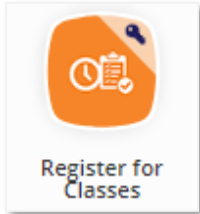


# Register for Classes Using Schedule Planner

## Log In and Set Your Registration Preference Filters

1. Log into your [My Vol State portal](#), then click on the **Register for Classes** icon.
2. Select your registration term and click the **Save** button.



**Term**

☐ Fall Term 2023

☒ Spring Term 2024

☐ Summer Term 2024

3. Select your preferred campus(es) and click the **Save** button.

☐ Vol State Cookeville

☒ Vol State Gallatin

☐ Vol State Livingston

☒ Vol State Online

☐ Vol State Springfield

☐ Vol State Virtual Classroom

**Navigation Tip:** You can navigate between **Build Schedule**, your **Shopping Cart**, and viewing your **Current Schedule** at any time. Use the **Change** buttons to modify your filter preferences.

**Build Schedule** Shopping Cart (0) Current Schedule (0)

Course StatusOpen Classes Only

TermSpring Term 2024

Instructional MethodsAll Instructional Methods Selected

Parts of Term8 of 11 Selected

Campuses2 of 17 Selected

## Create a List of Courses and Generate Schedules

4. You may see a blue box with a link prompting you to load courses from your Degree Works Plan.  
**To add individual courses to your list**, click the **+Add Course** button and move to step 5.  
**If all desired courses are listed**, move to step 6.
5. Select your desired **Subject** and **Course**. (Refer to Degree Works for your suggested course options.)  
Next, click the **+Add Course** button to populate the Courses list with your selections.  
Repeat to add additional courses.  
Click the **<Back to Generate Schedules** button to move to step 6.

**Courses**

☒ Select All

☒ CHEM 1030  
Fundamentals of Chemistry

☒ ENGL 1010  
English Composition I

☒ HIST 2320  
Modern World History

Your DegreeWorks shows 3 courses for Fall Term 2023, [click here](#) to load them into your course list.

**Add Courses for Fall Term 2023**

By Subject DegreeWorks By Section Attribute By Instructor By CRN

SubjectMathematics

Course1130 College Algebra

Mathematics 1130 - College Algebra  
This course is designed for non-science majors, this course includes a study of sets, linear and quadratic equations, inequalities, exponents and radicals, functions and graphs, variation, complex numbers, and

**Courses**

☒ ENGL 1010  
English Composition I

☒ CHEM 1030  
Fundamentals of Chemistry

☒ HIST 2320  
Modern World History

☒ MATH 1130  
College Algebra

- Click the **Generate Schedules** button to view your schedule options.

**Tip:** Hover your cursor over the magnifying glass icons to preview the times and days for each schedule.

- Click **Open** to view the detailed schedule of your choice.

**Tip:** To reduce the number of schedule options, add **Breaks** and/or use the **Change** buttons to modify your filters.

**Tip:** Purple “Has Notes” flags indicate section-specific information and/or restrictions. Click the **Sections** button in the Courses list to select/unselect specific sections.

The screenshot shows a web interface for selecting courses and breaks. The **Courses** section lists four courses: CHEM 1030 (Fundamentals of Chemistry), ENGL 1010 (English Composition I), HIST 2010 (Early United States History), and MATH 1130 (College Algebra). Each course has a 'Sections' button and a 'Has Notes' flag. The **Breaks** section lists two breaks: 'basketball practice' (MTTh - 12:45pm to 3:30pm) and 'no night classes' (MTWTh - 4:00pm to 9:00pm). The **Schedules** section has a 'Generate Schedules' button and a 'View Schedules' button. A green notification box states: 'Click Open to see schedule details. Looks like you have many scheduling options! Try using breaks, locks and course options to narrow your results. Generated 1000+ Schedules'. Below this, a table shows four 'Open' options with a magnifying glass icon and a calendar view. The calendar view shows a weekly schedule with colored blocks representing courses and breaks.

