

# College Scheduler User Guide

\*Please note that Schedule Planner is a **planning tool only**.

The tool does not recognize certain dependencies such as requisite courses, enrollment holds, instructor consent requirements, etc. If one of your courses is affected by these dependencies, you may receive an error message when you attempt to enroll in Student Center.

**For best results**, choose your courses first, and continue to refine those choices prior to adding your break times.

For different browsers, please ensure you are allowing pop-up messages. If a pop-up appears for <https://humboldt.collegescheduler.com/admin>, choose "Allow". In Internet Explorer you may need to set this link up as a trusted site.

Students will log into PeopleSoft and navigate to Self-Service -> Student Center. The "Schedule Planner" link will be visible under the "DARS" link.



Click on the "Schedule Planner" link and it will take you to the Start Scheduler page, see below.

## Schedule Planner



The Schedule Planner helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Planner.

### Instructions:

1. [CLICK HERE](#) to open the Schedule Planner in a pop-up window.
2. Return to this window after clicking 'Send Schedule to Shopping Cart'
3. Visit the [COURSE ENROLLMENT](#) page from your Student Center to continue with course enrollment; click the 'Import Cart' button (see diagram).



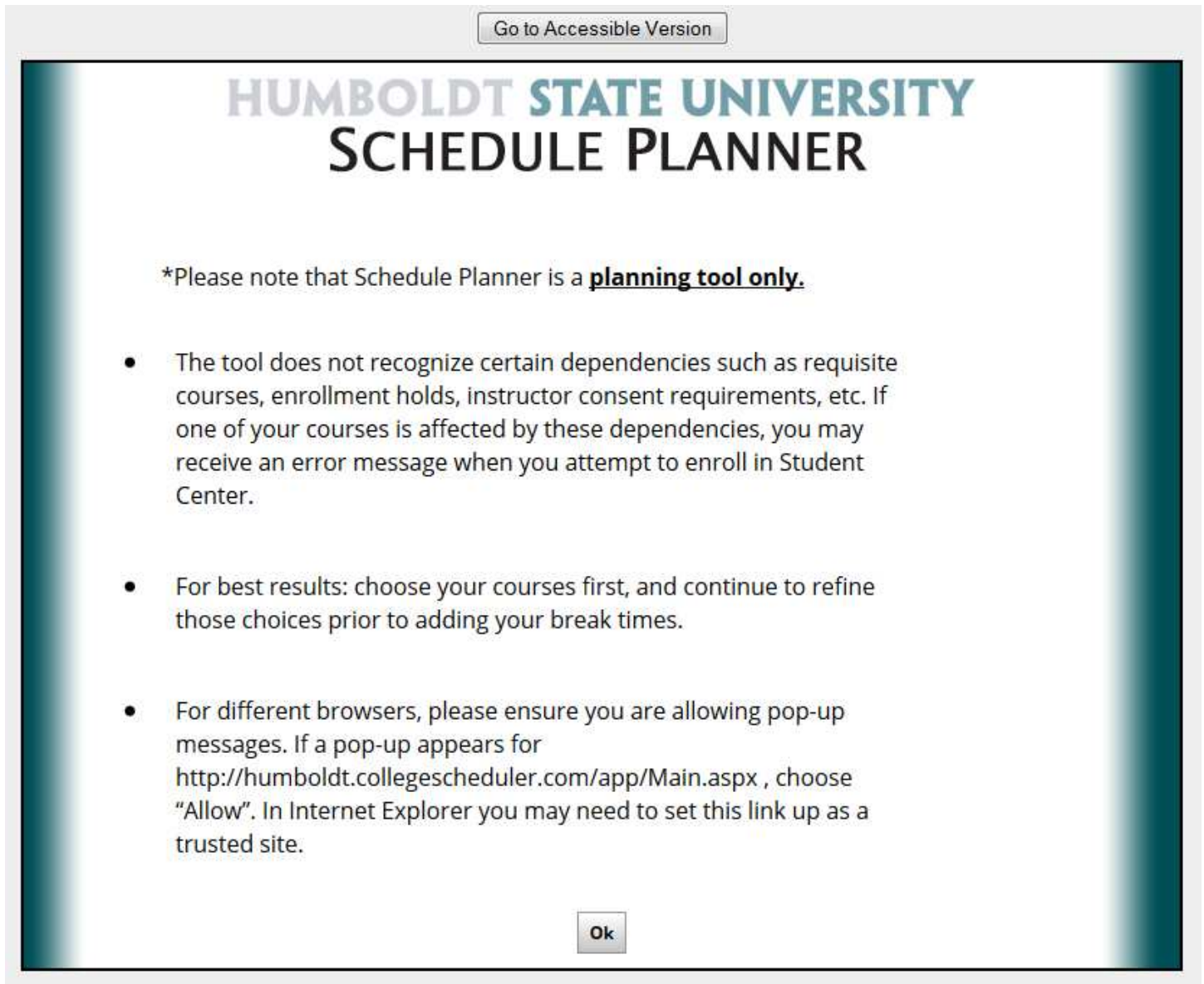
4. Proceed with all enrollment steps until you receive the success or error message.

