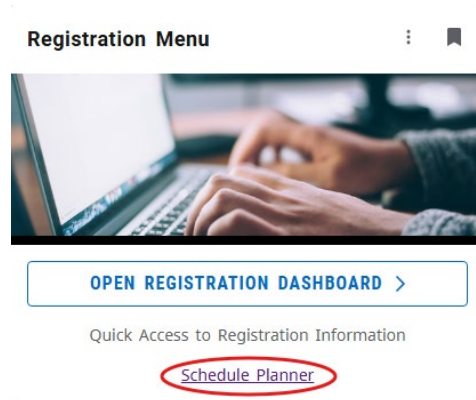


## Schedule Planner Tutorial Guide

From your student **Portal**, open **Experience**, navigate to the **Registration Menu** card, and then select the **Schedule Planner** link.



Select your desired **Term** and **Campus(es)** and update any other search criteria as needed, then click **Save and Continue**.

The screenshot shows the Western Oregon University registration interface. On the left, under 'Select Term', 'Winter 2026' is selected with a radio button, and 'Spring 2026' is unselected. A red 'Save and Continue' button is circled. On the right, under 'Select Campus', several options are checked: 'Select All Campuses', 'On Campus', 'Virtual campus (web-based)', 'Salem WOU', 'Off Campus-Other', and 'OHSU Nursing Program'. A red 'Save and Continue' button is also circled.

Use the **Add Course** function to search for and select courses to your plan to take. Additionally, utilize the **Breaks** tool to input any times you are unavailable (e.g., work, meetings, or preferred study times).

The screenshot shows the 'Schedule Planner' interface. At the top, there's a red header with 'Schedule Planner', 'Help', and 'Sign out'. Below is the Western Oregon University logo. A section for search filters includes 'Course Status' (Open Classes Only), 'Campuses' (All Campuses Selected), 'Instructional Methods' (All Instructional Methods Selected), 'Term' (Winter 2026), and 'Parts of Term' (All Parts of Term Selected), each with a 'Change' button. Below the filters are two main sections: 'Courses' with a '+ Add Course' button circled in red, and 'Breaks' with a '+ Add Break' button circled in red. At the bottom, there's a 'Schedules' section with a 'View Schedules' button, a 'Generate Schedules' button, and a 'Compare' button with a note: 'Select at least two schedules to compare side by side'.

Click the **Generate Schedules** button for the system to generate possible schedules for you.

The screenshot shows the 'Schedules' page with a 'View Schedules' button in the top right. Below the title, there is a red 'Generate Schedules' button circled in red. Underneath, a blue bar contains a 'Compare' button and an information icon with the text 'Select at least two schedules to compare side by side'.

From the list of generated schedule options, click the **View** button next to any schedule to see a detailed, visual representation of the class times on the calendar.

This screenshot shows the 'Schedules' page with a 'Generate Schedules' button and a 'Shuffle' button. Below them is a green bar that says 'Generated 1 Schedule'. Underneath is a blue bar with a 'Compare' button and the text 'Select at least'. At the bottom, there is a 'View 1' button circled in red, followed by a magnifying glass icon, a checkbox, and the text '115-Art-002,'.

From the list of generated schedules, select and view your best schedule option.

This screenshot shows the 'Schedules' page with a 'View Schedules' button in the top right. Below the title, there is a red 'Generate Schedules' button and a 'Shuffle' button. Underneath is a green bar that says 'Generated 1 Schedule'. Below that is a blue bar with a 'Compare' button and the text 'Select at least two schedules to compare side by side'. At the bottom, there is a 'View 1' button with a checkmark icon circled in red, followed by a magnifying glass icon, a checkbox, and the text '01Z-Business-001, 235-Biology-002, 235L-Biology-002, 250-Exercise Science-001, 143-Physical Education-001'.

Once your desired schedule is created, from the **Potential Schedule** view, you can review your final proposed schedule and, when ready, click the option to **Send to Registration Cart**.

The screenshot shows the 'Potential Schedule for Winter 2026' page. At the top, there are buttons for '< Back', 'Print', 'Email', and 'Send to Registration Cart' (circled in red). To the right are a heart icon and a 'Shuffle' button. Below these is a yellow warning bar that says 'You are viewing a potential schedule only and you must still register.' Below the warning bar is a table with the following data:

Color	Info	CRN	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Campus	Credits
		20391	Art	115	002	20	MW 2:00pm - 4:45pm - CH 210	On Campus	4
Fee(s): Art Course Fee \$40.00 Flat Fee,CA Differential Course Fee \$20.00 per Credit Hour fee									
		20751	Business	211Z	001	30	TR 12:00pm - 1:50pm - HWC 204	On Campus	4
		20396	Mathematics	101	001	24	W 9:00am - 9:50am - MNB 104TR 8:00am - 9:50am - MNB 104	On Campus	4
Low/No Cost Textbook									12

**Important Note:** You will need to send your schedule to the **Registration Cart** to register.

After selecting **Send to Registration Cart**, the system will confirm the transfer of the schedule to your cart. Review the confirmation message, then click **Continue** to proceed with registration.

