



THE OHIO STATE UNIVERSITY

How to Schedule Classes Using Schedule Planner



PLEASE READ

If you experience any scheduling difficulties (error messages, etc.), please consult the “Scheduling Difficulties and Questions” guide and/or email your academic advisor.

A 30 minute advising appointment is usually unnecessary for scheduling difficulties, as most issues can be resolved quickly and easily via an email conversation or during walk-in hours.



Before you begin, make sure your enrollment appointment has started. To do this, click the “details” link in the blue “Enrollment Information” box. Then choose the correct term.

The screenshot displays a student portal interface with several sections:

- Academics:** Includes links for "My Class Schedule" and "Shopping Cart". A message box states "You are not enrolled in classes." There is a dropdown menu with "other academic..." and a right-pointing arrow.
- Finances:** Contains sub-sections for "My Account" (with links for Account Inquiry, Account Refund, Guardian Setup), "Financial Aid" (with a link for View Financial Aid), and "Student Health Insurance". A dropdown menu shows "other financial...".
- Outstanding Charges:** A table showing charges: Past Due (0.00), Due Now (0.00), and Future Due (0.00). The total is 0.00. A note explains that this total may not reflect recent changes to tuition and fees. A dropdown menu for "*Term" is set to "2011 Autmn", and a link for "Statement Of Account" is provided.
- SEARCH FOR CLASSES:** A green button at the top right.
- Holds:** A section with "Registration Lock" and a "details" link.
- To Do List:** A section with "Financial Responsibility Stmt" and a "more" link.
- Enrollment Information:** A section titled "Enrollment Appointment" with text: "You may begin enrolling for the Autumn 2017 Regular Academic Term session on March 29, 2017." A "details" link is circled in red. Below this are links for "Schedule Planner", "Degree Audit", and "Enrollment Verification".



You can schedule classes after the date and time shown in the “Appointment Begins” column.

Enrollment Appointments						
Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular Academic Term	March 29, 2017 4:15PM	October 27, 2017 11:59PM	18.00	18.00	18.00	45.00
Session 1	March 29, 2017 4:15PM	October 27, 2017 11:59PM	18.00	18.00	18.00	45.00
Session 2	March 29, 2017 4:15PM	October 27, 2017 11:59PM	18.00	18.00	18.00	45.00

Open Enrollment Dates by Session		
Session	Begins On	Last Date to Enroll
Regular Academic Term	December 18, 2017	
Session 1	December 18, 2017	
Session 2	December 18, 2017	

Term Enrollment Limits			
Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
18.00	18.00	18.00	45.00

Cancel



Step 1: Log in to your BuckeyeLink account and click on “Schedule Planner”

The screenshot shows the BuckeyeLink dashboard with several sections:

- Academics**: Includes links for [My Class Schedule](#) and [Shopping Cart](#). A message box states: "You are not enrolled in classes." There is a search button labeled "SEARCH FOR CLASSES".
- Finances**: Includes a "My Account" section with links for [Account Inquiry](#), [Account Refund](#), and [Guardian Setup](#). It also has sections for **Financial Aid** (with a [View Financial Aid](#) link) and **Student Health Insurance**. The **Outstanding Charges** table shows: Past Due (0.00), Due Now (0.00), Future Due (0.00), and a **Total of Outstanding Charges** of 0.00. A note explains that this total may not reflect recent changes to tuition and fees. A ***Term** dropdown menu is present, and a [Statement Of Account](#) link is available. A "MAKE A PAYMENT" button is at the bottom.
- Holds**: Shows "No Holds."
- To Do List**: Includes [CampusClarity Online Training](#) and [Vaccination - Domestic](#), with a "more" link.
- Enrollment Information**: Includes [Open Enrollment Dates](#), [Schedule Planner](#) (circled in red), [Degree Audit](#), and [Enrollment Verification](#).
- Advisor**: Shows **Program Advisor** as Lindsey Thaler, with a "details" link.



