1. LOG INTO STUDENT PROFILE or use the link at the bottom of www.uidaho.edu/registrar/students
2. SELECT SCHEDULE PLANNER from the left-hand menu
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.

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

Too many choices?
Select a course’s option button to view sections. Use the checkboxes to limit which sections 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**.

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**CONSULT YOUR ADVISOR**
Decide which schedule to start with and which to keep in reserve if a class is full.

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

**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:
**Student Profile > 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.

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....

**Add Courses for Fall 2024**

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

**Build your schedule. Send it to your cart (Step 9, above).** Wait for **Registration Day**.

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**Registration Day:**
Open **Cart and Plans** on the Register for Classes page. Select **Add All**.

**Click Submit to Register**

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