

WELCOME TO SCHEDULE PLANNER

QUICK REVIEW GUIDE

Schedule Planner is a web-based software, primarily for use by students at Pace University.

Schedule Planner replaces the dated process of using pen, paper and entirely too much time to develop a working schedule only to find out that a course is then closed. This software automates the process with an easy to use interface that presents the students with every possible schedule option, including breaks, that fits their desired course load. You can set the filter to only show open classes, filter by campus and/or level of the course. This process not only saves time in building the schedule but also increases the student's chance of being able to register prior to the classes closing.

Just choose the courses that you want to register for, block out your busy time, such as practice, work or just some free time, then let Schedule Planner build a series of schedules that fit and you pick the one that is best for you.

ACCESSING SCHEDULE PLANNER

To access the new Schedule Planner login to [MyPace Portal](#).

Once you have logged in click on the **Student Tab** at the top of the page.

Now click on the **Registration, Grades and Tuition Schedule** link.

The screenshot shows the MyPace Portal interface. At the top, the Pace University logo and 'MyPace Portal' are displayed. Below the header, there is a navigation bar with tabs: 'Students', 'Staff', 'Faculty', 'Library', 'My Stuff', and 'Reportal'. A yellow arrow points to the 'Students' tab. Below the navigation bar, the main content area is divided into three columns. The left column is titled 'Office of Student Assistance (OSA)' and contains links for 'Time Sensitive Messages', 'Schedule Explorer', and 'Registration, Grades and Tuition Schedule'. A yellow arrow points to the 'Registration, Grades and Tuition Schedule' link. The middle column is titled 'Academics' and contains a list of colleges, schools, and programs, as well as links for 'Academic Calendar' and 'Blackboard Help'. The right column is titled 'PACE LAW SCHOOL' and contains links for 'Popular Links', 'Upcoming PACE LAW Events RSS', 'Law School Departmental A-Z Index', and 'PACE LAW Academic Services'.

On the next page click on the **Student Button** along the top of the window, and then the bottom link on the **Registration Tab** click on the link for **Scheduler Planner**.

NOTE: When you click on the Schedule Planner link the page will open in seperate window.

The screenshot shows the Ellucian Student Registration page. At the top, there is a 'Browse' button and a 'Help' link. Below this is a search bar with the text 'Find a page...'. The main navigation bar includes 'Home > Student > Registration'. The 'Student' button is highlighted with a yellow arrow. Below the navigation bar, there are three tabs: 'Registration', 'Student Records', and 'Degree Works'. The 'Registration' tab is active, showing a list of links. The 'Schedule Planner' link is highlighted with a yellow arrow. The footer contains the copyright notice '© 2015 Ellucian Company L.P. and its affiliates.', the version number 'RELEASE: 8.6', and the 'SITE MAP' link. The Ellucian logo is in the bottom right corner.

Browse Help

Find a page...

Home > Student > Registration

Student Financial Aid Faculty Services Employee

Registration
Check your registration status, class schedule and add or drop classes

Student Records
View your holds, grades, transcripts and account summary.

Degree Works
View your academic progress. It is recommended you use this tool in conjunction with guidance from your advisor. Currently available to undergraduate students only.

- Check Your Registration Status
- Account Summary By Term
- Registration Fee Assessment
- Student Schedule
- Select Term
- Schedule Planner^{New!!!}**

- View Grades Online
- Student Schedule icalendar download
- ***Textbook Information Lookup***
- Barnes and Nobles Bookstore
- Dawg Dollars
- Schedule Planner Registration Cart

- Register, Add or Drop Classes
- Registration History
- Withdrawal Information
- Class Schedule
- Pay Your Bill / Payment Plans

© 2015 Ellucian Company L.P. and its affiliates.

RELEASE: 8.6 SITE MAP

ellucian

Once the page loads, you must answer three mandatory questions to set the filters for the content.

- First select the **TERM** for which you would like to register.
- Second select the **CAMPUS** you would like to attend. (Check all that apply)
- Third select your **ACADEMIC LEVEL**. (Check all that apply)

NOTE: Please select for the TERM, CAMPUS and LEVEL of the course that you are registering for.

Select Term

Term
☒ Fall 2015
☐ January Intersession 2016

[✓ Save And Continue](#)

Select Campus

☒ Select All Campuses
☒ Midtown Center
☒ New York City
☒ Off Campus
☒ Online
☒ Pleasantville
☒ White Plains

[✓ Save And Continue](#)

Select Levels

☒ Select All Levels
☒ Undergraduate
☒ Graduate
☒ Doctoral
☒ Law-JD
☒ Law-LLM
☒ Law-SJD
☒ Non-Traditional

[Cancel](#)

After you click **Save and Continue**, your selections are saved for the next time you log in and you should now be on the official Scheduler Planning Page as shown below. Let's review this page.

[Schedule Planner](#) [Text Only](#) [Help](#) [Sign out](#)



Course Status	Open Classes Only	Change	Parts of Term	All Parts of Term Selected	Change
Campuses	1 of 6 Selected	Change	Levels	All Levels Selected	Change
Term	Fall 2015	Change			

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

Tip: Send your schedule to the Registration Cart to save your schedule!

Courses

[+ Add Course](#)

Add the courses you wish to take for the upcoming term.

Breaks

[+ Add Break](#)

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

Schedules

[Generate Schedules](#)

SCHEDULE PLANNER is a simple solution. The page consist of just two sections...

The top half is the **Filters Section**. This is where you can filter your selections by a series of five areas.

