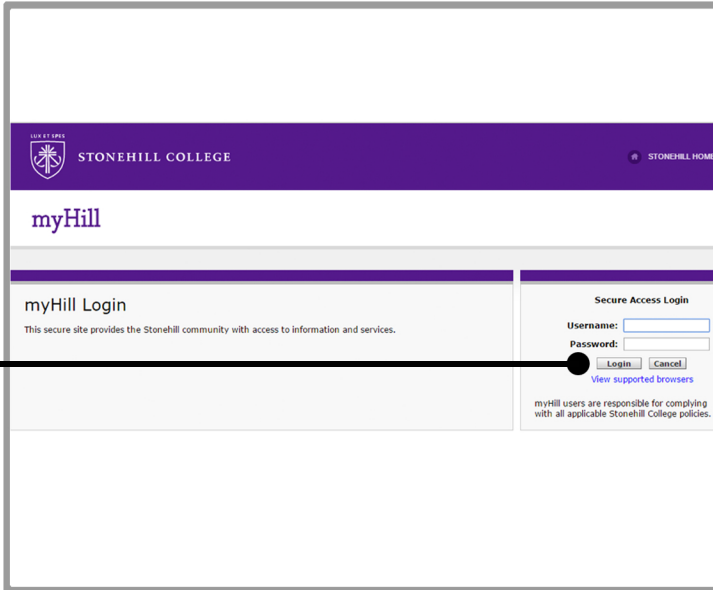


STUDENT SCHEDULE PLANNER

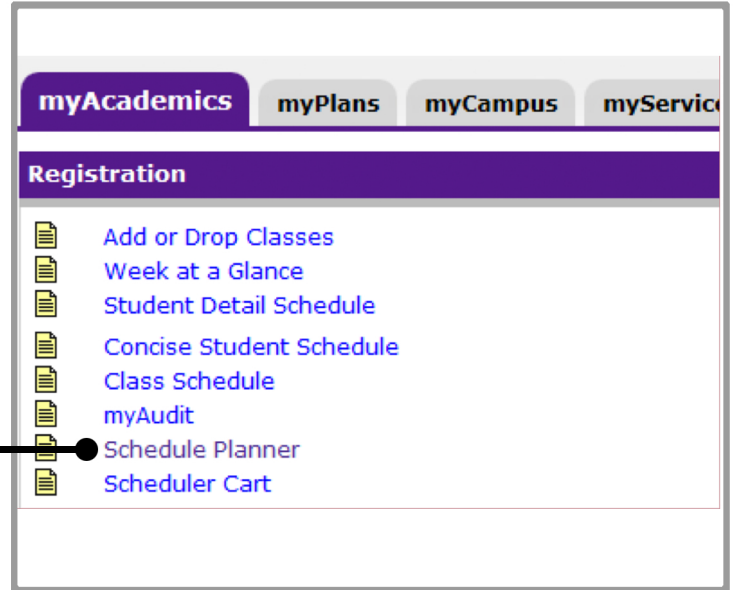
1 LOG IN

Go to myhill.stonehill.edu
Log In



2 LAUNCH "SCHEDULE PLANNER"

Click "myAcademics" tab
Click "Schedule Planner"



