



BLUEHEN PLANNER

Student guide to using the
Planner

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



Academic Plan(s): BIS-BAAS, SPST-MIN, HONORS, Senior

Total enrolled hours: 0 of 18 maximum credits allowed (No Units)

Desired credit hour load: * Your preliminary bill is based on the **Desired credit hour load** you select. When your hours you will be billed on total enrolled hours.

Term:



BEFORE LAUNCHING PLANNER

Students must select the term they wish to plan for using the “term” dropdown in WebReg.

Plan(s): BIS-BAAS, ART-BAAS, SPST-MIN, HONORS, Senior

Enrolled hours: 0 of 18 maximum credits allowed (No Units)

Credit hour load: * Your preliminary bill is based on the **Desired credit hour load** you select. When your total enrolled hours exceed desired credit hours you will be billed on total enrolled hours.

Term:



BlueHen Planner

Buy on

ACCESS PLANNER

From WebReg, students can select the green “BlueHen Planner” button to launch the planner

STEPS

Three phases to the planner:

- Exclude Time
- Term & Course Options
- View Results



BlueHen Planner

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

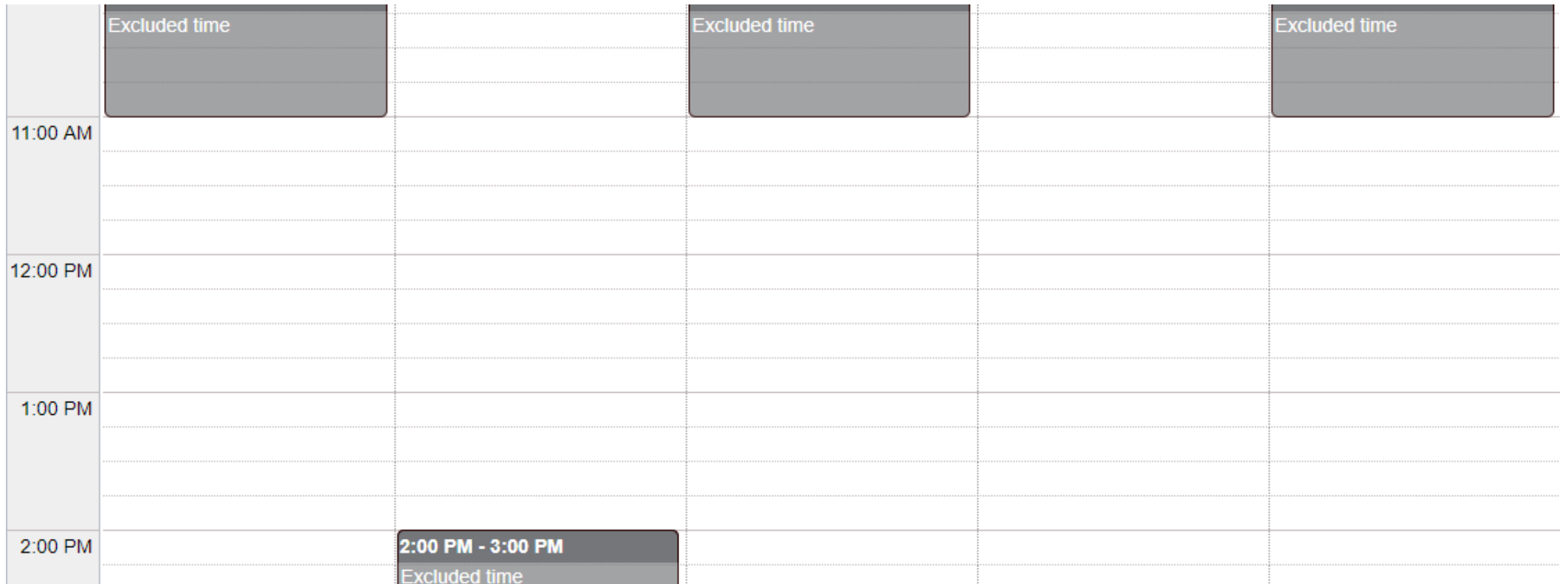
Specify weekly recurring times you want to exclude from your course schedule for other activities (e.g., work, extra curricular activities, studying, etc.) by clicking and dragging your mouse or finger on the calendar below.

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.

2019	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM					
9:00 AM					

EXCLUDE TIME

Students can click and drag to create time blocks they have other time commitments, for example, for practice or work.



EXCLUDED TIME

The planner will not display sections that meet during excluded times.