- **COURSE STATUS:** By default the software is searching open classes. However, you can search all courses regardless if they are open or closed.
- **CAMPUS:** You can narrow the seach down to your primary or home campus. Or, if you are near another campus frequently you can search for course on multiple campuses.
- **TERM:** Term or semester that the student regeristing for. The traditional college semesters are Spring, Summer 1, Summer 2 and Fall. Pace offers addition semester depending on need and your availabilty.
- **PART OF TERM:** Within the traditiaonal and non-traditional terms there are a number of special sub-catagories such as Later Start, this can be for one target group or the general student body.
- **LEVEL:** Again this is for the level of the course you are searching for. The student could be an undergraduate student looking to register for a graduate level course for example. In this example you would select the graduate level.

The bottom half is the **Courses and Breaks section**. This is where you build your course load desired and block out any break time for the planner to work around when building all posibile schedules.

The screenshot shows the Pace University Schedule Planner interface. At the top is a blue navigation bar with 'Schedule Planner' and 'Text Only' tabs, and links for 'Help' and 'Sign out'. Below the navigation bar is a green notification box that says 'Saved selected Levels.' with a close button. The Pace University logo is centered below the notification. The main content area is divided into two sections. The top section, labeled 'Filters' with a yellow arrow, contains a table of filter options: 'Course Status' (Open Classes Only), 'Campuses' (1 of 6 Selected), 'Term' (Fall 2015), 'Parts of Term' (All Parts of Term Selected), and 'Levels' (1 of 7 Selected). Each filter has a 'Change' button. The bottom section, labeled 'Course & Breaks' with a yellow arrow, contains two main areas: 'Courses' and 'Breaks'. The 'Courses' area has a '+ Add Course' button and an instruction box that says 'Add the courses you wish to take for the upcoming term.' The 'Breaks' area has a '+ Add Break' button and an instruction box that says 'Add times during the day you do not wish to take classes.' Below these two areas is a 'Schedules' section with a 'Generate Schedules' button.

Course Status	Open Classes Only	Change	Parts of Term	All Parts of Term Selected	Change
Campuses	1 of 6 Selected	Change	Levels	1 of 7 Selected	Change
Term	Fall 2015	Change			

Instructions: Add desired courses and breaks and click **Generate Schedules** button!
Tip: Send your schedule to the Registration Cart to save your schedule!

Courses [+ Add Course](#)
Add the courses you wish to take for the upcoming term.

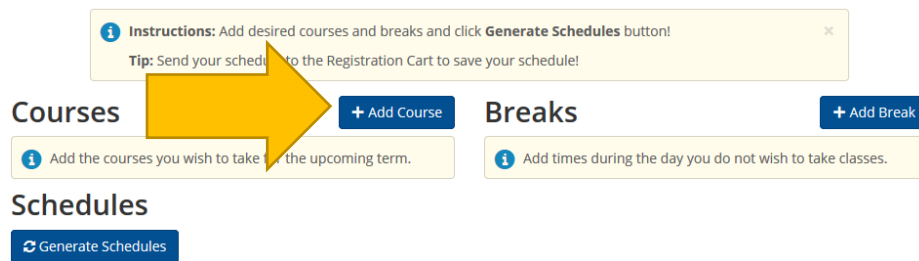
Breaks [+ Add Break](#)
Add times during the day you do not wish to take classes.

Schedules
[Generate Schedules](#)

PLANNING YOUR SCHEDULE ADDING COURSES

Now that you have selected the correct filters it is time to build your schedule. First lets add the course load you would like to take this semester.

Start by clicking the **+Add Course** button.



Instructions: Add desired courses and breaks and click **Generate Schedules** button!
Tip: Send your schedule to the Registration Cart to save your schedule!

Courses **+ Add Course**

Breaks **+ Add Break**

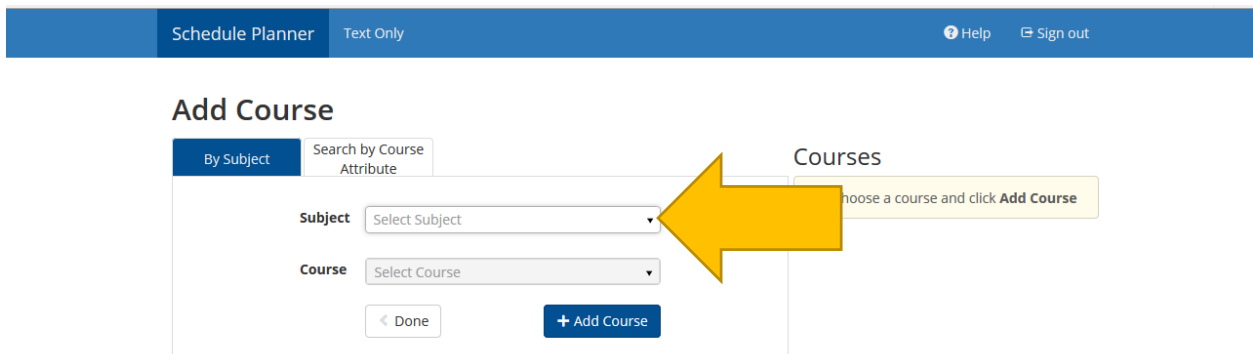
Schedules
Generate Schedules

Information icons and instructions are present for each section.

You should now be on the **Add Course** screen

Next click on the down arrow in the subject field to find your course listed by subject area.

In this example we are going to add a course from the School of Education a **Teaching Course**.



Schedule Planner Text Only Help Sign out

Add Course

By Subject Search by Course Attribute

Subject Select Subject

Course Select Course

Done + Add Course

Courses
Choose a course and click **Add Course**

After selecting the subject area, in this case **TCH – Teaching**. The next step is the selection of the course.

In this example we are going to add, **TCH 301, Education II: Understanding Learning and Teaching**.

