

Practice Scheduler - Windows Internet Explorer

http://206.209.106.106/academics/registration/practice_schedule/

File Edit View Favorites Tools Help Convert Select Links

Practice Scheduler

Practice Scheduler

- The practice schedule program does *not* register you for any classes and is not an official schedule.
- Class days and times may change before the scheduled term begins.
- This utility does not check for prerequisites - please ensure you have met the prerequisites for a class before submitting to an SSC.
- Adding a course to your list through the *Add Course* button will also add any corresponding lab (and vice-versa).
- When you have your schedule completed using this form, click the "Submit Schedule" button at the top of the page.

Create Schedule

1. Click: Create Schedule

Quick Link to Practice Scheduler

http://206.209.106.106/academics/registration/practice_schedule/

start Session A - [24 x 80] Internet Explorer Search by DSI_ - DeV... Microsoft Office O... Student Attendan... ImageNow 6 Sunflower 11:07 AM

Unofficial Schedule - FAL2010

	Mon	Tue	Wed	Thu	Fri	Sat
10:00a						
8:00a						
9:00a						
10:00a						
11:00a						
12:00p						
1:00p						
2:00p						
3:00p						
4:00p						
5:00p						
6:00p						
7:00p						
8:00p						
9:00p						
10:00p						

Course Selection Dialog

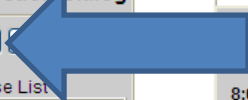
Add Course

Course List

Select All Deselect All

Remove Unchecked

Clear List Exit



2. Click: Add Course

Section Codes

PHOENIX Courses
Session A= A,C,E,G,I,O,K,M,P,R,V,X
Session B= B,D,F,H,J,L,N,Q,S,Y,Z
15-Week Evening = T

MESA Courses
Session A= U (in 300 rooms)
Session B= U (in 400 rooms)

example: ENGL 112A

Section Codes

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Session A= A,C,E,G,I,O,K,M,P,R,V,X Session B= B,D,F,H,J,L,N,Q,S,Y,Z 15-Week Evening = T

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example: ENGL 112A

Select Department

Select the general department or course designation of the course you'd like to add to your schedule.

- ACAD
- ACCT
- BECKER
- BIOS
- BIS
- BMET
- BUSN
- CARD
- CCN
- CHEM

Ok Cancel

Unofficial Schedule - FAL2010

	Mon	Tue	Wed	Thu	Fri	Sat
7:00a						
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10:00a						
11:00a						
12:00p						
1:00p						
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3:00p						
4:00p						
5:00p						
6:00p						
7:00p						
8:00p						
9:00p						
10:00p						

3. Select course from drop down menu/click on selection

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example: ENGI 112A

Select Course

Select a course designation from the list box and use the "ok" button to add the course to your course list.

- ACCT 212
- ACCT 301
- ACCT 304
- ACCT 346
- ACCT 405
- ACCT 451

Ok cancel

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example: ENGL 112A



4. Narrow course selection by clicking on the course of your choice

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File Edit View Favorites Tools Help

Practice Schedule

Select Section

Add a course section to your schedule by using the *Add* link next to it. You can temporarily add a course section to your schedule by using the *Try It* link.

Section(s)

ACCT 212P [\[Add\]](#) [\[Try It\]](#)

ACCT 212U [\[Add\]](#) [\[Try It\]](#)

ACCT 212X [\[Add\]](#) [\[Try It\]](#)

Section Codes

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example: ENGL 112A

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example: ENGL 112A

5. Here you can view the days/times for a specific course offering. Click "add or try it"

- [Add] will add course to schedule
- [Try It] allows for quick viewing/without adding to schedule

Note: use Section Codes to determine where a course is offered and what session. Example: ACCT212P = Phoenix Course Session A

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File Edit View Favorites Tools Help Convert Select

Practice Schedule

Print Schedule Submit Schedule

Course Selection Dialog

Add Course

Course List

ACCT 212P

Select All Deselect All

Remove Unchecked

Clear List Exit

Section Codes

PHOENIX Courses
 Session A= A,C,E,G,I,O,K,M,P,R,V,X
 Session B= B,D,F,H,J,L,N,Q,S,Y,Z
 16-Week Evening = T