TERM & COURSE OPTIONS

Course sections: *

- Only show me course sections I am eligible for.
- Show me all course sections, including restricted.

Use current courses:


- Add courses that are currently in my schedule

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

Course	Action
ENGL110 – undefined (3 credit hours – Lecture) Description: undefined 83 sections available	<input data-bbox="1921 129 2061 177" type="button" value="Remove"/>
PHYS207 – undefined (4 credit hours – Discussion / Lab / Lecture) Description: undefined 77 DIS/LAB/LEC combos available	<input data-bbox="1921 275 2061 322" type="button" value="Remove"/>
PSYC100 – undefined (3 credit hours – Lecture) Description: undefined 4 sections available	<input data-bbox="1921 425 2061 472" type="button" value="Remove"/>
BISC207 – undefined (4 credit hours – Lab / Lecture) Description: undefined 22 LAB/LEC combos available	<input data-bbox="1921 575 2061 622" type="button" value="Remove"/>
<input data-bbox="275 718 1702 775" type="text" value="WOMS201"/> <input data-bbox="1709 718 1768 775" type="button" value="🔍"/>	
<input data-bbox="275 803 2181 868" type="text" value=""/> <input data-bbox="1100 803 1365 868" type="button" value="➕ Add course"/>	

← Previous step

Next step →

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.


POTENTIAL ERRORS & NOTICES

Correct the errors below to continue.
You must provide at least 3 Course IDs to generate potential schedules.


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

Correct the errors below to continue.
The BlueHen Planner cannot process more than 250,000 possible schedules. Adjust your list of courses so that there are fewer possible combinations before proceeding.

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

Course	Action
<p data-bbox="122 468 417 499">ENGL110 – undefined</p> <p data-bbox="122 511 392 542">(3 credit hours – Lecture)</p> <p data-bbox="122 548 422 579">Description: undefined</p> <p data-bbox="1488 474 1717 505">83 sections available</p>	<p data-bbox="2058 468 2221 525">Remove</p> 

REMOVE COURSES

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

✔ Exclude time

✔ Term & course options

✎ View results

BlueHen Planner

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.

View results

Each schedule uses a different combination of course sections to give you the maximum number of possible schedules.

Symbol key:

-  **Course alert:** The course may be full, reserved, or you may not meet the requirements for the course. Schedules with a course alert cannot be imported into BlueHen Reg.
-  **Favorite schedule:** Add the schedule that is currently visible to your favorites, so you can view it or import it into BlueHen Reg later.
-  **Pin section:** Only show results that include the course section(s) you have "pinned". You can pin a section when you know you want a specific instructor or time.
-  **Exclude section:** Only show results that do NOT include the course section(s) you have "excluded". You can exclude a section when you know you do not want a specific instructor or time.

VIEW RESULTS

Students are presented with a series of possible schedules. From here they can pin and exclude sections until they have their desired schedule

Active filters:

[Pinned sections:](#) [Excluded sections:](#)

[Previous schedule](#)

[★ Favorite schedule](#)

[Next schedule >](#)



Viewing schedule 1 of 100+ based on active filters and excluded times.
(2592 total possible schedules)

Course information	
+ ENGL110010 – SEMINAR IN COMPOSITION (3 credit hours – Lecture) Instructor: Adams, Taylor Reid Day(s) & Time(s): M W F 12:20 AM - 1:10 PM	<input type="checkbox"/> <input type="checkbox"/>
+ PSYC100010 – GENERAL PSYCHOLOGY More info (3 credit hours – Lecture) Instructor: Begosh, Kristen Teresa Day(s) & Time(s): M W F 9:05 AM - 9:55 AM	<input type="checkbox"/> <input type="checkbox"/>
+ WOMS201010 – INTRO TO WOMEN'S STUDIES (3 credit hours – Lecture) Instructor: Warner, Mary Ruth Day(s) & Time(s): M W F 2:30 PM - 3:20 PM	<input type="checkbox"/> <input type="checkbox"/>

2019	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM					
8:30 AM					
9:00 AM	PSYC100010		PSYC100010		PSYC100010
9:30 AM					
10:00 AM	10:00 AM		10:00 AM		10:00 AM
10:30 AM	Excluded time		Excluded time		Excluded time
11:00 AM					
11:30 AM					
12:00 PM					
12:30 PM	ENGL110010		ENGL110010		ENGL110010
1:00 PM					
1:30 PM					
2:00 PM		2:00 PM			
2:30 PM	WOMS201010	Excluded time	WOMS201010		WOMS201010
3:00 PM					
3:30 PM					

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.