3 ADD COURSES

To Take Next Term

4 ADD BREAKS

To Block Off Times
You Are Unavailable
For Class

5 GENERATE

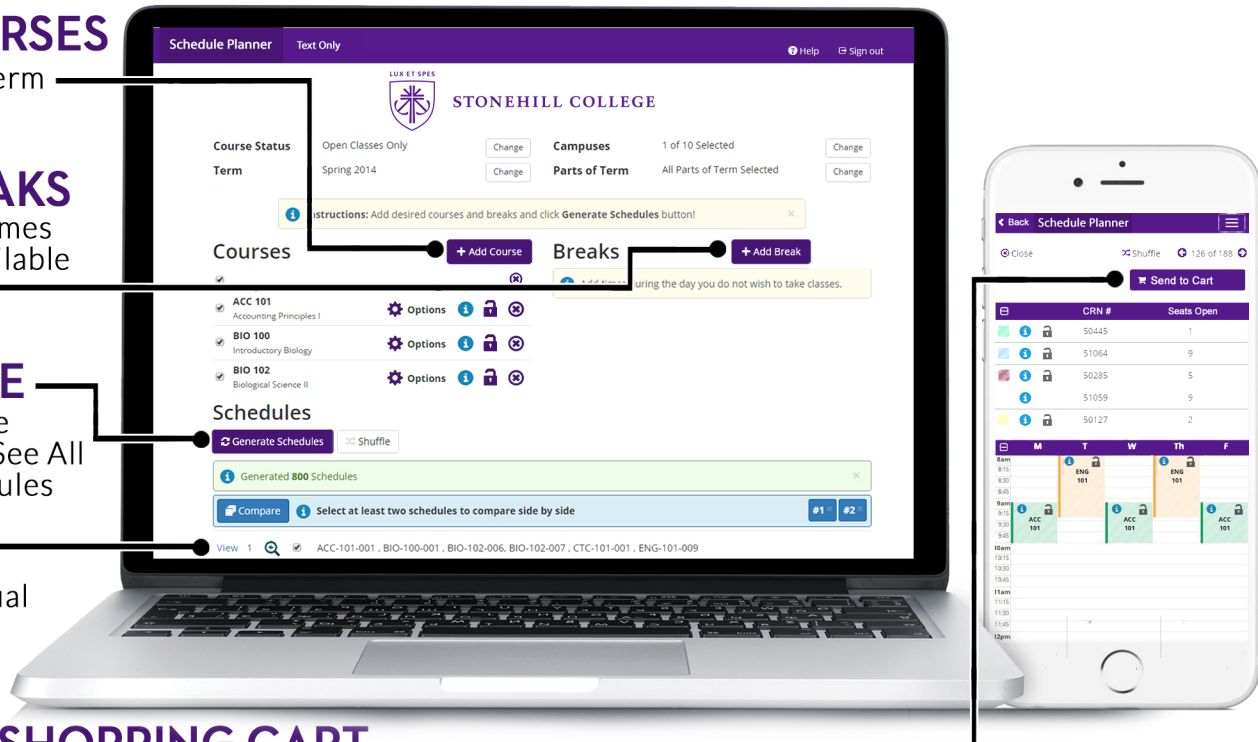
Click "Generate
Schedules" To See All
Possible Schedules

6 VIEW

To See Individual
Schedules In
Detail

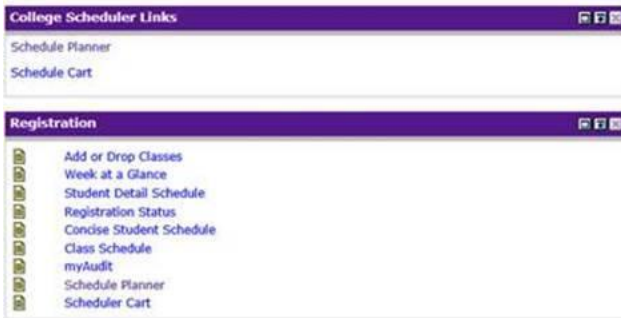
7 SEND TO SHOPPING CART

From the "View" Schedule Screen, Click the "Shopping Cart" Button to Begin Registration



TIPS FOR USING THE COLLEGE SCHEDULE PLANNER

1. You will find the College Schedule Planner Links in *myHill > myAcademics > Schedule Planner Links* or under the *Registration* block. You can use either link, but if you are not directed into the planner, try the other link or try a different browser.



2. It is not required to use the College Schedule Planner to register. You can still register click on the Add or Drop Classes link, enter your PIN and then enter the Course CRNs directly into the boxes and hit submit like you have in the past. The Schedule Planner is simply a tool for your own use.
3. If you have been using the College Schedule Planner and have saved schedules as favorites or already saved them in your Schedule Cart, we **recommend that you empty your cart and re-run the College Schedule Planner again the day of your registration. This is to make sure your schedule still works. Course may have filled, been added, changed or cancelled since you first ran it. This will give you the most up to date schedule options.**
4. We may have also pre-registered you for your Learning Community. The Scheduler will show you any classes you are already registered for, so you will want to re-run the scheduler to take any course you have been pre-registered for into account.
5. **Don't add your schedule to the Scheduler Cart until just before your registration time to make sure your planned schedule is still available.**
6. If you choose to register using the Scheduler Cart, simply click the Scheduler Cart link at your allotted registration time, enter your PIN, and then click the Register button. You are now done using the College Schedule Planner.
7. If you do not get into all your chosen classes because they are either full or you have not meet a pre-requisite...etc. You simply click on the **Class Search** button at the bottom of your registration screen and locate a new course(s) to register for. We do not recommend that you try to rerun the College Schedule Planner.

