BLUEHEN PLANNER BASICS

• Student must be an active student
• Students can begin planning for a future term once Courses Search is live for that term (typically 2-4 weeks before registration opens)
• The planner is best used for Fall and Spring terms
• The planner requires students to select 3 courses, so it is not a useful tool for winter and summer
BEFORE LAUNCHING PLANNER

Students must select the term they wish to plan for using the “term” dropdown in WebReg.
From WebReg, students can select the green “BlueHen Planner” button to launch the planner.
Three phases to the planner:

• Exclude Time
• Term & Course Options
• View Results
Important: This tool is for planning only. Course sections in your saved schedules may no longer have open seats at the time of your registration appointment.

You can save multiple schedules to your favorites and import the best one during your registration appointment.

If you have any questions, contact the Office of the University Registrar at (302) 831-2131 or email registrar@udel.edu.

Symbol key: * Required information, □ Error

Exclude time

Specify weekly recurring times you want to exclude from your course schedule for other activities (e.g., work, extra curricular activities, studying, etc.) by clicking and dragging your mouse or finger on the calendar below.

You can right-click an excluded time to delete it or click an excluded time so that a dotted border appears around it, which will allow you to move or resize the length of time.
The planner will not display sections that meet during excluded times.
TERM & COURSE OPTIONS

Course Sections

• “Only show me courses I am eligible for”
  • This will not display sections the student does not meet, for example due to pre-reqs or reserve caps

• “Show me all course sections, including restricted”
  • This will allow students to see all available course options
  • However, they may not be eligible to enroll in all sections they see when they choose this option

Use Current Courses

• Students have option to add courses that are currently in their schedule
  • This is helpful if students are already enrolled in a couple courses and wish to finish out their schedule
### ADDING COURSES

Use the magnifying glass or text box to enter subject/catalog number for a course. Then click “Add Course” button to add to list of courses planner will review.

<table>
<thead>
<tr>
<th>Course</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL110</td>
<td>undefined</td>
</tr>
<tr>
<td>PHYS207</td>
<td>undefined</td>
</tr>
<tr>
<td>PSYC100</td>
<td>undefined</td>
</tr>
<tr>
<td>BISC207</td>
<td>undefined</td>
</tr>
</tbody>
</table>

- ENGL110 - undefined
  - (3 credit hours - Lecture)
  - Description: undefined
  - 83 sections available

- PHYS207 - undefined
  - (4 credit hours - Discussion / Lab / Lecture)
  - Description: undefined
  - 77 DIS/LAB/LEC combos available

- PSYC100 - undefined
  - (2 credit hours - Lecture)
  - Description: undefined
  - 4 sections available

- BISC207 - undefined
  - (4 credit hours - Lab / Lecture)
  - Description: undefined
  - 22 LAB/LEC combos available
POTENTIAL ERRORS & NOTICES

Solution: Add at least 3 courses to be reviewed by the Planner

Solution: Eliminate course(s) to bring the total possible schedules to below the number listed in the message. The student can do a first pass at planning, and then once courses are selected, use the exclude time feature to block off the times of their selected courses for a second pass at planning. Alternatively, if they are able to register, they could register for a class or two and then use the planner for the remaining courses.

There are 83 possible schedules, of those, 70 will work with your excluded time(s). This is just a notice students will see, if they block off too much time they may see that they do not have possible schedules that will work with that excluded time.
### Remove Courses

Click “remove” button to remove a course from the list of course to be reviewed by the Planner

<table>
<thead>
<tr>
<th>Course</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL110 – undefined</td>
<td><a href="#">Remove</a></td>
</tr>
<tr>
<td>(3 credit hours – Lecture)</td>
<td><a href="#">83 sections available</a></td>
</tr>
<tr>
<td><strong>Description:</strong> undefined</td>
<td></td>
</tr>
</tbody>
</table>
Students are presented with a series of possible schedules. From here they can pin and exclude sections until they have their desired schedule.
POSSIBLE SCHEDULES

Shows the Course information with any alerts that may exist on the left, and a calendar view of the sections with excluded time visible on the right.
Course Alerts show errors that would prevent the course from being uploaded into Webreg. Click “More Info” to see message.

Pop up window will appear displaying the reason for the course alert.

Corequisites are needed to enroll in this course.

Display if a student does not meet the requisites, reserve cap, if the course is full, etc.
Students use pin and exclude to filter the possible schedules.

**Pin**

Once a student knows they want a specific section of a course, they can select the pin icon next to the section. This updates the displayed schedules to only show possible schedules with that pinned section.

**Exclude**

If a student knows they do not wish to include a specific section of a course, they can select the exclude icon next to a section. This updates the displayed schedules to exclude this section.
As sections are pinned and excluded they appear in the “Active Filters” box. Students can use the “previous schedule” and “next schedule” buttons to flip through possible schedules.
Once the student has found the perfect schedule, they can select the “Favorite schedule” box.
Students can favorite multiple favorites from the possible schedules.

Once done selecting favorites, they can click “Finish and View Favorites”.
Students will see all favorited schedules for that term.

Options
- See similar schedules
- Remove favorites
- Remove courses from favorited schedules
- Import schedule to WebReg
A student cannot import a schedule that contains a course alert. They could remove that course if they wish to proceed with importing.

**IMPORT TO WEBREG**

- Students can import a schedule directly into WebReg for registration.
REGISTERING IN WEBREG

Student clicks “import schedule” to submit the enrollment requests in Webreg for the desired courses.
Student will receive notice if everything went through or if there were any errors.
QUESTIONS?
Contact us at registrar@udel.edu