Purpose
The purpose of this documentation is to demonstrate how a George Mason University student would use Patriot Scheduler to register for classes.

What is Patriot Scheduler
Patriot Scheduler is a planning tool. It does not recognize requisite requirements, registration holds, instructor overrides, etc. If one of your courses is affected by these dependencies, you may receive an error message when you attempt to register for the course.

It is recommended that you choose your courses first and then continue to refine your choices prior to adding your break times. Please also make sure that your browser allows pop-up messages.

How to Begin

1. Login to Patriot Web with your username and password. From within Patriot Web, click on the ‘Student Services’ tab.

2. From the Student Services tab, click on the ‘Registration’ link then click ‘Patriot Scheduler – Sign On’. You will now be directed to Patriot Scheduler in a new tab.

3. Select the academic term, you wish to generate a schedule for. Click to proceed.
4. Select the campus in which you attend or plan on taking the course(s). Click **Save and Continue**.

5. To add begin adding desired courses, select **Add Course**.

6. On the **Add Course** page, search by one of two options – **Subject** or **Instructor**.

   **Search by Subject**
   
   a. Select the desired subject from the **Subject** drop down.
   b. Select the desired course from the **Course** drop down.
   c. Add courses to the ‘Desired Courses’ tab on the right by clicking on **Add Course**.
   d. Repeat until you are satisfied with your selections then click **Back**.
Search by Instructor

a. Select the desired instructor from the ‘Instructor’ drop down.
b. Select the desired course from the ‘Course’ drop down. Only the courses the instructor is teaching is shown.
c. Add the course to the ‘Desired Courses’ tab on the right by clicking on .
d. Repeat until you are satisfied with your selections then click .

7. If you have periods of time that you are not available due to commitments, such as a job or study time, click .

Adding a New Break

a. Enter a ‘Break Name’ to describe the break.
b. Enter the hour and minute of the break.
c. Select the applicable days.
d. Click to add the break.
e. Repeat until all breaks have been added.
8. If you are happy with your selection(s), click **Generate Schedules** to see a list of possible schedules in the Schedules section. Once the schedule(s) generate, review them by selecting the “View” link next to each possible schedule. You will see a page similar to the one shown below.

![Figure 6: Possible Schedules](image)

9. Review each potential schedule to determine which one will work best for you. Note the following components of this page:

![Figure 7: Schedule Overview](image)
10. Once you have found the potential you like, it's time to send it to 'Plan Ahead' in Patriot Web.

Click Send to Plan Ahead. Click 'OK' to confirm. **Do not close the tab**, as you will be automatically redirected to Patriot Web.

**What is Plan Ahead?**

'Plan Ahead' allows students to plan for a term and store up to five plans for a term. **Creating a plan does not register for you the classes.** Once your registration time opens up for the semester, you can use your plan to register for your classes.

**Planning before your registration time?**

If you are planning in Patriot Scheduler prior to your registration time, follow the directions in the 'Prior to your Registration Time' sub-section. Once its your time to register for your classes, you will follow the remaining steps that follow.

11. On the registration landing page, select the term you are registering for from the ‘Terms Open for Registration’ drop down. Click Continue to register for your classes.
12. On the Registrar for Classes page, click on the ‘Plans’ tab. Notice that Patriot Scheduler has imported your courses to your shopping cart.

![Figure 9: Register for Classes](image)

13. To view more details (i.e.: course description, restrictions, requisite requirements, etc.) about one of your course selections, click on the associated course titles to bring up the ‘Class Details’ dialog.

![Figure 10: Course Details](image)

14. To begin registering, click the  button for each course. This will drop the courses into the summary box.
Can I add all the courses at once?
Yes, alternatively, you may also click on the button to add all courses you brought over from Patriot Scheduler.

15. Once all of the course selections are in the summary box, click to register.
16. If you met all requisite and registration requirements, you will now see a status in the summary.

Figure 11: Register for Courses Summary

Figure 12: Register for Courses Summary – Registered
Prior to your Registration Time

Prior to your registration time, you may view your course selections from Patriot Scheduler in ‘Plan Ahead’. Follow these steps to check:

1. Once you have been redirected back to Patriot Web from Patriot Scheduler, select the Registration link from the breadcrumb.

![Figure 13: Plan Ahead - Click Registration](image)

2. From the main registration dashboard, select the ‘Plan Ahead’ icon.

![Figure 14: Plan Ahead Selection](image)

3. Select the term from the ‘Terms Open for Planning’ drop down then click to proceed.

4. You should now see your preferred class schedule on this page. Here you may edit or modify your plan at any time.
Figure 15: Plan Ahead Plans

Possible Class Schedules from Patriot Scheduler

Each possible class schedule you bring over from Patriot Scheduler will be considered a plan and will reside on the Plan Ahead page in Patriot Web.