The screenshot shows the 'Add Course' form with the 'By Subject' tab selected. The 'Subject' dropdown is set to 'TCH - Teaching'. The 'Course' dropdown is open, showing a list of courses. A large yellow arrow points to the course '301 Education II: Understanding Learning and Teaching', which is highlighted in blue. The 'Courses' panel on the right contains a message: 'Choose a course and click Add Course'.

Add Course

By Subject | Search by Course Attribute

Subject: TCH - Teaching

Course: Select Course

- 211D DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention
- 301 Education II: Understanding Learning and Teaching**
- 301D CPD Experience
- 310 Emergent and Early Literacy
- 310D CPD Field Experience - Childhood

Courses: Choose a course and click Add Course

After selecting your course you must now click on the **+Add Course** button.

The screenshot shows the 'Add Course' form with the 'By Subject' tab selected. The 'Subject' dropdown is set to 'TCH - Teaching' and the 'Course' dropdown is set to '301 Education II: Understanding Learning and Teaching'. A large yellow arrow points to the '+ Add Course' button. Below the form, the course details are displayed, including the prerequisite and course description.

Add Course

By Subject | Search by Course Attribute

Subject: TCH - Teaching

Course: 301 Education II: Understanding Learning and Teaching

+ Add Course

TCH 301 - Education II: Understanding Learning and Teaching

Prerequisite: Admission into the School of Education.

Course Description: By examining learning contexts and classroom practice, students will examine what it means to learn and what it means to teach. Students will examine various models of teaching and learning and the theoretical constructs that underlie them. They will focus on developing classroom communities by exploring issues of organization and management and the construct of motivation. Students will relate current developmental and learning theory to the process of selecting, designing, and differentiating curriculum, instruction, assessment, technology and classroom environment in order to create a classroom community that affirms diversity, respects cultural and linguistic differences while promoting personal and group growth and development. Professional seminars and fieldwork one day per week, either Tuesday or Thursday accompany this course. This course is designed to be taken in the fall of the junior year following admission to the School of Education.

Course Rotation: TBA.

After you click on the **+Add Course** button you get a green notification bar across the top of the page.

The course will also be added to the **Courses** column on the right side of the screen. This adds all of the TCH 301 and corresponding sections.

The screenshot displays the 'Schedule Planner' interface. At the top, a blue navigation bar contains 'Schedule Planner' and 'Text Only' tabs, along with 'Help' and 'Sign out' links. A green notification bar at the top center reads '✓ Added TCH 301 - Education II: Understanding Learning and Teaching'. Below this, a search bar is labeled 'By Subject' and 'Search by Course Attribute'. The 'Subject' dropdown is set to 'TCH - Teaching', and the 'Course' dropdown is set to '301 Education II: Understanding Learning and Teaching'. A blue '+ Add Course' button is visible. Below the search bar, a detailed view of the selected course is shown, including its title, prerequisites, description, and rotation. On the right side, a 'Courses' column lists the added course 'TCH 301 Education II: Understanding Learning and Teaching'. Two large yellow arrows highlight the notification bar and the '+ Add Course' button.

Schedule Planner Text Only Help Sign out

✓ Added TCH 301 - Education II: Understanding Learning and Teaching

By Subject Search by Course Attribute

Subject TCH - Teaching

Course 301 Education II: Understanding Learning and Teaching

Done + Add Course

TCH 301 - Education II: Understanding Learning and Teaching

Prerequisite: Admission into the School of Education.

Course Description: By examining learning contexts and classroom practice, students will examine what it means to learn and what it means to teach. Students will examine various models of teaching and learning and the theoretical constructs that underlie them. They will focus on developing classroom communities by exploring issues of organization and management and the construct of motivation. Students will relate current developmental and learning theory to the process of selecting, designing, and differentiating curriculum, instruction, assessment, technology and classroom environment in order to create a classroom community that affirms diversity, respects cultural and linguistic differences while promoting personal and group growth and development. Professional seminars and fieldwork one day per week, either Tuesday or Thursday accompany this course. This course is designed to be taken in the fall of the junior year following admission to the School of Education.

Course Rotation: TBA.

Courses

TCH 301 Education II: Understanding Learning and Teaching

On this page you will also notice additional course information. Including the prerequisites for the course and course description.

If you want to add any additional courses, repeat the process for each additional course.

Schedule Planner

Text Only

Help

Sign out

✓ Added TCH 211D - DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention

Add Courses

By Subject

Search by Course Attribute

Subject

TCH - Teaching

Course

211D DASA- Harassment, Bullying, Cyb...

Done

+ Add Course

TCH 211D - DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention

Catalog Description: This coursework will address the social patterns of harassment, bullying and discrimination, marginalization and microaggressions, including but not limited to, those acts based on a persons actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. This training will address these issues from a proactive-rather than a reactive-position and present the goal as creating an affirming educational environment for all students through addressing school culture and climate. It will also cover the identification and mitigation of harassment, bullying and discrimination; and strategies for effectively addressing problems of exclusion, bias and aggression in educational settings. Successful completion of this course will meet the certification requirements in 14(5) of Chapter 102 of the Laws of 2012.
Course Rotation: Fall, Spring and Summer

Courses

TCH 211D

DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention

TCH 301

Education II: Understanding Learning and Teaching

2nd Course Added

After you have added your desired course load for the semester click on the **Done** button.

By Subject

Search by Course Attribute

Subject

TCH - Teaching

Course

211D DASA- Harassment, Bullying, Cyb...

Done

+ Add Course

TCH 211D - DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention

Courses

TCH 211D

DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention

TCH 301

Education II: Understanding Learning and Teaching

Once you are click **Done**. You will be back the **Main Page**, and you will now have your courses listing.

