

COLLEGE SCHEDULER GUIDE

From your MyMav Student Center – Click on the “Schedule Planner” link –

The screenshot shows the 'Academics' section of the MyMav Student Center. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Self Service > Student Center'. Below this is the title 'Mayra's Student Center'. The 'Academics' section is highlighted in blue and contains several links: 'Search', 'Plan', 'Enroll', 'My Academics', 'Request Enrollment Verify', and 'Schedule Planner'. There are also icons for 'Deadlines', 'URL', and 'Gradebook'. A 'This Week's Schedule' table is displayed, showing a class 'ACCT 3311-004 LEC (25784)' with a schedule of 'MoWe 9:00AM - 10:20AM COBA256'. Below the table are links for 'weekly schedule' and 'enrollment shopping cart'. A search box with the text 'other academic...' and a double arrow icon is also present.


This Week's Schedule	
Class	Schedule
ACCT 3311-004 LEC (25784)	MoWe 9:00AM - 10:20AM COBA256

Now, click on the “Click Here” button to get into the Planner site

The screenshot shows the 'Schedule Planner' page. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Self Service > Student Center'. Below this is the title 'Schedule Planner'. A message box with an information icon states: 'The Schedule Planner helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Planner.' Below this is the section 'Instructions:' with three numbered steps: 1. 'CLICK HERE' to open the Schedule Planner in a pop-up window. 2. Return to this window after clicking 'Send Schedule to Shopping Cart'. 3. Visit the 'COURSE ENROLLMENT' page from your Student Center to continue with course enrollment. Below the instructions is a screenshot of the 'Add Classes' page. This page has a title 'Add Classes' and a sub-header '1. Select classes to add'. It contains a message: 'To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.' Below this is another message box with an information icon: 'You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.' A red arrow points to a yellow button labeled 'Click here to import cart'. Below the button is a text box: 'Click import cart to continue with registration.' There are also buttons for 'Open', 'Closed', and 'Wait List'. At the bottom, there is a section 'Add to Cart:' with a sub-header 'Spring 2015 Shopping Cart'. It contains a form with 'Enter class nbr:' and an 'enter' button. Below this is a 'Find Classes' section with a 'Class Search' button and a 'search' button. A 'schedule planner' link is also visible.

Choose the term – click on “Save and Continue”

Schedule Planner Text Only



Select Term


Term

- 2015 Summer
- 2015 Fall

[✔ Save And Continue](#)

Next, click on the campus you are planning to attend; click “Save and Continue”

Schedule Planner Text Only



Select Campus

- Select All Campuses
- Fort Worth Center
- Off campus (Online and Face-To-Face classes)
- University of Texas Arlington

[✔ Save And Continue](#)

You are now in the Schedule Planner and can begin to create a schedule

The screenshot shows the top navigation bar with "Schedule Planner" and "Text Only" on the left, and "Help" and "Sign out" on the right. The University of Texas Arlington logo is centered. Below the logo are filters for Course Status (Open Classes Only), Campuses (1 of 3 Selected), Sessions (2 of 6 Selected), Term (2015 Summer), Academic Groups (All Academic Groups Selected), and Instruction Modes (1 of 3 Selected). Each filter has a "Change" button. A yellow instruction box says: "Instructions: Add desired courses and breaks and click Generate Schedules button!". Below this are sections for "Courses" and "Breaks", each with a "+ Add Course" and "+ Add Break" button. A yellow instruction box for Breaks says: "Add times during the day you do not wish to take classes."

There are several categories listed at the top of this page; they include

1. Course Status – if you click on “change” you can view open classes, open and full w/waitlist option or open and full
2. Campuses – if you decide to take a class at another campus, you can make that change by clicking on “change”
3. Sessions – if you click on “change” you can view all the available sessions within the term you are registering
4. Term – if you click on “change” you can change the term
5. Academic Groups – you want to leave this set at “All Academic Groups Selected”
6. Instruction Modes – if you click “change” you can view other instruction modes, including face-to-face, hybrid/blended courses, or internet (online classes)

It’s now time to add a course and build your schedule. Click on “Add Course”

The screenshot shows the "Add Course" form. The top navigation bar is the same as in the previous screenshot. The form has two tabs: "By Subject" (selected) and "Search by Course Attribute". On the right, there are tabs for "Desired Courses" and "Shopping Cart". The form contains two dropdown menus: "Subject" and "Course", both with "Select a Subject" and "Select a Course" respectively. Below the dropdowns are "Back" and "+ Add Course" buttons. A yellow instruction box says: "Choose a course and click Add Course".

As you add courses, they will list on the right side of the screen under “Desired Courses”

Schedule Planner Text Only Help Sign out

Add Course

By Subject Search by Course Attribute

Subject: COMM - Communication

Course: 2315 - COMMUNICATION THEORY (1)

Back + Add Course

Desired Courses Shopping Cart

- Anthropology 2358
ARCHAEOLOGICAL CULTURES
- Astronomy 1345
INTRODUCTORY ASTRONOMY I
- Communication 2315
COMMUNICATION THEORY

Once you’ve chosen all the classes you want for the semester, click “Back”; the classes are listed in the planner.

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses

+ Add Course

- Anthropology 2358
ARCHAEOLOGICAL CULTURES
- Astronomy 1345
INTRODUCTORY ASTRONOMY I
- Communication 2315
COMMUNICATION THEORY

Breaks

+ Add Break

Add times during the day you do not wish to take classes.