MESA Courses
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example: ENGL 112A

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12:00p						
1:00p						
2:00p						
3:00p		ACCT 212P BARDEN 214	C.	ACCT 212P BARDEN 214		
4:00p		ACCT 212P BARDEN 214		ACCT 212P BARDEN 214		
5:00p		ACCT 212P BARDEN 214		ACCT 212P BARDEN 206 PC		
6:00p						
7:00p						
8:00p						
9:00p						
10:00p						

Summary:

Course	Instructor	Credit Hours
ACCT 212P	BARDEN	4

6. When you add a course; your screen should appear like this.
- A. The course you selected should appear in the course dialog box.
 - B. Make sure the box next to the course is check marked
 - C. Course days/times appear in calendar section
 - D. Summary of selected courses
 - E. Click Add Course if you would like to add another course to your schedule
 - F. When done selecting courses; click Submit Schedule

Course Selection Dialog

Add Course Add Group

Course List

ACCT 212P

Select All Deselect All

Remove Unchecked

Clear List Exit

Submit Schedule

Important:

- Submitting your schedule does **not** complete your [registration](#)
- All [holds](#) must be cleared

[Back To Schedule](#)

OR

[Send to Success Coach for Approval](#)

Sends Practice Schedule to Academics for Approval (If you have resolved all holds and would like to submit your practice schedule for approval). If you have an existing scheduled saved that is not approved it will be DELETED! If you have an existing scheduled saved that IS approved it will also be DELETED! If you are modifying your schedule - be sure you are resubmitting the entire schedule right now with all classes you plan to take in your Semester.



Section Codes

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[Session A](#)= A,C,E,G,I,O,K,M,P,R,V,X
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[16-Week Evening](#) = T

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example: ENGL 112A

7. Click on “Send to Success Coach for Approval” or you can click “Back to schedule” to make further changes.

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File Edit View Favorites Tools Help

Convert Select

Practice Schedule

Home RSS Print Page Tools

Course Selection Dialog

Add Course Add Group

Course List

ACCT 212P

Select All Deselect All

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example: ENGL 112A

Submit Schedule

Submit Schedule for Approval

First Name: Last Name:

Student ID (D-Number from your Student ID Card)

