

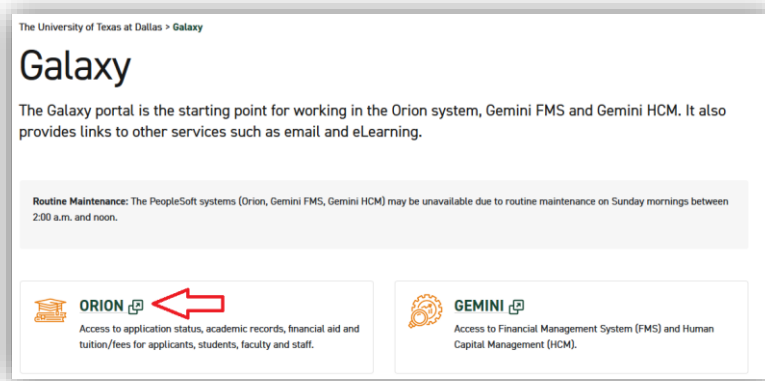
Schedule Planner Guide for Students

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.

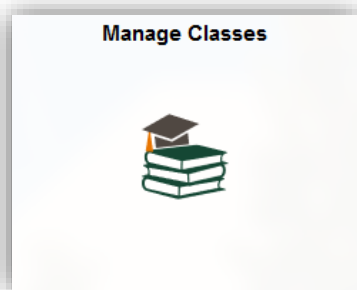
NEW – You can complete your registration in Schedule Planner. This includes adding and dropping classes. Swapping classes will still need to be done in your student center in Orion.

Please Note: To launch Schedule Planner, you may need to disable pop-up blocker on your internet browser.

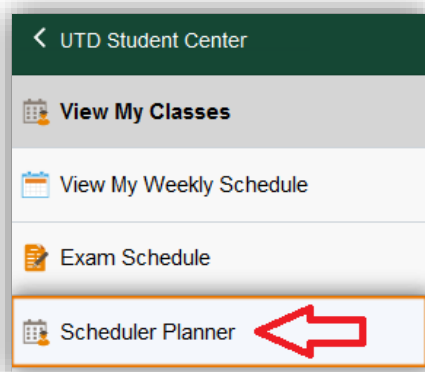
- Go to <https://www.utdallas.edu/galaxy/>, click on Orion and login with your netid and password.



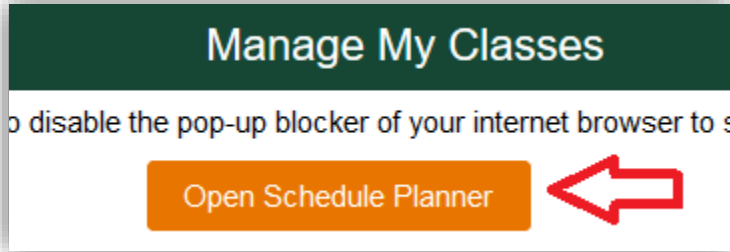
- In your UTD Student Center, select the 'Manage My Classes' Tile.



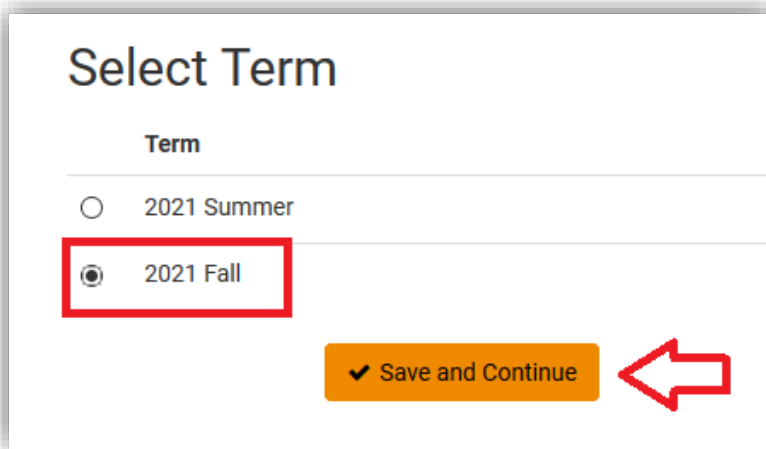
- Select 'Schedule Planner'.