Step 2: Click the “Click Here” button



The Schedule Planner helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Planner.

Instructions:

1. [CLICK HERE](#) to open the Schedule Planner in a pop-up window.
2. Return to this window after clicking 'Send Schedule to Quick Enroll'
3. Visit the [QUICK ENROLL](#) page to complete the student enrollment process.



Step 3: Choose the correct term and then click "save and continue"

Select Term

Term

- Summer 2017 Term
- Autumn 2017 Semester

✓ Save And Continue



Step 4: Choose the correct campus and click “save and continue”



Select Campus

- Select All Campuses**
- Columbus
- Lima
- Mansfield
- Marion
- Newark
- Wooster

✓ Save And Continue



Step 5: Choose the correct program and then click “save and continue”

All students who have yet to earn a bachelor’s degree should choose “undergraduate”

Select Academic Career

Select All Academic Careers

Dentistry

Graduate

Law

Medicine

Optometry

Pharmacy, Professional

Undergraduate

Veterinary Medicine

✓ Save And Continue



Step 6: Choose your classes. Click the “Add Course” button.



Course Status	Open Classes Only	Change	Term	Autumn 2017 Semester	Change
Academic Careers	1 of 8 Selected	Change	Sessions	All Sessions Selected	Change
Campuses	1 of 6 Selected	Change			

i Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses

[+ Add Course](#)

Breaks

[+ Add Break](#)

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

Schedules

[Generate Schedules](#)



Type in the course department and number. Then click “Add Course”. Repeat this step for all of your classes. Then click “Done” to go back.

Add Course

By Subject Search by Course Attribute Search By Instructor

Subject: Physics

Course: 1251 - Elec,Magn,Optic,QM

< Done + Add Course

Physics 1251 - Elec,Magn,Optic,QM

Calculus-based introduction to electricity and magnetism, simple optics, modern physics including special relativity and quantum mechanics; for students in physical sciences, mathematics, engineering. Prereq: 1250 (131), 1250H (131H), or 1260, and Math 1151 (152) or above; or permission of instructor. Concur: Math 1152 (153), 1161, 1172, 1181H, or 4181H. Not open to students with credit for 132. This course is available for EM credit. GE nat sci phys course. NS Admis Cond course.



Schedule Planner's default is to only show you open classes. If you type in a course and nothing comes up, go to the main page and change the setting to "Open & Full w/Waitlist Open" if you're interested in adding yourself to the waitlist for a class that is full.

Course Status	Open Classes Only	Change	Term	Autumn 2017 Semester	Change
Academic Careers	1 of 8 Selected	Change	Sessions	All Sessions Selected	Change
Campuses	1 of 6 Selected	Change			

i Instructions: Add desired courses and breaks and click **Generate Schedules** button! ×

Courses

+ Add Course

Breaks

+ Add Break



Step 7: Make sure all classes you want are listed on the main page of Schedule Planner as shown below.

i Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses

+ Add Course

Breaks

+ Add Break



Computer Science &

Engineering 1222

Programming C++



Options



English 1110.01

First-Yr Engl Comp



Options



Mathematics 1152

Calculus 2



Options



Physics 1251

Elec,Magn,Optic,QM



Options



Schedules

Generate Schedules



Step 8: Add Breaks. If you need to avoid time conflicts with your work schedule, band, or other activities, block your calendar using the “breaks” section as shown below.

i Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses

+ Add Course

- Computer Science & Engineering 1222**
Programming C++
Options **i** **🔒** **✖**
- English 1110.01**
First-Yr Engl Comp
Options **i** **🔒** **✖**
- Mathematics 1152**
Calculus 2
Options **i** **🔒** **✖**
- Physics 1251**
Elec,Magn,Optic,QM
Options **i** **🔒** **✖**