## Register Your Chosen Schedule

- When you have built the perfect schedule, click the **Send to Shopping Cart** button and move to step 9.

**PAY CLOSE ATTENTION** to the **campus(es)** you are registering and to the **number of Seats Open**!

Online: Asynchronous courses will not list days or times or have a colored block in the calendar view.

**Tip:** To keep searching, click the **<Back** button or use the toggle arrows at the top right to view other schedule options.

**Tip:** Click the Email button to email this schedule information to yourself or your advisor.

The screenshot shows a 'Potential Schedule for Fall Term 2023' interface. At the top, there are buttons for 'Build Schedule', 'Shopping Cart (0)', and 'Current Schedule (0)'. Below this is a table of potential courses with columns: Status, CRN #, Subject, Course, Section, Seats Open, Day(s) & Location(s), Dates, and Campus. The table lists four courses: CHEM 1030 (Section 004, 11 seats open, TTh 2:20pm - 3:45pm, WALLA 111A), CHEM 1030 (Section 801, 2 seats open, M 11:10am - 2:00pm, WALLA 117), ENGL 1010 (Section 011, 1 seat open, TTh 12:45pm - 2:10pm, SRB 308), and MUS 1030 (Section 031, 34 seats open, MW 2:20pm - 3:45pm, SRB 257). Below the table is a 'Weekly' graph showing the schedule for the first 16 weeks. The graph has columns for days of the week (Monday, Tuesday, Wednesday, Thursday, Friday) and rows for time slots (11am, 11:15, 11:30, 11:45, 12pm, 12:15, 12:30, 12:45, 1pm, 1:15, 1:30, 1:45, 2pm, 2:15, 2:30, 2:45, 3pm, 3:15, 3:30, 3:45, 4pm, 4:15). Colored blocks represent courses: CHEM-1030 (green), ENGL-1010 (blue), and MUS-1030 (red). A text box states: 'Weekly graph denotes accelerated partial-term courses and the weeks they begin and end.'

- Click the **Register** button in your Shopping cart to enroll in your selected courses.
- Review your Registration Results to verify the courses successfully registered, waitlisted, or not registered due to errors.

Build Schedule Shopping Cart (6) Current Schedule (0)

### Shopping Cart for Spring Term 2024

Email Edit Cart Print Register

You are NOT yet registered.  
Click **REGISTER** to continue.

#### Registration Results

✓ You have been successfully registered for the following courses.

- CHEM-1030, 802, Williams, Douglas
- CHEM-1030, 004, Williams, Douglas
- MUS-1030, 031, Not Assigned
- ENGL-1010, 025, Sanchez, Jaime

⚠ You are not registered for the following courses.

- MATH-1130, 003, Frauendienst, Leah
  - Prerequisite and/or Test Score Error

OK

## Current Schedule – View Your Schedule or Drop, Add, Edit, Swap Registered Courses

Build Schedule Shopping Cart (0) Current Schedule (5)

### My Current Schedule for Fall Term 2023

Enter CRN Register

Any courses with a Wait Listed Status are not yet enrolled. See Status column.

Email Swap Edit or Drop Classes Print

CRN #	Status	Subject	Course	Section	Component	Day(s) & Location(s)	Dates	Campus
88099	Enrolled	ENGL	1010	MC2	Lecture	TTh 8:00am - 9:25am - SRB 255	08/22/2023 - 12/07/2023	Vol State Gallatin

**To drop a course from Current Schedule:** Click **Edit or Drop Classes**, change Registration Status to **Drop Course**, **Save**, then review your **Registration Results** to confirm the course was successfully dropped.

Build Schedule Shopping Cart (1) Current Schedule (4)

### Edit or Drop Classes for Fall Term 2023

Cancel Save

Course	Section	Class Settings	Registration Status
CHEM-1030	004		Drop Course before Classes
CHEM-1030	802		Drop Course before Classes
ENGL-1010	025		Enrolled

#### Registration Results

✓ You have successfully made changes for the following courses.

- CHEM-1030, 802, Williams, Douglas
  - Class dropped
- CHEM-1030, 004, Williams, Douglas
  - Class dropped

**To add a course directly by CRN** (Course Reference Number):

Type the CRN(s) in the field provided (separate multiple CRNs with a "," comma).

Enter CRN Register

Add "\*" comma for multiple adds (e.g., 1234, 1200)

**To swap a course** (drop and add at the same time): Click **Swap**, select the **class you want to drop**, **search for the new class** from your Shopping Cart, by CRN, or by Subject to see all available sections for a course, select **Drop Course**, and **Swap**. Review your **Registration Results** to confirm the course was successfully dropped.

**Swapping Tip:** The swap feature **does not check for time conflicts** with your other registered courses until you click Swap. If you accidentally select a course that conflicts with another course on your schedule you will see a Time Conflict error.

#### Swap Results

⚠ You are not registered for the following courses.

- Unable to make requested changes so your schedule was not changed.

MUS-1030, 001, Not Assigned

- Time conflict with CRN 80837

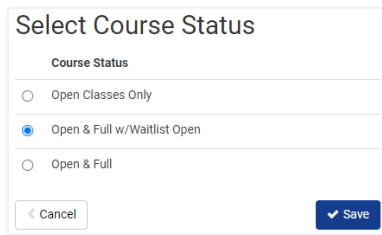
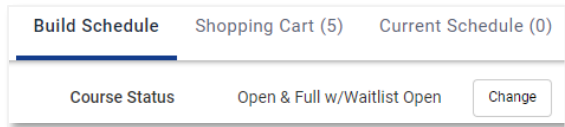
## How to Use the Waitlist Feature for Closed Sections

Waitlist a closed section of a course to indicate you want to be notified if a seat becomes available for you to register. If a seat opens, the first person on the waitlist receives email notification they have 24 hours to register the waitlisted section. If they have not registered within 24 hours the second person on the waitlist is notified they have 24 hours to register, and so forth. **Check your Vol State email daily for updates.**

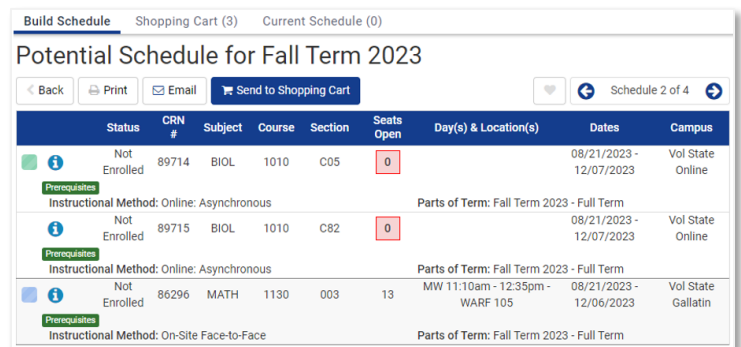
**Allowed:** Waitlisting more than one course and/or multiple courses with the same meeting days/times.

**Not Allowed:** Waitlisting any section of a course if you are enrolled in or waitlisted another section of the **same course**.

1. Navigate to **Build Schedule** and click the Course Status **Change** button to select the **Open & Full w/Waitlist Open** option.
2. A potential schedule with a closed section will show 0 Seats Open in a red box. Click the information icon to view the number of Waitlist Seats available for any course.