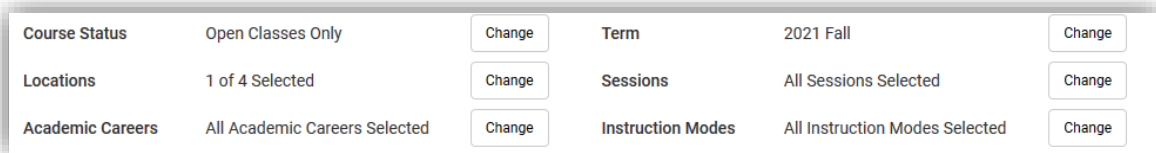
Click the Open Schedule Planner Button



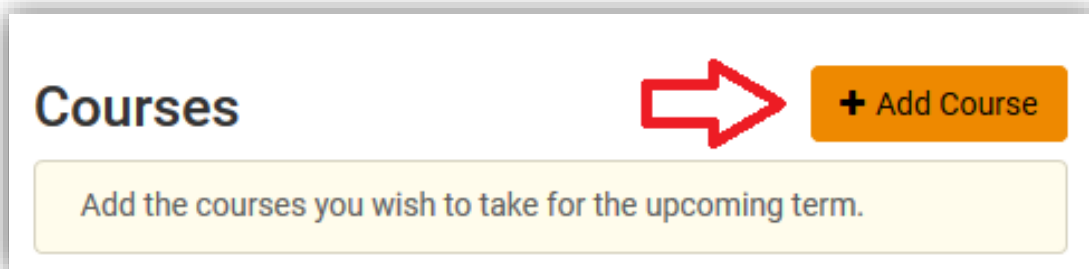
Schedule Planner will open in a new browser window.
You may need to allow pop-ups on your internet browser.
Select the term for which you want to register and click save and continue.



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



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.

By Subject Search By Attribute Search By Instructor

Subject MUSI

Course 1306 - UNDERSTANDING MUSIC

MUSI 1306 - UNDERSTANDING MUSIC

MUSI 1306 (MUSI 1306) Understanding Music (3 semester credit hours) An introduction to the elements and basic forms of music, with particular emphasis on the composer's creative process and the listener's participation. Methods of analytical and aesthetic appreciation will be applied to musical examples, with corollaries in literature, history, theater, and the visual arts. (3-0) S

< Done + Add Course

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.

By Subject Search By Attribute Search By Instructor

Attribute Select Attribute...

Subject

Course

< Done

- Collegium V Honors
- Core - 010 Communication
- Core - 020 Mathematics
- Core - 030 Life and Physical Sciences
- Core - 040 Language, Philosophy and Culture
- Core - 050 Creative Arts
- Core - 060 American History
- Core - 070 Government / Political Science

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

By Subject Search By Attribute Search By Instructor

Subject GOVT

Course 2305 - AMERICAN NATIONAL GOVERNMENT

GOVT 2305 - AMERICAN NATIONAL GOVERNMENT

GOVT 2305 (GOVT 2305) American National Government (3 semester credit hours) Survey of American national government, politics, and constitutional development. (3-0) R

< Done Add Course

Courses

- ACCT 2301 INTRO FINANCIAL ACCOUNTING
- BA 1320 BUSINESS IN A GLOBAL WORLD
- RHET 1302 RHETORIC
- ECON 2301 PRINCIPLES OF MACROECONOMICS
- GOVT 2305 AMERICAN NATIONAL GOVERNMENT

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

Breaks + Add Break

Add times during the day you do not wish to take classes.

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.

Breaks are times during the day that you do not wish to take classes.

Break Name Work

Start Time 3 : 00 am pm

End Time 7 : 00 am pm

Days Select Weekdays

MON TUE WED THU FRI SAT SUN

< Back + Add Break

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

The screenshot shows a user interface for selecting courses and breaks. On the left, under 'Courses', there is a 'Select All' checkbox (highlighted with a red box) and a list of courses: ACCT 2301 (checked), BA 1320 (checked), ECON 2301 (checked), GOVT 2305 (unchecked), and RHET 1302 (checked). Each course has an 'Options' button and a lock icon. On the right, under 'Breaks', there is a 'Select All' checkbox (highlighted with a red box) and two breaks: 'Work' (checked) and 'Choir' (unchecked). Below the lists are 'Advanced Options' and 'View Schedules' buttons. At the bottom left, a red arrow points to the 'Generate Schedules' button.

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.

The error message box contains the following text:
There are no schedules available for the selections you have made.
Detected Conflicts
All options of BA 1320 conflict with the break "Work"
All options of ECON 2301 conflict with the break "Work"
All options of RHET 1302 conflict with the break "Work"
General Tips
Try removing a break or deselecting a course and click 'Generate' again.
TIP: If you are having trouble finding schedules, try the following steps:
1. Remove checkmarks from the course list.
2. Checkmark courses in order of preference one by one and click 'Generate Schedules' as you do this.
TIP: To see all options offered for a particular course, click the Options button in the courses grid.

Click 'View' to review suggested schedules









The screenshot shows the 'Schedules' section. It features a 'Generate Schedules' button, a green box indicating 'Generated 758 Schedules', and a 'View' button with a red arrow pointing to it. Below the 'View' button, there is a magnifying glass icon and a checkbox next to the text 'Work, 2301-ACCT-HON,'.















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

Potential Schedule for 2021 Fall

[Back](#) [Validate](#) [Send to Shopping Cart](#) [Schedule 2 of 758](#)







You are viewing a potential schedule only and you must still register. ✕

Status	Class #	Subject	Course	Section	Seats Open	Schedule & Location
  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	80474	ECON	2301	004	125	MWF 8:00am - 8:50am - GR 3.420
  Not Enrolled	83096	RHET	1302	023	19	Th 8:30am - 9:45am - JO 3.532

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	 ECON-2301-004 GR 3.420 		 ECON-2301-004 GR 3.420 		 ECON-2301-004 GR 3.420 
8:15					
8:30					
8:45				 RHET-1302-023 JO 3.532 	
9am	 ACCT-2301-002 JSOM 1.110 		 ACCT-2301-002 JSOM 1.110 		 ACCT-2301-002 JSOM 1.110 
9:15					
9:30					
9:45					

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.