TIPS FOR USING THE COLLEGE SCHEDULE PLANNER

Add or Drop Classes Fall 2010
Apr 01, 2010 11:45 am

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Add Classes Worksheet

Enter CRN's from the Registration Worksheet

CRNs

[[View Holds](#) | [Change Course Options](#) | [Registration Fee Assessment](#)]

RELEASE: 8.1

8. Be judicious with the breaks you add to the Schedule Planner. Adding too many breaks or breaks that are too complicated can limit the number of schedules that are produced for you. We recommend only putting in the breaks that you are not able to move and add additional breaks that are more flexible e.g. work study jobs...etc. after you have run the Schedule Planner to see what your options are. Athletic schedules may in fact interfere with some required classes in which case you may have to adjust your breaks to get schedule options.
9. Remember to leave yourself time to study. For every hour of class you should be spending about 2 hours outside of class, preparing, studying, reading for class. That's about 30-35 hours a week which obviously varies from class to class and student to student, but it's important to make the time to take care of yourself and study.

Finding specific course topics in the Schedule Planner.

Many Departments offer topical courses that share the same course number. This is most typical in the Cornerstones in English (ENG 100), History (HIS 100 & HIS 101), Philosophy (PHL 100) and Religious Studies (REL 100), among others. Since only the generic course number will appear in the Schedule Planner, follow the steps below to locate individual topics you have found when looking at the [online course listing](#).

Step 1: Choose the Subject and Base Course number. (e.x. HIS 101 – History Cornerstone)

Add Course

By Subject Search by Course Attribute Search By Section Attribute Search By Instructor

Subject

Course

History 101 - COR: History Cornerstone

Only open to students that have not completed the 100 level History Cornerstone requirement. This course is open to Elementary Education Majors because it does cover some of the material required for licensure requirements. Limited to 25.

The History Cornerstone courses are topical, with the topics changing each semester. To view the individual course topic descriptions please refer to the myAcademics tab in myHill.

Step 2: Click Add Course

Step 3: Click Done

▼

Course Status Open Classes Only Change Term

i Instructions: Add desired courses and breaks and click **Generate Schedules**

Courses

+ Add Course

✕

HIS 101

COR: History Cornerstone
Topic: Non-Topic Sections

⚙️ Options
i
🔒
✕

Has Honors

Breaks

i Add times

Schedules

🔄 Generate Schedules

Step 4: Click the Options Gear

History 101

Non-Topic Sections

i Please select the classes you wish to include.

Enabled (4 of 4)
🔍 Advanced Filters
⬅ Back
✔ Save & Close

<input checked="" type="checkbox"/>	Section	Component	Seats Open	Instructor	Day(s) & Location(s)	Campus	Credits
<input checked="" type="checkbox"/>	i A	Lecture	20	Houston, Amy E.	MW 8:00am - 9:15am - AW 230	Stonehill College	3
	Honors						
<input checked="" type="checkbox"/>	i B	Lecture	24	Wadsworth, James	MW 8:00am - 9:15am - AW 232	Stonehill College	3
<input checked="" type="checkbox"/>	i C	Lecture	25	Wadsworth, James	MW 1:00pm - 2:15pm - AW 230	Stonehill College	3
<input checked="" type="checkbox"/>	i D	Lecture	25	Wadsworth, James	MW 2:30pm - 3:45pm - AW 230	Stonehill College	3

⬅ Back
✔ Save & Close

Step 5: Check off the sections you want considered in your search. (You can find more course details by clicking on the blue information dot.)

Step 6: Click Save & Close

Step 7: When you get to the next screen Click Generate Schedules. (Only the section(s) you have checked will be included in your schedule options.)