Schedule PlannerText OnlyHelpSign out

PACE
UNIVERSITY

Course StatusOpen Classes OnlyChange

Parts of TermAll Parts of Term SelectedChange

Campuses1 of 6 SelectedChange

Levels1 of 7 SelectedChange

TermFall 2015Change

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

Tip: Send your schedule to the Registration Cart to save your schedule!

Courses+ Add Course

TCH 211D

DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention

Options

TCH 301

Education II: Understanding Learning and Teaching

Options

Prerequisites

Corequisites

Schedules

Generate Schedules

Breaks+ Add Break

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

Now that you have the course(s) listed you will have additional buttons available. To the right of the course you will see an **options button**, an **information button**, a lock and a **remove button**.

The **Options Button** give you a list of the sections available for that particular course. You are able to see the Course Reference Number (CRN), the instructor and the day and time the class meets.

Schedule PlannerText OnlyHelpSign out

Teaching 211D

DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention

Please select the classes you wish to include.

Enabled Options (3 of 3)

Disabled Options (4)

BackSave & Close

	CRN #	Component	Instructor	Day(s) & Location(s)	Campus
☒	72932	Workshop	Jackson, Travis W	M 4:35pm - 7:35pm - LIENH L22	Pleasantville
☒	72933	Workshop	Jackson, Travis W	Sa 10:00am - 1:00pm - MILLR M35	Pleasantville
☒	72934	Workshop	Jackson, Travis W	W 9:00am - 12:00pm	Pleasantville

BackSave & Close

The **Information Button** gives an overview of the course. You can see the title and a course description



Campuses 1 of 6 Selected [Change](#) **Levels** 1 of 7 Selected [Change](#)

Term Fall 2015 [Change](#)

Instructions: Add desired courses and breaks and click **Generate Schedules** button!
Tip: Send your schedule to the Registration Cart to save your schedule!

Courses [+ Add Course](#)

☒ **TCH 211D**
DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention
[Options](#) [Information](#) [Lock](#) [Remove](#)

Title: DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention
Notes: Catalog Description: This coursework will address the social patterns of harassment, bullying and discrimination, marginalization and microaggressions, including but not limited to, those acts based on a persons actual or perceived race, color, weight, national origin, ethnic group, religion, religious

Breaks [+ Add Break](#)

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

The **Remove Button** removes the corresponding course from the list. You can see the title and a course description



Schedule Planner **Text Only** [Help](#) [Sign out](#)

PACE UNIVERSITY

Course Status Open Classes Only **Parts of Term** All Parts of Term Selected [Change](#)

Campuses 1 of 6 Selected **Levels** 1 of 7 Selected [Change](#)

Term Fall 2015

Instructions: Add desired courses and breaks and click **Generate Schedules** button!
Tip: Send your schedule to the Registration Cart to save your schedule!

Courses [+ Add Course](#)

☒ **TCH 211D**
DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention
[Options](#) [Information](#) [Lock](#) [Remove](#)

☒ **TCH 301**
Education II: Understanding Learning and Teaching
[Prerequisites](#) [Corequisites](#)

Breaks [+ Add Break](#)

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

This system also indicates whether there are any Prerequisites and/or Co-requisites.

Courses

TCH 211D
☒ DASA- Harassment, Bullying,
Cyberbullying and Discrimination in
Schools, Prevention & Intervention

TCH 301
☒ Education II: Understanding
Learning and Teaching

[Prerequisites](#) [Corequisites](#)

Schedules

[Generate Schedules](#)

PLANNING YOUR SCHEDULE ADDING BREAKS

Once the courses have been added to your list you can add your **Breaks** or Busy time to be excluding when building your schedule.

First click on the **+Add Break** button.

Schedule Planner

Text Only

Help

Sign out



Course Status

Open Classes Only

Change

Parts of Term

All Parts of Term Selected

Change

Campuses

1 of 6 Selected

Change

Levels

1 of 7 Selected

Change

Term

Fall 2015

Change

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

Tip: Send your schedule to the Registration Cart to save your schedule!

Courses

☒ TCH 211D
DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention
 Options

☒ TCH 301
Education II: Understanding Learning and Teaching
 Prerequisites Corequisites

Breaks

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

Once the **Add Break** screen opens you have to enter a **Break Name**, select the **Start Time** and **End Time** and **Days** of each individual break.

Add New Break

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

Break Name

Start Time :

End Time :

Days ☐ Select Weekdays

☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☐ SAT ☐ SUN

Once you have entered all of the information click on the Add Break button on the bottom of the page.

NOTE: The break name can only contain letters and numbers. If you enter any other character you will get an error message.

Add New Break

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

Break Name

Start Time :

End Time :

Days ☐ Select Weekdays

☒ MON ☒ TUE ☐ WED ☐ THU ☐ FRI ☐ SAT ☐ SUN



 **Error Message**

 Please see the following errors

- Break name can only be letters & numbers.

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

Break Name

Start Time :

End Time :

Days ☐ Select Weekdays

☒ MON ☒ TUE ☐ WED ☐ THU ☐ FRI ☐ SAT ☐ SUN

Once the correction has been made to the Break Name click **Add Break** button. A notification indicates that the break has been created and the break will now be listed on the Schedule Planner screen.

Once all the classes are listed and the breaks click on the **Generate Schedules** button on the bottom of the screen.

