

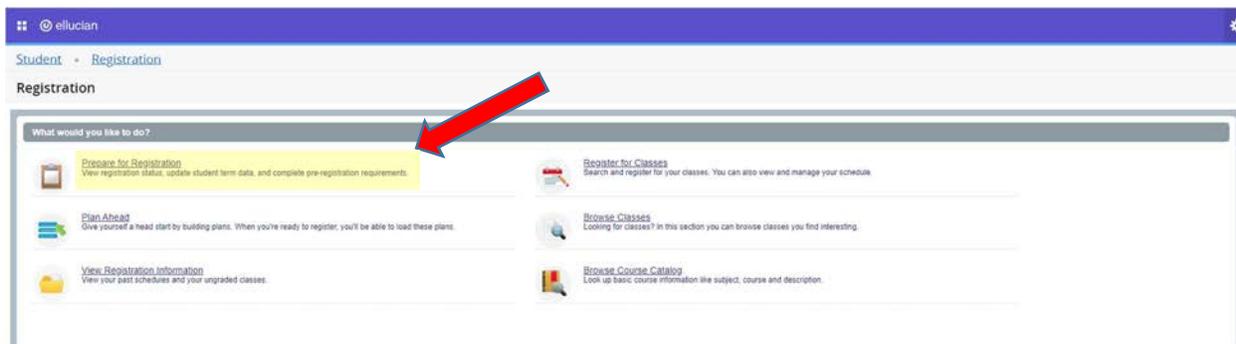
## How to Create a Registration Plan

Users will experience an upgrade to South Scheduler that will keep all of registration inside the PAWS environment. The look and feel will change but many of the existing functions such as a visual weekly presentation of a user's class registration and an option to save a preplanned schedule (Favorites) will remain.

To begin a user will select "Registration". Once the Registration area launches, the user will be taken to a screen with options to: Prepare for Registration, Plan Ahead, View Registration Information, Register for Classes, Browse Classes, and Browse Course Catalog.

### Prepare for Registration

To begin, the user should select "Prepare for Registration".

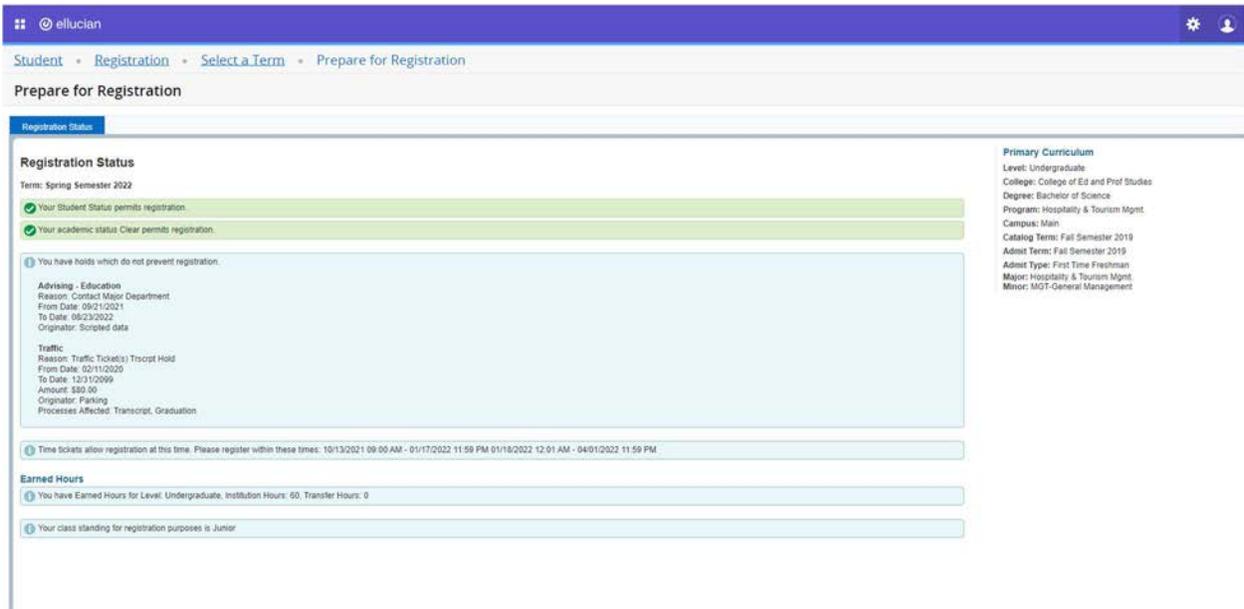


The user will be prompted to select a term from the drop down list.



