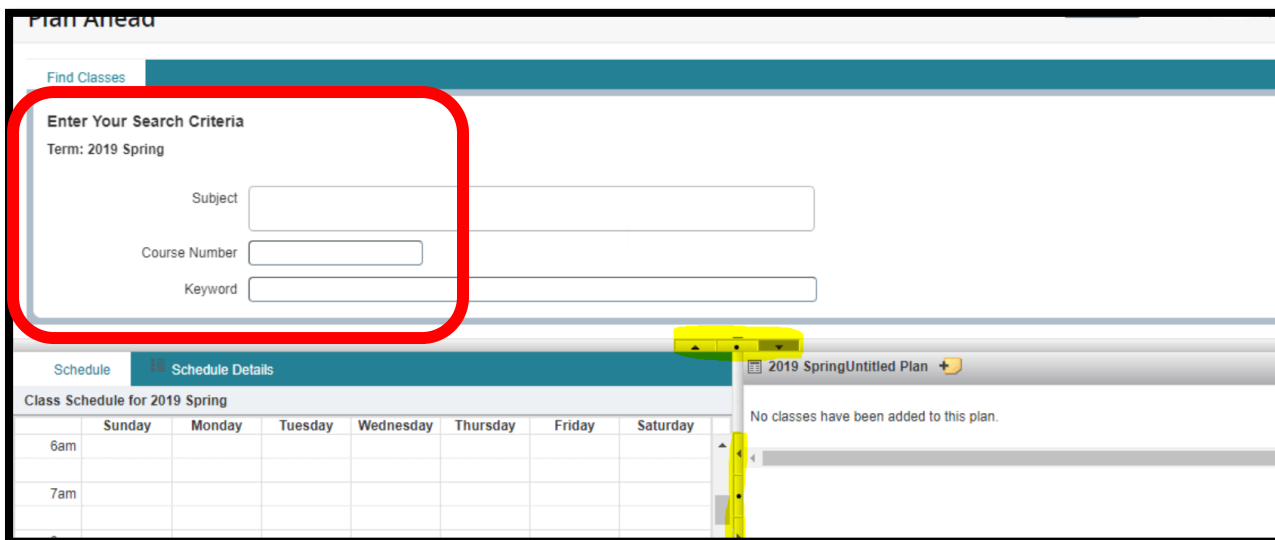
Once the master Class Schedule is published for the next semester(s), students can plan, visualize, and save a preferred schedule within the new self-service area. Created plans can be used to complete registration beginning on the assigned priority registration day.

A plan can be made based on preferred sections (with days and times) or just based on the needed courses. Advisors can also make plans for students. Students can make up to five plans.

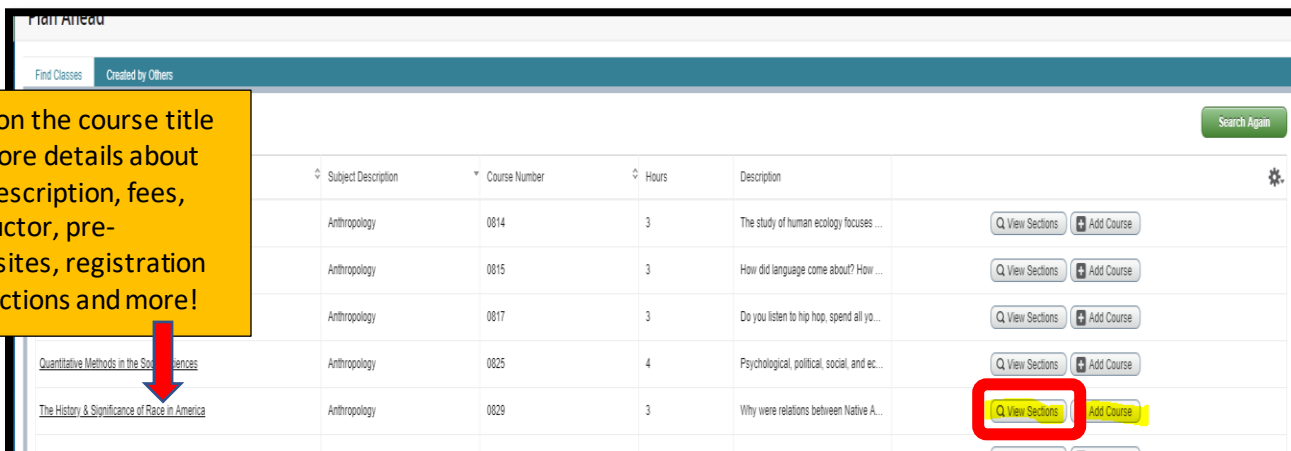
From TUPortal>Student Tab> Registration ... select **Plan Your Schedule**.



