

How to Use Schedule Planner

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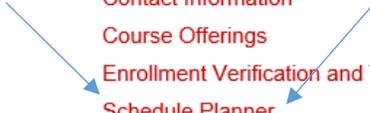
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There are no announcements

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Go to My.JSU

Under Student Links

Select Schedule Planner

How to Use Schedule Planner

Personal Information **Student** Financial Aid Faculty Services Employee Finance

Search

Registration Term

Select a Term:

RELEASE: 8.7.1

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Select Upcoming Registration Term and Submit

Schedule Planner Text Only



Select Campus

Select All Campuses

Jacksonville State University

Off Campus

Select Jacksonville State University

Save and Continue

How to Use Schedule Planner

The screenshot shows the top navigation bar with "Schedule Planner" and "Text Only" on the left, and "Help" and "Sign out" on the right. Below the navigation bar is the Jacksonville State University logo. The main content area includes filters for "Course Status" (Open Classes Only), "Parts of Term" (All Parts of Term Selected), "Term" (Fall 2015), and "Campuses" (1 of 2 Selected). A yellow instruction box says: "Instructions: Add desired courses and breaks and click Generate Schedules button". Below this are sections for "Courses" (+ Add Course) and "Breaks" (+ Add Break). At the bottom, there are buttons for "Generate Schedules" and "Advanced Options".

Start scheduling by selecting +Add Course

The screenshot shows the "Add Course" form. The "By Subject" tab is selected. The "Subject" dropdown is set to "English (EH) (28)" and the "Course" dropdown is set to "102 English Composition". There are "Back" and "+ Add Course" buttons. To the right, a "Courses" section has a yellow instruction box: "Choose a course and click Add Course".

Select Subject and Course

Add Course (Green bar will appear to notify you the course was added.)

The screenshot shows the "Add Course" form with "Subject" set to "Computer Science (CS) (22)" and "Course" set to "201 Introduction to Information Techn...". The "+ Add Course" button is highlighted in red. To the right, a "Courses" list shows four items: "CJ 200 Introduction to Corrections", "CS 201 Introduction to Information Technology", "DR 242 Introduction to the Theatre", and "EH 102 English Composition". Each item has an information icon and a red "X" icon.

Repeat until all courses are added

How to Use Schedule Planner

Click on Schedule Planner to return to main screen.

The screenshot shows the main interface of the JSU Schedule Planner. At the top, there is a navigation bar with 'Schedule Planner' and 'Text Only' on the left, and 'Help' and 'Sign out' on the right. The JSU logo is centered below the navigation bar. Below the logo, there are settings for 'Course Status' (Open Classes Only), 'Term' (Fall 2015), 'Parts of Term' (All Parts of Term Selected), and 'Campuses' (1 of 2 Selected). A yellow instruction box states: 'Instructions: Add desired courses and breaks and click Generate Schedules button!'. The 'Courses' section lists several courses with checkboxes and icons for options, info, and removal. The 'Breaks' section has a '+ Add Break' button and an instruction box: 'Add times during the day you do not wish to take classes.' The 'Schedules' section is currently empty.

Click on +Add Break

The screenshot shows the 'Add New Break' form. At the top, there is a navigation bar with 'Schedule Planner' and 'Text Only'. Below the navigation bar, the title 'Add New Break' is displayed. A yellow instruction box states: 'Breaks are times during the day that you do not wish to take classes.' The form includes a 'Break Name' field with the value 'Sleep Late'. The 'Start Time' is set to 8:00 am, and the 'End Time' is set to 9:00 am. The 'Days' section shows radio buttons for MON, TUE, WED, THU, FRI, SAT, and SUN, with MON, WED, and FRI selected. At the bottom, there are 'Back' and 'Add Break' buttons.

Name the break and add times and days.

Click on Add Break

How to Use Schedule Planner

The screenshot shows the 'Schedule Planner' interface. At the top, there's a navigation bar with 'Schedule Planner', 'Text Only', 'Help', and 'Sign out'. Below this is an instruction box: 'Instructions: Add desired courses and breaks and click Generate Schedules button!'. The main area is divided into three sections: 'Courses', 'Breaks', and 'Schedules'. Under 'Courses', there are four items: CJ 200 (Introduction to Corrections), CS 201 (Introduction to Information Technology), DR 242 (Introduction to the Theatre), and EH 102 (English Composition). Each course has a checkbox, an 'Options' gear icon, an information icon, a lock icon, and a delete icon. Under 'Breaks', there is one item: 'Sleep Late' (MWF - 8:00am to 9:00am) with a checkbox, an 'Edit' gear icon, and a delete icon. The 'Schedules' section has a 'Generate Schedules' button and an 'Advanced Options' button. Below this, a green box indicates 'Generated 228 Schedules'. Three schedule options are listed, each with a magnifying glass icon and a checkbox: 'View 1' (Sleep Late, CJ-200-001, CS-201-004, DR-242-001, EH-102-009), 'View 2' (Sleep Late, CJ-200-001, CS-201-005, DR-242-001, EH-102-009), and 'View 3' (Sleep Late, CJ-200-001, CS-201-007, DR-242-001, EH-102-009).

