### How to Use the Schedule Planner

1. **Login to My Buckeyelink at buckeyelink.osu.edu**
2. Under the “Enrollment Information” pane, click on Schedule Planner
3. Tap the Click Here button to open Schedule Planner
4. Select the Academic term (Autumn/Spring/Summer)
5. Select Newark as the campus
6. Select Undergraduate as the academic career
7. Make sure the Open Classes Only option is selected and click Add Course
8. Search for courses by **Subject** and **Course Number**
9. When you’ve made your selection click Add Course
10. **Repeat steps 8 & 9** until you’ve added all of the courses you desire; then click Done
11. Next you’ll have the opportunity to add breaks. This allows you to designate specific times you do not want to schedule classes. To do this, click Add Break

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**For example, if I know that I need to take Math 1075, I can select “Math” as my Subject and “1075” as the Course.**

**The Course Attribute Search allows you to search for courses by their specific General Education categories.**

- click on the Search by Course Attribute red tab
- for Attribute, select General Education
- for Value, select the specific GE category you desire (ex. Historical Study)
- leave Subject as “All Subjects”
- for Course, scroll through the dropdown and select the course you desire
Give the break a name, (ex. “No class before 9”), then select the periods (both days & times) in which you don’t want to have classes. When you’ve finished, click Add Break.

Repeat for as many breaks as needed. Once you’ve finished, at the bottom of the main page click Generate Schedules.

The total number of Generated Schedules will be displayed:

- **Generated 240 Schedules**

To narrow down your schedule options, just go back and add additional breaks to your schedule until you’re satisfied with the options.

OR

If you don’t see any options, go back and remove breaks or change your course choices until you’re satisfied with the options you have.

For a quick view of each schedule, you can hover over the magnifying glass icon.

To continue, click the View button.

A detailed view of the schedule will be displayed. If you’re satisfied with the schedule you’ve chosen, scroll down to page 3 for how to send that schedule to your Shopping Cart and register for classes.
How to Register for Classes

1. Scroll to the top of the screen & click Send to Shopping Cart
   A popup will appear confirming that you want to send your schedule to the Shopping Cart—click OK

2. Return to the previous tab on your browser (where you had opened BuckeyeLink) and click the Course Enrollment button

3. Select the Academic Term you’re registering for—Autumn/Spring/Summer—and click Continue

4. On the Add Classes page, click Import Cart

5. The classes you’ve selected will appear one at a time. For each selection click the Next button

6. Once you’ve imported all of the classes, your full shopping cart will appear. To continue with registration, click Proceed to Step 2 of 3

7. Finally, on the Confirm Classes page, click Finish Enrolling
   Now you should be successfully enrolled!
   You can view your finished schedule by clicking on the “My Class Schedule” tab toward the top of the page