+ PHYS207010 – FUNDAMENTALS OF PHYSICS I  [More info](#) 


(4 credit hours – Lecture)

Instructor: Georgopoulos, Peter D

Day(s) & Time(s): T R 8:00 AM - 9:15 AM, T 5:00 PM - 7:00 PM

Course Alerts show errors that would prevent the course from being uploaded into Webreg. Click “More Info” to see message.

 **Course alert**

Corequisites are needed to enroll in this course.

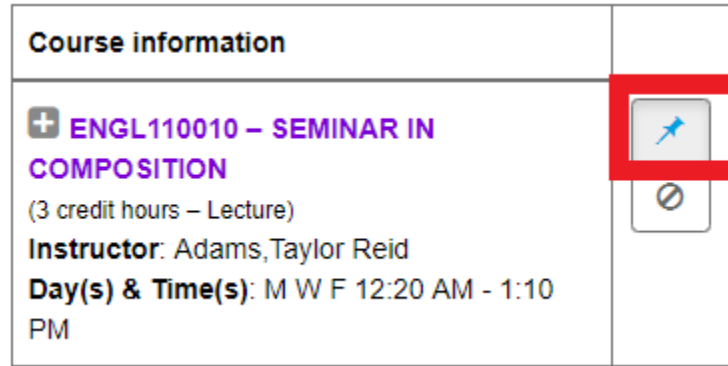
[Close](#)

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

COURSE ALERTS

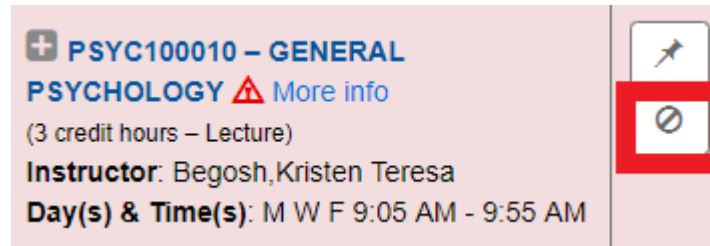
Display if a student does not meet the requisites, reserve cap, if the course is full, etc.

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.


PIN AND EXCLUDE

Students use pin and exclude to filter the possible schedules

Active filters:

 **Pinned sections:** ENGL110010   **Excluded sections:** PSYC100010 

 Previous schedule

 Favorite schedule

Next schedule 

Viewing schedule 1 of 12 based on active filters and excluded times.
(2592 total possible schedules)

NAVIGATING POSSIBLE SCHEDULES

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.

Active filters:

Pinned sections: ENGL110010 WOMS201010 Excluded sections: PSYC100010 PSYC100080

Previous schedule

Favorite schedule

Next schedule

Viewing schedule 3 of 3 based on active filters and excluded times.
(2592 total possible schedules)

Course information	
ENGL110010 – SEMINAR IN COMPOSITION (3 credit hours – Lecture) Instructor: Adams,Taylor Reid Day(s) & Time(s): M W F 12:20 AM - 1:10 PM	
PSYC100081 – GENERAL PSYCHOLOGY More info (3 credit hours – Lecture) Instructors: Medina PhD,Jared, Begosh,Kristen Teresa Day(s) & Time(s): T R 11:00 AM - 12:15 AM	
WOMS201010 – INTRO TO WOMEN'S STUDIES (3 credit hours – Lecture) Instructor: Warner,Mary Ruth Day(s) & Time(s): M W F 2:30 PM - 3:20 PM	

2019	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM					
8:30 AM					
9:00 AM					
9:30 AM					
10:00 AM	10:00 AM		10:00 AM		10:00 AM
10:30 AM	Excluded time		Excluded time		Excluded time
11:00 AM		11:00 AM		11:00 AM	
11:30 AM		PSYC100081		PSYC100081	
12:00 PM					
12:30 PM	ENGL110010		ENGL110010		ENGL110010
1:00 PM					
1:30 PM					
2:00 PM		2:00 PM			
2:30 PM	WOMS201010	Excluded time	WOMS201010		WOMS201010
3:00 PM					
3:30 PM					
4:00 PM					

FAVORITE SCHEDULE

Once the student has found the perfect schedule, they can select the “Favorite schedule” box

Favorite schedule information



Name this schedule or add notes to make it easier to identify later—or don't—it's up to you!
Click the ★**Add to favorites** button to add the schedule to your favorites.