Breaks

+ Add Break

-
- Work**
MTWThF - 3:00pm to 7:00pm
Edit **✖**

Schedules

Generate Schedules



Step 9: Look at the possible schedule options by clicking “Generate Schedules”

i Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses

+ Add Course

- Computer Science & Engineering 1222**
Programming C++
Options **i**
- English 1110.01**
First-Yr Engl Comp
Options **i**
- Mathematics 1152**
Calculus 2
Options **i**
- Physics 1251**
Elec,Magn,Optic,QM
Options **i**

Breaks

+ Add Break

- Work**
MTWThF - 3:00pm to 7:00pm
Edit

Schedules

Generate Schedules



Step 10: Narrow things down, if needed

This particular combination of classes generated 766 different schedules to choose from. If you'd like to narrow things down a bit, you can build more breaks (for lunch, etc.) or you can de-select certain sections of courses by following the directions on the next page.

[Generate Schedules](#)

Generated 766 Schedules

View	1		<input type="checkbox"/>	Computer Science & Engineering-1222-0150, Computer Science & Engineering-1222-0151, English-1110.01-0049, Mathematics-1152-0010, Mathematics-1152-0012, Physics-1251-800, Physics-1251-801, Physics-1251-802
View	2		<input type="checkbox"/>	Computer Science & Engineering-1222-0150, Computer Science & Engineering-1222-0151, English-1110.01-0070, Mathematics-1152-0030, Mathematics-1152-0033, Physics-1251-800, Physics-1251-803, Physics-1251-804
View	3		<input type="checkbox"/>	Computer Science & Engineering-1222-0150, Computer Science & Engineering-1222-0151, English-1110.01-0073, Mathematics-1152-0030, Mathematics-1152-0033, Physics-1251-800, Physics-1251-803, Physics-1251-804
View	4		<input type="checkbox"/>	Computer Science & Engineering-1222-0150, Computer Science & Engineering-1222-0151, English-1110.01-0074, Mathematics-1152-0030, Mathematics-1152-0033, Physics-1251-800, Physics-1251-803, Physics-1251-804
View	5		<input type="checkbox"/>	Computer Science & Engineering-1222-0150, Computer Science & Engineering-1222-0151, English-1110.01-0700, Mathematics-1152-0030, Mathematics-1152-0033, Physics-1251-800, Physics-1251-803, Physics-1251-804
View	6		<input type="checkbox"/>	Computer Science & Engineering-1222-0150, Computer Science & Engineering-1222-0151, English-1110.01-1400, Mathematics-1152-0030, Mathematics-1152-0033, Physics-1251-800, Physics-1251-803, Physics-1251-804
View	7		<input type="checkbox"/>	Computer Science & Engineering-1222-0150, Computer Science & Engineering-1222-0151, English-1110.01-0049, Mathematics-1152-0030, Mathematics-1152-0034, Physics-1251-800, Physics-1251-803, Physics-1251-804
View	8		<input type="checkbox"/>	Computer Science & Engineering-1222-0150, Computer Science & Engineering-1222-0151, English-1110.01-0050, Mathematics-1152-0030, Mathematics-1152-0034, Physics-1251-800, Physics-1251-803, Physics-1251-804

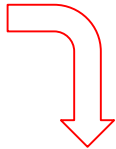


To de-select a class section, click on the “options” button next to the class

Courses

+ Add Course

- Computer Science & Engineering 1222**
Programming C++
Options ⓘ 🔒 ❌
- English 1110.01**
First-Yr Engl Comp
Options ⓘ 🔒 ❌
- Mathematics 1152**
Calculus 2
Options ⓘ 🔒 ❌
- Physics 1251**
Elec,Magn,Optic,QM
Options ⓘ 🔒 ❌



Enabled (12 of 12) Disabled (5)