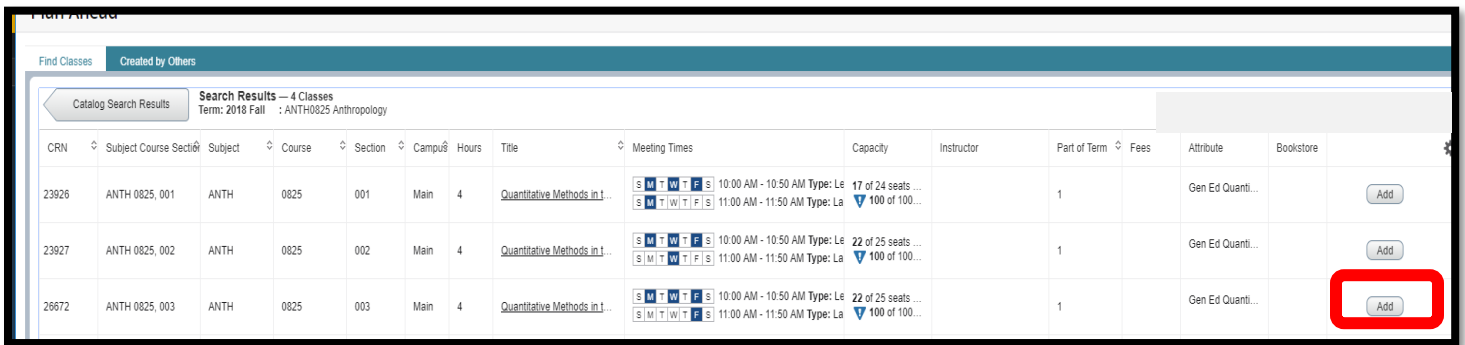
In **Find Courses**, enter the Term and your search criteria to find COURSES you want to register for in the upcoming term.



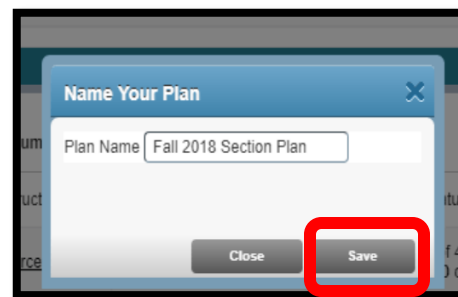
To build the ideal CLASS schedule, select 'View Sections' and review the scheduling options for the course.



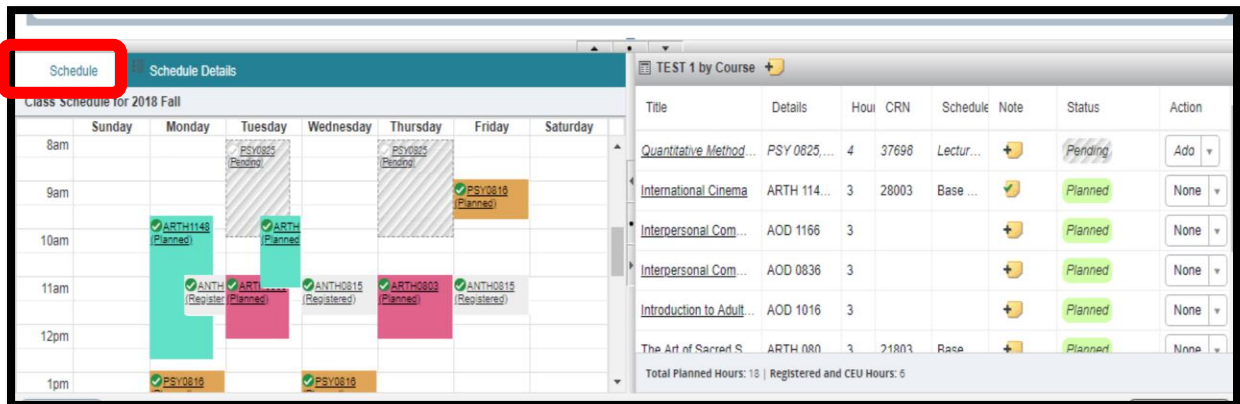
Pick the section you want to plan and click “Add” .



This action moves the course to the summary panel on the bottom right in a “Pending” Status. When your plan is complete, click ‘Save Plan’. When prompted, name the plan and save again. The status for the section is now “Planned”. To remove a course from a saved plan, change the status to “Remove”.



- a. View the planned sections (solid colors) and the pending sections (cross-hatched) in the **Schedule** tab on the bottom left. **Unlike registration, there are no restrictions attached to the courses in a ‘Planned’ status. It is important to know the pre-requisites and registration restrictions of the courses before registering!**



- b. View **more** details about the planned courses in the **Schedule Details** tab on the bottom left. Use the Notes icon to add information to help with schedule planning.