Optional, provide a name
or description for this
schedule:



★ Add to favorites

Cancel

← Previous step

✓ Finish & view favorites

Students can favorite multiple favorites from the possible schedules

Once done selecting favorites, they can click “Finish and View Favorites”

FAVORITE SCHEDULES

CONTINUED

BEST SCHEDULE EVER 9 credit hours

<p>+ ENGL110010 – SEMINAR IN COMPOSITION (3 credit hours – Lecture) Instructor: Adams, Taylor Reid Day(s) & Time(s): M W F 12:20 AM - 1:10 PM</p>	✕
<p>+ PSYC100081 – GENERAL PSYCHOLOGY ⚠ More info (3 credit hours – Lecture) Instructors: Medina PhD, Jared, Begosh, Kristen Teresa Day(s) & Time(s): T R 11:00 AM - 12:15 AM</p>	✕
<p>+ WOMS201010 – INTRO TO WOMEN'S STUDIES (3 credit hours – Lecture) Instructor: Warner, Mary Ruth Day(s) & Time(s): M W F 2:30 PM - 3:20 PM</p>	✕

Excluded time: M 10:00 AM - 11:00 AM

Excluded time: T 2:00 PM - 3:00 PM

Excluded time: W 10:00 AM - 11:00 AM

Excluded time: F 10:00 AM - 11:00 AM

Options

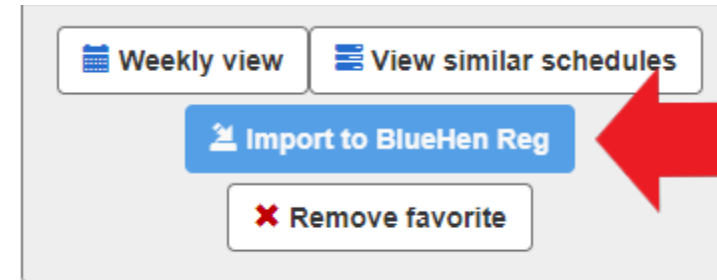
- See similar schedules
- Remove favorites
- Remove courses from favorited schedules
- Import schedule to WebReg

VIEW FAVORITES

Students will see all favorited schedules for that term

BEST SCHEDULE EVER		9 credit hours
<p>+ ENGL110010 – SEMINAR IN COMPOSITION (3 credit hours – Lecture) Instructor: Adams, Taylor Reid Day(s) & Time(s): M W F 12:20 AM - 1:10 PM</p>		
<p>+ PSYC100081 – GENERAL PSYCHOLOGY More info (3 credit hours – Lecture) Instructors: Medina PhD, Jared, Begosh, Kristen Teresa Day(s) & Time(s): T R 11:00 AM - 12:15 AM</p>		
<p>+ WOMS201010 – INTRO TO WOMEN'S STUDIES (3 credit hours – Lecture) Instructor: Warner, Mary Ruth Day(s) & Time(s): M W F 2:30 PM - 3:20 PM</p>		

A student cannot import a schedule that contains a course alert. They could remove that course if they wish to proceed with importing.



When ready to import, student can click the “import to BlueHen Reg” button to import the schedule into Webreg

IMPORT TO WEBREG

Students can import a schedule directly into WebReg for registration

Import favorite schedule: sample

Review the courses below and verify that all courses have the desired credit hours, grading options, instructors, etc. When you are ready, click "Import schedule" to enroll.

Course ID: BUAD100194
Course title: INTRODUCTION TO BUSINESS
Instructor: Bayuk, Julia Belyavsky
Schedule: Online Course
Meeting dates: 2/11/2019 – 5/20/2019
Credit hours: 3
Grade option: *

Notes: This is an Online course.
Cannot register for more than two online courses without your assistant dean's permission.

Course ID: COMM245011
Course title: MEDIA AND SOCIETY
Instructor: Dee, Juliet L
Schedule: T R 9:30 AM - 10:45 AM SM1120
Meeting dates: 2/11/2019 – 5/20/2019
Credit hours: 3
Grade option: *

Notes: Some seats reserved for majors and minors.
This course satisfies the College of Arts & Sciences Group C: Social & Behavioral Sciences Breadth Requirement.



Import schedule

[Cancel import](#)

REGISTERING IN WEBREG

Student clicks “import schedule” to submit the enrollment requests in Webreg for the desired courses

✓ HIST101011, ENGL110010, WOMS200010 added.

