Tutorials to utilize the new AP Schedule Planner can be found once you click on the **AP Schedule Planner** link (see STEP 3 below), or follow the instructions below:

STEP 1:   Log-in to your AP OneStop account, click on the Web Self Service tab and then the Student tab.

STEP 2:   Click on the **Registration** link.

STEP 3:   Click on AP Schedule Planner link (located under the **Registration** header).
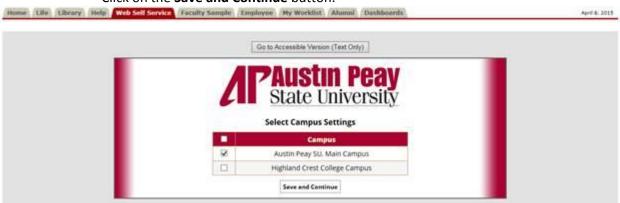
STEP 4:   **Select Term –** Select Summer 2015 or Fall 2015 for Main Campus schedules **OR** Select Fall I 2015 or
                    Summer III 2015 for Fort Campbell Campus.

STEP 5:   **Select Campus** – Select the campus you wish to attend classes at by checking the box next to the
                    appropriate campus.
                    Note: Only campuses available for the selected term will appear.
                     *Click on the **Save and Continue** button.

STEP 6:   Narrow Search - Utilize the filters at the top of the page to narrow down your search.

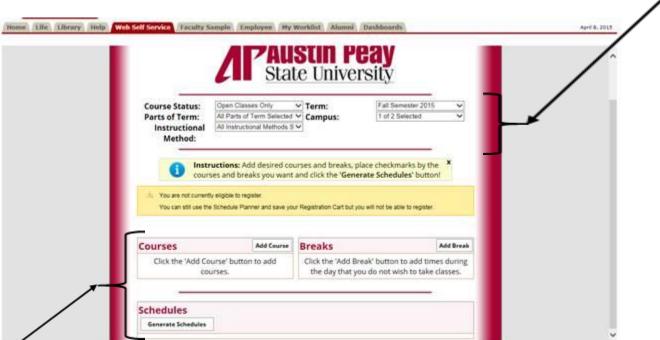|	
Course Status	Select if you want to display only classes that have seats available or classes that are open and closed.
Parts of Term	Select whether you want courses that meet the entire semester, first eight-weeks or second eight-weeks.
Instructional Method	Select if you want courses with only Classroom Instruction, Hybrid – Online and Classroom Instruction or completely Online instruction.
Campus	Select the campus you wish to attend (you have already had an opportunity to select you campus, this is just an opportunity to change if you wish to do so).

Adding Courses, Breaks and Generating Schedules

STEP 7:	Begin adding courses	
	Courses	***Add Course** – Click on this button.
		***Select Subject** – Select the subject from the drop-down menu you would like to add to your schedule.
		***Select Courses** – Select the appropriate course from the drop-down menu you would like to take with the corresponding subject.
		*Click on the **Add Course** button – the course will be added to your **Course Listing**.
		*Repeat the above steps in STEP 7 until you have completed your selection of courses.

STEP 8:	**Breaks**	*Click on the **Add Break** button if you would like to block times that you are unavailable due to work, sports or other activities.
		***Break Name** – Name your break (required).
		***Start Time** – Select the beginning time for your break (ex: what time does practice start).
		***End Time** – Select the ending time for your break (ex: what time does practice end).
		***Days** – Select the days you are not available during this time .
		***Save Break Button** – Save your break if you wish to have it considered when selecting schedules; otherwise, click on the **Cancel** button.

NOTE: Breaks can only be scheduled between 7:00 a.m. until 10:00 p.m. (only when classes actually meet)

STEP 9:	**Schedules**	Click on **Generate Schedules** button to generate all possible schedules with the courses you have selected.

