SCHEDULE PLANNER

1. LOG INTO YOUR ACCOUNT
   vandalweb.uidaho.edu

2. SELECT THE STUDENTS TAB
   Registration > Schedule Planner

3. SELECT TERM & CAMPUS
   Only active terms are visible

Schedule Planner opens with filters for Course Status, Instruction Modes, and Parts of Term at the top.

Limit courses to only those with open seats or include those with waitlist openings. Choose specific parts of term (Full vs Early or Late 8 week) or instruction modes.

4. ADD COURSES
   Search Subject, Instructor, & Attributes

5. ADD BREAKS
   Include work, lunch, naps, & practices

6. GENERATE SCHEDULES
   Every combination is listed

7. VIEW & COMPARE
   Hover over magnifying glass to preview. Open to view schedule detail. Check boxes to compare 2-4 schedules.

Have a few favorite schedules? Use the heart icon to name your favorites. They appear in your Favorites tab.

Too many choices? Select a course’s option button to view sections. Use the checkboxes to limit which sections are enabled when generating schedules.

Like part of a suggested schedule? Lock course sections with the padlock. Future schedules will contain the locked section.

Questions? Contact the Registrar’s Office at (208) 885-6731 or registrar@uidaho.edu
8. **CONSULT YOUR ADVISOR**
Decide which schedule to start with and which to keep in reserve if a class is full.

9. **SEND TO CART**
In View mode, click **Send to Shopping Cart**.

10. **BEGIN REGISTRATION**
If your registration time is already open, **Send to Shopping Cart** takes you to select the desired **Term**.

   Select **Add All** on the **Cart and Plans** tab. **Click Submit**.

   You are **successfully registered** when you see a green **Registered** status next to each course.

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**Waiting to register?** Once your registration time opens go to:

**Students > Registration > Registration: Add/Drop Classes > Register for Classes**

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**Friends Don’t Let Friends Schedule by Hand**
The fastest way to register? An approved Degree Audit plan & Schedule Planner’s Shopping Cart.

**Prepare**
Work with your advisor to set an approved plan in Degree Audit. Many majors have 4-year plans ready to simplify course selection.

**Add Courses for Fall 2022**

Choose **Select All** or use the checkboxes to edit which courses to include.

Build your schedule.

Send it to your cart (Step 9, above).