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/](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.

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 the icon for detailed course information.

### Potential Schedule for 2021 Fall

<table>
<thead>
<tr>
<th>Status</th>
<th>Class #</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Seats Open</th>
<th>Schedule &amp; Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Enrolled</td>
<td>80643</td>
<td>ACCT</td>
<td>2301</td>
<td>002</td>
<td>60</td>
<td>MWF 9:00am - 9:50am - JSOM 1.110</td>
</tr>
<tr>
<td>Not Enrolled</td>
<td>87595</td>
<td>BA</td>
<td>1320</td>
<td>002</td>
<td>45</td>
<td>MW 1:00pm - 2:15pm - JSOM 2.904</td>
</tr>
<tr>
<td>Not Enrolled</td>
<td>80474</td>
<td>ECON</td>
<td>2301</td>
<td>004</td>
<td>125</td>
<td>MWF 8:00am - 8:50am - GR 3.420</td>
</tr>
<tr>
<td>Not Enrolled</td>
<td>83096</td>
<td>RHET</td>
<td>1302</td>
<td>023</td>
<td>19</td>
<td>Th 8:30am - 9:45am - JO 3.532</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am</td>
<td>ECON-2301-004</td>
<td>ECON-2301-004</td>
<td>ECON-2301-004</td>
<td>ECON-2301-004</td>
</tr>
<tr>
<td>8:40am</td>
<td>GR 3.420</td>
<td>GR 3.420</td>
<td>GR 3.420</td>
<td>GR 3.420</td>
</tr>
<tr>
<td>5pm</td>
<td>ACCT-2301-002</td>
<td>RHET-1302-023</td>
<td>ACCT-2301-002</td>
<td>ACCT-2301-002</td>
</tr>
<tr>
<td>5:45pm</td>
<td>JSOM 1.110</td>
<td>JO 3.532</td>
<td>JO 1.110</td>
<td>JO 3.532</td>
</tr>
</tbody>
</table>

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.

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

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.

When you complete building your schedule, click ‘Send to Shopping Cart.’
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!