SCHEDULE PLANNER

1. LOG INTO YOUR ACCOUNT
   vandalweb.uidaho.edu

2. SELECT THE STUDENTS TAB
   Choose Registration, then select Schedule Planner

3. SELECT TERM & CAMPUS
   Only active terms are visible

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 the 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 section are enabled when generating schedules.

   Questions? Contact the Registrar’s Office at (208) 885-6731 or registrar@uidaho.edu
AVOID SURPRISES: check your choices before you submit!
Changes may occur while your selection is in the cart. Like any online cart, nothing is final until you click Submit.

8 CONSULT YOUR ADVISOR
Decide which schedule to start with and plan which ones to keep in reserve in case a class is full.

9 SEND TO CART
In View mode, select 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.

Waiting to register?
Once your registration time opens go to:
Students > Registration > Registration: Add/Drop Classes > Register for Classes

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 have an approved plan in Degree Audit. Many majors have 4-year plans in Degree Audit to simplify course selection.

Pull the approved plan into Schedule Planner by clicking on the link in the box under Courses. Or Select + Add Course to be taken to the Degree Audit Plans tab under Add Courses for....

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

Build your schedule.

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

Registration Day
On the Register for Classes page, open Cart and Plans.
Select Add All.

Click Submit to Register