Click on Generate Schedules

You may view one at a time, compare up to four schedules by clicking on the box, or see an overview by selecting the magnifying glass.

The screenshot shows a detailed view of a potential schedule. At the top, there's a navigation bar with 'Schedule Planner', 'Text Only', 'Help', and 'Sign out'. Below this are buttons for '< Back', 'Print', 'Send to Shopping Cart', and 'Schedule 1 of 52'. A yellow box contains a warning: '*You are viewing a potential schedule only and you must still register.'. Below this is a table with the following columns: CRN #, Subject, Course, Section, Seats Open, Day(s) & Location(s), Campus, and Credits. The table contains four rows of course data:

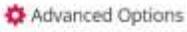
CRN #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Campus	Credits
10062	CJ	200	001	39	TTh 12:45pm - 2:15pm - BH B100	Jacksonville State University	3
10528	CS	201	004	1	MWF 10:00am - 11:00am - AH 357	Jacksonville State University	3
10023	DR	242	001	1	T 6:15pm - 9:15pm - SC 336	Jacksonville State University	3
10855	EH	102	009	6	MWF 12:30pm - 1:30pm - SC 229	Jacksonville State University	3
							12

Below the table is a section for 'Week 2 (08/31/2015 - 09/06/2015)'. It features a grid with 'Week' on the y-axis and days 1 through 16 on the x-axis. Four colored bars represent the course schedules: CJ 200 (green), CS 201 (blue), DR 242 (red), and EH 102 (orange). A magnifying glass icon is positioned over the 'Week 2' header.

To narrow options, a preferred class can be locked.

How to Use Schedule Planner

Schedules

 Generated 52 Schedules 

View 1		<input type="checkbox"/>	Sleep Late, CJ-200-001 , CS-201-004 , DR-242-001 , EH-102-009
View 2		<input type="checkbox"/>	Sleep Late, CJ-200-001 , CS-201-005 , DR-242-001 , EH-102-009
View 3		<input type="checkbox"/>	Sleep Late, CJ-200-001 , CS-201-007 , DR-242-001 , EH-102-009
View 4		<input type="checkbox"/>	Sleep Late, CJ-200-001 , CS-201-010 , DR-242-001 , EH-102-009
View 5		<input type="checkbox"/>	Sleep Late, CJ-200-001 , CS-201-016 , DR-242-001 , EH-102-009
View 6		<input type="checkbox"/>	Sleep Late, CJ-200-001 , CS-201-018 , DR-242-001 , EH-102-009

By locking the class, it reduced the schedule options from 228 to 52.

 **Instructions:** Add desired courses and breaks and click

Courses



<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	CJ 200 Introduction to Corrections	 Options			
<input checked="" type="checkbox"/>	CS 201 Introduction to Information Technology	 Options			
<input checked="" type="checkbox"/>	DR 242 Introduction to the Theatre	 Options			
<input checked="" type="checkbox"/>	EH 102 English Composition	 Options			

Schedules

To narrow the choices further, you can use the Options icon to select your preferred instructor or preferred schedule type.

How to Use Schedule Planner

English (EH) 102

English Composition

Please select the classes you wish to include.

Enabled Options (3 of 6)		Disabled Options (14)					
<input type="checkbox"/>	Section	Component	Seats Open	Instructor	Day(s) & Location(s)	Campus	
<input checked="" type="checkbox"/>	004	Lecture	2	Gray, Larry A	MWF 8:45am - 9:45am - SC 233	Jacksonville State University	
<input checked="" type="checkbox"/>	009	Lecture	6	Gates, Joanne E	MWF 12:30pm - 1:30pm - SC 229	Jacksonville State University	
<input checked="" type="checkbox"/>	012	Lecture	1	Gates, Joanne E	MW 1:45pm - 3:15pm - SC 229	Jacksonville State University	
<input type="checkbox"/>	016	Online 100% online	4	Harding, H.J. Pitt	WWW	Jacksonville State University	
<input type="checkbox"/>	018	Online 100% online	13	Burnis, Christy Lynn	WWW	Jacksonville State University	
<input type="checkbox"/>	020	Online 100% online	1	Nichols, Mysti Michelle	WWW	Jacksonville State University	

Back Save & Close

Back Save & Close

Unclick the least desired options.

Save and close.

Schedules

Generate Schedules		Advanced Options	
Generated 19 Schedules			
View 1	<input type="checkbox"/>	Sleep Late, CJ-200-001 , CS-201-004 , DR-242-001 , EH-102-009	
View 2	<input type="checkbox"/>	Sleep Late, CJ-200-001 , CS-201-005 , DR-242-001 , EH-102-009	
View 3	<input type="checkbox"/>	Sleep Late, CJ-200-001 , CS-201-007 , DR-242-001 , EH-102-009	
View 4	<input type="checkbox"/>	Sleep Late, CJ-200-001 , CS-201-010 , DR-242-001 , EH-102-009	
View 5	<input type="checkbox"/>	Sleep Late, CJ-200-001 , CS-201-016 , DR-242-001 , EH-102-009	
View 6	<input type="checkbox"/>	Sleep Late, CJ-200-001 , CS-201-018 , DR-242-001 , EH-102-009	
View 7	<input type="checkbox"/>	Sleep Late, CJ-200-001 , CS-201-021 , DR-242-001 , EH-102-009	

The choices have now been reduced from 52 to 19.

How to Use Schedule Planner

Schedule Planner Text Only Help Sign out

- CS 201**
Introduction to Information Technology Options i 🔒 ✖
- DR 242**
Introduction to the Theatre Options i 🔒 ✖
- EH 102**
English Composition Options i 🔒 ✖

Schedules

[Generate Schedules](#) [Advanced Options](#)

i Generated 19 Schedules

[Compare](#) i Select at least two schedules to compare side by side #1 #3 #4 #5

- View 1 🔍 Sleep Late, CJ-200-001, CS-201-004, DR-242-001, EH-102-009
- View 2 🔍 Sleep Late, CJ-200-001, CS-201-005, DR-242-001, EH-102-009
- View 3 🔍 Sleep Late, CJ-200-001, CS-201-007, DR-242-001, EH-102-009
- View 4 🔍 Sleep Late, CJ-200-001, CS-201-010, DR-242-001, EH-102-009
- View 5 🔍 Sleep Late, CJ-200-001, CS-201-016, DR-242-001, EH-102-009
- View 6 🔍 Sleep Late, CJ-200-001, CS-201-018, DR-242-001, EH-102-009

Review options and decide which schedule is best.

Schedule Planner Text Only Help Sign out

[Back](#) [Print](#) [Send to Shopping Cart](#) Schedule 1 of 19

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

CRN #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Campus	Credits
10062	CJ	200	001	39	TTh 12:45pm - 2:15pm - BH B100	Jacksonville State University	3
10528	CS	201	004	1	MWF 10:00am - 11:00am - AH 357	Jacksonville State University	3
10023	DR	242	001	1	T 6:15pm - 9:15pm - SC 336	Jacksonville State University	3
10855	EH	102	009	6	MWF 12:30pm - 1:30pm - SC 229	Jacksonville State University	3
							12

Week 2 (08/31/2015 - 09/06/2015)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
CJ 200																
CS 201																
DR 242																
EH 102																

Monday Tuesday Wednesday Thursday Friday

Once your preferred schedule has been selected, Send to Shopping Cart.

Search

Schedule Planner Registration Cart

Welcome to the Schedule Planner Registration Cart.

Classes that will be Registered

Select	CRN	Subj	Crse	Sec	Title	Status
<input checked="" type="checkbox"/>	10023	DR	242	001	Introduction to the Theatre -	-
<input checked="" type="checkbox"/>	10062	CJ	200	001	Intro to Corrections	-
<input checked="" type="checkbox"/>	10528	CS	201	004	Intro to Information Tech	-
<input checked="" type="checkbox"/>	10855	EH	102	009	English Composition	-

Once registration is open for you, you can register by clicking on Register.

OR Select Schedule Planner Registration Cart and Click on Register.

Student Links



- Registration
- Update Addresses and Phones
- Contact Information
- Course Offerings
- Enrollment Verification and Transcript Request
- Schedule Planner
- Schedule Planner Registration Cart 
- Math Placement
- View Account/Make Payment
- View Student Information

How to Use Schedule Planner

Please note:

This does not review registration add errors. If you receive an error after you tried to register, please refer to the following document to help you resolve the errors:

<http://www.jsu.edu/registrar/regerrormessages.html>

Registration Error Codes

Error Message	What it Means	What to Do About It
CLASS RESTRICTION	Student may not take this course because of class restriction (freshman, sophomore, etc.)	Select another course; or contact department offering the course to request "Class" override.
CLOSED SECTION	The course has reached maximum capacity.	Select another course; or contact department offering the course to request "Capacity" override.
COLLEGE RESTRICTION	Student is not categorized in the correct college to take this course (A&S, EDP, etc.)	Select another course; or contact dean over course to request "College" override.
CORQ_[course] REQ Example:CORQ_BY101L REQ	Student is trying to register for a course (in this case BY 101 lecture) without its required CO-REQUISITE. NOTE: Some Co-req messages will require the student to sign up for a specific section.	Register for the required corequisite listed in the error message or contact department offering the course to request "Corequisite" override. NOTE: Corequisite CRNs must be submitted at the same time. Use the CRN squares at the bottom of the Add/Drop Classes page or use the check boxes on the Look-up Classes page.
COURSE IS NOT AVAILABLE FOR REGISTRATION AT THIS TIME	The requested course has been canceled.	Select another course.
COURSE STATUS DATES NOT WITHIN RANGE FOR PART OF TERM	Student cannot add classes to schedule after Drop/Add is over for the Semester.	
CRN DOES NOT EXIST	The requested Course Reference Number is not a valid number.	Use the Class Search option to find the correct CRN.

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DEGREE RESTRICTION	Student is not categorized in the correct degree program in order to take this courses	Select another course or contact dean over course to request "Department" override.
DEPARTMENT CHAIR APPROVAL	Course requires department head's approval code before registering. NOTE: Verbal approval is not sufficient.	Select another course or contact department offering the course to request a "Special Approval" override.
DUPL_CRSE WITH SEC-[CRN]	Student is trying to register for two different sections of the same course.	Select another course or contact department offering the course to request "Duplicate Course" override.
INSTRUCTOR'S APPROVAL	Course requires instructor's approval before registration. NOTE: Verbal approval is not sufficient.	Select another course or contact department offering the course to request "Special Approval" override.
LEVEL RESTRICTION	Student is not categorized at the correct level (undergraduate, graduate) to take this course.	Select another course or contact Graduate Studies to request "Level" override.
LINK ERROR: B1 REQUIRED	Student is trying to register for LECTURE section of a course without the required LAB section NOTE: Neither Lecture nor Lab will register if a registration error exists for either one.	Register for both Lecture and Lab at the same time. NOTE: Link CRNs must be submitted at the same time. Use the CRN squares at the bottom of the Add/Drop Classes page or use the check boxes on the Lookup Classes page.
LINK ERROR: L1 REQUIRED	Student is trying to register for LAB section of a course without the required LECTURE section. NOTE: Neither Lab nor Lecture will register if a registration error exists for either one.	Register for both Lab and Lecture at the same time. NOTE: Link CRNs must be submitted at the same time. Use the CRN squares at the bottom of the Add/Drop Classes page or use the check boxes on the Lookup Classes page.
MAJOR RESTRICTION	Student is not categorized in the correct major to take this course.	Select another course or contact department over course to request "Major" override.

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MAXIMUM HOURS EXCEEDED	Student is trying to register for more credit hours than they are allowed.	Drop one of your courses before adding the new course to remain within your credit hour limit.
NO CLASSES WERE FOUND THAT MEET YOUR SEARCH CRITERIA	Student used too many limiting criteria for their Class Search.	Try again, highlighting only the subject.
PREQ and TEST SCORE-ERROR	Student has not completed, and is not currently enrolled in, the required prerequisites for this course. {NOTE: The system will not check for transfer credits that may satisfy prerequisite requirements.}	Check the catalog to see which prerequisite requirements you are missing. Select another course. Or, contact department offering the course to request "Prerequisite" override.
PROGRAM RESTRICTION	Student is not categorized in the correct program of study to take this course.	Select another course or contact the dean over course to request "Program" override.
REPEAT COUNT EXCEEDS [number of times course can be repeated]	Student is trying to register for a course taken previously. The number displayed is the maximum number of times the course can be repeated.	Select another course or contact the dean over course to request "Repeat limit" override.
RPT HRS EXCEED [number of credit hours]	Student is trying to register for a course that was taken previously where the minimum acceptable grade has been awarded. The number of credit hours displayed is the maximum number of hours that will apply toward degree completion.	Select another course or contact the dean over course to request "Repeat Hours" override.
TIME CONFLICT WITH [CRN]	Student is trying to register for a course that has overlapping times with the indicated CRN.	Select another course or contact the dean over course to request "Time" override.
YOU MAY NOT ADD OR DROP CLASSES DUE TO HOLDS ON YOUR RECORD	Student has holds that prevent registration.	Click the "View Holds" link on the bottom of the page to see what the holds are. See the Holds Contacts list for department and office phone numbers for assistance.

[Academic Calendar](#)

[Class Schedule](#)

[Undergraduate Catalogue](#)