This page will display the user's information and several areas that determine the user's ability or status for registration.

- If the user has holds on their account, holds will be displayed and the system will indicate if the hold prevents registration and/or other areas such as ordering a transcript or graduation.
- A user's time ticket status will also be displayed providing the user with an open registration window.
- Finally, the user's earned hours and class standing is displayed.
- On the right hand side of the screen, information about the user's level, college, degree, program, campus, catalog term, admit term, major, and minor is displayed.



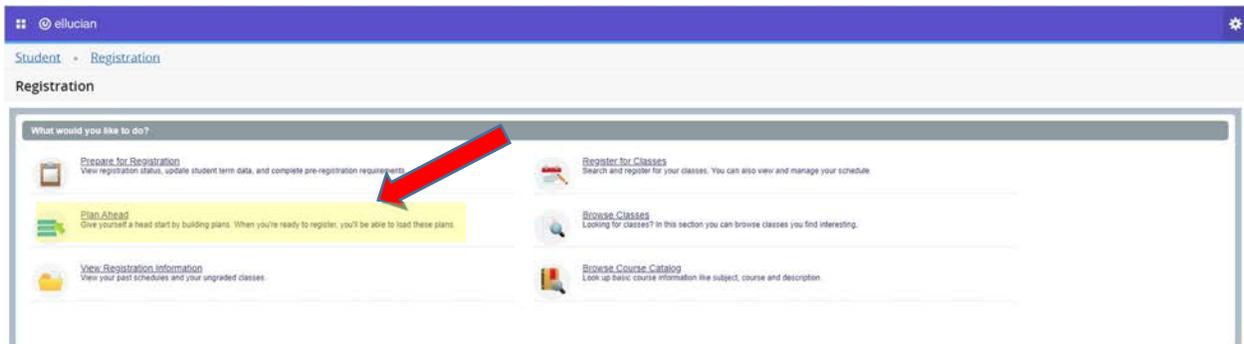
The screenshot displays the 'Prepare for Registration' page for a user named 'ellucian'. The page is divided into several sections:

- Registration Status:** Shows the current term as 'Spring Semester 2022'. Two green status bars indicate: 'Your Student Status permits registration.' and 'Your academic status Clear permits registration.'
- Holds:** A blue box titled 'You have holds which do not prevent registration.' lists two holds:
  - Advising - Education:** Reason: Contact Major Department; From Date: 09/21/2021; To Date: 09/23/2022; Originator: Scripted data.
  - Traffic:** Reason: Traffic Ticket(s) Transcript Hold; From Date: 02/11/2009; To Date: 12/31/2009; Amount: \$50.00; Originator: Farking; Processes Affected: Transcript, Graduation.
- Time Slots:** A blue box indicates registration is allowed at this time, with a list of available time slots: 10/13/2021 09:00 AM - 01/17/2022 11:59 PM, 01/18/2022 12:01 AM - 04/01/2022 11:59 PM.
- Earned Hours:** A blue box shows 'You have Earned Hours for Level: Undergraduate, Institution Hours: 60, Transfer Hours: 0'.
- Class Standing:** A blue box shows 'Your class standing for registration purposes is Junior'.
- Primary Curriculum:** A sidebar on the right lists: Level: Undergraduate; College: College of Ed and Prof Studies; Degree: Bachelor of Science; Program: Hospitality & Tourism Mgmt; Campus: Main; Catalog Term: Fall Semester 2019; Admit Term: Fall Semester 2019; Admit Type: First Time Freshman; Major: Hospitality & Tourism Mgmt; Minor: MGT-General Management.

