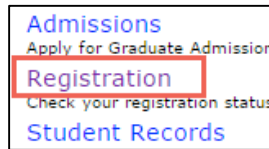


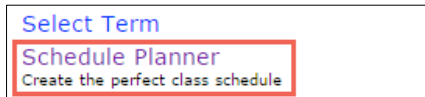
How to Use the Schedule Planner

1. Login to RamPort
2. Click the **Rams** icon located at the top right of the page

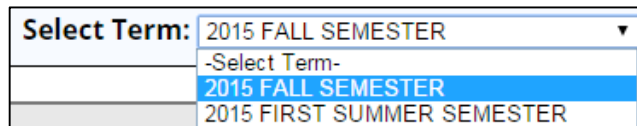
3. Under Student Services, click **“Registration”**



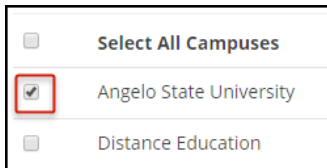
4. Click **“Schedule Planner”**



5. In the **“Select Term”** drop-down, select the appropriate term

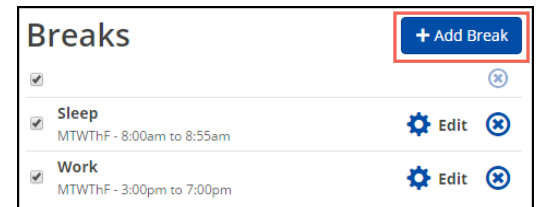


6. Under **“Select Campus”**, select **“Angelo State University”**

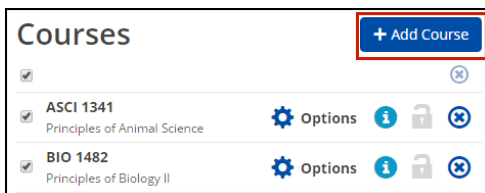


NOTE: If you are interested in online courses, check **“Distance Education”**

7. Click **[Save and Continue]**
8. If you have any registration holds, a notice will display
9. If you have any blocks of time you do not wish to take class (lunch, sleep, work, etc), click **[Add Break]**



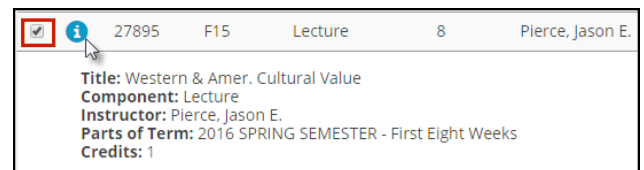
10. Click **[Add Course]** and add all the courses you will taking for that term



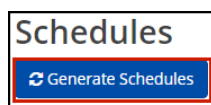
11. You may filter for particular sections (GS 1181 courses, T-sections) by selecting **“Options”**

12. Check only the sections you wish to include in results,

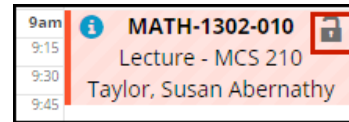
click **[Save and Close]**



13. To see all schedule options, click **[Generate Schedules]**

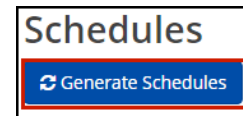


14. Hover over the magnifying glass icon to see a thumbnail view of schedule. If you wish to compare schedules side-by-side, select the “Compare” checkbox for up to 4 schedules.

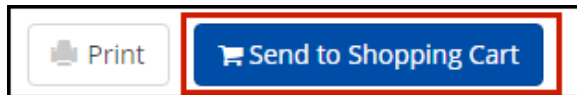


15. Click “**View**” to see a detailed display of the schedule
16. When viewing a schedule, you can lock a course down by clicking the padlock icon. Close the window and re-generate the schedule

17. Every time you make a change, you will need to click [**Generate Schedules**] to refresh and display the available schedules



18. When you have the schedule you want, click [**Send to Shopping Cart**] then [**OK**]



Schedule Planner will close, and you will continue with Registration in RamPort

***If holds exist, you will not be allowed to register until the holds are removed.**

19. **Required Registration Information:**

It is best to select “No” for the parking, installment and fixed tuition options as you can review and make changes to these after you have registered.

20. Submit Changes then continue to registration.

21. **Schedule Planner Registration Cart:**

At this point, check the status of your schedule. If a class status has changed, you have the option to go back and work a new schedule, or register, and then go back to find other class choices.

22. **NOTE:** You still need to click [**Register**] to complete the process

<i>Classes that will be Registered</i>					
Select	CRN	Subj	Crse Sec	Title	Status
<input checked="" type="checkbox"/>	10117	ART	1301 010	Introduction to Art	Not registered
<input checked="" type="checkbox"/>	10161	ENG	1301 070	English Composition	Not registered
<input checked="" type="checkbox"/>	10226	HIST	1301 010	U S History to 1865	Not registered
<input checked="" type="checkbox"/>	11469	MATH	1302 020	College Algebra	Not registered
<input checked="" type="checkbox"/>	11907	CHEM	1401 020	Elements of Chemistry	Not registered
<input checked="" type="checkbox"/>	11947	CHEM	1401 05Z	Elements of Chemistry Lab	Not registered

23. **Register or Add/Drop Classes:**

Under status it will show that you are “Web Registered”.

24. If there are classes that you were not able to get in to due to prerequisites or other issues, you will get an error message.
25. If you find that you need further help with the registration process you can contact the **Registrar’s office at 325-942-2043** or **Information Technology at 325-942-2911**.
26. You can now print your schedule or view your bill.