“Add Breaks” (times you do not want to take a class due to another commitment), if needed.

Add New Break

Breaks are time during the day that you do not wish to take classes.

Break Name

Start Time: 8 : 00 am pm

End Time: 11 : 00 am pm


Days: Select Weekdays


MON TUE WED THU FRI SAT SUN


Back + Add Break

Once complete, you will click on “Generate Schedules” and the Scheduler will list the number of schedule options available

Schedules

 Generate Schedules

 Generated 1 Schedule

View 1  Anthropology-3366-001 , English-1301-001

Click on “View” to find the schedule that works best and then click on “Send to Shopping Cart”

[< Back](#) [Send to Shopping Cart](#)

	Class #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
	55806	001	Anthropology	3366	40	MTWTh 1:00pm - 3:00pm	University of Texas Arlington	3
 	53985	001	English	1301	22	MTWTh 10:30am - 12:30pm	University of Texas Arlington	3
								6

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30	 English-1301 	 English-1301 	 English-1301 	 English-1301 	
10:45	LEC	LEC	LEC	LEC	
11am					
11:15					
11:30					
11:45					
12pm					
12:15					
12:30					
12:45					
1pm	 Anthropology-3366	 Anthropology-3366	 Anthropology-3366	 Anthropology-3366	
1:15	LEC	LEC	LEC	LEC	
1:30					

Once you’ve clicked on “Send to Shopping Cart” you will receive the following message – click “OK”

This schedule will now be transferred to the Shopping Cart and the Schedule Planner will close. Do you want to continue? ×

The student will need to return to MyMav to complete enrollment and import the cart from Scheduler into MyMav per the instructions on the image below which is in the schedule planner.

Schedule Planner

✔ Thank you. Your schedule is now ready to be imported. Please follow the instructions below.

Instructions

Visit the 'Enrollment' page in Student Center to continue with enrollment.

Click the 'Import Cart' button.

avorites | Main Menu > Self Service > Student Center > Enrollment: Add Classes

Schedule Planner

i The Schedule Planner helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Planner.

Instructions:

1. **CLICK HERE** to open the Schedule Planner in a pop-up window.
2. Return to this window after clicking 'Send Schedule to Shopping Cart'
3. Visit the **COURSE ENROLLMENT** page from your Student Center to continue with course enrollment.

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

i You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

If the student needs to sign back into MyMav due to being timed out, they will click on the “enroll” link in their student center.

avorites | Main Menu > Self Service > Student Center > Enrollment: Add Classes

Mayra Olivia Ramirez go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap

Add Classes

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2014 Fall	Undergraduate	University of Texas, Arlington
<input type="radio"/>	2015 Spring	Undergraduate	University of Texas, Arlington
<input type="radio"/>	2015 Summer	Undergraduate	University of Texas, Arlington
<input type="radio"/>	2015 Fall	Undergraduate	University of Texas, Arlington

CONTINUE

Click on "Import Cart".

Add Classes



1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

UT Arlington is piloting wait list for the spring 2015 enrollment period for undergraduate and graduate classes that have ART, CSE and MSE as the subject area. In Class Search uncheck "Show Open Classes Only" to see closed classes. For frequently asked questions (FAQs) regarding wait list please go to http://web.uta.edu/aao/recordsandregistration/content/student_services/waitlisting.aspx

i You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

Click **Import Cart** to continue with registration.

2015 Summer | Undergraduate | University of Texas, Arlington

change term

Open Closed Wait List

Students will have to click the "next" button to add each class to the shopping cart. Once complete, the schedule that's been created in the Scheduler will now populate in the student's MyMav shopping cart.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap

Add Classes



1. Select classes to add - Enrollment Preferences

2015 Fall | Undergraduate | University of Texas, Arlington

CRCJ 2334 - INTRO CRJU SYS

Class Preferences

CRCJ 2334-001 Lecture Open **Wait List** Wait list if class is full

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- Core - 080 Social & Behavioral Science

Permission Nbr

Grading A - F Grades Only

Units 3.00

Requirement Designation

Core - 080 Social & Behavioral Science

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWeFr 9:00AM - 9:50AM	TBA	Staff	08/27/2015 - 12/09/2015

The student will get a message that the cart import is complete and the student will then to proceed to register through MyMav

1. Select classes to add




To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

UT Arlington is piloting wait list for the spring 2015 enrollment period for undergraduate and graduate classes that have ART, CSE and MSE as the subject area. In Class Search uncheck "Show Open Classes Only" to see closed classes. For frequently asked questions (FAQs) regarding wait list please go to http://www.uta.edu/aao/recordsandregistration/content/student_services/waitlisting.aspx

 Cart Import from Schedule Planner complete. Add more classes or click Proceed to Step 2 to continue processing your enrollment.

2015 Summer | Undergraduate | University of Texas, Arlington

[change term](#)

 Open  Closed  Wait List





Add to Cart:

Enter Class Nbr
 [enter](#)

Find Classes
 Class Search
 My Requirements

[search](#)

[schedule planner](#)

2015 Summer Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	ANTH 3366-001 (55806)	MoTuWeTh 1:00PM - 3:00PM	TBA	Staff	3.00	
	ENGL 1301-001 (53985)	MoTuWeTh 10:30AM - 12:30PM	TBA	Staff	3.00	

[PROCEED TO STEP 2 OF 3](#)