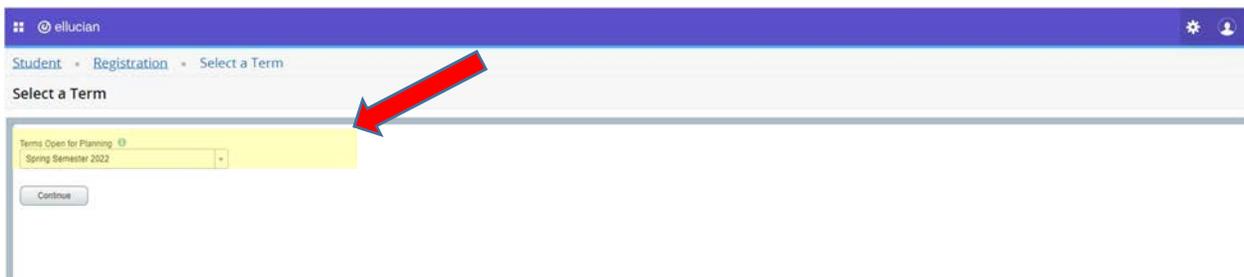
## **Plan Ahead**

In the previous version of South Scheduler, a user could create a plan for registration by searching classes and saving a desired schedule in the “My Favorites” option. “My Favorites” would allow a user to explore several different options and combinations of classes before their time ticket opened. The user would then to save time by quickly registering for the classes in their “My Favorites”. In the upgraded version of South Scheduler, a user can still search classes and save a desired schedule in the “Plan Ahead” area. This area will allow a user to create up to 5 plans to explore options and different combinations of classes.

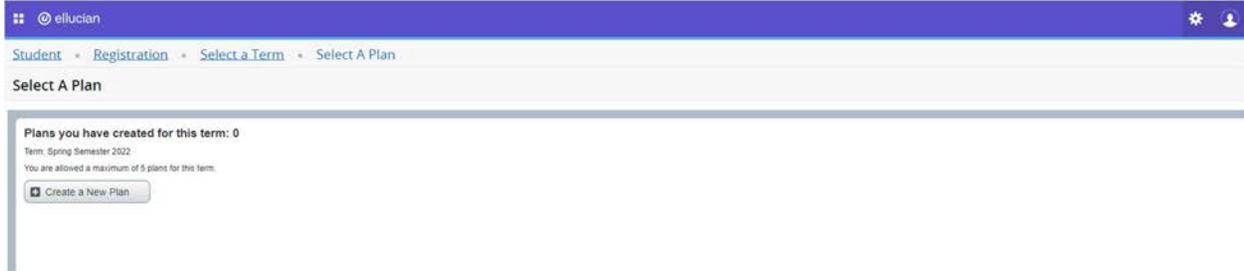
To begin, a user will enter the “Plan Ahead” section.



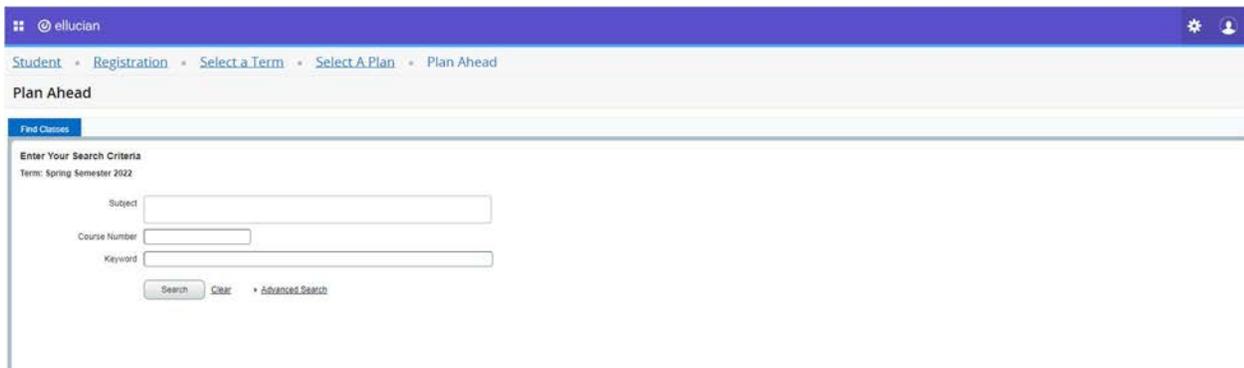
Next, the user will select the term from the drop down menu.



