# Schedule Planner Guide for Students

Schedule Planner is a tool that helps you put together your class schedule for the upcoming term. Along with your desired classes, you can also input the times when you are unable to take classes. Schedule Planner will use this information to generate schedules to meet your time preferences. NEW – You can complete your registration in Schedule Planner. This includes adding and dropping classes. Swapping classes will still need to be done in your student center in Orion.
Please Note: To launch Schedule Planner, you may need to disable pop-up blocker on your internet browser.
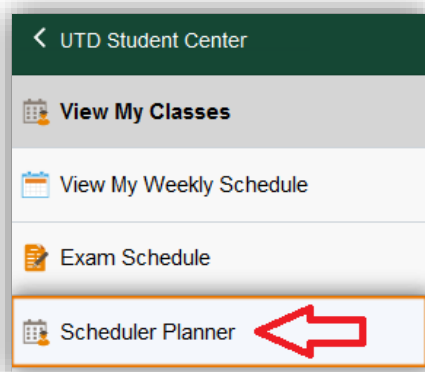
- Go to https://www.utdallas.edu/galaxy/, click on Orion and login with your netid and password.
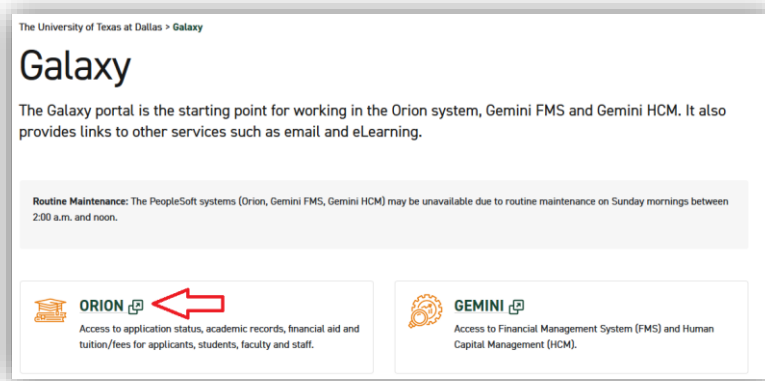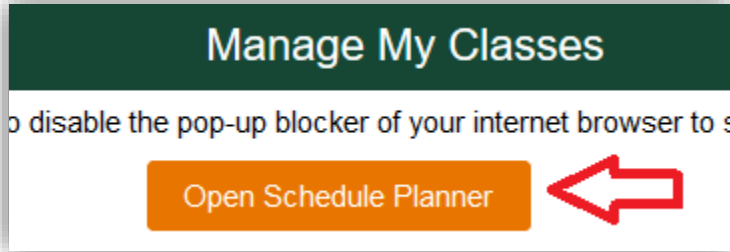

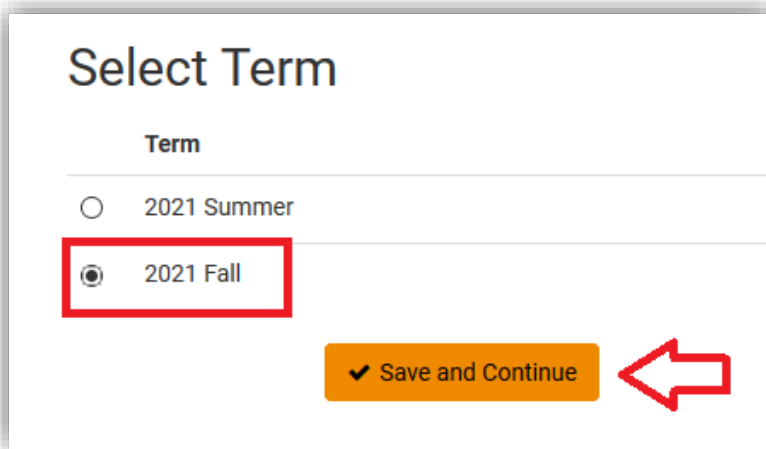- In your UTD Student Center, select the 'Manage My Classes' Tile.
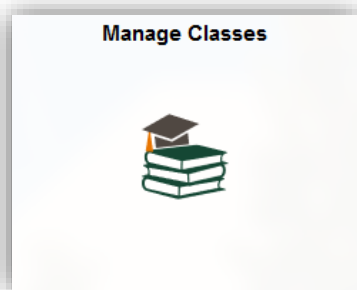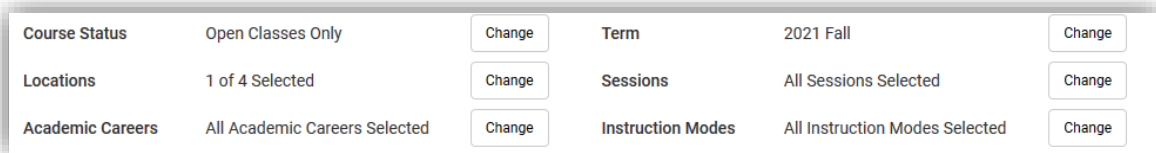

- Select 'Schedule Planner'.

Click the Open Schedule Planner Button

Schedule Planner will open in a new browser window.
You may need to allow pop-ups on your internet browser.
Select the term for which you want to register and click save and continue.

At the top of the page, you can change the default settings for Course Status, Locations, Academic Careers, Term, Sessions and Instruction Modes.