| <span style="color: green;">✔</span> Success: enrolled <span style="color: red;">✘</span> Error: unable to add class |  |        |
|--|--|--------|
| Class  | Message  | Status |
| HIST 110   | Success: This class has been added to your schedule. | ✔      |

OR

| <span style="color: green;">✔</span> Success: enrolled <span style="color: red;">✘</span> Error: unable to add class |  |        |
|--|--|--------|
| Class  | Message  | Status |
| COMM 100   | <b>Error:</b> Instructor Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit. | ✘      |

Students please read the instructions on this page. When you are ready, click on the “Click Here” link to start the Schedule Planner which will pop-up an instructions page – see next page. This page requires you to click “Ok” which will then take you to the Schedule Planner home page. The point of this page is to give you tips on what to expect.

The image is a screenshot of a web page titled "HUMBOLDT STATE UNIVERSITY SCHEDULE PLANNER". At the top, there is a button that says "Go to Accessible Version". Below the title, there is a paragraph of text: "\*Please note that Schedule Planner is a **planning tool only.**". This is followed by a bulleted list of three items: 1. The tool does not recognize certain dependencies such as requisite courses, enrollment holds, instructor consent requirements, etc. If one of your courses is affected by these dependencies, you may receive an error message when you attempt to enroll in Student Center. 2. For best results: choose your courses first, and continue to refine those choices prior to adding your break times. 3. For different browsers, please ensure you are allowing pop-up messages. If a pop-up appears for http://humboldt.collegescheduler.com/app/Main.aspx, choose "Allow". In Internet Explorer you may need to set this link up as a trusted site. At the bottom center of the page, there is a button that says "Ok".

Go to Accessible Version

## HUMBOLDT STATE UNIVERSITY SCHEDULE PLANNER

\*Please note that Schedule Planner is a **planning tool only.**

- The tool does not recognize certain dependencies such as requisite courses, enrollment holds, instructor consent requirements, etc. If one of your courses is affected by these dependencies, you may receive an error message when you attempt to enroll in Student Center.
- For best results: choose your courses first, and continue to refine those choices prior to adding your break times.
- For different browsers, please ensure you are allowing pop-up messages. If a pop-up appears for <http://humboldt.collegescheduler.com/app/Main.aspx>, choose "Allow". In Internet Explorer you may need to set this link up as a trusted site.

Ok

Once you click “Ok” on this page, you will be taken to the Schedule Planner home page, see below.

# HUMBOLDT STATE UNIVERSITY SCHEDULE PLANNER

Course Status:  Term:



**Instructions:** Add desired courses and breaks, place checkmarks by the courses and breaks you want and click the '**Generate Schedules**' button!