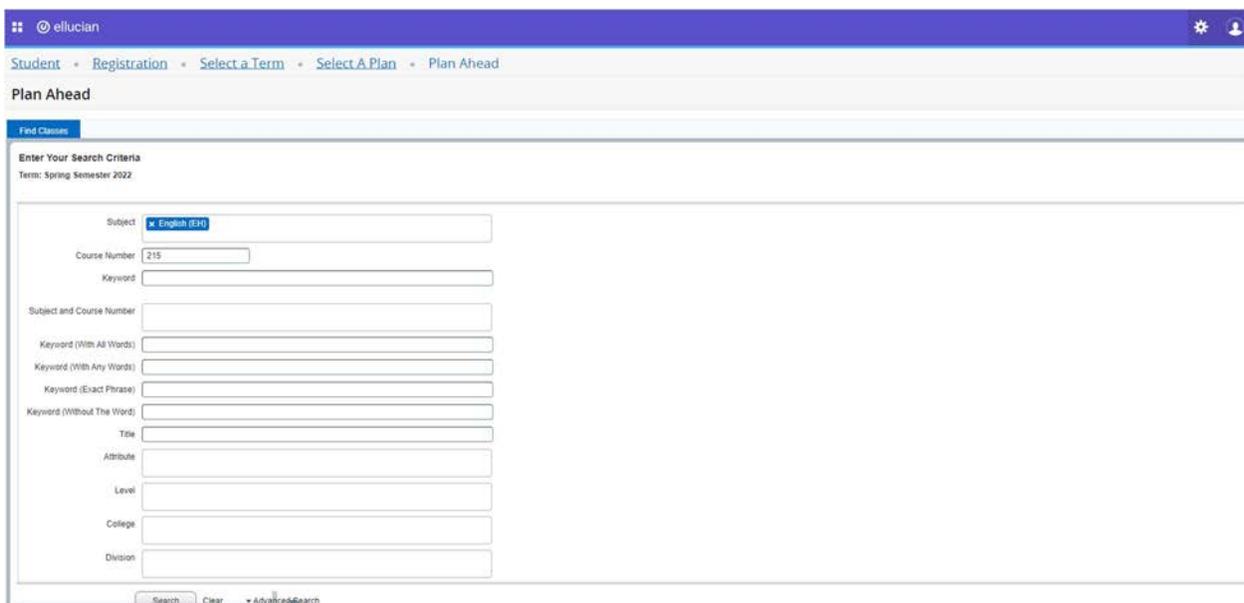
The user will be prompted to create a new plan or continue developing an existing plan if one exists.



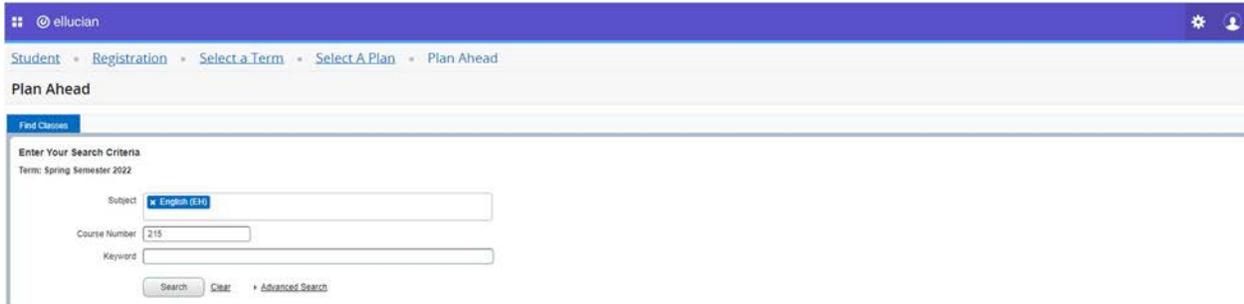
Once a new plan has been created or an existing plan has been selected, the user will begin to search for classes. The default search form can be searched by Subject Code, Course Number, or Keyword. The user can use a combination of Subject Code and Course Number to find most classes.



There is also an Advanced search window that allows for a variety of variables when searching for courses. The advanced search allows the user to search with multiple keyword fields as well as course title, attribute, level, division, college, department, schedule type, course number range, and credit hour range.

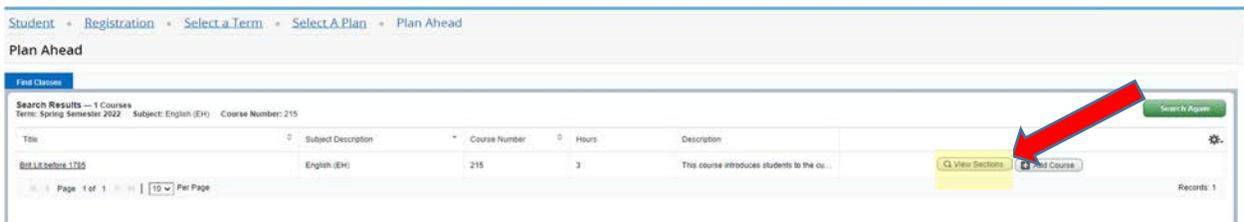


In the standard search, a user searching for English 215 as demonstrated in the example screenshot below; enters “EH” in the Subject field, “215” in the course field, and selects the “Search” button.



