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.
You can schedule classes after the date and time shown in the “Appointment Begins” column.
Step 1: Log in to your BuckeyeLink account and click on “Schedule Planner”
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"
Step 4: Choose the correct campus and click “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”
Step 6: Choose your classes. Click the “Add Course” button.
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.
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.
Step 7: Make sure all classes you want are listed on the main page of Schedule Planner as shown below.
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.
Step 9: Look at the possible schedule options by clicking “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.
To de-select a class section, click on the “options” button next to the class.

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.
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.
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.
You will be taken back to your BuckeyeLink account where you will need to click the “import cart” button.
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.
Step 13: Confirm Your Schedule

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