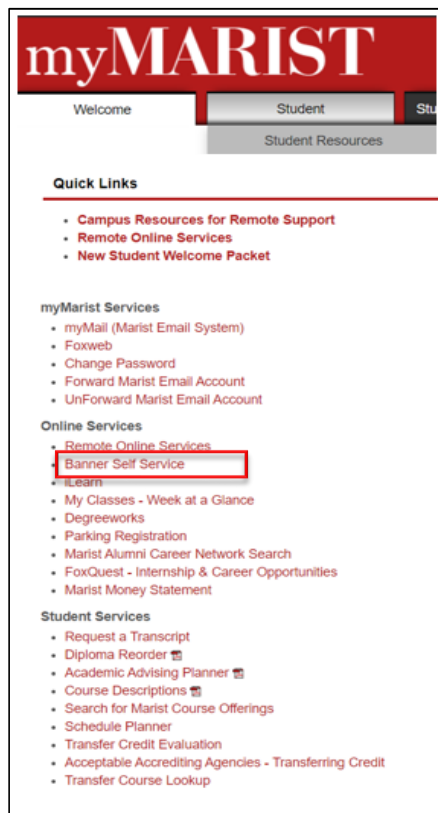# Using Schedule Planner

Overview:

Schedule Planner is a tool designed to assist students with creating an ideal class schedule, taking in to account any other regularly scheduled events or day/time preferences a student may have.
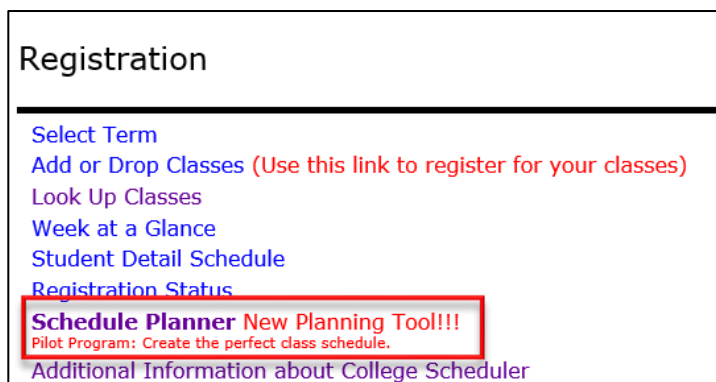
Instructions:

Step 1

Sign in to myMarist, and go to the Student/Student Resources tab and select Banner Self Service. *Safari is currently experiencing issues, please use Chrome.

Step 2

Select the Student tab, then Registration. From the Registration Menu, select *Schedule Planner*

Step 3

Select the *desired term*, then click *Save and Continue*.

MARIST

Select Term

Term

○ Fall 2017

◉ Spring 2018

✔ Save And Continue

Step 4

Select the desired campus(es), then click *Save And Continue*.

MARIST

Select Campus

☐ **Select All Campuses**

☑ Marist College Campus

☐ On-Line

✔ Save And Continue

Step 5

Make sure Course Status is Open Classes Only, then click on *+ Add Course*.

MARIST

Course Status	Open Classes Only	Change	**Term**	Spring 2018	Change
Campuses	1 of 2 Selected	Change	**Parts of Term**	All Parts of Term Selected	Change
Levels	All Levels Selected	Change			

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

Courses + Add Course **Breaks** + Add Break

ℹ Add the courses you wish to take for the upcoming term. ℹ Add times during the day you do not wish to take classes.

Schedules

Step 6

You will have 3 ways to search for courses: by Subject, By Course Attribute (Fine Arts, History, Core Literature etc.) and by Instructor.

By Subject:

By Course Attribute:

By Instructor:

Step 7

Select your courses, then select *Add Course.* As you add courses, they will appear on the right, under Courses. When you have added all of your courses, click *Done.*

Step 8
Once you have added all of your courses, click *Generate Schedules.*

Step 9
All possible schedule combinations will be generated.

Step 10
To limit the number of schedules generated, you can scroll back up and add breaks for days and times that you work, have sports practice, meetings or any times you don't want classes scheduled. Click on *Add Break.*

Click on *Add Break* to customize*.*

Step 11
Click on *Generate Schedules* and the number of schedules will be reduced based on your break.

