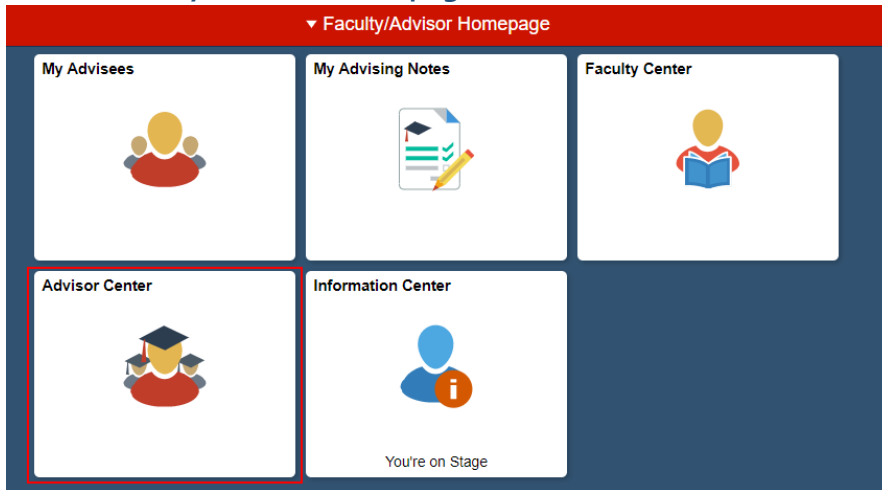
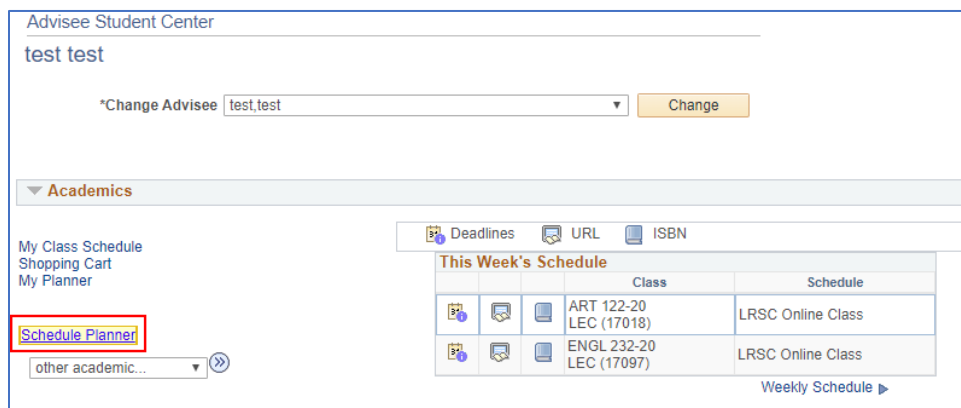
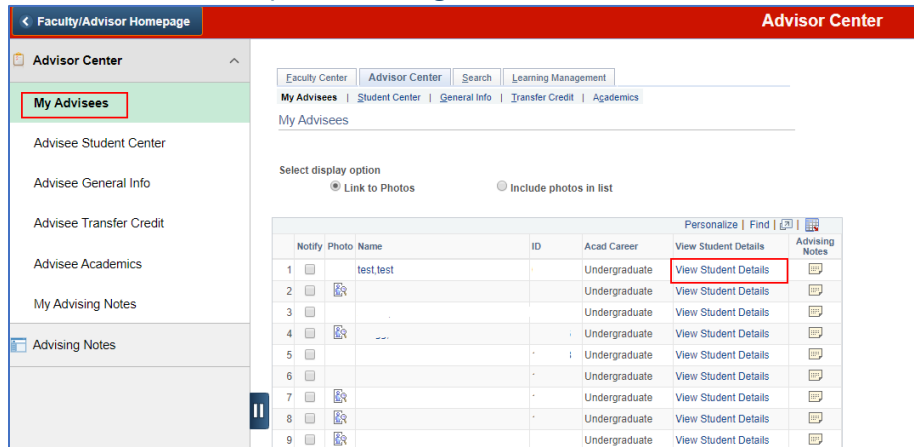


# College Scheduler: Advisor Usage

- 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 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.