Student • Registration • Select a Term • Select A Plan • Plan Ahead  
**Plan Ahead**  
 Find Classes  
 Enter Your Search Criteria  
 Term: Spring Semester 2022  
 Subject:   
 Course Number:   
 Keyword:

The results show one matching course for the search criteria. It identifies the title, subject description, course number, credit hours, and a brief description. The user can then select the option to view the sections to see when the course is offered.

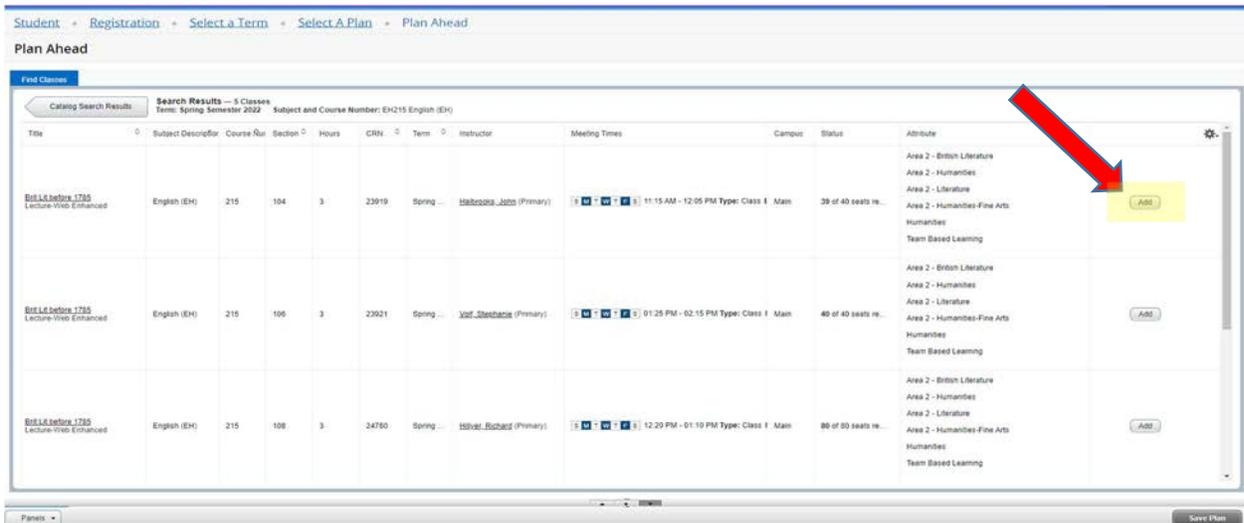


Student • Registration • Select a Term • Select A Plan • Plan Ahead  
**Plan Ahead**  
 Find Classes  
 Search Results — 1 Courses  
 Term: Spring Semester 2022 Subject: English (EH) Course Number: 215  

Title	Subject Description	Course Number	Hours	Description	View Sections	Add Course
Eng I & before 1795	English (EH)	215	3	This course introduces students to the cu...	<input type="button" value="View Sections"/>	<input type="button" value="Add Course"/>

 Page 1 of 1 | 10 Per Page | Records: 1

The “view sections” option will expand the selection to show the section number, CRN, instructor, meeting times, and status of registration for the section. Once the user selects a section, the user will use the “Add” button to add it to the plan. **\*\*\*Note: the system only shows 10 results per screen, if more than 10 sections exist, the user will need to go to the subsequent page to see all the sections. \*\*\***



