WELCOME TO SCHEDULE PLANNER

QUICK REVIEW GUIDE

Schedule Planner is a web-based software, primarily for use by students at Pace University.

Schedule Planner replaces the dated process of using pen, paper and entirely too much time to develop a working schedule only to find out that a course is then closed. This software automates the process with an easy to use interface that presents the students with every possible schedule option, including breaks, that fits their desired course load. You can set the filter to only show open classes, filter by campus and/or level of the course. This process not only saves time in building the schedule but also increases the student's chance of being able to register prior to the classes closing.

Just choose the courses that you want to register for, block out your busy time, such as practice, work or just some free time, then let Schedule Planner build a series of schedules that fit and you pick the one that is best for you.

ACCESSING SCHEDULE PLANNER

To access the new Schedule Planner login to MyPace Portal at http://portal.pace.edu.

Once you have logged in click on the **Student Tab** at the top of the page.

Now click on the Registration, Grades and Tuition Schedule link.



On the next page click on the **Student Button** along the top of the window, and then the bottom link on the **Registration Tab** click on the link for **Scheduler Planner**.

NOTE: When you cl	lick on the Schedule	Planner link the	page will open i	n seperate window.



Once the page loads, you must answer three mandatory questions to set the filters for the content.

- First select the **TERM** for which you would like to register.
- Second select the **CAMPUS** you would like to attend. (Check all that apply)
- Thrird select you ACADEMIC LEVEL. (Check all that apply)

NOTE: Please select for the TERM, CAMPUS and LEVEL of the course that you are registering for.

Select Term	Select Campus	Select Levels
Term	Select All Campuses	Select All Levels
 Fall 2015 	 Midtown Center 	 Undergraduate
lanuary Intersession 2016	New York City	Graduate
	Off Campus	 Doctoral
✓ Save And Continue	Online	C Law-JD
	Pleasantville	☑ Law-LLM
	V White Plains	Law-SJD
	Save And Continue	Non-Traditional Cancel

After you click **Save and Contine**, your selections are saved for the next time you log in and you should now be on the official Scheduler Planning Page as shown below. Lets review this page.

Schedule Planı	ner Text Only			Help	🕒 Sign ou
Course Status	Open Classes Only	Change	Parts of Term	All Parts of Term Selected	Change
Campuses	1 of 6 Selected	Change	Levels	All Levels Selected	Change
Term	Fall 2015	Change			
0 Courses	Instructions: Add desired cours Tip: Send your schedule to the R	ees and breaks and classification Cart to sa	ick Generate Schedul we your schedule! Breaks	les button! ×	► Add Break
(i) Add the cour	rses you wish to take for the upc	oming term.	i Add times du	iring the day you do not wish to take	classes.
Schedule	25				

SCHEDULE PLANNER is a simple solution. The page consist of just two sections...

The top half is the **Filters Section**. This is where you can filter your selections by a series of five areas.

- **COURSE STATUS:** By default the software is searching open classes. However, you can search all courses regardless if they are open or closed.
- **CAMPUS:** You can narrow the seach down to your primary or home campus. Or, if you are near another campus freqently you can search for course on multiple campues.
- **TERM:** Term or semester that the student regeristing for. The traditional college semesters are Spring, Summer 1, Summer 2 and Fall. Pace offers addition semester depending on need and your availability.
- **PART OF TERM:** Within the traditiaonal and non-traditional terms there are a number of special subcatagories such as Later Start, this can be for one target group or the general student body.
- **LEVEL:** Again this is for the level of the course you are searching for. The student could be an undergraduate student looking to register for a graduate level course for example. In this example you would select the graduate level.

The bottom half is the **Courses and Breaks section**. This is where you build your course load desired and block out any break time for the planner to work around when building all posibile schedules.



PLANNING YOUR SCHEDULE - ADDING COURSES

Now that you have selected the correct filters it is time to build your schedule. First lets add the course load you would like to take this semester.

Start by clicking the **+Add Course** button.



You should now be on the Add Course screen

Next click on the down arrow in the subject field to find your course listed by subject area.

In this example we are going to add a course from the School of Education a Teaching Course.

Schedule Planner	Text Only	🕑 Help 🛛 🖻 Sign out
Add Course By Subject	arch by Course Attribute	Courses
Subj	rse Select Course	hoose a course and click Add Course
	Cone + Add Course	

After selecting the subject area, in this case **TCH – Teaching.** The next step is the selection of the course.

Schedule Planner Add Course Search by Course Courses Attribute (1) Choose a course and click Add Course Subject TCH - Teaching • Course Select Course ٠ 211D DASA- Harassment, Bullying, Cyberbullying and Discrimination in ~ Schools, Prevention & Intervention 301 Education II: Understanding 301D CPD Experience 310 Emergent and Early Literacy 310D CPD Field Experience - Childhood

In this example we are going to add, TCH 301, Education II: Understanding Learning and Teaching.

After selecting your course you must now click on the +Add Course button.

Schedule Planner	Text Only	😗 Help 🛛 🕀 Sign out
Add Course	2	
By Subject Se	arch by Course Attribute	Courses
Subj	ect TCH - Teaching •	(i) Choose a course and click Add Course
Cour	rse 301 Education II: derstanding Learni 🔹	
	+ Add Course	
TCH 301 - Educati	ion II: Understanding earning and Teaching	
Prerequisite: Admi	ssion into the School of Education.	
Course Description will examine what it various models of tt them. They will focu organization and m current development environment in ordd cultural and linguist development. Profe or Thursday accomp the junior year follo	By examining learning contexts and classroom practice, students means to learn and what is means to teach. Students will examine eaching and learning and the theoretical constructs that underlie is on developing classroom communities by exploring issues of anagement and the construct of motivation. Students will relate thal and learning theory to the process of selecting, designing, and culum, instruction, assessment, technology and classroom er to create a classroom community that affirms diversity, respects ic differences while promoting personal and group growth and ssional seminars and fieldwork one day per week, either Tuesday pany this course. This course is designed to be taken in the fall of wing admission to the School of Education.	
Course Rotation: T	BA.	

After you click on the **+Add Course** button you get a green notification bar across the top of the page.

The course will also be added to the **Courses** column on the right side of the screen. This adds all of the TCH 301 and corresponding sections.

By Subjec	ch by Course	Courses
Subjec	t TCH - Teaching	TCH 301 Education II: Understanding Learning and Teaching
	Add Course	
TCH 301 - Education	n II: Understanding Learning and Teaching	
Course Description: will examine what it m various models of tea them. They will focus- organization and man current developmenta differentiating curricu environment in order cultural and linguistic development. Professo or Thursday accompa the junior year followi	By examining learning contexts and classroom practice, studer leans to learn and what is means to teach. Students will exami ching and learning and the theoretical constructs that underlie on developing classroom communities by exploring issues of agement and the construct of motivation. Students will relate al and learning theory to the process of selecting, designing, an lum, instruction, assessment, technology and classroom to create a classroom community that affirms diversity, respect differences while promoting personal and group growth and ional seminars and fieldwork one day per week, either Tuesda ny this course. This course is designed to be taken in the fall of ng admission to the School of Education.	nts ine i i i d cts y f

On this page you will also notice additional course information. Including the prerequisites for the course and course description.

Schedule Planner	Text Only	😯 Help 🖙 Sign out
Add Cours	 Added ICH 211D - DASA: Harassment, Builying, Cyberbuilying and D Schools, Prevention & Intervention 	
By Subject Sea	arch by Course Attribute	Courses
Subj	ect TCH - Teaching	TCH 211D DASA- Harassment, Bullying, Cyberbullying (2) and Discrimination in Schools, Prevention & Intervention
Cour	se 211D DASA- Harassmer 2 nd Course Added	TCH 301 Education II: Understanding Learning and Teaching
	Oone Add Course	
TCH 211D - DASA- in Schools, Prever	Harassment, Bullying, Cyberbullying and Discrimination htion & Intervention	
Catalog Description: bullying and discrim limited to, those acts national origin, ethn gender or sex. This t reactive-position an environment for all cover the identificat strategies for effecti addressing problem Successful completi	This coursework will address the social patterns of harassment, ination, marginalization and microaggressions, including but not s based on a persons actual or perceived race, color, weight, ic group, religion, religious practice, disability, sexual orientation, raining will address these issues from a proactive-rather than a d present the goal as creating an affirming educational students through addressing school culture and climate. It will also ion and mitigation of harassment, bullying and discrimination; and vely s of exclusion, bias and aggression in educational settings. on of this course will meet the certification requirements in 14(5) of	

If you want to add any additional courses, repeat the process for each additional course.

After you have added your desired course load for the semester click on the **Done** button.

By Subject Search by Course	Courses
Subject TCH - Teaching	TCH 211D DASA- Harassment, Bullying, Cyberbullying & and Discrimination in Schools, Prevention Intervention
211D DASA- Harassment, Bullying, Cyb •	CH 301 Education II: Understanding Learning and Teaching
Done + Add Course	
TCH 211D - D/ A- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention	

Course Status Campuses Term	Open Classes Only 1 of 6 Selected Fall 2015	Change Change Change	Parts of Term Levels	All Parts of Term Selected 1 of 7 Selected	Change Change
0 Courses	Instructions: Add desired cours Tip: Send your schedule to the R	es and breaks and cli egistration Cart to sa + Add Course	ck Generate Schedul ve your schedule! Breaks	es button! ×	+ Add Break
		۲	(i) Add times du	ring the day you do not wish to take	classes.
DASA- Harassme Cyberbullying an Schools, Preventi	nt, Bullying, d Discrimination in on & Intervention	1 🔒 😢			
TCH 301 Education II: Und Learning and Tea Prerequisites	erstanding Options	1 🖬 🙁			

Once you are click **Done**. You will be back the **Main Page**, and you will now have your courses listing.

Now that you have the course(s) listed you will have additional buttons available. To the right of the course you will see an **options button**, an **information button**, a lock and a **remove button**.

The **Options Button** give you a list of the sections available for that particular course. You are able to see the Course Reference Number (CRN), the instructor and the day and time the class meets.



The Information Button gives an overview of the course. You can see the title and a course description



The **Remove Button** removes the corresponding course from the list. You can see the title and a course description

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6	U	NIVERSITY		
Course Status	Open Classes Only	Parts of Term	All Parts of Term Selected	Ch
Campuses	1 of 6 Selected	Levels	1 of 7 Selected	Ch
Term	Fall 2015			
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Courses	5 + 🕰	Breaks		
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Courses	5 + A	Remove	ring the day you do not wish to take c	lasses.
Courses Cth 211D DASA-Harass	Trent, Bullying,	Remove	ring the day you do not wish to take c	lasses.

This system also indicates whether there are any Prerequisites and/or Co-requisites.



PLANNING YOUR SCHEDULE - ADDING BREAKS

Once the courses have been added to your list you can add your **Breaks** or Busy time to be excluding when building your schedule.

First click on the +Add Break button.

	er Text Only		Help	🕀 Sign out
		PACE		
Course Status	Open Classes Oply	UNIVERSITY	All Darts of Term Colorted	
Campuses	1 of 6 Selected	Change Levels	1 of 7 Selected	Change
Term	Fall 2015	Change		Change
Courses	p: Send your schedule to the Reg	gistration Cart to save your schedule!		
Courses	p: Send your schedule to the Reg	eistration Cart to save your schedule! + Add Course Breaks		+ Add Break
Courses	p: Send your schedule to the Reg	eistration Cart to save your schedule! + Add Course Breaks Add times	during the day you do not to take	+ Add Break classes.
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✓ COUITSES ✓ TCH 211D ØASA- Harassment, Cyberbullying and D Schools, Prevention TCH 301 ✓ Education II: Unders Learning and Teach	p: Send your schedule to the Reg Bullying, Discrimination in & Intervention & Intervention standing ing	(i) and (course) (c) add times (c)	during the day you do not i n to take	+ Add Break classes.
Courses TCH 211D DASA: Harassment, Cyberbullying and D Schools, Prevention TCH 301 C Education II: Under: Learning and Teach Prerequisites Corr Schedules	p: Send your schedule to the Rep Bullying, Jiscrimination in & Intervention standing sequisites	(i) and a construction Cart to save your schedule!	during the day you do not to take	+ Add Break classes.

Once the Add Break screen opens you have to enter a Break Name, select the Start Time and End Time and Days of each individual break.

Add New Break				
Breaks are times during the day that you do not wish to take classes.				
Break Name				
Start Time	8 • : 00 • am pm			
End Time	11 v : 00 v am pm			
Days	 Select Weekdays 			
	MON TUE WED THU FRI SAT SUN			
	Back Add Break			

Once you have entered all of the information click on the Add Break button on the bottom of the page.

NOTE: The break name can only contain letters and numbers. If you enter any other character you will get an error message.

	Add New Bre	eak
	i Breaks are times during	g the day that you do not wish to take classes.
	Break Name	Work - Frank's Deli
	Start Time	7 • : 00 • am pm
	End Time	11 • : 00 • am pm
	Days	Select Weekdays
		MON TUE WEI THU FRI SAT SUN
		✓ Add Break
Error Message	 Please see the following e Break name can only be 	rrors ×
	3 Breaks are times during	the day that you do not wish to take classes.
	Break Name	Work - Frank's Deli
	Start Time	7 • : 00 • am pm
	End Time	11 v : 00 v am pm
	Days	Select Weekdays
		MON TUE WED THU FRI SAT SUN
		✓ Back

Once the correction has been made to the Break Name click **Add Break** button. A notification indicates that the break has been created and the break will now be listed on the Schedule Planner screen.

Schedule Ranner Help Created Break Work at Franks Deli Notification UNIVERSITY **Course Status** Open Classes Only Change Parts of Term All Parts of Term Selected Change Campuses 1 of 6 Selected Change Levels 1 of 7 Selected Change Fall 2015 Term Change (i) Instructions: Add desired courses and breaks and click Generate Schedules button! Tip: Send your schedule to the Registration Cart to save your schedule! Courses + Add Break + Add Course Breaks • () -**TCH 211D** Work at Franks Deli • 🔅 Edit 🙁 DASA- Harassment, Bullying, MT - 7:00am to 11:00am Cyberbullying and Discrimination in 🔅 Options • 1 🛞 Schools, Prevention & Intervention TCH 301 Education II: Understanding 🏠 Options 🚺 🔒 🛞 Learning and Teaching Prerequisites Corec Schedules 🔁 Generate Schedules

Once all the classes are listed and the breaks click on the Generate Schedules button on the bottom of the screen.

If there any type of warning or problems a notification will show upon the screen. If it is a problem with one particular course you can remove that one course and generate the schedule again.



In this example there is a problem with the TCH 301 course. There is no possible schedule available with that course included with the break I indicated I need.

Click the remove button next to TCH 301 to remove the course then click Generate Schedules again.



Once the schedules are generated you will see a list of all possible course schedules for the courses you selected fit in around your breaks.

		UNIVERSIIY		
Course Status	Open Classes Only	Change Parts of Term	All Parts of Term Selected	Change
Campuses	1 of 6 Selected	Change Levels	1 of 7 Selected	Change
Term	Fall 2015	Change		
Courses		+ Add Course Breaks		+ Add Break
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From the list of schedules you can click on view to see that schedule plugged into a calendar, including your breaks. You can also select multiple schedules to compare them side-by-side.

	Schedules
	Generate Schedules Chuffle
	Generated 3 Schedules ×
	Compare 3 Select at least two schedules to compare side by side
Click to view	View 1 🧕 🗹 Work at Franks Deli, TCH-211D-72932
	View 2 Q U Work at Franks Deli, TCH-211D-72933
Selection	ompare Work at Franks Deli, TCH-211D-72934

This is the compare view of the schedules.

Schedule Pla	Inner Text Only		😗 Help	🕀 Sign out
Course Status Campuses Term	M 7am 8am 9am 10am 11am 10am 12am 12am 12am 3pm Fall 4pm 5pm 6pm 5pm 6pm	T W Th F A Tam Bam Bam Bam 10am 11am 12pm 12pm 2pm 3pm 5pm 6pm 7pm 7pm 7pm 7pm 7pm 7pm 7pm 7pm 7pm 7	A T W Th F	Change
Common	Tip: Senc Q o	pen Schedule #1	Q Open Schedule #2	
Courses		· · · · · · · · · · · · · · · · · · ·		+ Add Break
TCH 211D		Work	at Franks Deli	

This is a calendar view of a schedule.

On the top right side on the page you have buttons that allow you to navigate through the schedules. You can either **Shuffle** through the schedules randomly or you can go to the next and previous schedules respectively.

Once you feel you have found the schedule for you click Send to Registration Cart.

s	hed	lule Pl	lanner	Text Or	nly									9	Help	œs	ign out
			Send to R	tegistratio	on Cart		Schedule 1 of 3										
	You are viewing a potential schedule only and you must still register.																
Θ			CRN #	Sub	ject	Course	Seats C	Dpen		Day(s)) & Locat	tion(s)		Car	npus	C	redits
	•	a	72932	тс	CH	211D	17	7	Μ	4:35pm -	7:3 <mark>5</mark> pm	- <mark>LIENH L</mark>	22	Pleas	antville		0 0
Θ		N	londay	ie.	I	uesday		Wed	nesday	9	1	Thursday	/		Fr	iday	
7:15 7:30 7:45 8am 8:15 8:30 8:45 9:30 9:15 9:30 9:45 10am 10:15 10:30 10:45		Worl	k at Frank: Deli	S	Wor	k at Franks Deli											
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8pm																	
8:30																	
8:45																	

Once you click send to cart you will have to verify that you want to send your schedule to the registration cart from Schedule Planner. **CLICK OK**