	Section	Instruction Method	Seats Open	Instructor	Day(s) & Location(s)
<input checked="" type="checkbox"/>	0010	LEC	112		
	0011	REC	17		TTh 8:00am - 8:55am - Cockins Hall 015
<input checked="" type="checkbox"/>	0010	LEC	112		
	0012	REC	13		TTh 9:10am - 10:05am - Cockins Hall 015
<input checked="" type="checkbox"/>	0010	LEC	112		
	0013	REC	7		TTh 10:20am - 11:15am - Cockins Hall 015
<input checked="" type="checkbox"/>	0010	LEC	112		
	0014	REC	8		TTh 11:30am - 12:25pm - Cockins Hall 015
<input checked="" type="checkbox"/>	0010	LEC	112		
	0015	REC	1		TTh 12:40pm - 1:35pm - Cockins Hall 015
<input checked="" type="checkbox"/>	0010	LEC	112		

For example, you might not be interested in taking the online lecture sections of Math 1152 (indicated by no location listed for the lecture). So you would uncheck those sections and click “save and close”



Step 11: Review the possible schedules by clicking the “View” button.

Schedules

Generate Schedules

Generated **156** Schedules

- [View 1](#) Computer Science & Engineering-1222-0150, Computer Science & Engineering-1222-0151, English-1110.01-0049, Mathematics-1152-0030, Mathematics-1152-0031, Physics-1251-800, Physics-1251-801, Physics-1251-802
- [View 2](#) Computer Science & Engineering-1222-0150, Computer Science & Engineering-1222-0151, English-1110.01-0053, Mathematics-1152-0030, Mathematics-1152-0032, Physics-1251-800, Physics-1251-803, Physics-1251-804
- [View 3](#) Computer Science & Engineering-1222-0150, Computer Science & Engineering-1222-0151, English-1110.01-0054, Mathematics-1152-0030, Mathematics-1152-0032, Physics-1251-800, Physics-1251-803, Physics-1251-804
- [View 4](#) Computer Science & Engineering-1222-0150, Computer Science & Engineering-1222-0151, English-1110.01-0057, Mathematics-1152-0030, Mathematics-1152-0032, Physics-1251-800, Physics-1251-803, Physics-1251-804
- [View 5](#) Computer Science & Engineering-1222-0150, Computer Science & Engineering-1222-0151, English-1110.01-0070, Mathematics-1152-0030, Mathematics-1152-0032, Physics-1251-800, Physics-1251-803, Physics-1251-804
- [View 6](#) Computer Science & Engineering-1222-0150, Computer Science & Engineering-1222-0151, English-1110.01-0073, Mathematics-1152-0030, Mathematics-1152-0032, Physics-1251-800, Physics-1251-803, Physics-1251-804
- [View 7](#) Computer Science & Engineering-1222-0150, Computer Science & Engineering-1222-0151, English-1110.01-0074, Mathematics-1152-0030, Mathematics-1152-0032, Physics-1251-800, Physics-1251-803, Physics-1251-804
- [View 8](#) Computer Science & Engineering-1222-0150, Computer Science & Engineering-1222-0151, English-1110.01-0700, Mathematics-1152-0030, Mathematics-1152-0032, Physics-1251-800, Physics-1251-803, Physics-1251-804



Scroll down to see a calendar view of the proposed schedule.

Use the left and right arrow keys on your keyboard to click through the various schedules quickly and easily.

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	Physics-1251 Smith Lab 3082 3082	Physics-1251 Smith Lab 1153 1153	Physics-1251 Smith Lab 1153 1153		Physics-1251 Smith Lab 1153 1153
8:15					
8:30					
8:45					
9am					
9:15	Computer Science & Engineering-1222		Computer Science & Engineering-1222		Computer Science & Engineering-1222
9:30					
9:45					
10am					
10:15					
10:30			Physics-1251 Smith Lab 2077A 2077A		
10:45					
11am					
11:15					
11:30					
11:45					
12pm					
12:15					
12:30					
12:45	English-1110.01 Enarson Classroom Bldg 202 202		English-1110.01 Enarson Classroom Bldg 202 202		English-1110.01 Enarson Classroom Bldg 202 202
1pm					
1:15					
1:30					
1:45					
2pm	Mathematics-1152 209 W 18th Ave 170 170	Mathematics-1152 University Hall 051 051	Mathematics-1152 209 W 18th Ave 170 170	Mathematics-1152 University Hall 051 051	Mathematics-1152 209 W 18th Ave 170 170
2:15					
2:30					
2:45					
3pm					
3:15					






Step 12: Enroll in Classes.

