Figuring Out the New Schedule Planner

This document is a tool to assist you in learning how to navigate the Schedule Planner so that you can learn how to search for courses and create a specialized schedule.

To Search for Courses:

1) First, you need to find courses to add.

Click on "Add Course"

2) Ways by which to search:

There are 3 tabs by which to search:

- By "Subject" ie: COM, BSC, ANT, etc.
- By "Section Category" to locate Gen Ed / FKL courses.
- By the "DegreeWorks" tab (if you or your advisor have created a DgW Plan)

3) "Add" the courses to the planner tool before returning to the main screen:

Add Course

By Subject	Search By Section Category	DegreeWorks

Subject ORI - Oral Interpretation ▾

Course 3004 Communication as Performance ▾

‹ Done   **+ Add Course**

Oral Interpretation 3004 - Communication as Performance

Designed to develop an understanding of performance as a communicative process and as a method through which to study communication. This course emphasizes the ways performance communicates social, cultural, and political perspectives, and identities.

ⓘ Click "Done" to return to the homepage and generate schedules.

Courses

ⓘ **ORI 3004**
Communication as Performance ⊗

When you find a course you wish to take, click "Add Course" which will place it in the right-hand corner.

After selecting multiple courses, select "Done" to return to the main screen.

Only after returning to the main screen will you be able to see details about each course.

Adding Breaks: To create a specialized schedule, you may want to add a break to avoid certain days and/or times.

Let's say you like to eat lunch at 12:30p.m. every day and you have to drive your little brother to soccer practice at 6:00p.m. every Tuesday. This is how you would add those breaks into your schedule:

Breaks   **+ Add Break**

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

Click on "Add Break"

Add New Break

ⓘ Breaks are times during the day that you do not wish to take classes.

Break Name Brother's Soccer Practice

Start Time 6 ▾ : 00 ▾ am **pm**

End Time 9 ▾ : 00 ▾ am **pm**

Days ○ Select Weekdays

○ ✓ ○ ○ ○ ○ ○
MON TUE WED THU FRI SAT SUN

‹ Back   ✔ Add Break

Insert the information for the break on this page and then click "Add Break" to go back to the main page.

Generating Schedules:

Once you are back on the main page, you can click "Generate Schedules" to see schedules based on your selections and breaks.

NOTE: each time you make a change you need to click "generate schedules"

You can then hover your cursor over the magnifying glass to see a quick view of your weekly schedule, or you can click View.

Once you click view, you will be directed to a page with more information about your schedule selection, including course CRN's, time/days, instructor, available seats, etc:

		CRN #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Credits	USF System Institution	Parts of Term
	ℹ 🔒	84819	ANT	4401	004	8	TR 3:30pm - 4:45pm - SOC 384	3	Tampa	Fall 2018 - Full Term
	ℹ 🔒	91341	COM	2000	701	287	OFFT OFF	3	Tampa	Fall 2018 - Full Term
	ℹ 🔒	81437	MUH	3016	701	1178	OFFT OFF	3	Tampa	Fall 2018 - Full Term
Notes --online only; syllabus on Canvas										
	ℹ 🔒	91004	ORI	3004	001	11	TR 9:30am - 10:45am - CIS 3020	3	Tampa	Fall 2018 - Full Term
								12		

Week 1 (08/20/2018 - 08/26/2018)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
ANT 4401																
COM 2000																
MUH 3016																
ORI 3004																

Quick Tip: If you're set on one course but are open to other time options for the other classes, you can click the lock icon next to the class you definitely want to keep on your schedule. This will then automatically narrow your schedule options based on your locked class.

		CRN #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Credits	USF System Institution	Parts of Term
🟩	ℹ🔒	84819	ANT	4401	004	8	TR 3:30pm - 4:45pm - SOC 384	3	Tampa	Fall 2018 - Full Term
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🟥	ℹ🔒	81437	MUH	3016	701	1178	OFFT OFF	3	Tampa	Fall 2018 - Full Term
		Notes --online only; syllabus on Canvas								
🟧	ℹ🔒	91004	ORI	3004	001	11	TR 9:30am - 10:45am - CIS 3020	3	Tampa	Fall 2018 - Full Term
								12		

Once you're happy with your schedule, click on "Send to Shopping Cart" at the top of the page.

This will close Schedule Planner and take you to OASIS.

PLEASE READ THE IMPORTANT NOTES BELOW!

Week 1 (08/20/2018 - 08/26/2018)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
ANT 4401																
COM 2000																
MUH 3016																
ORI 3004																

IMPORTANT: After you're back in OASIS, you still need to register for your classes. Clicking "Send to Shopping Cart" or "locking" classes does NOT mean you're registered for the class or that a seat has been saved for you!