Plan Schedule | Shopping Cart (2) | Current Schedule (0) | Help | Sign out

**DICKINSON STATE UNIVERSITY**

Term: 2020 Summer [Change] | Sessions: All Sessions Selected [Change]  
 Course Status: Open Classes Only [Change] | Locations: All Locations Selected [Change]  
 Instruction Modes: All Instruction Modes Selected [Change] | Academic Careers: 1 of 2 Selected [Change]

ID: \_\_\_\_\_

Instructions: Add desired courses and breaks and click Generate Schedules button!  
 After completing your schedule planning, please make sure to click Sign Out.

**Courses** [Add Course] | **Breaks** [Add Break]

Select All

- Chemistry 111: Fundamentals of Chemistry [Options] [Info] [Lock] [Close]
- Chemistry 111L: Fundamentals of Chemistry Lab [Options] [Info] [Lock] [Close]
- Elementary Education 281: Reading for Elementary Teacher [Options] [Info] [Lock] [Close]

Select All

- work: MTWThF - 8:00am to 9:00am [Edit] [Close]

**Shopping Cart**

<input checked="" type="checkbox"/>	Class #	Title	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Instruction Mode
<input checked="" type="checkbox"/>	7278	Internship	Communications	497	Kari Klette	VCSU To be Determined TBD	3	On Campus Face to Face
<input checked="" type="checkbox"/>	4483	Principles Of Management	Business Administration	202	Leah Windnagle	WSC Online .	3	Online Asynchronous

**Schedules** [Advanced Options] [View Schedules]

[Generate Schedules] [Shuffle]

Generated 1 Schedule [Close]

[Compare] [Info] Select at least two schedules to compare side by side

[View] 1 [Search] [Close] work, 202-Business Administration-null, 111-Chemistry-1, 111L-Chemistry-1, 497-Communications-null, 281-Elementary Education-1

### Need Assistance?

Contact the NDUS Help Desk:  
 NDUS.HelpDesk@ndus.edu (email)  
<https://helpdesk.ndus.edu>

Plan Schedule Shopping Cart (2) Current Schedule (0) Help Sign out

Back Print Email Validate **Send to Shopping Cart** Shuffle

ID:

You are viewing a potential schedule only and you must still register.

Warning:  
This schedule includes classes on more than one campus - be sure there is ample travel time between classes.  
Your schedule includes one or more sections from another institution. Any action taken will not consider these sections.

Status	Subject	Course	Title	Class #	Day(s) & Location(s)	Dates	Seats Open	Credits	Instruction Mode
Not Enrolled	Business Administration	202		4483			0	0	
Not Enrolled	Chemistry	111	Fundamentals of Chemistry	7638	DSU Online ONLINE	06/01/2020 - 07/23/2020	25	3	Online Asynchronous
Not Enrolled	Chemistry	111L	Fundamentals of Chemistry Lab	7639	DSU Online ONLINE	06/01/2020 - 07/23/2020	25	1	Online Asynchronous
Not Enrolled	Communications	497		7278			0	0	
Not Enrolled	Elementary Education	281	Reading for Elementary Teacher	7642	DSU To be determined TBD	06/01/2020 - 07/02/2020	25	3	On Campus Face to Face
								7	

Week 2 (06/08/2020 - 06/15/2020)

Week	1	2	3	4	5	6	7	8
Business Administration 202								
Chemistry 111								
Chemistry 111L								
Communications 497								
Elementary Education 281								

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	work	work	work	work	work
8:15					
8:30					
8:45					
9am					
9:15					

- 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**

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 NDUS.HelpDesk@ndus.edu (email)  
<https://helpdesk.ndus.edu>