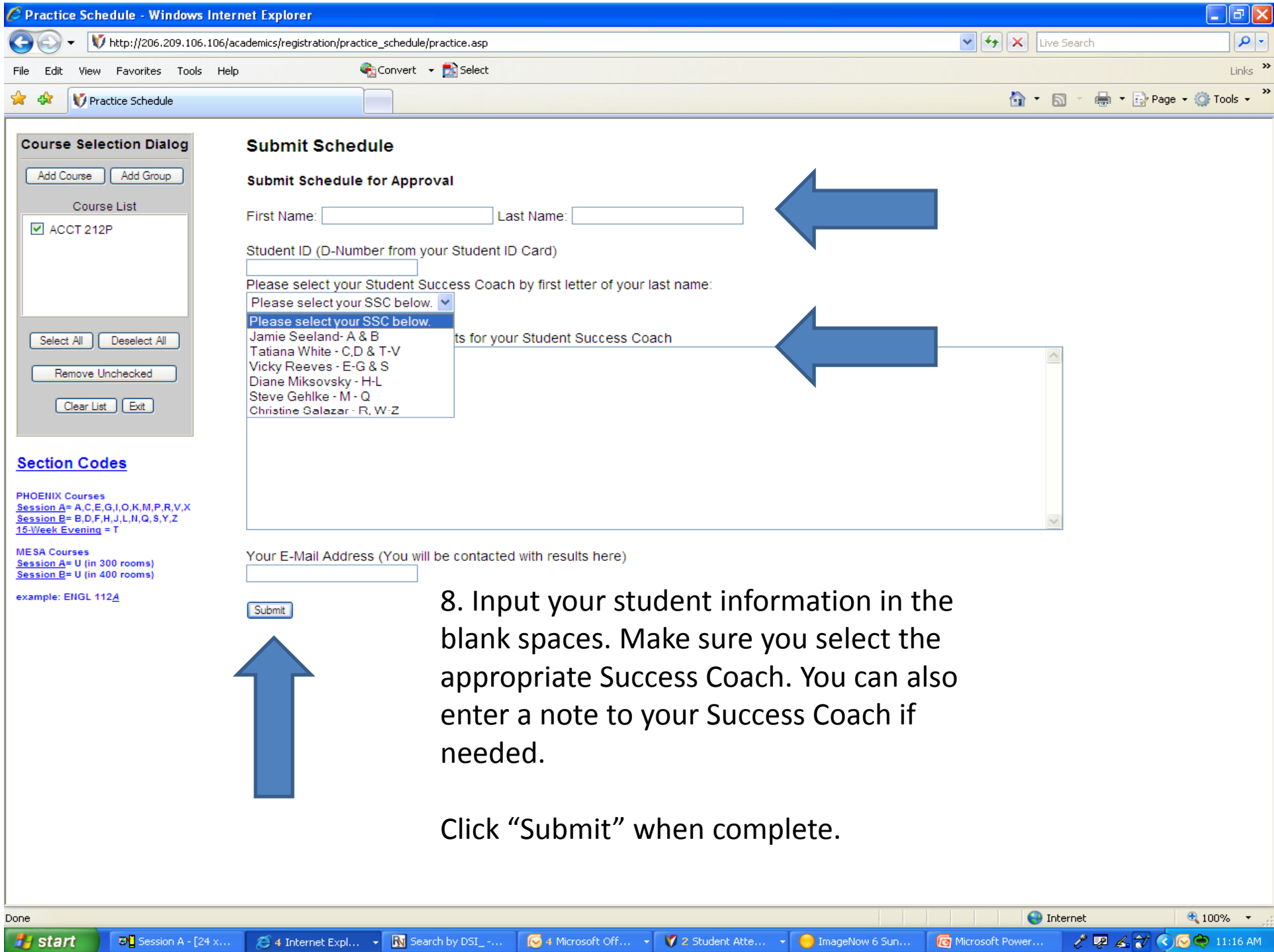
Please select your Student Success Coach by first letter of your last name:
Please select your SSC below.

Please select your SSC below.

- Jamie Seeland - A & B
- Tatiana White - C,D & T-V
- Vicky Reeves - E-G & S
- Diane Mikovsky - H-L
- Steve Gehlke - M - Q
- Christine Galazar - R, W-Z

Notes for your Student Success Coach

Your E-Mail Address (You will be contacted with results here)



8. Input your student information in the blank spaces. Make sure you select the appropriate Success Coach. You can also enter a note to your Success Coach if needed.

Click "Submit" when complete.

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Practice Schedule x Registration Holds

Course Selection Dialog

Add Course Add Group

Course List

- ACCT 212P

Select All Deselect All

Remove Unchecked

Clear List Exit

Section Codes


PHOENIX Courses
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example: ENGL 112A

ACCT 212-P

Schedule Submitted



Thank you for submitting your schedule for approval.

Your schedule has been submitted to: (Academics Department) for approval. Allow 7-10 days for the Academics Department to review your schedule. You will be contacted with the results at the e-mail address you supplied.

If approved you will be contacted to pick up your approved schedule from the Academic reception area.


If not approved you will be contacted with appropriate directions to complete your registration.

Important:

- Submitting your schedule does **not** complete your [registration](#)
- All [holds](#) must be cleared
- Your Student ID must be validated

You can print a copy of your schedule if you choose or return to the basic schedule view.

Print Schedule View Schedule



9. Here you have the opportunity to Print or View the schedule you submitted.

Note: a successful submission will read “Schedule Submitted” at the top of screen

You successfully used the Practice Scheduler! Repeat the next time you need to create your schedule!