Survival Guide to Scheduling Courses in LionPATH

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*.
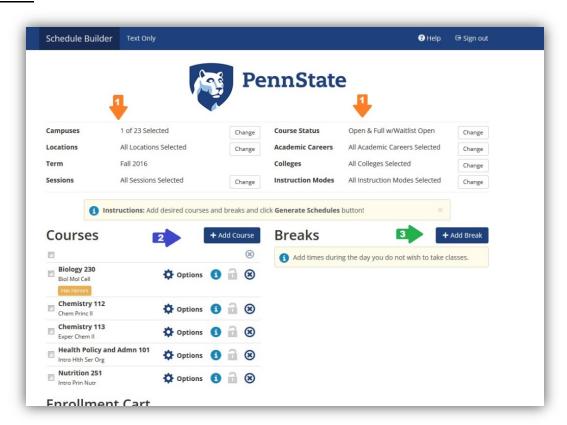
Illustration 1

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.
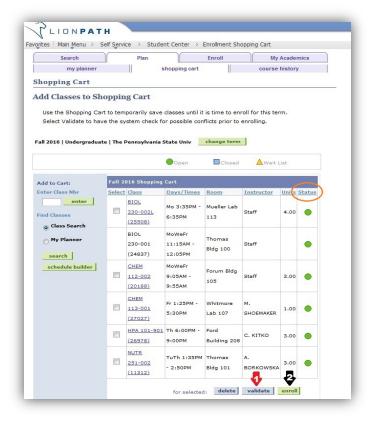
Illustration 2

5. 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.
6. Click the *Add* button to include a course in your schedule.
7. 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!
8. Click the *Options* button next to any class to narrow options further (e.g., to remove all Honors sections).
9. Block time slots on your schedule by clicking on *Add Break*. (See the green arrow [#3] on Illustration 2 above.)
10. Click on *Generate Schedules* to view all the possible schedules that include your preferred courses.
11. Select your preferred schedule and click on *Send to Enrollment Cart*.
12. Close the *Schedule Builder* window to exit.

Verifying your Enrollment Cart

1. Return to *Student Center* on the main LionPath page.
2. Click on *Enrollment Shopping Cart* under the *Academics* section (see purple arrow [#3] on Illustration 1 above).
3. Select the appropriate semester.
4. Click on *Import Cart* (in the yellow alert box).
5. 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.
6. 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).
7. Return to the *Enrollment Shopping Cart*.

Illustration 3

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.)