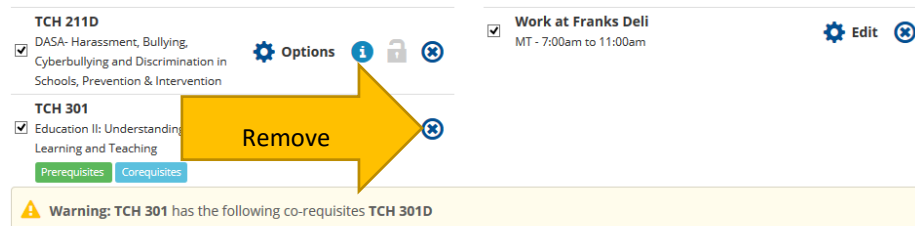
The screenshot shows the Pace University Schedule Planner interface. At the top, there's a blue header with 'Schedule Planner' and 'Text Only' tabs, and 'Help' and 'Sign out' links. A green notification box at the top center says 'Created Break Work at Franks Deli'. Below this, the Pace University logo is centered. Under the logo, there are filters for 'Course Status' (Open Classes Only), 'Campuses' (1 of 6 Selected), 'Term' (Fall 2015), 'Parts of Term' (All Parts of Term Selected), and 'Levels' (1 of 7 Selected). A yellow instruction box below the filters says: 'Instructions: Add desired courses and breaks and click Generate Schedules button! Tip: Send your schedule to the Registration Cart to save your schedule!'. The main area is divided into 'Courses' and 'Breaks' sections. The 'Courses' section lists 'TCH 211D' and 'TCH 301'. The 'Breaks' section lists 'Work at Franks Deli'. At the bottom, there's a 'Schedules' section with a 'Generate Schedules' button. A large yellow arrow points to the 'Generate Schedules' button.

If there any type of warning or problems a notification will show upon the screen. If it is a problem with one particular course you can remove that one course and generate the schedule again.

The screenshot shows the Pace University Schedule Planner interface with a warning message. The 'Courses' and 'Breaks' sections are visible. A yellow warning box in the center says: 'Warning: TCH 301 has the following co-requisites TCH 301D'. Below this, the 'Schedules' section has a 'Generate Schedules' button. A large yellow arrow points to the warning box. At the bottom, there's an information box with the text: 'There are no schedules available for the selections you have made. Try removing a break or deselecting a course and click 'Generate' again. TIP: If you are having trouble getting schedules, try the following steps: 1. Remove checkmarks from the course list. 2. Checkmark courses in order of preference one by one and click 'Generate Schedules' as you do this. TIP: To see all options offered for a particular course, click the options button in the courses grid.' A large yellow arrow points to the information box.

In this example there is a problem with the TCH 301 course. There is no possible schedule available with that course included with the break I indicated I need.

Click the remove button next to TCH 301 to remove the course then click Generate Schedules again.

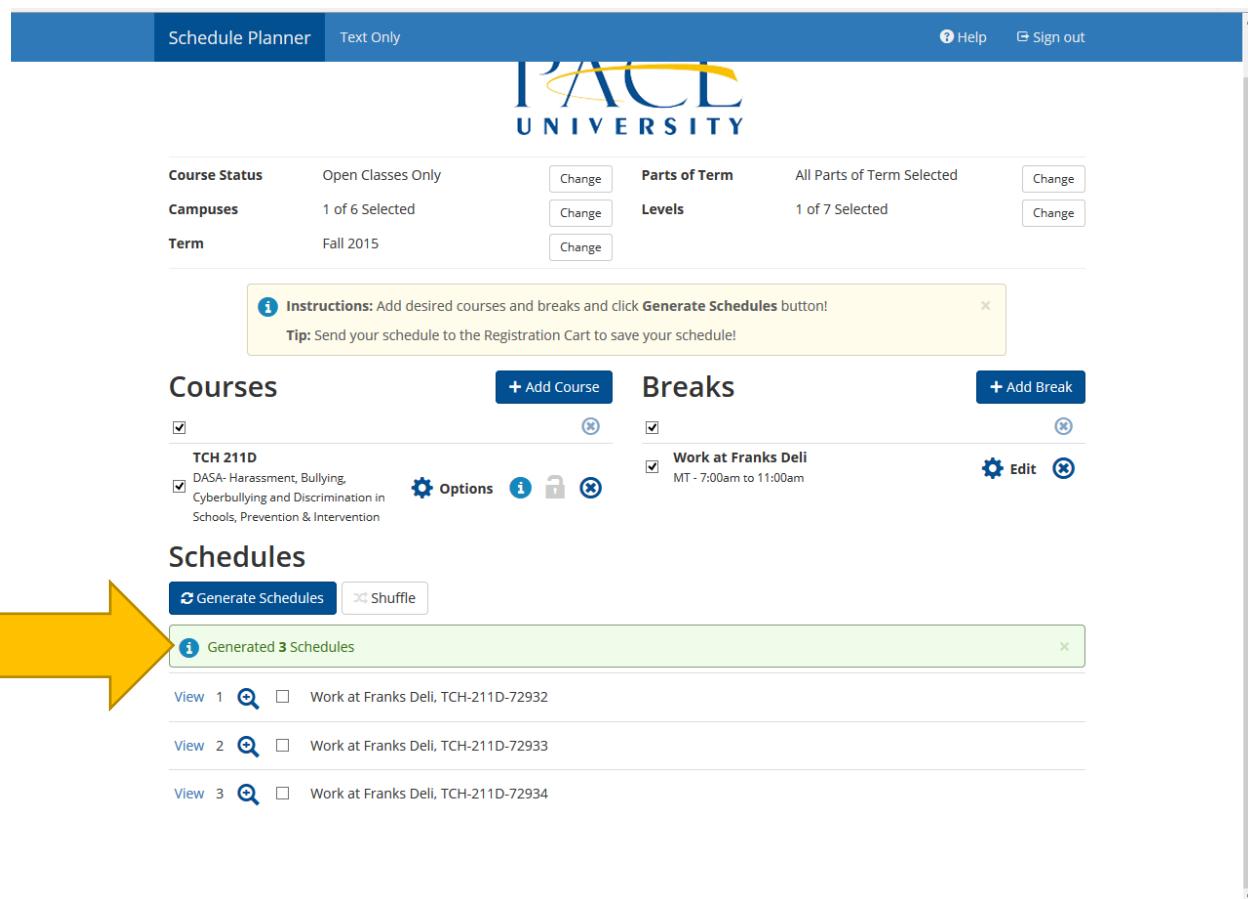


The screenshot shows a list of selected courses. TCH 211D is selected with a checkbox. TCH 301 is also selected with a checkbox, and a large yellow arrow labeled 'Remove' points to its remove button (a circle with an 'x'). To the right, 'Work at Franks Deli' is selected with a checkbox. Below the course list, a yellow warning box states: 'Warning: TCH 301 has the following co-requisites TCH 301D'.

