

# How to Create and Email Potential Schedules through *Schedule Planner*

## 1. Open Schedule Planner through Banner Web

- Select Student → Registration → Schedule Planner
- Search and add courses through the “Add Course” button

Schedule Planner Home Help Sign out

**Southern Connecticut State University**

Course Status: Open Classes Only Change Term: Spring 2021

Parts of Term: All Parts of Term Selected Change Delivery Methods: All Delivery Methods Selected Change

**Courses** + Add Course

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

**Breaks** + Add Break

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

## 2. Select the courses you wish to take. This can be done through Subject, LEP requirements, a specific CRN number, or specific instructor.

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### Add Courses for Spring 2021

**Desired Courses** Current Schedule

Choose a Course and click Add Course

**Subject** General Education CRN Instructor

Subject:

Course:

< Submit + Add Course

- Once you have the courses you want, select Submit and return to the Home screen.

### Add Courses for Spring 2021

Subject	General Education	CRN	Instructor
	Requirement: T1-Written Communication		
	Subject: ENG - English		
	Course: 112 Writing Arguments		

**English 112 - Writing Arguments**

Development of critical reading and writing skills with a focus on intellectually demanding texts. Emphasis on source-based argument writing. By assignment only. ~ Writing Arguments

^ Prerequisite(s): successful completion of ENG 110 or  
 ^ (placement into Path 2 and successful completion of INQ  
 ^ 101) or placement in ENG 112.

Selecting multiple requirements will limit search to courses that meet both.

[← Submit](#) [+ Add Course](#)

Desired Courses	Current Schedule
ART 201 Visual Art & Studio Exp	<input type="checkbox"/>
MUS 235 Guitar I	<input type="checkbox"/>
ENV 220 Global Climate Change	<input type="checkbox"/>
ENG 112 Writing Arguments	<input type="checkbox"/>

- Select "Generate Schedules" on the bottom left-hand side.

### Schedules

[View Schedules](#)

[Generate Schedules](#) [Shuffle](#)

[Compare](#) Select at least two schedules to compare side by side

- To view all potential schedules, select View on the left and side.

### Schedules

[View Schedules](#)

[Generate Schedules](#) [Shuffle](#)

⚠ You have modified your course settings or filters. Click [Generate Schedules](#) for your changes to take effect.

[Compare](#) Select at least two schedules to compare side by side

View	1	<input type="checkbox"/>	201-ART-01, 301-HMS-01, 125-MAT-05
View	2	<input type="checkbox"/>	201-ART-01, 301-HMS-01, 125-MAT-02
View	3	<input type="checkbox"/>	201-ART-01, 301-HMS-01, 125-MAT-01
View	4	<input type="checkbox"/>	201-ART-02, 301-HMS-01, 125-MAT-05
View	5	<input type="checkbox"/>	201-ART-02, 301-HMS-01, 125-MAT-02
View	6	<input type="checkbox"/>	201-ART-02, 301-HMS-01, 125-MAT-01

- To view all potential schedules, click the arrow in the top right corner. By selecting the week number (1-16), this will provide an example of what your

**courses will look like throughout each week during the semester.**

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### Potential Schedule for Spring 2021

Back Print Email Shuffle Schedule 2 of 6

Week 2 (02/01/2021 - 02/08/2021)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
ART 201																
HMS 301																
MAT 125																

  

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm					
12:15					

7. Once you find a schedule that works for you, email it to your Advisor! Be sure to fill out the information accurately to ensure your schedule goes to the right person. You can even leave a message for your advisor with any questions or concerns.

Schedule Planner Home Help Sign out

### Potential Schedule for Spring 2021

Back Print Email Shuffle Schedule 2 of 6

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9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm					
12:15					

Send Schedule via Email

Enter a recipient email address and click "Email Schedule"

TO:

CC:

From Name:

From Email:

Message: