Getting Started

In your student portal, click **STAN Scheduler**

Select “CLICK HERE,” Make sure that your pop-up blocker is disabled in your browser.

Select the term you want. “All Locations” is the default regardless of where classes are offered.

Selecting Courses

You have two options to select courses. Either import from STAN Planner or select individually.

**STAN Planner import option is in a blue box**

If selecting individually, search by subject or course attribute. Click “Add Course” to add to your course list.

Once you have all your courses, click “< Back Schedule Planner”
Adding Breaks (times you can’t take classes)

If you would like to add a break, click “Breaks”.

Enter the required information and select “Add Break”.

You can add multiple breaks. When ready, click “Schedule Planner” to return to the main page.

Viewing Schedule Options

When ready to view schedule options, select “Generate Schedules”.

By moving your cursor over the magnifying glass, a pop-up view of the option will show.

To compare schedules, select up to four option and click “Compare”.

To view course details, select “View”.

You can lock a specific section by clicking the lock icon.

Once satisfied, select “Send to Shopping Cart”.

You are viewing potential schedules add your cart...
Finish Enrolling

In your student center select “Import Cart”.

- Thank you. Your schedule is now ready to be imported. Please follow the instructions below.

Instructions:
Visit the Enrollment page in Student Center to continue with enrollment.
Click the ‘Import Cart’ button.

- Finish enrolling as normal until transaction is complete.