How to Use Schedule Planner
Advisor Quick Reference Guide

**Navigation:** Main Menu > Self-Service > Advisor Center > Advisee Student Center

1. Select your Advisee under the **Change Advisee** drop-down list and click **Change**.

2. Click the **Schedule Planner** link.

3. Schedule Planner will launch, click **CLICK HERE** to begin building the schedule.

**Note:** The Go to Accessible Version button is used to access the version of Schedule Planner that is compatible with assistive technologies (e.g., screen readers).
4. Use the Schedule Planner features to build schedules.

- Add Courses for enrollment in the next semester.
- Add Breaks to block off time from classes.
- Click View to preview potential schedules.
5. When you have found a schedule the student likes, enter their email address and click E-mail Schedule. This will send an email to the student reminding them to complete the registration process.

6. Return to the Advisee Student Center, select another advisee and repeat the previous steps to build another schedule.