Schedule Planner – a tool to help you find the best schedule!

In My OHIO Student Center (sis.ohio.edu/student) (Please be sure to disable the pop-up blocker to successfully launch the Schedule Planner.)

1. Click on Schedule Planner

2. Click on

3. Check the Campus on which you plan to take your classes and click

4. Select the Term “Fall Semester 2014-15” from the drop-down box.

5. Your screen should look like this:

6. Now you should click Add Course to add the courses you plan to enroll in in the fall; and click Add Break to indicate any time you are not available for classes in the fall.
7. After you have entered all of the courses click . The system will then identify all of the schedule combinations available for the fall.

8. You may compare up to four schedules visually by clicking in the checkbox and then clicking the “Compare” button. Once you have identified the schedule you want you must then send the schedule to the shopping cart to begin the process of enrolling. Once you click “View” to see the schedule you will be able to send your schedule to the shopping cart.

9. You will get the following message: . Close the pop-up window and click on the Student Center link . Then click “Enroll” and then click the “Import Cart” button.

10. Click on the “Next” button for each class you have on your schedule. This will add the classes to the Shopping Cart. Once you have all the classes in your shopping cart click .

Note: You are not registered in your classes until you finalize your registration by clicking "Finish Enrolling" and receive the success message for each class to indicate you are enrolled.
11. Read, check appropriate box(es), and agree to the OHIO University Financial Agreement. This must be done every semester.

12. Click Finish Enrolling to actually submit your registration requests.

13. View the results and make appropriate changes if necessary.