When you find the schedule you want, scroll to the top of the page and click the “Send to Quick Enroll” button. This will send the course information back to your BuckeyeLink account.

Navigation bar with buttons: Back, Print, Email, **Send to Quick Enroll** (circled in red), Schedule 21 of 156

**You are viewing a potential schedule and must send it to your Shopping Cart to enroll.*

	Subject	Course	Section	Class #	Seats Open	Day(s) & Location(s)	Session	Campus
  	Computer Science & Engineering	1222	0150	9607	1	MW 9:10am - 10:05am - Bolz Hall 422	Regular Academic Term	Columbus



You will be taken back to your BuckeyeLink account where you will need to click the “import cart” button.

✔ Thank you. Your schedule is now ready to be imported. Please follow the instructions below.

Instructions:

1. Visit the 'Enrollment' page in Student Center to continue with enrollment.
2. Click the 'Import Cart' button.

my class schedule class search add drop

Add Classes 1 2 3

1. Select classes to add

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

i You have a schedule pending from Schedule Planner. Please press the **Import Cart** button below to load your schedule into the enrollment shopping cart.

Autumn 2012 Semester | Undergraduate | The Ohio State University

Add a class using one of the following:

Search for Classes

search

----- OR -----

Enter Class Nbr

enter

Schedule Planner Search

schedule planner

----- OR -----

import cart

Autumn 2012 Semester Enrollment Shopping Cart

Your enrollment shopping cart is empty.



You will be asked to confirm each course individually and then confirm the entire schedule as a whole. When that is finished, click the “Finish Enrolling” button.

[my class schedule](#)
[class search](#)
[add](#)
[drop](#)
[edit](#)

Add Classes



2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Summer 2009 Quarter | Undergraduate | The Ohio State University

Class	Description	Days/Times	Location	Instructor	Units	Status
ACCTMIS 310-10 (1080)	Foundatns Of Acct (Lecture)	Fr 1:30PM - 3:18PM Fr 11:30AM - 1:18PM	Schoenbaum 0105 TBA	M. Smith	5.00	

[CANCEL](#)
[PREVIOUS](#)
[FINISH ENROLLING](#)



Step 13: Confirm Your Schedule

Check your schedule on BuckeyeLink to make sure all is correct.

Academics

Enrollment
[My Class Schedule](#)
[Schedule Planner](#)

Academic History
[Grades](#)

other academic... >>

Deadlines URL Gradebook

This Week's Schedule

	Class	Schedule
	MATSCEN 3331-10 LEC (7723)	Mo 3:00PM - 3:55PM McPherson Lab 1015
	MATSCEN 3331-30 LAB (7748)	Tu 10:20AM - 12:25PM Watts Hall 0076
	MATSCEN 4181-10 LEC (7098)	TuTh 12:40PM - 1:35PM Hitchcock Hall 0031
	MATSCEN 5531-10 LAB (7103)	Th 9:10AM - 12:25PM Location: TBA
	PHYSICS 4700-0010 LEC (25357)	Mo 9:10AM - 10:05AM Smith Lab 1138
	PHYSICS 4700-0020 LAB (25358)	TuTh 1:50PM - 3:55PM Smith Lab 2036
	PHYSICS 4999H-0011 IND (25761)	Location: TBA
	PHYSICS 5800-0010 LEC (25816)	Fr 12:40PM - 3:55PM Smith Lab 2180
	PSYCH 1100H-0090 LEC (26319)	TuTh 3:55PM - 5:15PM University Hall 0038

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Enrollment Information
[May Session Credit Information](#)
Enrollment Appointment
 Please click on the details link below to view your upcoming appointment times by term.
[details](#)

Advisor
Program Advisor