STEP 10:	**View Schedules**	*Click on the **View** link located to the left of a given schedule.
		*Selected schedule will ******display, providing you a quick glance of the selected schedule.
		***Lock Course** – When viewing the selected schedule, if there is one or more

courses you would like to keep and generate additional schedule options around these specific courses, simply click on the padlock next to the course while viewing schedule options you have generated.

padlock

	Monday	Tuesday	Wednesday	Thursday	Friday
11:00		EDUC-3040-93		EDUC-3040-93	
11:15		CLAS		CLAS	

***Print Page** – If you would like to print this schedule, you may do so by clicking on this button .

NOTE: You are not registered for this schedule at this point.

***Send To Cart** – If you wish to select this schedule, click on this button.

***Close Schedule** – If you do not wish to print or send this schedule to your cart, click on this button, repeat the steps (STEP 10) to view more schedule options.

**Notice class meeting times that do not fall on the quarter, half, three-quarter or hour, may not display correctly on the weekly schedule located at the bottom.

STEP 11:   **Send to Cart**   Once you send your schedule to the cart (STEP 10), you will be taken to AP Schedule Planner Registration Cart and will have the options to:

***Register**   Select this if you wish to register for the classes indicated above this button (**Note: You will receive registration errors if you are not eligible to register for any or all of the courses).**

***Add to Worksheet**   You may add them to your worksheet.

***Save Cart**   If you wish to save the courses in your cart for a later time **– IMPORTANT: YOUR ARE NOT REGISTERED FOR THE CLASSES IN YOUR CART AT THIS TIME, NOR WILL YOUR SEAT IN THE CLASS BE SAVED.**

***Clear Cart**   If you would like to delete all courses in your cart and start over.

NOTE: If you wish change your mind and there is a course(s) you do not wish to register for any longer, simply click on the checkbox and it will unselect the course(s) and you may proceed with the steps (STEP 11) above.

Screenshots of View Schedules (STEP 10) and Send to Cart

View Schedule #1 - Fall Semester 2015

Print Page | Send To Cart | Close Schedule

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

More Info	CRN#	Subject	Course	Section	Open Seats	Day(s) & Time(s)	Date	Location (s)	Campus	Credits
ⓘ	2330	ART	1030	05	30	MWF - 10:10am - 11:05am	8/24/2015 - 12/11/2015	TR 401	Austin Peay SU, Main Campus	3
ⓘ	1661	COMM	1010	01A	15	MWF - 8:00am - 8:55am	8/24/2015 - 10/16/2015	DU 291	Austin Peay SU, Main Campus	3
										6

Displaying Week 2 (8-31-2015 to 9-6-2015)   ⓦ What is the Timeline?

Select Week: Week 2 (8-31-2015 to 9-6-2015) ⌄ Or Click week number to view.

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
ART 1030																
COMM 1010																

*You are only viewing **one week** of your schedule. Use the dropdown above to view other weeks.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 8:15 8:30 8:45	COMM-1010-01A DU 291-CLAS Not Assigned		COMM-1010-01A DU 291-CLAS Not Assigned		COMM-1010-01A DU 291-CLAS Not Assigned

Screenshot of AP Schedule Planner Registration Cart (STEP 11)

OneStop

Welcome Yolanda Louise Wrigley

Student Mail | D2L | Outlook | Groups | Logout

Home | Life | Library | Help | **Web Self Service** | Faculty Sample | Employee | My Worklist | Alumni | Dashboards   April 8, 2015

Personal Information | **Student** | Faculty Services | Employee | Finance | Information Technology Requests

Search [   ] Go   SITE MAP   HELP

Schedule Planner Registration Cart
Fall Semester 2015
Apr 08, 2015 11:57 am

Welcome to the Schedule Planner Registration Cart.

Classes in the Registration Cart

Select	CRN	Subj	Crse	Sec	Title	Status
☑	1661	COMM	1010	01A	Fund of Public Speaking	-
☑	2330	ART	1030	05	Art Appreciation	-

Register | Add to WorkSheet | Save Cart | Clear Cart

RELEASE: 8.0.1.2R6APSU