\*Please note that Schedule Planner is a **planning tool only**; it does not recognize certain dependencies such as requisite courses, enrollment holds, instructor consent requirements, etc. You may receive an error message when you attempt to enroll in Student Center.

**Another tip:** choose your courses first, and continue to refine those choices prior to adding your break times. For different browsers, please ensure you are allowing pop-up messages. If a pop-up appears for <http://humboldt.collegescheduler.com/app/Main.aspx>, choose "Allow". In Internet Explorer you may need to set this link up as a trusted site.

## Courses

Add Course

Click the 'Add Course' button to add courses.

## Breaks

Add Break

Click the 'Add Break' button to add times during the day that you do not wish to take classes.

## Schedules

Generate Schedules



From here, you can change the Course Status, choose Courses you need to take and add your Breaks (times when you are unavailable). If only one term is active, then no term selection is available.

## ANTH 104 - Fall Semester 2014

\*Please select the classes you wish to include.

Save And Close

Cancel

| <input checked="" type="checkbox"/> | Info  | Section | Component | Seats<br>Open | Instructor           | Day(s) & Time(s)       | Location<br>(s)            | Campus                       |
|-------------------------------------|---|---------|-----------|---------------|----------------------|------------------------|----------------------------|------------------------------|
| <input checked="" type="checkbox"/> |  | 1       | LEC       | 52            |                      | MW - 10:00am - 10:50am | GH 218<br>Online<br>course | Humboldt State<br>University |
| <input checked="" type="checkbox"/> |  | 2       | LEC       | 31            | Rebecca<br>Robertson |                        | Online<br>course           | Humboldt State<br>University |

Save And Close

Cancel

Please note if you come across a course that shows the "Location" as both "online" and in a classroom (example from above "GH 218"), this is considered a "hybrid" course. This means the course will occur both online and in the classroom. The course instructor will define the schedule and correlating percentage of time that will be spent in each "location", example the hybrid course may meet face-to-face 50% (in classroom) and then engage in asynchronous online activities during the remaining 50% of the time (or 75% face-to-face and 25% online, etc.).



# HUMBOLDT STATE UNIVERSITY SCHEDULE PLANNER

Course Status:  Term:

**Instructions:** Add desired courses and breaks, place checkmarks by the courses and breaks you want and click the 'Generate Schedules' button!

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**Another tip:** choose your courses first, and continue to refine those choices prior to adding your break times. For different browsers, please ensure you are allowing pop-up messages. If a pop-up appears for <http://humboldt.collegescheduler.com/app/Main.aspx>, choose "Allow". In Internet Explorer you may need to set this link up as a trusted site.

| Courses                  |          |                           |      |                          | Add Course               |
|--------------------------|----------|---------------------------|------|--------------------------|--------------------------|
| <input type="checkbox"/> | Course   | Options                   | Info | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | BA 340   | <a href="#">View/Edit</a> |      | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | COMM 103 | <a href="#">View/Edit</a> |      | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | BA 210   | <a href="#">View/Edit</a> |      | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | ART 103  | <a href="#">View/Edit</a> |      | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | BA 250   | <a href="#">View/Edit</a> |      | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | BOT 330L | <a href="#">View/Edit</a> |      | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | ECON 306 | <a href="#">View/Edit</a> |      | <input type="checkbox"/> | <input type="checkbox"/> |

| Breaks                   |                                |        |                  | Add Break                |
|--------------------------|--------------------------------|--------|------------------|--------------------------|
| <input type="checkbox"/> | Name                           | Days   | Time             | <input type="checkbox"/> |
| <input type="checkbox"/> | <a href="#">track training</a> | MTWThF | 6:00pm to 7:00pm | <input type="checkbox"/> |
| <input type="checkbox"/> | <a href="#">study group</a>    | MTWThF | 8:00pm to 9:00pm | <input type="checkbox"/> |

## Schedules



Once you have added your courses and breaks in College Scheduler, click the "Generate Schedules" pushbutton. Depending on the courses requested and the break times, you will either receive generated schedules OR you will see a number of suggestions for making changes to your choices in order to generate the schedules. You will need to use the View/Edit links next to the courses to view and refine your choices against their break times to generate a schedule.

