1. Log into Campus Connection
2. On the Faculty/Advisor Homepage, click Advisor Center
3. In the Advisor Center tile, click My Advisees
4. Choose the advisee you are assisting and click View Student Details
5. On the Student's details, click the 'Schedule Planner' link

---This will direct the advisor to the student’s instance of Schedule Planner.
6- Advisor will use Schedule Planner to choose the student’s courses and enter breaks related to their schedule. Advisors can filter by course status, sessions, locations, etc. similar to how students can use Schedule Planner.

7- After courses are selected, the advisor will click **Generate Schedules**. This will generate a list of schedules for the student.

8- Click **View** to view the schedule choice in detail.
9- Once a Schedule is chosen, the advisor will click **Send to Shopping Cart** to send the classes to the student’s cart.

10- The student will log into Campus Connection, click the Manage Classes tile, click Shopping Cart, and enroll using the Campus Connection enrollment process.
   a. Classes will be viewable on the Current Schedule page and will be in Campus Connection under **Manage Classes > View my Classes**