Schedules

[Generate Schedules](#)

Once the schedules are generated you will see a list of all possible course schedules for the courses you selected fit in around your breaks.



The screenshot shows the PACE University Schedule Planner interface. The top navigation bar includes 'Schedule Planner' and 'Text Only'. The main content area has a header with the PACE UNIVERSITY logo. Below the header, there are filters for Course Status (Open Classes Only), Campuses (1 of 6 Selected), Term (Fall 2015), Parts of Term (All Parts of Term Selected), and Levels (1 of 7 Selected). A yellow instruction box states: 'Instructions: Add desired courses and breaks and click Generate Schedules button! Tip: Send your schedule to the Registration Cart to save your schedule!'. Below this, there are sections for 'Courses' and 'Breaks'. The 'Courses' section shows TCH 211D and TCH 301. The 'Breaks' section shows 'Work at Franks Deli'. Below these sections, the 'Schedules' section is highlighted with a yellow arrow. It contains a 'Generate Schedules' button and a 'Shuffle' button. A green notification box states: 'Generated 3 Schedules'. Below this, there is a list of three generated schedules, each with a 'View' button and a checkbox.

View	Schedule
1	Work at Franks Deli, TCH-211D-72932
2	Work at Franks Deli, TCH-211D-72933
3	Work at Franks Deli, TCH-211D-72934

From the list of schedules you can click on view to see that schedule plugged into a calendar, including your breaks.

You can also select multiple schedules to compare them side-by-side.

Schedules

[Generate Schedules](#) [Shuffle](#)

Generated 3 Schedules

[Compare](#) **Select at least two schedules to compare side by side** #1

View	1	☒	Work at Franks Deli, TCH-211D-72932
View	2	☐	Work at Franks Deli, TCH-211D-72933
View		☐	Work at Franks Deli, TCH-211D-72934

Click to view (points to View 1)

Select to compare (points to checkbox for View 2)

This is the compare view of the schedules.

Schedule Planner Text Only

Help Sign out

	M	T	W	Th	F
7am					
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					

[Open Schedule #1](#)

	M	T	W	Th	F
7am					
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					

[Open Schedule #2](#)

[Close](#)

Course Status Open

Campuses 10

Term Fall

Courses

TCH 211D

Work at Franks Deli

[Add Break](#)

This is a calendar view of a schedule.

On the top right side on the page you have buttons that allow you to navigate through the schedules. You can either **Shuffle** through the schedules randomly or you can go to the next and previous schedules respectively.

Once you feel you have found the schedule for you click **Send to Registration Cart**.

Schedule Planner Text Only Help Sign out

Send to Registration Cart Shuffle Schedule 1 of 3

You are viewing a potential schedule only and you must still register.

CRN #	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
72932	TCH	211D	17	M 4:35pm - 7:35pm - LIENH L22	Pleasantville	0

0

	Monday	Tuesday	Wednesday	Thursday	Friday
7am	Work at Franks Deli	Work at Franks Deli			
7:15					
7:30					
7:45					
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm					
12:15					
12:30					
12:45					
1pm					
1:15					
1:30					
1:45					
2pm					
2:15					
2:30					
2:45					
3pm					
3:15					
3:30					
3:45					
4pm					
4:15					
4:30	TCH-211D LIENH L22 - CLAS Jackson, Travis W				
4:45					
5pm					
5:15					
5:30					
5:45					
6pm					
6:15					
6:30					
6:45					
7pm					
7:15					
7:30					
7:45					
8pm					
8:15					
8:30					
8:45					

Once you click send to cart you will have to verify that you want to send your schedule to the registration cart from Schedule Planner. **CLICK OK**

The screenshot displays the 'Schedule Planner' interface. At the top, there's a dark blue header with 'Schedule Planner' and 'Text Only' tabs, along with 'Help' and 'Sign out' links. Below the header, a navigation bar includes a 'Back' button, a 'Send to Registration Cart' button (highlighted with a shopping cart icon), a 'Shuffle' button, and a 'Schedule 1 of 3' indicator with left and right arrows. A message box states: 'You are viewing a potential schedule only and you must still register.' Below this is a table with columns: CRN #, Subject, Course, Seats Open, Day(s) & Location(s), Campus, and Credits. The table shows one entry: CRN # 72932, Subject TCH, Course 211D, Seats Open 17, Day(s) & Location(s) M 4:35pm - 7:35pm - LIENH L22, Campus Pleasantville, and Credits 0. Below the table is a weekly schedule grid with columns for Monday through Friday. The time slots range from 7am to 3pm. The first two slots (7am-8am and 8am-9am) on Monday and Tuesday are filled with a purple block labeled 'Work at Franks Deli'. A white confirmation dialog box is overlaid on the schedule, with the text: 'This schedule will now be transferred to the Registration Cart and the Schedule Planner will close. Do you want to continue?'. The dialog has a close button (X) in the top right and an 'OK' button in the bottom right. A large yellow arrow points from the text 'CLICK OK' in the instruction above to the 'OK' button in the dialog.

