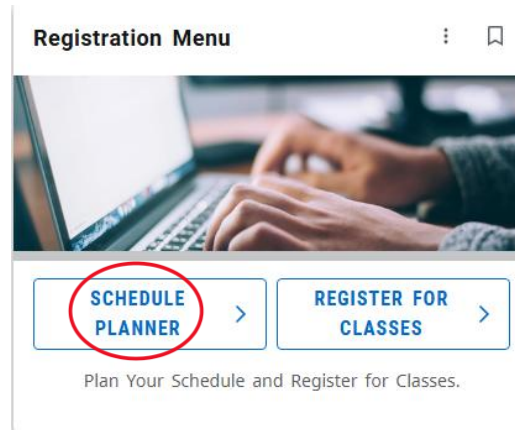



Schedule Planner Tutorial Guide

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**.



Western Oregon
UNIVERSITY

Select Term

☒ Winter 2026
☐ Spring 2026

Save and Continue


Select Campus

- ☒ Select All Campuses
- ☒ On Campus
- ☒ Virtual campus (web-based)
- ☒ Salem WOU
- ☒ Off Campus-Other
- ☒ OHSU Nursing Program

Save and Continue

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).

Schedule Planner Help Sign out



Western Oregon
UNIVERSITY

Course Status: Open Classes Only Change

Campuses: All Campuses Selected Change

Instructional Methods: All Instructional Methods Selected Change

Term: Winter 2026 Change

Parts of Term: All Parts of Term Selected Change

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

Compare Select at least two schedules to compare side by side

View Schedules

Schedules

Generate Schedules

 Compare

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.

Schedules

Generate Schedules

Sh

Generated 1 Schedule

 Compare

 Select at least

View 1

☐

115-Art-002,

Schedules

Generate Schedules

 Shuffle

Generated 1 Schedule

×

 Compare

 Select at least two schedules to compare side by side

#1 *

View 1

1

☒ 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**.

Potential Schedule for Winter 2026

[← Back](#)








 Print

 Email

 [Send to Registration Cart](#)

 Shuffle

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

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
<div>Low/No Cost Textbook</div>									
									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.

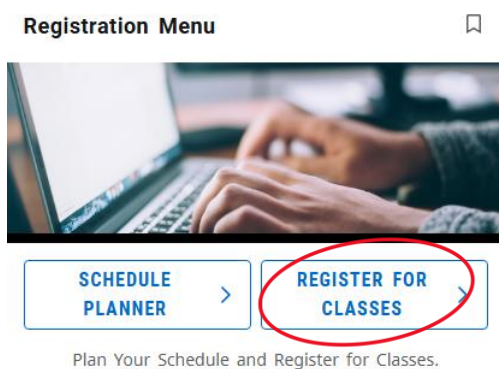
This schedule will now be transferred to the Registration Cart and the Schedule Planner will close. Do you want to continue?

Cancel

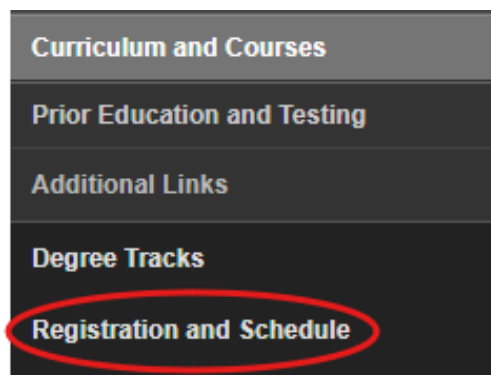
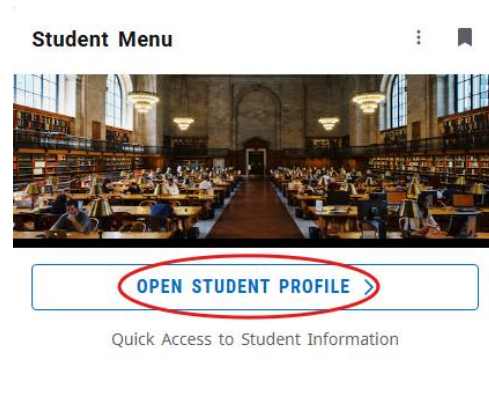
Continue

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 **Register for Classes**.



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			Q View Sections	Add

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	<u>Beginning Design: Two-dimens...</u>	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