Course ↕	Instructor(s) ↕	Format, Day(s) & time(s)		
+ ENGL110010 SEMINAR IN COMPOSITION 3 credit hours – Standard Grading	Dragulescu, Luminita Mihaela	LEC – ASYN	ONLINE	Edit
+ HIST101011 EUROPE AND THE WORLD TO 1648 3 credit hours – Standard Grading	Frassetto, Michael Chester	LEC – M W F 12:20 PM - 1:10 PM 02/15/2021 – 05/18/2021	ONLINE	Edit
+ WOMS200010 SEXUALITIES & GENDER STUDIES 3 credit hours – Standard Grading	Bueno-Hansen PhD, Pascha	LEC – T R 11:00 AM - 12:15 PM 02/15/2021 – 05/18/2021	ONLINE	Edit

Schedule

Day Week

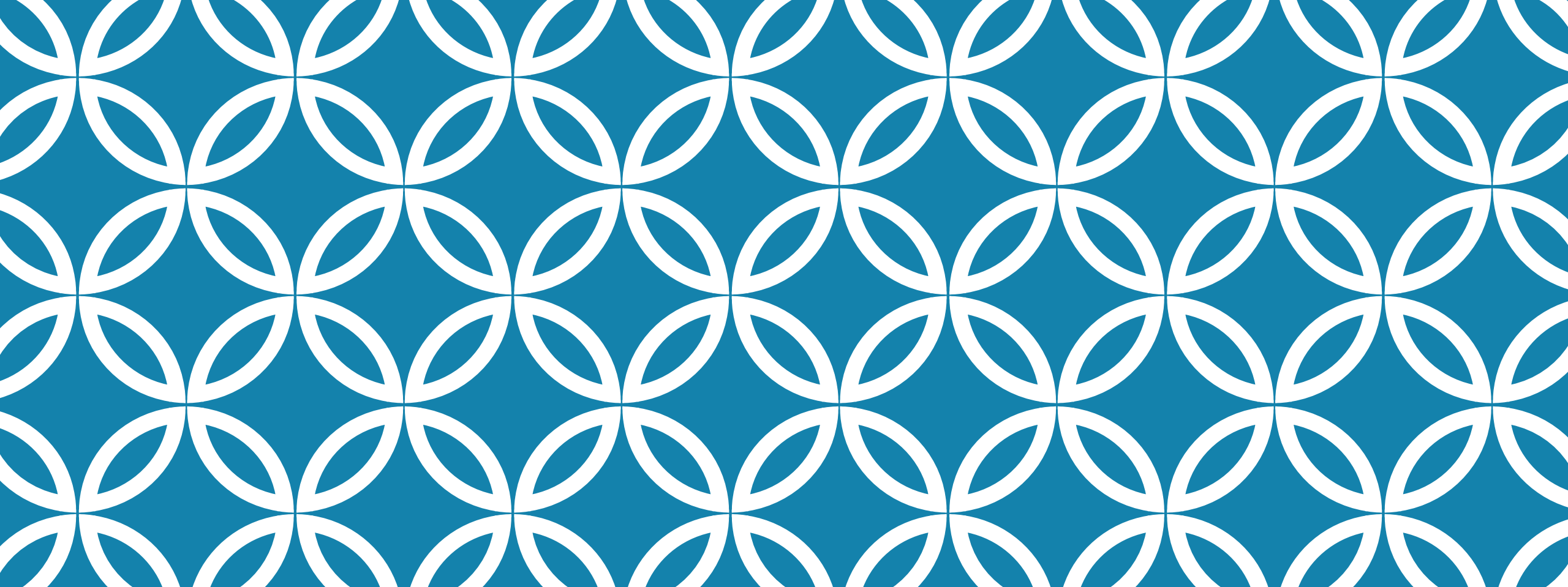
February 2021

[← Previous](#)
[Today](#)
[Next >](#)
[Export to calendar](#)

	Monday 15	Tuesday 16	Wednesday 17	Thursday 18	Friday 19	Saturday 20	Sunday 21
8:00 AM	8:00 AM - 9:00 AM						
8:30 AM	First day of classes						
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM		11:00 AM - 12:15 PM WOMS200010 (ONLINE)		11:00 AM - 12:15 PM WOMS200010 (ONLINE)			
11:30 AM							
12:00 PM							
12:30 PM	12:20 PM - 1:10 PM HIST101011 (ONLINE)		12:20 PM - 1:10 PM HIST101011 (ONLINE)		12:20 PM - 1:10 PM HIST101011 (ONLINE)		
1:00 PM							

REVIEW SCHEDULE/MESSAGES

Student will receive notice if everything went through or if there were any errors.



QUESTIONS?

Contact us at
registrar@udel.edu