

# How to Schedule Using OSU's Schedule Planner

## LOG IN TO THE COMPUTER

1. Go to your Student Center ([www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu)) and click the orange Log in button

The screenshot shows the Buckeye Link website. At the top, there is a navigation bar with 'OSU.EDU' and 'Help: Buckeye Link Map Find People Webmail Search Ohio State'. Below this is the 'Buckeye Link Ohio State's Online Academic Center' header with 'THE OHIO STATE UNIVERSITY' logo. A navigation menu includes 'Students', 'Future Students', 'Faculty/Staff', and 'Alumni'. The main content area is divided into several sections: 'My Student Center' with a prominent orange 'Log in' button circled in orange; 'We're here to help' with contact information for the Student Service Center; 'Updates' with a list of dates and events; 'Important Dates' with a list of dates and events; 'Students' with a list of links for 'Accounts and Financial Aid' and 'Academics'; and 'Enrollment and Academic History' with a list of links. A yellow arrow points from the 'Log in' button to the 'Students' section.

2. Log in using your OSU username/password

The screenshot shows the Ohio State University Web Login Service page. At the top, there is a header with 'The Ohio State University Web Login Service' and 'Help'. The main content area is divided into two columns. The left column contains a login form with the following sections: 'You've requested a web page which requires a user login.', 'Identify Yourself' with a text input field for 'Enter your Ohio State Username (lastname.#)' and an example 'Example: doe.1', 'Password or Passcode' with a text input field for 'Enter your account password. BuckeyePass users, enter your Passcode.', and a 'Login' button. The right column contains a 'Systems Status' section with a 'Need Help?' section containing links for 'Forgot your username or password?', 'Change your password?', 'Need to activate your Ohio State Username?', 'Need a BuckeyePass Token?', and an 'Other questions?' section containing links for 'About Ohio State Usernames', 'About OSU Web Login', and 'Contact IT Service Desk'. At the bottom, there is an 'IMPORTANT' notice with the following text: 'For help with password or logon issues, contact the IT Service Desk by dialing 8-HELP (on campus), 614-688-HELP, or [help@osu.edu](mailto:help@osu.edu). The Ohio State University will NEVER ask for your password via email, phone, or any other method. If you receive such a message or have replied to one, please report it to [report-phish@osu.edu](mailto:report-phish@osu.edu). NEVER reply to any email asking for your account information or other personal details. To protect your privacy, completely exit your web browser when finished. Login will remain in effect until you completely exit your browser or several hours have elapsed.'

### 3. Click on "Schedule Planner"

The screenshot shows a student portal dashboard with several sections:

- Academics:** Includes links for My Class Schedule, Add a Class, Drop a Class, Grades, Generate Advising Report, and My Academics. A message states: "You are not enrolled in classes."
- Finances:** Includes My Account (Account Inquiry, Account Refund, Guardian Setup), Financial Aid (View Financial Aid), and Student Health Insurance (Select/Waive Coverage, View Insurance Information). An Outstanding Charges table shows zero amounts for Past Due, Due Now, and Future Due. A total of 0.00 is shown. A "MAKE A PAYMENT" button is present.
- Personal Information:** Includes Emergency Contact Names, User Preferences, Privacy Settings, and Student Information Release. A Contact Information table lists permanent and home/current addresses, mobile phone, and OSU email address.
- Admissions:** A message states: "You have no admissions applications on file at this time."
- Right Sidebar:** Contains a "SEARCH FOR CLASSES" button and several menu items: Holds (No Holds), To Do List (No To Do's), Enrollment Information (Open Enrollment Dates, **Schedule Planner**, Degree Audit, Enrollment Verification), Advisor (Program Advisor: None Assigned), University Offices (Admissions, Registration/Residency/Tuition, Student Service Center), University Resources (Military & Veterans Services, Student Health Insurance), and Financial Information (Financial Services/Bursar, Student Financial Aid).

A yellow arrow points from the "Schedule Planner" link in the Enrollment Information sidebar to the "You are not enrolled in classes" message in the Academics section.