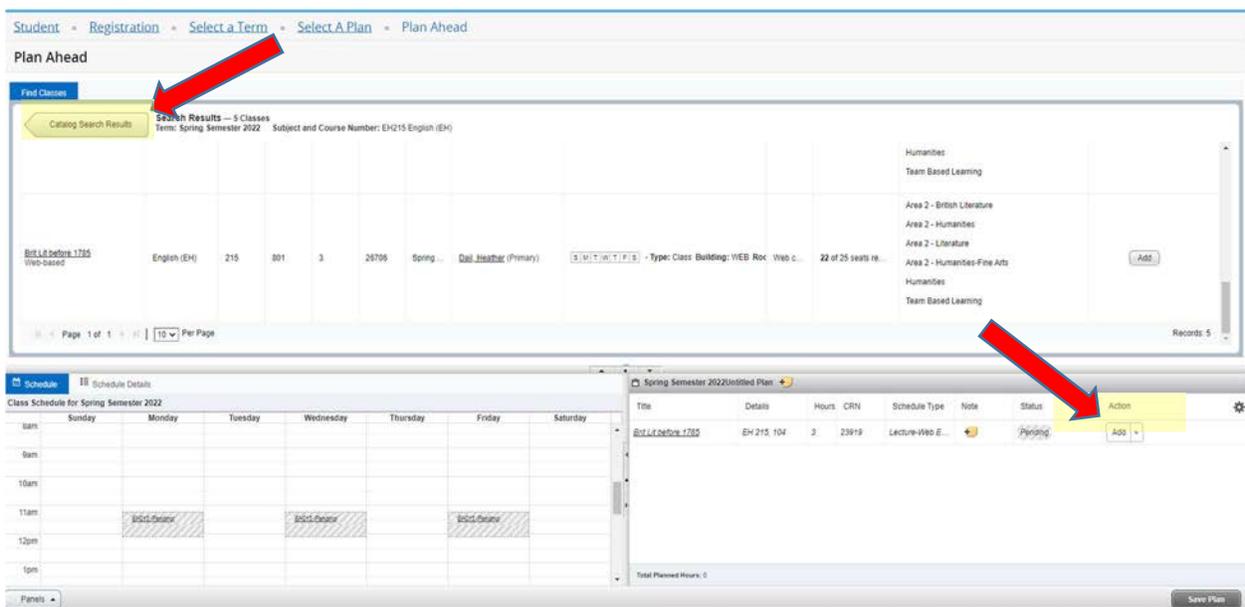
Student • Registration • Select a Term • Select A Plan • Plan Ahead  
**Plan Ahead**  
 Find Classes  
 Catalog Search Results  
 Search Results — 5 Classes  
 Term: Spring Semester 2022 Subject and Course Number: Eh215 English (EH)  

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Add
Eng I & before 1795 Lecture-Web Enhanced	English (EH)	215	104	3	23919	Spring	Hatleberg, John (Primary)	15 11:15 AM - 12:05 PM Type: Class I	Main	39 of 40 seats re...	Area 2 - British Literature Area 2 - Humanities Area 2 - Literature Area 2 - Humanities-Fine Arts Humanities Team Based Learning	<input type="button" value="Add"/>
Eng I & before 1795 Lecture-Web Enhanced	English (EH)	215	106	3	23921	Spring	Van Staphorst, (Primary)	15 01:25 PM - 02:15 PM Type: Class I	Main	49 of 40 seats re...	Area 2 - British Literature Area 2 - Humanities Area 2 - Literature Area 2 - Humanities-Fine Arts Humanities Team Based Learning	<input type="button" value="Add"/>
Eng I & before 1795 Lecture-Web Enhanced	English (EH)	215	108	3	24760	Spring	Hilber, Richard (Primary)	15 12:20 PM - 01:10 PM Type: Class I	Main	86 of 80 seats re...	Area 2 - British Literature Area 2 - Humanities Area 2 - Literature Area 2 - Humanities-Fine Arts Humanities Team Based Learning	<input type="button" value="Add"/>

 Panels | Save Plan

Once a section has been added, the screen splits into three areas:

- The top section includes the current search criteria. This area allows the user to add additional sections to their plan or to return to the search field to find additional courses.
- The bottom left section shows the visual representation of the weekly schedule of classes the user has selected. These classes appear as gray boxes on the weekly grid to allow the user to see free and available times or when classes are potentially scheduled.
- The bottom right section lists all the classes currently included in the active plan. By selecting the course title, the user can view additional information about the course including the Details, Restrictions, Corequisites, Prerequisites, and Fees if available. This section also allows the user to add notes about the course for reference on their plan. Finally, the section allows a user to remove the course from the plan with the drop down menu highlighted below.



