Registering for Courses Using Schedule Planner

Accessing Schedule Planner
1. Log-in to Self Service Carolina (my.sc.edu)
2. Select the ‘Student’ tab
3. Select the ‘Advisement Planning’ tile
4. Select the ‘Schedule Planner’ link

Adding Courses to Schedule Planner
1. Select the term for which you would like to register for courses (i.e. Fall 2019)
2. Select the campus where you will be taking courses (i.e. USC Columbia)
3. Click on ‘Add Course’ to begin adding the courses recommended to take by your academic advisor
4. Use the drop down menu to select the ‘Subject’ and ‘Course’
5. Click on the ‘Add Course’ button to add the course
6. Continue adding all advised courses and click the ‘Done’ button when finished.

IMPORTANT!! Do not click on ‘Generate Schedules’ yet!!!
Removing Restricted Course Sections
Note: Certain sections of courses are restricted to specific student populations. If you are not a member of a specific student population, you will want to remove these course sections from your Schedule Planner search.

1. Click on the ‘Options’ icon next to the course.
2. Scroll through the course section list and deselect the restricted sections. Note: Restricted sections are usually identified by a letter in front of the Section number. If you are a member of a specific student population (i.e. Capstone ‘C’), you may want to include or only leave those restricted sections selected.
3. Click ‘Save & Close’ once finished deselecting courses.
4. Repeat the process for each course included in your search.

5. Once all restricted sections have been removed from all courses, click on ‘Generate Schedules’.
Viewing & Selecting Course Schedule Options

1. After clicking on ‘Generate Schedules’ all possible schedules for the courses selected will appear
2. Hover over the magnifying glass to view what the weekly schedule will look like
3. Click on ‘View’ to see the details of that particular schedule
4. Review the details of the schedule including specific course information and the weekly schedule view
5. Note: Pay attention to the number of seats open in the course sections. If there are very few seats open, you may want to quickly register for the class directly from Self Service Carolina before another student registers and takes the seat.
6. Click the lock icon on the course to lock that specific course section into your search. This will limit the search to only show schedule options that include that specific course section.

7. Once you have the schedule you want, click on ‘Send to Shopping Cart’
8. Click on ‘OK’ in the pop-up box to send the courses to Self Service Carolina

Registering for Courses from the Schedule Planner Shopping Cart
1. Click on the ‘Student’ tab in Self Service Carolina
2. Select the ‘Registration’ tile
3. Select the ‘Register for Courses’ link
4. Click on the ‘Shopping Cart’ link
5. Add the courses that were brought over from Schedule Planner. Either click ‘Add’ for each individual course or click ‘Add all’ to add all courses at the same time.

6. Click the ‘Submit’ button in the lower right corner to complete the course registration process.

7. Courses for which you are registered will show in the ‘Summary’ section. Note: If there is an error that prevented registration for a course, details will be shown here.