

Survival Guide to Scheduling for Fall 2016

Pre-Registration Tasks

1. Go to LionPath: lionpath.psu.edu
2. Click on *Self-Service*.
3. Click on *Student Center*.
4. Agree to do business electronically when LionPath prompts you to do so.
5. Find the *To Do List* box on the right-hand side of the page and click on the link to the *Pre-Registration Activity Guide*. (See red arrow [#1] on Illustration 1 below.) Accomplish all the tasks listed in the *Student Task Work Center* on the left-hand side of the screen.
6. Click on the *Main Menu* tab at the top; select *Self-Service* and then *Student Center*.

Illustration 1

The screenshot shows the LionPath Student Center interface. The navigation bar at the top includes 'Favorites', 'Main Menu', 'Self Service', and 'Student Center'. The main content area is divided into several sections:

- Academics**: Includes links for 'Search', 'Plan', 'Enroll', 'My Academics', and 'Schedule Builder'. A green arrow labeled '2' points to the 'Search' link.
- Deadlines**: A box containing 'Deadlines', 'URL', and 'Gradebook' links.
- This Week's Schedule**: A table showing the current class schedule.

	Class	Schedule
	ECON 102-009 LEC (21603)	TuTh 8:00AM - 9:15AM Room: TBA
- Communication Center**: Shows '0 Pending Messages' and '0 Communications'. A link 'Go to Communication Center' is present.
- Finances**: Includes 'My Account' (Account Inquiry) and 'Financial Aid' (View Financial Aid, Accept/Decline Awards). A purple arrow labeled '3' points to the 'enrollment shopping cart' link.
- Holds**: Lists 'Ineligible for federal aid' and 'Financial Responsibility Agree'.
- Personal Information**: Includes 'Demographic Data', 'Emergency Contact Names', and 'Contact Information' (Local Address, Permanent Address). A red arrow labeled '1' points to the 'Pre-Registration Activity Guide - Fall 2016' link in the 'To Do List' section.
- To Do List**: Contains the link 'Pre-Registration Activity Guide - Fall 2016'.

Choosing Courses and a Schedule

1. Find the *Academics* section. Underneath that header are all the major tools you will use. (See green arrow [#2] on Illustration 1 above.)
 - **Search:** Allows you to explore which courses are offered during Fall 2016. To learn how to use this tool most efficiently, click through this quick tutorial: <https://tutorials.lionpath.psu.edu/public/Search/>
 - **Plan:** Allows you to build an eight-semester academic plan.
 - **Enroll:** Takes you to your enrollment shopping cart, where courses you've chosen are listed.
 - **My Academics:** Allows you to find your advisor, transfer credits, course history, transcript, graduation information, etc.
 - **Schedule Builder:** Allows you to build a semester schedule you can import into your enrollment shopping cart.
2. To build a schedule, select *Schedule Builder*.
3. Click on the green *Click Here* button. (If necessary, allow pop-ups from lion.psu.edu so that it doesn't block the Schedule Builder window from opening.)
4. Adjust the search filters. (See the orange arrows [#1] on Illustration 2 below.)

Tip: At the very least, narrow the *Campus Selection* to your appropriate campus. Another great filter is the *Course Status* option, which will allow you to choose only open courses or only open courses and full classes that come with a waitlist option.

Illustration 2

Schedule Builder Text Only Help Sign out

PennState

1 **Campuses** 1 of 23 Selected Change

1 **Course Status** Open & Full w/Waitlist Open Change

Locations All Locations Selected Change

Academic Careers All Academic Careers Selected Change

Term Fall 2016 Change

Colleges All Colleges Selected Change

Sessions All Sessions Selected Change

Instruction Modes All Instruction Modes Selected Change

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses **2** + Add Course

Breaks **3** + Add Break

Instructions: Add times during the day you do not wish to take classes.

Courses

- ☐ **Biology 230**
Biol Mol Cell
Has Prereqs
- ☐ **Chemistry 112**
Chem Princ II
- ☐ **Chemistry 113**
Exper Chem II
- ☐ **Health Policy and Admn 101**
Intro Hlth Ser Org
- ☐ **Nutrition 251**
Intro Prin Nutr

Enrollment Cart

- Click *Add Course*. (See the blue arrow [#2] on Illustration 2 above.) Choose a subject and course number. Course numbers may take a few moments to populate, especially when you're switching from one subject to another.
- Click the *Add* button to include a course in your schedule.
- When you've added all your courses, click the *Back* button to the left of the *Add* button to get back to the main page of *Schedule Builder*. Do not use the back button on your browser!
- Click the *Options* button next to any class to narrow options further (e.g., to remove all Honors sections).
- Block time slots on your schedule by clicking on *Add Break*. (See the green arrow [#3] on Illustration 2 above.)
- Click on *Generate Schedules* to view all the possible schedules that include your preferred courses.
- Select your preferred schedule and click on *Send to Enrollment Cart*.
- Close the *Schedule Builder* window to exit.

Verifying your Enrollment Cart

- Return to *Student Center* on the main LionPath page.
- Click on *Enrollment Shopping Cart* under the *Academics* section (see purple arrow [#3] on Illustration 1 above).
- Select the appropriate semester.
- Click on *Import Cart* (in the yellow alert box).
- Click on *Next* as you review each individual course you have chosen. Once you are done doing this, it will allow you to view your entire enrollment shopping cart at once.
- Click on *Validate* at the bottom to verify that you are eligible to schedule all of the courses you've chosen (see red arrow [#1] on Illustration 3 below).
- Return to the *Enrollment Shopping Cart*.

Illustration 3

LIONPATH

Favorites | Main Menu > Self Service > Student Center > Enrollment Shopping Cart

Search | Plan | Enroll | My Academics

my planner | shopping cart | course history

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.
Select Validate to have the system check for possible conflicts prior to enrolling.

Fall 2016 | Undergraduate | The Pennsylvania State Univ change term

Open Closed Wait List

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	BIOL 230-002L (25508)	Mo 3:35PM - 6:35PM	Mueller Lab 113	Staff	4.00	●
<input type="checkbox"/>	BIOL 230-001 (24837)	MoWeFr 11:15AM - 12:05PM	Thomas Bldg 100	Staff		●
<input type="checkbox"/>	CHEM 112-002 (20188)	MoWeFr 9:05AM - 9:55AM	Forum Bldg 105	Staff	3.00	●
<input type="checkbox"/>	CHEM 113-001 (27027)	Fr 1:25PM - 5:30PM	Whitmore Lab 107	M. SHOEMAKER	1.00	●
<input type="checkbox"/>	HPA 101-901 (26978)	Th 6:00PM - 9:00PM	Ford Building 208	C. KITKO	3.00	●
<input type="checkbox"/>	NUTR 291-002 (11312)	TuTh 1:35PM - 2:50PM	Thomas Bldg 101	A. BORKOWSKA	3.00	●

for selected: delete validate enroll

To Register:

Open *Enrollment Shopping Cart* from your *Student Center* page on your registration day.

Important: Check the status of each course in your cart to verify that seats are still available in the course section that you chose. (See the status column circled in orange on Illustration 3 to the left.)

Click *Enroll* when you are satisfied with your selections. (See black arrow [#2] on Illustration 3 to the left.)