Student » Registration » Select a Term » Select A Plan » Plan Ahead

Plan Ahead

Find Classes

Catalog Search Results Search Results — 5 Classes  
 Term: Spring Semester 2022 Subject and Course Number: EH215 English (EH)

Title	Subject	Section	CRN	Hours	Days	Class	Building	Room	Seats	Notes	Action
EH 215 before 1735 Web-based	English (EH)	215 001 3	26706	Spring	Class	Web	Web	c.	22 of 25 seats re...		Add

Page 1 of 1 | 10 Per Page | Records: 5

Schedule

Class Schedule for Spring Semester 2022

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am							
10am							
11am							
12pm							
1pm							

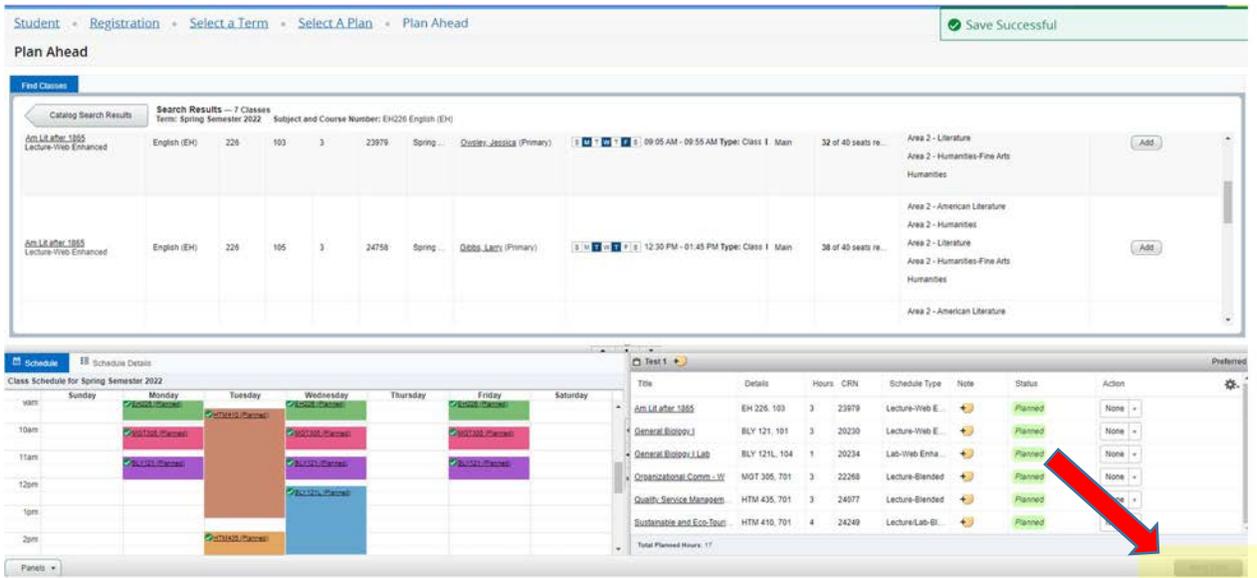
Spring Semester 2022/Untitled Plan

Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
EH 215 before 1735	EH 215 104 3	23919	Lecture-Web E...		Pending		Add

Total Planned Hours: 0

Save Plan

After selecting classes and building a schedule, the user has the option to save a plan by selecting the “Save Plan” button at the bottom right corner. The user will then be prompted to give the plan a name. Once a name is given the system will alert the user that the plan was successfully saved. The user can then modify the existing plan by adding additional courses or removing courses. Additional plans can also be created. Each user can create 5 different plans.



Student • Registration • Select a Term • Select A Plan • Plan Ahead

Save Successful

Plan Ahead

Find Classes

Search Results — 7 Classes  
 Term: Spring Semester 2022 Subject and Course Number: EH226 English (EH)

Course	Section	Days	Time	Instructor	CRN	Hours	CRN	Schedule Type	Note	Status	Action
Am Lit after 1865	Lecture-Web Enhanced	English (EH)	226 103 3	23979	Spring	Custer, Jessica (Primary)	9:05 AM - 09:55 AM	Class I Main	32 of 40 seats re...	Area 2 - Literature Area 2 - Humanities-Fine Arts Humanities	+ Add
Am Lit after 1865	Lecture-Web Enhanced	English (EH)	226 105 3	24758	Spring	Obbo, Lacy (Primary)	12:30 PM - 01:45 PM	Class I Main	38 of 40 seats re...	Area 2 - American Literature Area 2 - Humanities Area 2 - Humanities-Fine Arts Humanities Area 2 - American Literature	+ Add