4. If a green "Click Here" button shows up, that's fine – just click it and move on!
5. Make sure "Columbus" is checked and click "Save and Continue."
6. Make sure "Undergraduate" is checked and click "Save and Continue."
7. Select the term and year you are scheduling for from the dropdown menu
8. Make sure it is set to "Open Classes Only". Click the "Add Course" button to add classes you would like to take. (If there are times you can't take classes for varsity sport practice times, work, Scholars meetings, etc, you can click "Add Break" to block times out on your schedule). These things are highlighted below:

**OHIO STATE UNIVERSITY SCHEDULE PLANNER**

Course Status: Open Classes Only    Term: Autumn 2013 Semester  
 Academic Career: 1 of 8 Selected    Sessions: All Sessions Selected  
 Career:    Campus: 1 of 6 Selected

Just place checkmarks by the courses and breaks you want and click the 'Generate Schedules' button!

ID: 200171309

**Courses**    Add Course    **Breaks**    Add Break

Course	Options	Info
<input type="checkbox"/> BIOCHEM 4511	<a href="#">View/Edit</a>	<a href="#">Info</a> <a href="#">Add</a> <a href="#">Remove</a>
<input type="checkbox"/> BIOLOGY 3401	<a href="#">View/Edit</a>	<a href="#">Info</a> <a href="#">Add</a> <a href="#">Remove</a>
<input type="checkbox"/> BIOMEDE 4310	<a href="#">View/Edit</a>	<a href="#">Info</a> <a href="#">Add</a> <a href="#">Remove</a>
<input type="checkbox"/> BIOMEDE 4410	<a href="#">View/Edit</a>	<a href="#">Info</a> <a href="#">Add</a> <a href="#">Remove</a>
<input type="checkbox"/> BIOMEDE 4713	<a href="#">View/Edit</a>	<a href="#">Info</a> <a href="#">Add</a> <a href="#">Remove</a>
<input type="checkbox"/> BIOMEDE 4714	<a href="#">View/Edit</a>	<a href="#">Info</a> <a href="#">Add</a> <a href="#">Remove</a>
<input type="checkbox"/> EEOB 3510	<a href="#">View/Edit</a>	<a href="#">Info</a> <a href="#">Add</a> <a href="#">Remove</a>
<input type="checkbox"/> STAT 3460	<a href="#">View/Edit</a>	<a href="#">Info</a> <a href="#">Add</a> <a href="#">Remove</a>

Click the 'Add Break' button to add times during the day that you do not wish to take classes.

**Current Schedule - Autumn 2013 Semester**

Info	Status	Course	Section	Component	Day(s)	Time(s)	Location(s)
<input checked="" type="checkbox"/>	Enrolled	BIOCHEM 4511	100	LEC	TR	9:35am-10:55am	Jennings Hall 0001
<input checked="" type="checkbox"/>	Enrolled	BIOCHEM 4511	101	REC	M	9:10am-10:05am	Biological Sciences Bldg 0676
<input checked="" type="checkbox"/>	Enrolled	BIOLOGY 3401	0150	LEC	TR	12:45pm-2:05pm	Jennings Hall 0155
<input checked="" type="checkbox"/>	Enrolled	BIOLOGY 3401	0175	REC	R	4:35pm-6:25pm	Jennings Hall 0336
<input checked="" type="checkbox"/>	Enrolled	BIOMEDE 4410	010	LEC	MWF	3:00pm-3:55pm	Bevis Hall 0246
<input checked="" type="checkbox"/>	Enrolled	BIOMEDE 4714	30	LAB	TR	2:30pm-4:30pm	
<input checked="" type="checkbox"/>	Enrolled	EEOB 3510	001	LEC	MWF	10:20am-11:15am	Knowlton Hall 0250
<input checked="" type="checkbox"/>	Enrolled	STAT 3460	0010	LEC	MWF	8:00am-9:55am	Scott Lab E0125

**Schedules**  
Generate Schedules

When you are done adding classes, click "Generate Schedules"

9. Click "View" next to any or all possible schedules you have created.

**Schedules** Generated 1 schedule.

Generate Schedules

#	Schedule
<a href="#">View</a>	1 ENGR-1181.01-8086,8087, HISTORY-1682-1373, MATH-2153-22581,22582

10. Once you have found your favorite schedule, click "Send Schedule to Shopping Cart."

Print Page Send Schedule to Quick Enroll Close Schedule

\*You are viewing a potential schedule and must send to Quick Enroll to enroll.