Status

   Not Enrolled
   Not Enrolled

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

The screenshot shows a 'Validate Results' dialog box overlaid on a course selection interface. The dialog box has a red border and a warning icon. It lists courses that cannot be registered for and those that can. The background interface shows a 'Back' button with a red arrow pointing to it, and a 'Validate' button with a checkmark. Below the dialog box, a portion of a course schedule for Monday is visible, showing courses like ACCT-2301-002 and ECON-2301-HN1.

Validate Results

You may not be able to register for the following courses:

- ECON-2301, HN1**
 - Enrollment Requisites are not met. Requirement Group: 004248, Description: Prerequisite: Collegium V Honors Student Group and ECON 2301 Repeat Restriction.
- GOVT-2305, 005, Carlos Daniel Gutierrez Mannix**
 - Enrollment Requisites are not met. Requirement Group: 004145, Description: GOVT 2305 Repeat Restriction

You should have no problem registering for these courses:

- ACCT-2301, 002**
 - OK to enroll.
- COMM-1311, 0W1, Barbara L Baker**
 - The Requirement Designation Option was set to 'YES' by the enrollment process.
- BA-1320, 002, Moran Blueshtein**
 - The Requirement Designation Option was set to 'YES' by the enrollment process.

Remember, you are **not** registered for these courses. Validating your schedule confirms that you will be able to successfully register when your registration window opens.

OK

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

The screenshot shows a 'Potential Schedule for 2021 Fall' interface. At the top, it says 'Potential Schedule for 2021 Fall'. Below this, there are three buttons: 'Back', 'Validate', and 'Send to Shopping Cart'. A red arrow points to the 'Send to Shopping Cart' button. Below the buttons, there is a yellow box with the text: 'You are viewing a potential schedule only and you must still register.'

Potential Schedule for 2021 Fall

Back Validate **Send to Shopping Cart**

You are viewing a potential schedule only and you must still register.

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.

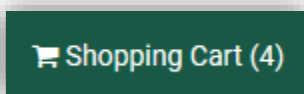
Before you add this to your cart...
 Set your class preferences below.
 Don't worry, you can change them later if you need to.

Cancel Finish

BA-4V90 093 (1 of 1)

Class #: 81295 Subject: BA Course: 4V90 Section: 093 Title: MANAGEMENT INTERNSHIP Component: INT	<table style="width: 100%;"> <tr> <td style="width: 40%;">Credits</td> <td style="width: 60%;">2</td> </tr> <tr> <td>Permission Number</td> <td></td> </tr> </table>	Credits	2	Permission Number	
Credits	2				
Permission Number					

Go to your Shopping Cart



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

Shopping Cart for 2021 Fall

←

	Class #	Subject	Course	Section	Schedule & Location
	80643	ACCT	2301	002	MWF 9:00am - 9:50am - JSOM 1.110
	87595	BA	1320	002	MW 1:00pm - 2:15pm - JSOM 2.904
	83225	COMM	1311	0W1	No Meeting Room
	80403	ECON	2301	HN1	MW 11:30am - 12:45pm
	87358	GOVT	2305	005	TTh 8:30am - 9:45am - AH2 1.204


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

Please Confirm

Confirm that you want to register this schedule by clicking "Continue" below.

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


Registration Results

 You have been successfully registered for the following courses.

ACCT-2301, 002
• Success: This class has been added to your schedule.

COMM-1311, 0W1, Barbara L Baker
• Success: This class has been added to your schedule. You are required to take this requirement designation for this class. The requirement designation option has been set to yes.

BA-1320, 002, Moran Blueshtein
• Success: This class has been added to your schedule. You are required to take this requirement designation for this class. The requirement designation option has been set to yes.

 You are **not** registered for the following courses.

ECON-2301, HN1
• Unable to add this class - requisites have not been met., Description: Prerequisite: Collegium V Honors Student Group and ECON 2301 Repeat Restriction.

GOVT-2305, 005, Carlos Daniel Gutierrez Mannix
• Unable to add this class - requisites have not been met., Description: GOVT 2305 Repeat Restriction







[OK](#)

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

[Plan Schedule](#) [Shopping Cart \(0\)](#) [Current Schedule \(3\)](#) [Help](#) [Sign out](#)

My Current Schedule for 2021 Fall

[Drop Classes](#)

Status	Class #	Subject	Course	Section	Schedule & Location
  Enrolled	83047	ARTS	1301	002	MWF 10:00am - 10:50am - JO 2.604
  Enrolled	82209	EE	3310	001	TTh 8:30am - 9:45am - ECSS 2.410
  Enrolled	86790	UNIV	2020	0W1	No Meeting Room

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

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

Thank you!