⟳ Generate Schedules	⤨ Shuffle		

ℹ Generated **534** Schedules ✕

View 1 🔍 ☐ Work, ACCT-204N-111, BIOL-101L-111, BUS-202N-111, CMPT-103L-112, ENG-210L-111

View 2 🔍 ☐ Work, ACCT-204N-204, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111

View 3 🔍 ☐ Work, ACCT-204N-203, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111

View 4 🔍 ☐ Work, ACCT-204N-201, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111

View 5 🔍 ☐ Work, ACCT-204N-200, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111

View 6 🔍 ☐ Work, ACCT-204N-115, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111

View 7 🔍 ☐ Work, ACCT-204N-114, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111

Click on the magnifying glass to get a visual representation of a schedule. Click on *View* to see the selected schedule. All of the course information will be at the top and a color-coded visual schedule, showing courses and any breaks, will be at the bottom.

	CRN #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
🟩 ℹ 🔒	11884	203	ACCT	204N	20	T 6:30pm - 9:00pm	Marist College Campus	0
Prerequisites								
🟦 ℹ 🔒	10402	113	BIOL	101L	30	MW 5:00pm - 6:15pm	Marist College Campus	0
🟥 ℹ 🔒	10061	114	BUS	202N	20	W 2:00pm - 3:15pm F 3:30pm - 4:45pm	Marist College Campus	3
🟧 ℹ 🔒	10732	114	CMPT	103L	25	TF 12:30pm - 1:45pm - LB 303	Marist College Campus	0
🟥 ℹ 🔒	11262	111	ENG	210L	25	MTh 8:00am - 9:15am	Marist College Campus	0
							Total: 3	

You can compare up to 4 schedules at once. Check the boxes by the desired schedules, then click *Compare.*

To further customize your schedule, you can lock a section by clicking the lock icon next to the course section.

			CRN #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
	ℹ️	🔒	10004	111	ACCT	204N	25	TF 9:30am - 10:45am	Marist College Campus	3
Prerequisites										
	ℹ️	🔓	10032	111	BIOL	101L	30	MW 3:30pm - 4:45pm	Marist College Campus	3
	ℹ️	🔓	10059	111	BUS	202N	20	MTh 9:30am - 10:45am	Marist College Campus	3
	ℹ️	🔓	10731	112	CMPT	103L	25	TF 8:00am - 9:15am - LB 303	Marist College Campus	0
	ℹ️	🔓	11262	111	ENG	210L	25	MTh 8:00am - 9:15am	Marist College Campus	0
										Total: 9

Click *Generate schedules* again & all the newly generated schedules will revolve around this section.

Schedules

🔁 Generate Schedules   ⤬ Shuffle

ℹ️ Generated **76** Schedules   ✕

View 1 🔍 ☐   Work, ACCT-204N-111, BIOL-101L-111, BUS-202N-111, CMPT-103L-112, ENG-210L-111

View 2 🔍 ☐   Work, ACCT-204N-111, BIOL-101L-113, BUS-202N-113, CMPT-103L-112, ENG-210L-111

View 3 🔍 ☐   Work, ACCT-204N-111, BIOL-101L-113, BUS-202N-114, CMPT-103L-201, ENG-210L-111

View 4 🔍 ☐   Work, ACCT-204N-111, BIOL-101L-113, BUS-202N-114, CMPT-103L-200, ENG-210L-111

View 5 🔍 ☐   Work, ACCT-204N-111, BIOL-101L-113, BUS-202N-114, CMPT-103L-113, ENG-210L-111

View 6 🔍 ☐   Work, ACCT-204N-111, BIOL-101L-113, BUS-202N-114, CMPT-103L-111, ENG-210L-111

View 7 🔍 ☐   Work, ACCT-204N-111, BIOL-101L-113, BUS-202N-114, CMPT-103L-114, ENG-210L-111

View 8 🔍 ☐   Work, ACCT-204N-111, BIOL-101L-113, BUS-202N-114, CMPT-103L-112, ENG-210L-111