CRN # Subject Course Seats Open Day(s) & Location(s) Campus Credits

72932	TCH	211D	17	M 4:35pm - 7:35pm - LIENH L22	Pleasantville	0
-------	-----	------	----	-------------------------------	---------------	---

Monday Tuesday Wednesday Thursday Friday

7am Work at Franks Deli Work at Franks Deli

7:15

7:30

7:45

8am

8:15

8:30

8:45

9am

9:15

9:30

9:45

10am

10:15

10:30

10:45

11am

11:15

11:30

11:45

12pm

12:15

12:30

12:45

1pm

1:15

1:30

1:45

2pm

2:15

2:30

2:45

3pm

3:15

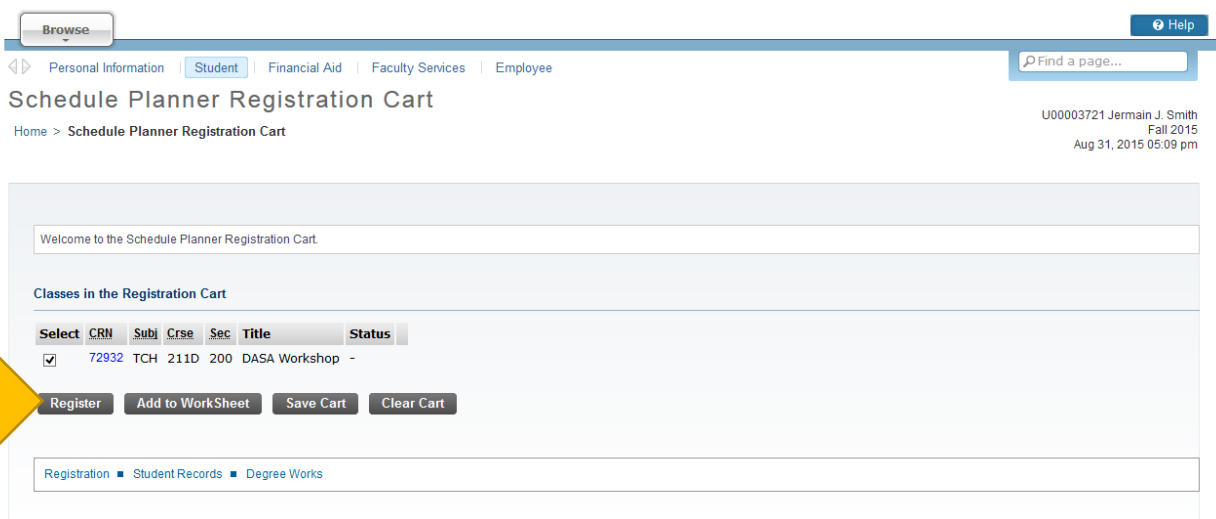
3:30

This schedule will now be transferred to the Registration Cart and the Schedule Planner will close. Do you want to continue?

OK

Once you click OK, your schedule will be transferred to the Schedule Planner Registration Cart. From here you have a few options.

- **Register** - The courses will be added to the ADD/DROP from within Banner so you can register
- **Add to Worksheet** - The course will be added to a worksheet for review **(You are not registered)**
- **Save Cart** - The courses are saved in the cart incase you need to make changes prior to registering.
- **Clear Cart** - Clear all of the courses from the current Registration Cart.



Browse

Personal Information | Student | Financial Aid | Faculty Services | Employee

Find a page...

Schedule Planner Registration Cart

Home > Schedule Planner Registration Cart

U00003721 Jermain J. Smith
Fall 2015
Aug 31, 2015 05:09 pm

Welcome to the Schedule Planner Registration Cart.

