


# Schedule Planner FAQ

## Parts of Term:

For those who will be trying to assist students in registration through our Schedule Planner Tool, I just wanted to make sure you have access to all classes for the term selected. At Mississippi College we have our 3 overarching terms (Fall, Spring, Summer) and then sub-terms (Called Parts of Term or POTs) within the overarching terms.

If you select the Summer 2018 term, note it is defaulting to only 2 Parts of Term (POTs):

Schedule Planner Text Only Help Sign out

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Course Status Open Classes Only Change Term Summer 2018 Change  
Parts of Term 2 of 8 Selected Change Campuses 1 of 3 Selected Change

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

**Courses** + Add Course **Breaks** + Add Break

**i** Add the courses you wish to take for the upcoming term. **i** Add times during the day you do not wish to take classes.

**Schedules**  
Generate Schedules

You want to be sure to click the "Change" button next to the "Parts of Term" label at the top of the main Schedule Planner page so you can edit which courses will be seen. Be sure to place a check-mark next to the Part of Terms you want to see and click "Save" before adding courses. *The POTs labels are pretty self explanatory with a few exceptions. "Summer 2018 - Session 1" and "Summer 2018 - Session 2" are our 5 week summer sessions, while "Summer 2018 - Full Term" is our 10 week summer session.*



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## Select Parts of Term

<input type="checkbox"/>	Select All Parts of Term
<input checked="" type="checkbox"/>	Summer 2018 - (varies)
<input type="checkbox"/>	Summer 2018 - ADP Session
<input checked="" type="checkbox"/>	Summer 2018 - Full Term
<input type="checkbox"/>	Summer 2018 - Law Full Term
<input type="checkbox"/>	Summer 2018 - May Term
<input type="checkbox"/>	Summer 2018 - PAS Session 1
<input type="checkbox"/>	Summer 2018 - Session 1
<input type="checkbox"/>	Summer 2018 - Session 2

You will also need to do this with Fall 2018, as it only defaults to the Fall 16-week term. You will have to turn on the POTs for 8-week 1 (Fall 2018 - Session 1) and 8-week 2 (Fall 2018 - Session 2) if students need to look at these options.

## Campuses:

If you are looking for an online course, you will need to be sure the "Online Campus" is selected.



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<b>Course Status</b>	Open Classes Only	<input type="button" value="Change"/>	<b>Term</b>	Fall 2018	<input type="button" value="Change"/>
<b>Parts of Term</b>	2 of 5 Selected	<input type="button" value="Change"/>	<b>Campuses</b>	1 of 3 Selected	<input type="button" value="Change"/>



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## Select Campus

**Select All Campuses**

**Online**

Law School

Main