Course Status	Open Classes Only	Change	Term	2021 Fall	Change
Locations	1 of 4 Selected	Change	Sessions	All Sessions Selected	Change
Academic Careers	All Academic Careers Selected	Change	Instruction Modes	All Instruction Modes Selected	Change

Click 'Add Course' to select the classes you want to take for the upcoming term. You may have some courses already listed based on what your schools advising office requested to have preloaded as potential classes.
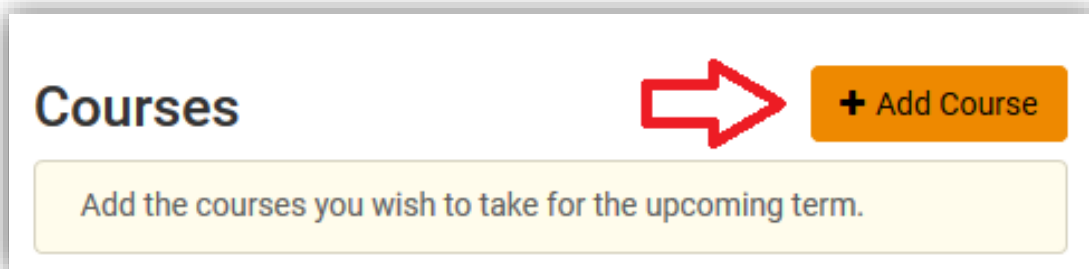
Search courses by subject and course number. Click 'Add Course' to add to the list of classes.

You can also search by attribute if you are looking for a CV Honors or Core Curriculum course. Once you select the attribute, it will only give you subject and course option that have that attribute.

When you have added all the classes you want to take, click 'Done' to return to the previous screen.

If you are unable to take classes at certain times of the week due to work schedule or other time conflicts, click 'Add Break.'

Add name of the break, start/end times and days of the week when you WILL NOT be able to take classes. Click 'Add Break' when you are finished.

The check boxes allow you to select which courses and breaks will be included when you generate schedules.

You will receive an error message if there are time conflicts or other problems with the requested schedule. Please review the suggested tips to resolve the issue.
Upon making changes to the courses and/or breaks, click 'Generate Schedule' again.
Keep in mind that some common exams occur on weekends, and if you have a break set to block weekends this may cause no schedule to be returned.

Click 'View' to review suggested schedules

Click the arrow buttons to view alternate schedules. Click ⓘ icon for detailed course information

When you lock a course/section, that specific section of the course will be constant on all suggested schedules. You can lock multiple courses on the schedule.

The weekly view of the schedule shows only those classes that have regular meeting times/places. For example, the online section of COMM 1311 which appeared on the term view, does not appear on the weekly view.

You can also see your breaks on the weekly view of the schedule.

	ⓘ	🔒	Not Enrolled	80643	ACCT	2301	002	60	MWF 9:00am - 9:50am - JSOM 1.110
	ⓘ	🔓	Not Enrolled	87595	BA	1320	002	45	MW 1:00pm - 2:15pm - JSOM 2.904
	ⓘ	🔓	Not Enrolled	83225	COMM	1311	0W1	24	No Meeting Room
	ⓘ	🔓	Not Enrolled	80403	ECON	2301	HN1	25	MW 11:30am - 12:45pm
	ⓘ	🔒	Not Enrolled	87358	GOVT	2305	005	50	TTh 8:30am - 9:45am - AH2 1.204

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30–8:45		ⓘ GOVT-2305-005 🔓 AH2 1.204		ⓘ GOVT-2305-005 🔓 AH2 1.204	
9am–9:45	ⓘ ACCT-2301-002 🔒 JSOM 1.110	Carlos Daniel Gutierrez Mannix	ⓘ ACCT-2301-002 🔒 JSOM 1.110	Carlos Daniel Gutierrez Mannix	ⓘ ACCT-2301-002 🔒 JSOM 1.110
11:30–11:45	ⓘ ECON-2301-HN1 🔓		ⓘ ECON-2301-HN1 🔓		
1pm–1:45	ⓘ BA-1320-002 🔓 JSOM 2.904 Moran Blueshtein		ⓘ BA-1320-002 🔓 JSOM 2.904 Moran Blueshtein		
3pm–3:30	Work	Work	Work	Work	

Also, if you have classes that will not run the full semester you will have a week view to show what weeks the class will run.

Week 1 (08/23/2021 - 08/30/2021)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
BA 4V90															
CS 1136															
CS 1336															
ECON 2301															
GOVT 2305															

Click on Validate to see if there will be any issues when you complete your enrollment.

When you complete building your schedule, click 'Send to Shopping Cart.'

If there are any courses that have variable credit hours, you will get prompted to enter how many credit you want for the class. It will also allow you to enter a permission number if you have been given one.
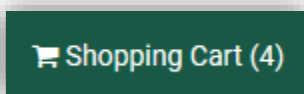
Go to your Shopping Cart

Review your selections. If all looks correct, click on Register.

You will be asked to confirm that you want to register. If so, click on continue.

You will receive a confirmation of any classes you were successfully registered for and any that you were not able to register for.

Viewing your current schedule in Schedule Planner or your UTD Student Center to confirm your registration.

If you have questions regarding registration, please contact your Academic Advisor.

For questions regarding the Schedule Planner, email records@utdallas.edu.

Thank you!