Scheo	lule Planner	Text Only					😯 Help	🕀 Sign out
< Back	🛱 Send to Reg	istration Cart				X Shuffle	Schedule	1 of 3 🕤
1 Yo	ou are viewing a pot	ential schedu	le only and you	must still register	÷			
Θ	CRN #	Subject	Course	Seats Open	Day	(s) & Location(s)	Campus	Credits
. 0	72932	TCH	211D	17	M 4:35pm	- 7:35pm - LIENH L22	Pleasantville	0
								0
8	Monday		Tuesday	Wed	nesday	Thursday	Frid	ay
7 am 7:15 7:30 7:45 8 am 8:15 8:30 8:45 9 am 9:15 9:30 9:45 10:15	Work at Franks Deli	This sched Planner wi	ork at Franks Deli Iule will now be Il close. Do you	transferred to the want to continue;	Registration Ca	art and the Schedule	×	
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3pm								
3:15								
9-20								

Once you click OK, your schedule with be transferred to the Schedule Planner Registration Cart. From here you have a few options.

- **Register** The courses will be added to the ADD/DROP from within Banner so you can register
- Add to Worksheet The course will be added to a worksheet for review (You are not registered)
- Save Cart The courses are saved in the cart incase you need to make changes prior to registering.
- Clear Cart Clear all of the courses from the current Registration Cart.

blowse	G Help
Personal Information Student Financial Aid Faculty Services Employee	P Find a page
Schedule Planner Registration Cart Home > Schedule Planner Registration Cart	U00003721 Jermain J. Smith Fall 2015 Aug 31, 2015 05:09 pm
Welcome to the Schedule Planner Registration Cart.	
Classes in the Registration Cart Select CRN Subj Crise Sec Title Status Image: Transmission of the status Transmission Cart Image: Transmission of the status Transmission Cart	
Register Add to WorkSheet Save Cart Clear Cart	

This is a view of the Registration screen. Click I Agree to register for the course.

Browse]	
	Fall begins September 2, 2015 & ends December 18, 2015 Tuttion & fee payments are due August 3, 2015 To avoid penalty: 14-16 week course: Drop prior to & during first two weeks of semester 6-13 week course: Drop prior to & during first week of semester 1-5 week course: Drop prior to first day of semester	PFind a page
l agrei fees,	to be governed by the conditions that are prescribed in the current Pace University catalog (which I have had the opportunity to read) with respect to the registration of students, scholarship, att nd other policies relevant to Pace University students.	endance, payment or abateme
DELIN and in the a	VUENCY OF OUT STANDING BALANCES: Delinquent outstanding balances, including those from installment payment plans, are subject to collection by the University or, at the University's option, reset may be added to a delinquent outstanding balance. In addition, the actual collection expenses, including attorneys' fees, if any, incurred by the University will be added to the delinquent outst tual collection expenses and fees may exceed fifty percent of the delinquent outstanding balance (including any late charges and interest).	its designated agent Late cha tanding balance. The amoun
Time T you ha	cket Registration Rules are dynamic and subject to change. All students are encouraged to review their tickets again prior to registration to ensure proper registration times. Please contact the Of ve further questions.	fice of Student Assistance sh
<u>Pleas</u> you s	2 Hote: If you have any questions about registration please email registrationhelp@pace.edu or go to help.pace.edu and submit a "Registration" helpdesk ticket and an OS northy.	A representative will cont
Due to	September's calendar constraints, Monday classes will meet for the first time on Friday, September 4th and Friday classes will meet for the first time on Friday, September 11, 2015	
Add Class	25 Worksheet	
CRNs 72932 I Agree	Class Search Reset	
View Holds	Change Class Options Registration Fee Assessment Registration Student Records Degree Works	

To access a saved Registration Cart. Follow the steps to login to MyPace Portal select the Student button and underregistration you will see a link **Schedule Planner Registration Cart**.

Home > Student > Reg	gistration				P Find a page
Personal Information	Student	Financial Aid Facul	ty Services	Employee	
	Registration Check your registration status, class schedule and add or drop classes	Student Records View your holds, grades, transcripts and account summary.	 Degree Works View your acader is recommended tool in conjunctio from your advisor available to under students only. 	nic progress. It you use this n with guidance Currently graduate	
	Check Your Registration Status Account Summary By Term Registration Fee Assessment	View Grades Online Student Schedule ic ***Textbook Informat	alendar download on Lookup***	Register, Add or Drop Classes Registration History Withdrawal Information	
	Student Schedule Select Term	Barnes and Nobles B Dawg Dollars Schedule Planner Re	Bookstore egistration Cart	Class Schedule Pay Your Bill / Payment Plans	

This walk through guide is a quick reference to help walk you through the use of Schedule Planner. There is also help available through the page and support through Information Technology Services.

If you have any questions please feel free to contact me:

Jermain Smith | Director of User Experience and Solutions Design jsmith@pace.edu