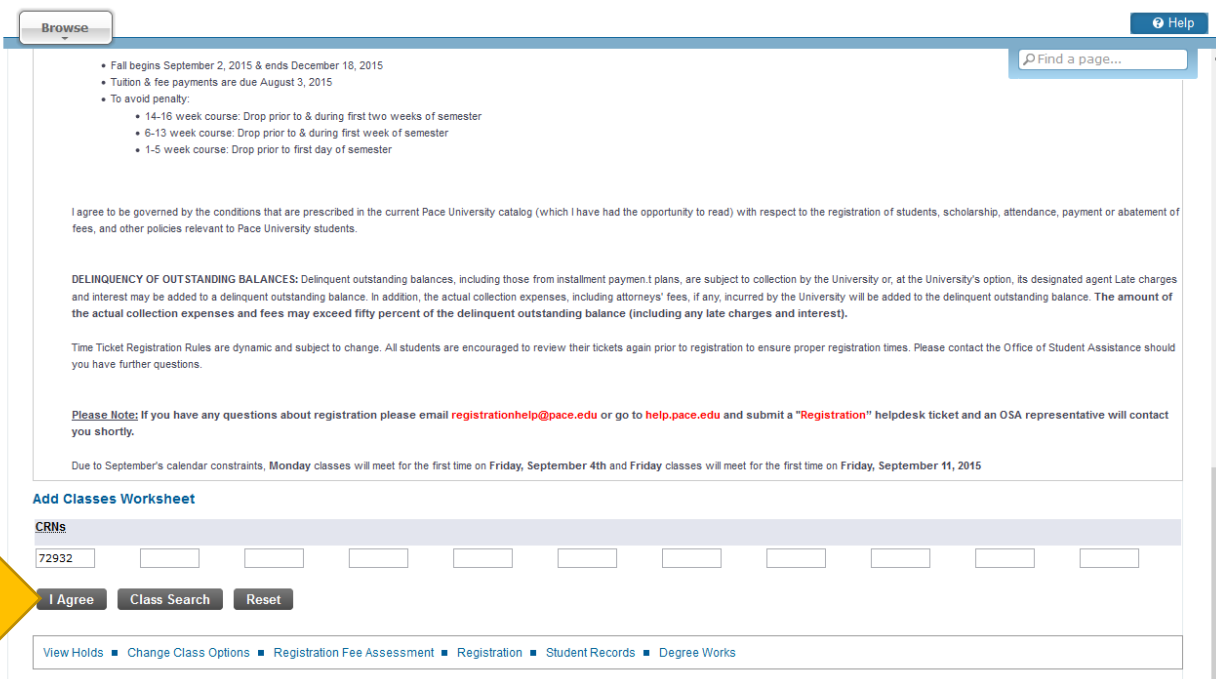
Classes in the Registration Cart

Select	CRN	Subj	Crse	Sec	Title	Status
☒	72932	TCH	211D	200	DASA Workshop -	

Register **Add to WorkSheet** **Save Cart** **Clear Cart**

Registration ■ Student Records ■ Degree Works

This is a view of the Registration screen. Click **I Agree** to register for the course.



Browse

Find a page...

- Fall begins September 2, 2015 & ends December 18, 2015
- Tuition & fee payments are due August 3, 2015
- To avoid penalty:
 - 14-16 week course: Drop prior to & during first two weeks of semester
 - 6-13 week course: Drop prior to & during first week of semester
 - 1-5 week course: Drop prior to first day of semester

I agree to be governed by the conditions that are prescribed in the current Pace University catalog (which I have had the opportunity to read) with respect to the registration of students, scholarship, attendance, payment or abatement of fees, and other policies relevant to Pace University students.

DELINQUENCY OF OUTSTANDING BALANCES: Delinquent outstanding balances, including those from installment payment plans, are subject to collection by the University or, at the University's option, its designated agent. Late charges and interest may be added to a delinquent outstanding balance. In addition, the actual collection expenses, including attorneys' fees, if any, incurred by the University will be added to the delinquent outstanding balance. **The amount of the actual collection expenses and fees may exceed fifty percent of the delinquent outstanding balance (including any late charges and interest).**

Time Ticket Registration Rules are dynamic and subject to change. All students are encouraged to review their tickets again prior to registration to ensure proper registration times. Please contact the Office of Student Assistance should you have further questions.

Please Note: If you have any questions about registration please email registrationhelp@pace.edu or go to help.pace.edu and submit a "Registration" helpdesk ticket and an OSA representative will contact you shortly.

Due to September's calendar constraints, Monday classes will meet for the first time on Friday, September 4th and Friday classes will meet for the first time on Friday, September 11, 2015

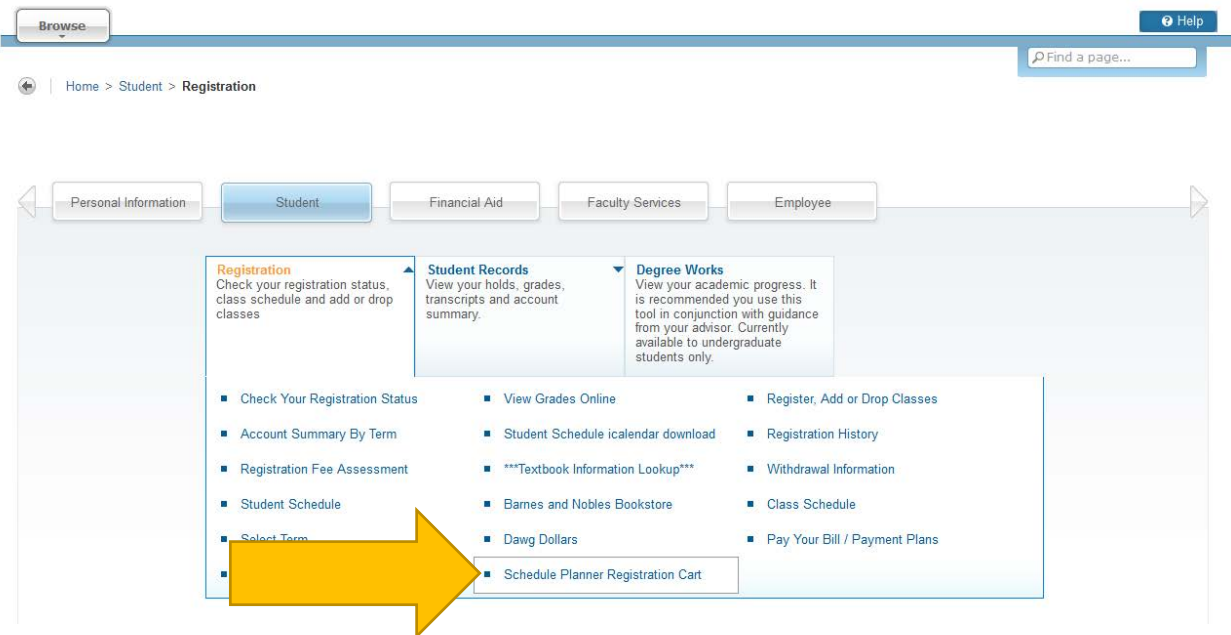
Add Classes Worksheet

CRNs
72932

I Agree **Class Search** **Reset**

View Holds ■ Change Class Options ■ Registration Fee Assessment ■ Registration ■ Student Records ■ Degree Works

To access a saved Registration Cart. Follow the steps to login to MyPace Portal select the Student button and under registration you will see a link **Schedule Planner Registration Cart**.



This walk through guide is a quick reference to help walk you through the use of Schedule Planner. There is also help available through the page and support through Information Technology Services.

If you have any questions please feel free to contact me:

Jermain Smith | Director of User Experience and Solutions Design
jsmith@pace.edu