When all courses and breaks are entered and you have reviewed all the possible generated schedules, choose the courses that best fits your needs by placing a Checkmark in the left hand box next to the Course name and click Generate Schedules. See an example below.

[Go to Accessible Version](#)

[Help Videos](#) - [Log Out](#)

## HUMBOLDT STATE UNIVERSITY SCHEDULE PLANNER

**Course Status:**  **Term:**


| Courses <span style="float: right;"><a href="#">Add Course</a></span> |          |                           |                      |                      | Breaks <span style="float: right;"><a href="#">Add Break</a></span> |                          |                                |        |                          |                       |
|---|----------|---------------------------|----------------------|----------------------|---|--------------------------|--------------------------------|--------|--------------------------|-----------------------|
| <input type="checkbox"/>  | Course   | Options                   | Info                 |                      | <input type="checkbox"/>  | Name                     | Days                           | Time   | <input type="checkbox"/> |                       |
| <input checked="" type="checkbox"/>                                   | BA 340   | <a href="#">View/Edit</a> | <a href="#">Info</a> | <a href="#">Lock</a> | <a href="#">Trash</a>   | <input type="checkbox"/> | <a href="#">track training</a> | MTWThF | 6:00pm to 7:00pm         | <a href="#">Trash</a> |
| <input checked="" type="checkbox"/>                                   | COMM 103 | <a href="#">View/Edit</a> | <a href="#">Info</a> | <a href="#">Lock</a> | <a href="#">Trash</a>   | <input type="checkbox"/> | <a href="#">study group</a>    | MTWThF | 8:00pm to 9:00pm         | <a href="#">Trash</a> |
| <input checked="" type="checkbox"/>                                   | ART 103  | <a href="#">View/Edit</a> | <a href="#">Info</a> | <a href="#">Lock</a> | <a href="#">Trash</a>   |                          |                                |        |                          |                       |
| <input type="checkbox"/>  | BOT 330L | <a href="#">View/Edit</a> | <a href="#">Info</a> | <a href="#">Lock</a> | <a href="#">Trash</a>   |                          |                                |        |                          |                       |
| <input type="checkbox"/>  | ECON 306 | <a href="#">View/Edit</a> | <a href="#">Info</a> | <a href="#">Lock</a> | <a href="#">Trash</a>   |                          |                                |        |                          |                       |

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### Schedules

[Generate Schedules](#) Generated **1** schedule.

|                      | # | Compare                 |                                  |
|----------------------|---|-------------------------|----------------------------------|
| <a href="#">View</a> | 1 | <a href="#">Compare</a> | BA-340-2, COMM-103-1, ART-103-2, |



By clicking the “View” link to the far left of the generated schedule another screen will pop-up to show you a weekly representation of the chosen schedule with pushbuttons at the top, see next page.

If this is the schedule you want, click the Send Schedule to Shopping Cart pushbutton:



## View Schedule #1 - Fall Semester 2014

Print Page

Send Schedule to Shopping Cart

Close Schedule

**\*You are viewing a potential schedule and must send to your Shopping Cart to enroll.**

| More Info | Status       | Subject       | Course Section | Class # | Open Seats | Day(s) & Time(s) | Date                    | Location(s)            | Campus                    |
|-----------|--------------|---------------|----------------|---------|------------|------------------|-------------------------|------------------------|---------------------------|
|           | Not Enrolled | Communication | 103            | 2       | 46385      | 45               | TTh - 11:00am - 12:20pm | 8/26/2014 - 12/18/2014 | Humboldt State University |