Schedule

Class Schedule for Spring Semester 2022

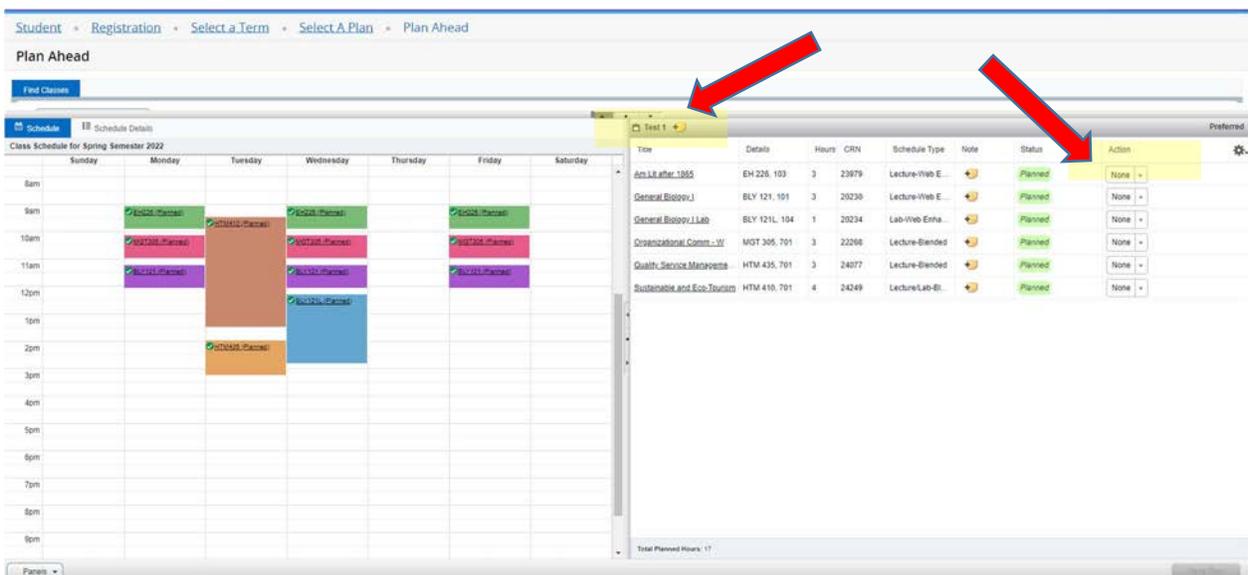
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	
10am		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	
11am		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	
12pm		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	
1pm		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	
2pm		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	

Test 1

Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
Am Lit after 1865	EH 226, 103, 3	23979	Lecture-Web E...	Planned	None		
General Biolog...	BLY 121, 101, 3	20230	Lecture-Web E...	Planned	None		
General Biolog... Lab	BLY 121L, 104, 1	20234	Lab-Web Enha...	Planned	None		
Organizational Comm... W	MOT 305, 701, 3	22268	Lecture-Blended	Planned	None		
Quality Service Managemen	HTM 435, 701, 3	24077	Lecture-Blended	Planned	None		
Sustainable and Eco-Touri	HTM 410, 701, 4	24249	Lecture-Lab-Bi...	Planned	None		

Total Planned Hours: 17

Once a plan has been saved, the bottom two sections change. The visual weekly schedule changes from gray boxes to multi-colored boxes to allow users to identify different course on the schedule. The bottom right section, shows the plan name along with a status for the course and the ability to delete the course from the plan with the action drop down.



Student • Registration • Select a Term • Select A Plan • Plan Ahead

Plan Ahead

Find Classes

Schedule

Class Schedule for Spring Semester 2022

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	
10am		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	
11am		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	
12pm		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	
1pm		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	
2pm		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	
3pm		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	
4pm		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	
5pm		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	
6pm		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	
7pm		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	
8pm		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	
9pm		Am Lit after 1865	Am Lit after 1865	Am Lit after 1865		Am Lit after 1865	

Test 1

Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
Am Lit after 1865	EH 226, 103, 3	23979	Lecture-Web E...	Planned	None		
General Biolog...	BLY 121, 101, 3	20230	Lecture-Web E...	Planned	None		
General Biolog... Lab	BLY 121L, 104, 1	20234	Lab-Web Enha...	Planned	None		
Organizational Comm... W	MOT 305, 701, 3	22268	Lecture-Blended	Planned	None		
Quality Service Managemen	HTM 435, 701, 3	24077	Lecture-Blended	Planned	None		
Sustainable and Eco-Touri	HTM 410, 701, 4	24249	Lecture-Lab-Bi...	Planned	None		

Total Planned Hours: 17