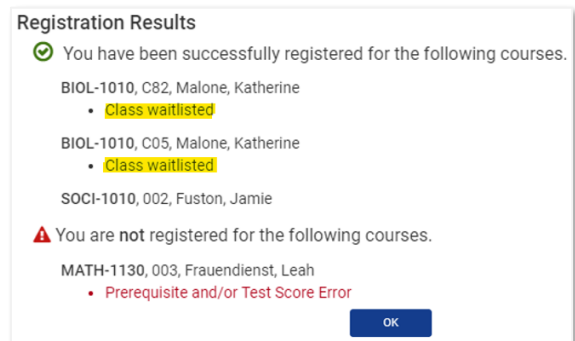
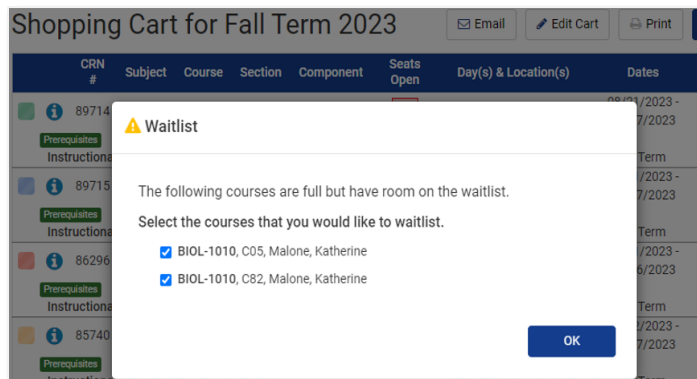


To join the waitlist click the **Send to Shopping Cart** button.



Status	CRN #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Campus
Not Enrolled	89714	BIOL	1010	C05	0		08/21/2023 - 12/07/2023	Vol State Online
Prerequisites: Instructional Method: Online: Asynchronous Parts of Term: Fall Term 2023 - Full Term								
Not Enrolled	89715	BIOL	1010	C82	0		08/21/2023 - 12/07/2023	Vol State Online
Prerequisites: Instructional Method: Online: Asynchronous Parts of Term: Fall Term 2023 - Full Term								
Not Enrolled	86296	MATH	1130	003	13	MW 11:10am - 12:35pm - WARF 105	08/21/2023 - 12/06/2023	Vol State Gallatin
Prerequisites: Instructional Method: On-Site Face-to-Face Parts of Term: Fall Term 2023 - Full Term								

3. Click the **Register** button, select the courses you want to waitlist, and click the **OK** button.
4. Review your **Registration Results**. "Class waitlisted" indicates you are registered to be on the waitlist, but you are not yet enrolled in the course.



**Registration Results**

✓ You have been successfully registered for the following courses.

- BIOL-1010, C82, Malone, Katherine
  - **Class waitlisted**
- BIOL-1010, C05, Malone, Katherine
  - **Class waitlisted**
- SOCI-1010, 002, Fuston, Jamie

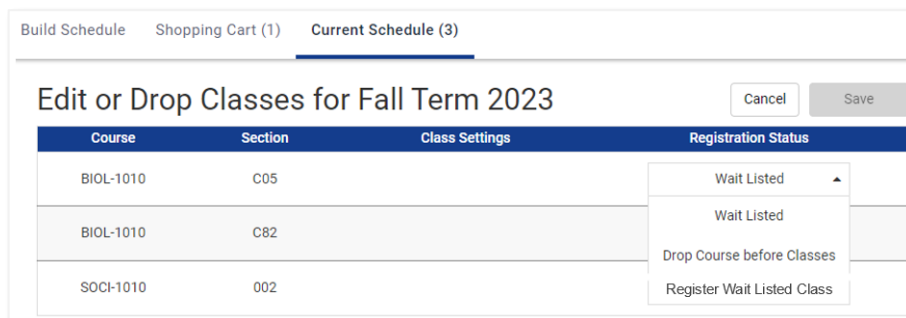
⚠ You are not registered for the following courses.

- MATH-1130, 003, Frauendienst, Leah
  - **Prerequisite and/or Test Score Error**

**OK**

How to register a waitlisted course *after* you are notified a seat is available:

In Schedule Planner, navigate to **Current Schedule** and select the **Edit or Drop Classes** button, select the **Register** option, and click the **Save** button.



Course	Section	Class Settings	Registration Status
BIOL-1010	C05		Wait Listed
BIOL-1010	C82		Wait Listed
SOCI-1010	002		