

COLLEGE SCHEDULER

MY. BUTLER



1) Launch

Login to my.butler.edu.

Click *Self Service Student Homepage*.

Click *College Scheduler Planner* tile.

2) Add Courses

For your selected term

3) Manage Breaks

To block off times for no classes

4) Generate Schedules

All possible schedules

5) View Schedule

Each of your class schedule options

6) Send to Shopping Cart

From the *View* screen, click the *Shopping Cart* button to begin registration

7) Register in My.Butler

Finalize your schedule and complete course registration