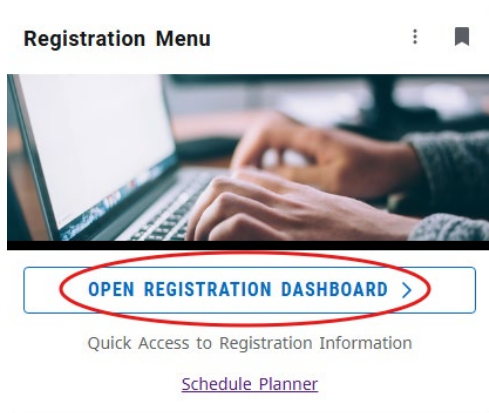
This schedule will now be transferred to the Registration Cart and the Schedule Planner will close. Do you want to continue?

Cancel

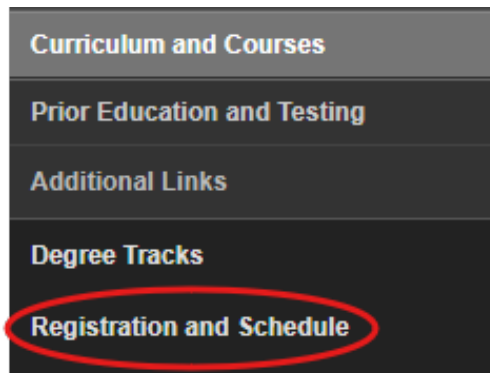
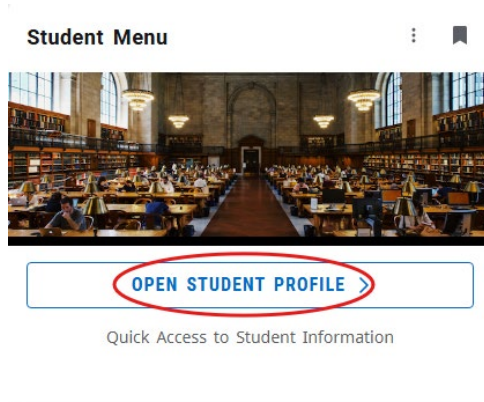
Continue

You can now enter the **Registration** area using one of the two options below. Open **Experience** and select:

**Option 1:** Navigate to the **Registration Menu** card and click **Open Registration Dashboard**.



**Option 2:** Navigate to the **Student Menu** card, click **Open Student Profile**, and then select **Registration and Schedule**.



In the **Registration** area, click **Register for Classes** and **Select a Term**, and click **Continue**.



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.

## Select a Term

Terms Open for Registration

Winter 2026 05-JAN-2026 - 20-MAR-2026

Continue

In the **Register for Classes** area, navigate to the **Plan** tab to view the schedule you created in **Schedule Planner**. From here, you have two options for adding courses to your registration summary:

- **Add All** to quickly move every planned course into the registration **Summary**.
- Alternatively, use the **Add** button located next to individual classes to select them one by one.

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

Register from a plan.

Term: Winter 2026

Plan: Schedule Planner Shopping Cart

Created by: You **Add All**

CRN	Details	Title	Credits	Grade Mode	Instructional Methods	Instructor	Note	Course Sections	Add
20750	BA 101Z, 001	Introduction to Business	4	A to D Grading	Hybrid Course			<a href="#">View Sections</a>	<b>Add</b>

Records: 1

Once the classes have been added to the **Summary**, the courses will reflect they are **Pending**. To complete registration for the course(s), click **Submit** to officially register for the course(s).

### Summary

Details	CRN	Credits	Title	Type	Status	Action
A 115, 002	20391	4	Beginning Design: Two-dimens...	Art Studio ...	Pending	Web Reg

Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 20

Submit

Once you click **Submit**, the **Status** column will read **Registered** and you have successfully enrolled in the class.

### Summary

Details	CRN	Credits	Title	Type	Status	Action
BA 101Z, 001	20750	4	Introduction to Business	Lecture	Registered	None

Total Hours | Registered: 14 | Billing: 14 | CEU: 0 | Min: 0 | Max: 20

Submit