

Add a Course

on the

Add Course page

On the Schedule Planner main page, navigate to **Courses** and click **Add Course**

Courses

+ Add Course

click here

If you have added classes for the selected term in PeopleSoft's My Planner, you will be prompted to add them from the Courses section on the main page (this message will only display if you have not yet added classes for the selected term in Schedule Planner).

Courses

+ Add Course

i Add the courses you wish to take for the upcoming term.

i Your degree plan shows 1 course for Summer Term 2016-2017, [click here](#) to load them into your course list.

Schedule Planner Text Only Help Sign out

Add Course

By Subject

My Planner

Search By Section Attribute

Search By Instructor

Desired Courses

Current Schedule

Subject Select Subject

i ADMJ 0500
INTRO TO ADMIN OF JUSTICE

Add Course

By Subject

My Planner

Search By Section Attribute

Search By Instructor

Desired Courses

Current Schedule

i **ADMJ 0500**
INTRO TO ADMIN OF JUSTICE

- Search by Subject, view course from PeopleSoft's My Planner, Search by Section attribute such as online or honors courses, or Search by Instructor.

- Desired Courses shows the courses you have added. Current Schedule shows the classes in which you are currently enrolled.

BY SUBJECT

- Select the Subject and Course to Search by.
- Click Add Course. The course will now display under the Desired Courses tab.
- Click Done to return to the main page or perform a new search to continue adding courses.

MY PLANNER

- The My Planner tab shows courses that were added to My Planner in PeopleSoft.
- Choose a term from the Plan Term dropdown, or Unassigned for courses without an associated term.
- Select the course(s) you wish to schedule and click Add Course.
- Click Done to return to the main page or perform a new search to continue adding courses.

BY SECTION ATTRIBUTE

- Choose an Attribute and a Value to search by.
- Select the Subject and then the Course and click Add Course.
- To search by multiple Attributes and Values at the same time, click in the dropdown boxes to select additional Attributes and Values.
- Search by Attribute and Value only to see all of the Courses available in different Subjects.
- Click Done to return to the main page or perform a new search to continue adding courses.

BY INSTRUCTOR

- Choose an Instructor and a Course to search by.
- Select the course(s) you wish to schedule and click Add Course.
- Click Done to return to the main page or perform a new search to continue adding courses.

NOTE: Seat availability will update every minute.