By hitting "Send to Shopping Cart", this only sends the classes to the "Register, Add, or Drop" screen in Oasis. You still need to confirm your registration by hitting "Submit" or "Register" at the bottom of the page. After that, you must make sure that each class is marked as "Web Registered" on that page.

Although Schedule Planner is a handy tool, you are responsible for checking that you are registered for all of the correct courses for your degree. You **MUST** check that you are "Web Registered" for the correct classes by logging into OASIS and checking the "Register, Add, or Drop Classes" link in the "Registration" tab. If you're not registered for the right classes or there's a class missing, make sure you adjust your schedule ASAP!

If you're not sure why you're getting a registration error for a course (i.e. permit required, pre-reqs not met), make sure to reach out to your Academic Advisor ASAP!

Happy Planning!

Looking for more? The following pages include information about how to customize your search.

Customizing Your Search

Searching for online courses ONLY:

So you're going home for the summer but still want to take online courses through USF. How do you search for only online courses? Here's how:

Course Status	Open Classes Only	Change	Parts of Term	All Parts of Term Selected	Change
USF System Institutions	1 of 4 Selected	Change	Instruction Modes	All Instruction Modes Selected	Change
Term	Fall 2018	Change	Levels	All Levels Selected	Change

Click on "Change" next to Instruction Modes.

Select Instruction Mode

☑ **Select All Instruction Modes**

☑ Classroom

☑ Hybrid (50-79% Online)

☑ Primarily Online (80-99%)

☑ Fully Online (100%)

‹ Cancel   ✔ Save

You'll then be directed to this page where you can un-check the "Select all Instruction Modes" box and only check the options you want for your schedule. If you want all of your classes online, then you'll just have a checkmark next to "Fully Online".

If you're open to in-person and online, you can check both "Classroom" and "Fully Online".

Hit Save when you're done.

Looking for Maymester or Winter Session courses:

Looking for a Maymester course or Winter Session course? This is how you can make sure the Schedule Planner gives you only those courses:

Course Status	Open Classes Only	Change	Parts of Term	All Parts of Term Selected	Change
USF System Institutions	1 of 4 Selected	Change	Instruction Modes	1 of 4 Selected	Change
Term	Fall 2018	Change	Levels	All Levels Selected	Change

Click "Change" next to "Parts of Term"

Select Parts of Term

☑	**Select All Parts of Term**
☑	Summer 2018 - Alternative Calendar Term
☑	Summer 2018 - Graduate School Alt. Calendar
☑	Summer 2018 - Graduate School full term
☑	Summer 2018 - Intersession
☑	Summer 2018 - Extended Alternative Calendar
☑	Summer 2018 - GR Summer first 6 weeks
☑	Summer 2018 - GR Summer last 6 weeks
☑	Summer 2018 - Summer A
☑	Summer 2018 - Summer B
☑	Summer 2018 - Summer C

‹ Cancel   ✔ Save

Click on "Select All Parts of Term" to un-check all boxes. For Maymester classes, you'll need to check ONLY the "Summer 2018 – Intersession" box. Hit "Save" when you're done!

This will make sure that the Schedule Planner only gives you Maymester classes when you're adding courses.

For Winter Session, you would follow the same steps, except you'd select "Spring 2019 – Winter Session" when the time comes to register for Spring 2019.

Quick Tip: To make searching easier, make sure that you click "Change" next to Level and select "Undergraduate". This will give you only undergraduate courses.

Looking for Closed Classes:

Hoping that one class opens up before the end of Add/Drop Week? You can check both open and full classes by following these steps:

Course Status	Open & Full	Change			
USF System Institutions	1 of 4 Selected	Change	**Instruction Modes**	All Instruction Modes Selected	Change
Term	Summer 2018	Change	**Levels**	All Levels Selected	Change

Click on "Open and Full" under "Course Status" before you start adding courses. This will let you look at both open and full classes.

You'll then follow the same instructions for adding courses.

Once you choose your classes and hit "Generate Schedules", you'll be given different schedules to view. When you click on "View", you'll notice that closed classes will have a "0" in the "Seats Open" section:

⊟		CRN #	Subject	Course	Section	Seats Open	Day(s) & Location (s)	Credits	USF System Institution	Parts of Term
🟩 ℹ 🔒		55197	SPC	4930	701	**0**	TBAT TBA	3	Tampa	Summer 2018 - Summer B
🟦 ℹ 🔒		57087	SPC	4930	702	**0**	OFFT OFF	3	Tampa	Summer 2018 - Summer A
								6		

You can still click "Send to Shopping Cart" at the top of the page so these closed classes can be kept in your Shopping Cart. To check their status, simply hit "Generate Schedules" and it will take you back to the page above where you can see the open seats.

If a seat opens up, make sure to register for it ASAP following the previous instructions.