More Info	Status	Subject	Course Section	Class #	Open Seats	Day(s) & Time(s)	Date	Session	Location(s)	Campus	
1	Enrolled	BIOCHEM	4511	100	16884	1	TTh - 9:30am - 10:55am	8/22/2013 - 12/9/2013	Regular Academic Term	Jennings Hall 0001	Columbus
1	Enrolled	BIOCHEM	4511	101	29621	0	M - 9:10am - 10:05am	8/26/2013 - 12/2/2013	Regular Academic Term	Biological Sciences Bldg 0676	Columbus
1	Enrolled	BIOLOGY	3401	0150	16980	1	TTh - 12:50pm - 2:05pm	8/22/2013 - 12/9/2013	Regular Academic Term	Jennings Hall 0155	Columbus
1	Enrolled	BIOLOGY	3401	0175	17144	0	Th - 4:30pm - 6:25pm	8/22/2013 - 11/28/2013	Regular Academic Term	Jennings Hall 0336	Columbus
1	Enrolled	BIOMEDE	4410	010	7062	3	MWF - 3:30pm - 3:55pm	8/21/2013 - 12/2/2013	Regular Academic Term	Boyd Hall 0245	Columbus
1	Enrolled	BIOMEDE	4714	30	7126	0	TTh - 2:10pm - 4:30pm	9/24/2013 - 10/9/2013	Regular Academic Term		Columbus
1	Enrolled	EEOB	3510	001	20496	49	MWF - 10:20am - 11:15am	8/21/2013 - 12/2/2013	Regular Academic Term	Knowlton Hall 0250	Columbus
1	Enrolled	STAT	3460	0010	27699	1	MWF - 8:00am - 8:55am	8/21/2013 - 12/2/2013	Regular Academic Term	Scott Lab E0125	Columbus

Displaying Week 2 (8-26-2013 to 9-1-2013)  
 Select Week: (Week 2 (8-26-2013 to 9-1-2013) | Or Click week number to view.

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
BIOCHEM 4511																
BIOLOGY 3401																
BIOMEDE 4410																
BIOMEDE 4714																
EEOB 3510																
STAT 3460																

\*You are only viewing one week of your schedule. Use the dropdown above to view other weeks.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	STAT-3460-0010 LEC Scott Lab E0125		STAT-3460-0010 LEC Scott Lab E0125		STAT-3460-0010 LEC Scott Lab E0125
8:15					
8:30					
8:45					
9:00	BIOCHEM-4511-101 REC Biological Sciences Bldg 0676				
9:15		BIOCHEM-4511-100 LEC Jennings Hall 0001		BIOCHEM-4511-100 LEC Jennings Hall 0001	
9:30					
9:45					
10:00	EEOB-3510-001 LEC Knowlton Hall 0250		EEOB-3510-001 LEC Knowlton Hall 0250		EEOB-3510-001 LEC Knowlton Hall 0250
10:15	Justin Tyler Payton, Cynthia Lynn Bronson		Justin Tyler Payton, Cynthia Lynn Bronson		Justin Tyler Payton, Cynthia Lynn Bronson
10:30					
10:45					
11:00					
11:15					
11:30					
11:45					
12:00					
12:15					

11. You're now ready to finalize your schedule! Here's how:

Make sure all your classes are in your Shopping Cart and hit "Submit." You will need to click through lots of "Next" buttons. Make sure to click on the "Proceed to step 2 of 3" button below your final list of classes. Then click to finalize your schedule. This process will make sure you have added the class – YOU ARE NOT ENROLLED UNTIL YOU DO THIS. DONE! 😊