

Preparing for Registration using Student Planner and Schedule Builder



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LEARNING



Office of the Registrar
University of Wisconsin-Stevens Point

Launch Academic Planner

- Registration for Fall Classes starts soon - check the My Classes tile for your registration appointment time.
- Check your Tasks tile to remove any holds before registering for the next term.
- Have a registration or financial aid question? Try [Ask a Question](#) - get answers 24 hours a day!

[more](#)



Tasks



No current tasks

My Classes



Degree Progress



Graduation



Financial Account/Billing



Academic Record



Financial Aid



1. Click on the **My Classes** tile.

Forms



Search for Classes



My Classes

View My Classes

My Weekly Schedule

Print My Schedule

Student Planner

Schedule Builder

Add/Drop Classes

Student Planner

The new Student Planner powered by Civitas Learning is a software tool that will connect to the Scheduler Builder, creating a single platform that provides a seamless tool for students to plan, schedule, and enroll.

[Student Planner](#)

2. Click on the **Student Planner** option in the left-hand menu. Then, launch the planner by clicking the **Student Planner** button.

If a new window doesn't open, make sure all pop-up blockers are disabled.

Refresh Your Planner

★ Fisheries & Water Resources:
Fisheries & Aquatic Sci (BS) | Fall

Switch Plan



VIEW DETAILS

🔄 Degree Information Last Updated: --

Course progress is determined by your degree information. Click "update" to see your degree information, course statuses, and plan progress.

UPDATE

Your plan has been populated by a template from your advisor. Items that are required cannot be deleted, but can be moved to a new term. It is encouraged that you check in with your advisor regularly to ensure you are staying on track. Click the "view details" button above to view degree requirements and review plan changes.

Scheduling is open for 2023 Fall. [Start building your schedule.](#)

2023 Fall
15 Credits

1 ALERT

BIOL 110 5 Cr
Principles of Biology I
This course has a requisite

NRES 1
Natural Resources Freshmen Seminar

2024 Spring
14 - 15 Credits

3 ALERTS

BIOL 111 5 Cr
Principles of Biology II
This course has a requisite

NRES 251 4 Cr
Introduction to Soil and Water Resources
This course has a requisite

2023 Fall
7 - 9 Credits

Sun

FOR 101 5 Cr
Land Surveying
This course has a requisite

FUND 101 5 Cr
Fundamental Chemistry
This course has a requisite

If the **UPDATE** button appears at the top of your screen, click the button to update your progress.

Update Your Academic Plan

2023 Spring 14 Credits	2023 Fall 14 Credits	2024 Spring 15 Credits
ENGL 101 3 Cr Academic Reading and Writing ✔ This course has a requisite	BIOL 111 5 Cr Principles of Biology II ✔ This course has a requisite	CHEM 106 5 Cr Fundamental Chemistry ! This course has a requisite
BIOL 110 5 Cr Principles of Biology I ✔ This course has a requisite	CHEM 105 5 Cr Fundamental Chemistry ✔ This course has a requisite	BIOL 270 4 Cr Principles of Evolution ! This course has a requisite
MATH 90 3 Cr Beginning Algebra ✔	BIOL 190 1 Cr Introduction to the Biology Major ✔	GEP: Arts 3 Cr Select course for placeholder
SOC 101 3 Cr Introduction to Sociology ✔	WLDL 150 3 Cr Living with Wildlife ✔	GEP: Critical Thinking 3 Cr Select course for placeholder
+ ADD	+ ADD	Course

1. If you have completed previous semesters, make sure they are up-to-date in your plan. Completed courses are designated with a ✔ indicator.

2. Make sure your current term of classes is accurate. Courses in progress are designated with a ✔ indicator. Fill in any placeholders with the actual class you are taking.

3. Review the courses and “placeholders” for General Education, Major or Minor requirements in your upcoming term.

Prepare for Your Upcoming Term

2024 Spring ▾

! 2 ALERTS ⋮

15 Credits

CHEM 106 5 Cr

Fundamental Chemistry

! This course has a requisite

BIOL 270 4 Cr

Principles of Evolution

! This course has a requisite

GEP: Arts 3 Cr

Select course for placeholder

GEP: Critical Thinking 3 Cr

Select course for placeholder

Check pre-requisites for upcoming courses to verify you can take the course. Click on courses that have pre-requisites to review what they are.

BIOL 270 - Principles of Evolution -

! This course has a requisite.

Make sure you are eligible for this course before scheduling. If you've already completed or planned the requisite, dismiss this alert. DISMISS

Term
2024 Spring ▾

Description

Evolutionary processes involved in generating biodiversity and integration of molecular, cellular, organismal, ecological and evolutionary processes. Scientific method and communication emphasized in lab. Biology majors only.

