Instructions for scheduling classes

1. Access your DARS from your my.ohio portal
2. Make sure your DARs in the program format that you are pursuing (don’t use an undecided DARS)
3. If your DARs is in an undecided format use the “What if” function
4. Using your DARs **list** the requirements that you have **not yet met**

* Requirement categories that are not met are in red
* Sub – requirements (specific requirements in the red categories) that are not met have minus sign (-) next to the requirement
* Some sub - requirements are met with a specific course while other sub-requirements can be met with a list of classes (“select from”)

1. Using your list of unmet requirements from your DARS review your program scheduling/planning worksheet
2. The scheduling/planning worksheet has the courses required in the program ordered in the quarter sequencing and for fall 2012 the semester format
3. You can find the scheduling/planning worksheet on OU-L’s website…use the Academic link and then from the drop down window select the degrees and programs link…then find either the Associate degree Business Management Technology link or the Bachelor’s degree in Applied Management. There is a scheduling /planning worksheet for quarters and semesters
4. Take you list of unmet requirements from your DARS…and looking at the quarter/semester you are scheduling on your worksheet list the classes that you should be taking for that term
5. If there are classes on the scheduling/planning from previous quarters/semesters that you have not taken yet then add those to potential class list. It is important that you try to stay on track…or get back on track if you are taking classes part time or have deviated from the recommended sequence outlined in the past.
6. Review the online schedule of classes for the upcoming academic term (quarter and then semesters starting fall 2012
7. Using your list of required classes and your scheduling worksheet identify the courses on the schedule that are on your list and available for the academic term (quarters and then semesters in fall 2012)
8. Adjust or trim down those courses available based on your work or personal schedule
9. Draft a tentative schedule
10. Double check to make sure the courses on your schedule meet program requirements
11. Double check to make sure the course is still available (not full) and fits your personal schedule as well as other classes to be scheduled
12. Contact Professor Hoyt ([hoy@ohio.edu](mailto:hoy@ohio.edu)) if you have any questions or to confirm you schedule
13. Submit your schedule/register from classes from your my.ohio portal
14. Tips for effective scheduling
15. Register as early as you can…classes that you need that are full when you try to register disrupt proper sequencing of classes in your program
16. If you are still designated as an undecided…you should change your major now.

* Change of major forms are available in the Student Services office
* If you are a pre-major in the BSAM program…a freshmen or sophomore you should change your major to BMT (or other Associate Degree program) so that you can track toward the BSAM and meet all the foundation prerequisites for BSAM major classes

1. Classes that require permission – e-mail the contact person whose permission is required and request permission to enroll in the class. Make sure you include the call # of the class and your P#
2. Pay close attention to the sequencing of classes in your program…following the recommended sequencing on your scheduling/planning worksheet will optimize learning and scheduling
3. Textbooks for classes are now posted online…you can access this information from OU-L website. Purchase your textbooks as soon as you can so you are prepared for classes as soon as they start.
4. If, when you are scheduling, you would like to see courses offered in future semesters you can access that information online from the following link

<http://www.ohio.edu/q2s/makeover/Regional-Semester-Offerings/>