|       | Monday | Tuesday                    | Wednesday | Thursday                   | Friday |
|-------|--------|----------------------------|-----------|----------------------------|--------|
| 8:00  | Work   |                            | Work      |                            | Work   |
| 8:15  |        |                            |           |                            |        |
| 8:30  |        |                            |           |                            |        |
| 8:45  |        |                            |           |                            |        |
| 9:00  |        |                            |           |                            |        |
| 9:15  |        |                            |           |                            |        |
| 9:30  |        |                            |           |                            |        |
| 9:45  |        |                            |           |                            |        |
| 10:00 |        |                            |           |                            |        |
| 10:15 |        |                            |           |                            |        |
| 10:30 |        |                            |           |                            |        |
| 10:45 |        |                            |           |                            |        |
| 11:00 |        | Communication-103-2<br>LEC |           | Communication-103-2<br>LEC |        |
| 11:15 |        |                            |           |                            |        |
| 11:30 |        | Gregory Young              |           | Gregory Young              |        |
| 11:45 |        |                            |           |                            |        |

When you click the "Send your Schedule to Shopping Cart" pushbutton, a pop-up message will ask: "This schedule will now be transferred to your enrollment shopping cart and the Schedule Planner will close. Do you want to continue?" Click "OK" and the page will close. Another page will open up to repeat the Import Cart instructions, see below. Click the "Close" pushbutton on that page and it will take you back into PeopleSoft.



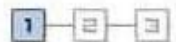
✓ Thank you. Your schedule is now ready to be imported. Please follow the instructions below.

**Instructions:**

1. Visit the 'Enrollment' page in Student Center to continue with enrollment.
2. Click the 'Import Cart' button.

|                   |        |              |                  |
|-------------------|--------|--------------|------------------|
| Search            | Enroll | My Academics | DARS             |
| my class schedule | add    | drop         | swap             |
|                   |        | edit         | term information |

**Add Classes**



**1. Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

**i** You have a schedule pending from Schedule Planner. Please press the **Import Cart** button below to load your schedule into the enrollment shopping cart.

Click **import cart** to continue with registration.

Fall Semester 2013 | Undergraduate | Humboldt State University

Open Closed Wait List

**Add to Cart:**  
Enter Class Nbr  
 **enter**

**Find Classes**  
 Class Search  
**search**  
**schedule planner**

| Fall Semester 2013 Shopping Cart |   |                             |        |            |       |        |
|----------------------------------|---|-----------------------------|--------|------------|-------|--------|
| Delete                           | Class   | Days/Times                  | Room   | Instructor | Units | Status |
|                                  | <a href="#">FILM 315-1</a><br><a href="#">(46476)</a> | TuTh<br>9:00AM -<br>10:50AM | TA 117 | A. Alter   | 4.00  |        |

**PROCEED TO STEP 2 OF 3**

Class

On the schedule planner start page in PeopleSoft, click the “Course Enrollment” pushbutton. On the Enroll - Add tab, there will be a message that a schedule is pending from Schedule Planner. There will also be an IMPORT CART link which the student will click to import the pending classes into the shopping cart (see below). From there, the student will follow the same enrollment process they do today in Student Center.

Search | Enroll | My Academics | DARS  
my class schedule || add || drop || swap || edit || term information

## Add Classes



### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

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Fall Semester 2013 | Undergraduate | Humboldt State University

● Open | ■ Closed | ▲ Wait List

#### Add to Cart:

Enter Class Nbr

**enter**

#### Find Classes

Class Search

**search**

**schedule planner**

#### Fall Semester 2013 Shopping Cart

| Delete | Class   | Days/Times                  | Room   | Instructor | Units | Status |
|--------|---|-----------------------------|--------|------------|-------|--------|
|        | <a href="#">FILM 315-1</a><br><a href="#">(46476)</a> | TuTh<br>9:00AM -<br>10:50AM | TA 117 | A. Alter   | 4.00  | ●      |