Required Item ⓘ

Locked Item ⓘ

Credits

4

Term(s) Offered

FALL-SPR

Requisite(s)

Either BIOL 111, or both BIOL 130 and BIOL 160

DELETE ITEM

CANCEL

SAVE

1. Some course placeholders will have options to choose from in the planner, while others will not. To check, click on each placeholder.

2024 Spring ▼ 1 ALERT ⋮
15 Credits

PSYC 200 3 Cr
Research Methods in Psychology
! This course has a requisite

PSYC 260, PSYC 301 OR PSYC 320 3 Cr
Select course for placeholder

GEP: Historical Perspectives 3 Cr
Select course for placeholder

GEP: Natural Sciences 3 Cr
Select course for placeholder

GEP: ART, HP, HU, NSC 3 Cr
Select course for placeholder

[+ ADD](#)

! This is a course placeholder. Select a course for this placeholder from the dropdown.

Title
PSYC 260, PSYC 301 OR PSYC 320

Required Item !

Locked Item !

Term
2024 Spring ▼

Minimum Credits 3 — Maximum Credits 3

Description

Course Placeholder

[EDIT PLACEHOLDER DETAILS](#)

Select a Course

Course	
Select course to fulfill this placeholder	▲
PSYC 260 - Introduction to Developmental Psychology - MAIN	3
PSYC 301 - Personality Psychology - MAIN	3
PSYC 320 - Social Psychology - MAIN	3

2. Click the drop-down menu. If course options appear, you can select your preferred course from the list.

2024 Spring ▾

15 Credits

CHEM 106

Fundamental Chemistry

! This course has a requisite

BIOL 270

Principles of Evolution

! This course has a requisite

GEP: Arts

Select course for placeholder

GEP: Critical Thinking

Select course for placeholder

Course

SCHEDULE

CANCEL

1. Use the **SCHEDULE** button to launch Schedule Builder.

2. Once in Schedule Builder, click the **CLICK HERE** link to import your courses from the Student Planner.

Course Status Open Classes Only

Change

Instruction Modes All Instruction Modes Selected

Locations 1 of 3 Selected

Change

Campuses 1 of 3 Selected

Sessions All Sessions Selected

Change

Academic Careers All Academic Careers Selected

Term 2023 Fall

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



Courses

+ Add Course

Breaks

Add the courses you wish to take for the upcoming term.

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

Your Degree Plan shows 2 courses for [redacted] [click here](#) to load them into your course list.

Note: Planned courses that are not offered for [redacted] are not included in the course count above and will not be loaded into your course list.

Note: If a course is not included in the Schedule of Classes for the upcoming term, it will not import into Schedule Builder.

Course Status	Open Classes Only	Change
Locations	1 of 3 Selected	Change
Sessions	All Sessions Selected	Change
Term		

In Schedule Builder, add any remaining courses by click **+Add Course**.

Instructions: Add desired courses and breaks and click +Add Course

Courses

+ Add Course

Select All

Biology 270
Principles of Evolution

Options ⓘ 🔒 ✕

Chemistry 106
Fundamental Chemistry

Options ⓘ 🔒

Has Fees

Add Courses

By Subject

Search By Section Attribute

Attribute General Education - Bachelor x ▾

Value General Education - Bachelor - Arts (GEP) x ▾

Subject Select Subject... ▾

Course Select Course... ▾

2. Use Search by **Section Attribute** to find courses that meet specific General Education or associate degree category requirements.
3. Click **+Add Course** to add a class.

← Back

+ Add Course

Use Schedule Builder to Find Your Preferred Schedule

Locations 1 of 3 Selected Change Campuses

Sessions All Sessions Selected Change Academic C

Term 2023 Fall

Instructions: Add desired courses and breaks and click Generate Schedules b

Courses

+ Add Course

- Select All ⊗
- Art 100
Introductn to the Visual Arts ⚙️ Options i 🔒 ⊗
- Biology 270
Principles of Evolution ⚙️ Options i 🔒 ⊗
- Chemistry 106
Fundamental Chemistry ⚙️ Options i 🔒 ⊗
Has Fees
- Communication 101
Fundamntls of Oral Communicatn ⚙️ Option i 🔒 ⊗
Has Reserve Caps

Breaks

Add times

Schedules

🔄 Generate Schedules

📄 Compare i Select at least two schedules to compare side by side

Click Generate Schedules to find every schedule combination available, using your preferred courses, for the upcoming term.

Your academic adviser is here to help!
Talk with your adviser about your registration plan and write down a list of any questions you have, prior to your appointment, so you don't forget.