WHAT IS COLLEGE SCHEDULER?

This tool is the most efficient way for you to optimize your semester’s schedule and maximize credit hours. College Scheduler generates a variety of daily schedules to fit your needs based on criteria you input, such as campus location, desired courses, and work breaks. Follow the steps below to develop your plan. Please contact Registrar@pennwest.edu with any questions.

CREATE YOUR PLAN

From the Student Quick Access Card click on the College Scheduler link.

Select a Term, click Save and Continue

Select a Campus(s) and click Save and Continue.
This will take you to the Schedule Planner page. Here you can adjust the top 6 parameters on this page to meet your schedule needs. To adjust your options, simply click on the change button to change the parameter. We will define each parameter below.
DEFINITIONS

**Course Status** – This option allows you to choose what courses to show as options for adding to your potential schedule.

- **Open classes only** - Will only display searched sections that have available seats.
- **Open & Full w/Waitlist Open** - Will display searched sections that have seats available, or the waitlist is available.
- **Open & Full** - Will show all searched sections for the term.

**Instructional Method** – This option lets you choose the delivery method of a course.

- **Blended/Hybrid 30-79%** - Mixture of face to face and online delivery. Follow specifics on how individual section is built.
- **Interactive TV – Home** – Student will need to report to the location listed on the course section.
- **Interactive TV – Remote** – Student will need to report to the location listed on the course section.
- **MM-F2F & Sync Zoom** – Instructor is teaching F2F in a classroom and via Zoom at the scheduled day/time listed for the course.
- **MM-F2F, Sync Zoom & Web** – Instructor is teaching F2F in the classroom and via Zoom at the scheduled time of the course and students could participate asynchronously (online).
- **Off-Campus Instruction** – Instruction is located apart from campus.
- **Online Partial 80-99%** - Mixture of face to face and online delivery. Follow specifics on how individual section is built.
- **Traditional In Person** – Instructor and students are in a physical classroom with the course meeting at the days, times, campus and room listed on the schedule.
- **Web (100% Online)** – Course is entirely online (asynchronous) does not have specific meeting days/times.
**Parts of Term** – Provides you the option to restrict your section search to when a course begins within a term.

**Select Level** – Choose the level of the program you are currently registering for.
ADD A BREAK (OPTIONAL)

If you have other obligations that you need to schedule your courses around click “Add Break”

Name your break, enter start and end times and select the days. By clicking the on-going box this break will continue to be applied in any future term searches. Click Add a break when done.

Your break will appear on the landing page. Note: Multiple breaks can be added by clicking on the add a break button again. Or a current break can be deleted by click on the x or modified by clicking edit.

CREATE YOUR PLAN

Once filters are set, click on ‘add course’.
Search by subject, instructor, or class number. When you find the course you are looking for, click Add Course.

Once you have selected your courses, and they are showing up on the right hand side of the screen, click “Back to Generate Schedule” button. NOTE: You can add or remove courses on this screen as well. Simply click on the ☓ next to the course to remove it from your Desired Courses listing. If you are looking for more information on the course click on 🔍.
The courses you added to your plan will now show on the landing page under courses. Courses with corequisite or prerequisite requirements will show. NOTE: You will need to check those requirements, the system will not check to see if those requirements are met, it only informs you of those requirements.

Optional: You can navigate to the section options, by clicking . This option will allow you to see the number of sections being offered, the CRNs, Section Number, Seats Available, Part of Term, Instructor, Day(s) and Location(s), Instruction Method and Number of Credits. You can use the “Advanced Filters” button on this page to expand your search of the available sections.

To view more information an individual section, click the .

To remove a course click on the .
GENERATE YOUR SCHEDULE

Once you have reviewed your courses and/or sections, click “Generate Schedules”. Schedule options will generate for you to view and compare.

To view a generated schedule, click “View” to the left of that particular schedule. To compare schedules side by side, check the boxes next to the generated schedules and select “Compare Schedules”. You can compare as many as four schedules at one time. To take a more in depth look at one of the schedules you are comparing, select “Open” by that schedule. The option will display the courses as well as a weekly calendar showing the meeting days/times. NOTE: 100% Online courses will not display on the calendar.
From here: You are able to Print and/or Email different schedules. You can click on the heart symbol and name your favorite schedules. To go back and view another schedule, click on the “Back” button. To save this schedule for registration click on the Send to Shopping Cart icon.

REGISTER FOR CLASSES

NOTE: You cannot register until your assigned registration Time Ticket date and start time. However, you can send the schedule of your choice to the Shopping Cart to upload into Self-Service to access during your registration period.

If you have not already done so, click on the “Send to Shopping Car” button.
Click continue to transfer your pre-built schedule.

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

[Image of the above dialog box with 'Continue' button highlighted]

This will “move” your schedule from College Scheduler into Self-Service Registration. To access your pre-built schedule, click on the Plans tab.

[Image of a Register for Classes interface showing the Plans tab selected with a course listed under 'Add']

To register this plan, click on the Add button. This will move your planned courses from the plans area to your Summary area (bottom right of screen). To finalize your registration for the courses click the Submit button. NOTE: you may receive registration errors, please follow the directions outlined in the error message to resolve or contact your advisor for assistance.
ADDITIONAL INFORMATION

Guidelines for generating schedules for students:

- Students can create plans prior to advising meetings to guide the discussion in the appointment. This allows students to take initiative by looking at degree requirements/DegreeWorks and be proactive in planning their classes.
- Students can be encouraged to use Schedule Planner to prepare for and get the most out of their advising sessions. Advisors can use this mode as they meet with student to create a plan based on needed courses discussed and times that meet the student’s needs and responsibilities.
- This mode can be an effective tool for finding how critical major courses work around timing conflicts (e.g. athlete practices, work, etc.).
- Multiple plans can be saved as favorites.

As advisors work with students on potential plans, if you save a new plan, label the plan with your name or the word advisor in the title so students know who created the plan. Advisors can provide additional information and recommendations to students about necessary classes for graduation, but should not delete plans the student has created. Considerations: The planning tool does not allow advisors to register students for classes. Student are still responsible for selecting the final plan and sending it to the registration cart and registering for classes.