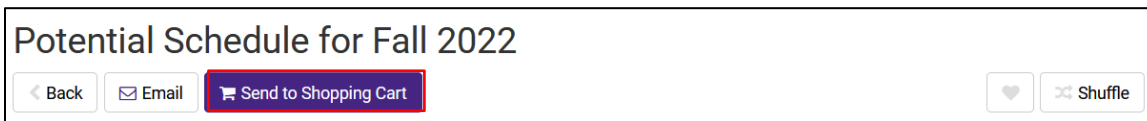**Office of the Registrar**

How can I edit my Schedule Planner Shopping cart in Registration & Planning?

Once you have created a schedule in Schedule Planner and have clicked the Send to Shopping Cart button your Schedule Planner Shopping Cart can be viewed or edited in Plan Ahead in Registration & Planning.

1. Go to Registration & Planning in PiratePort
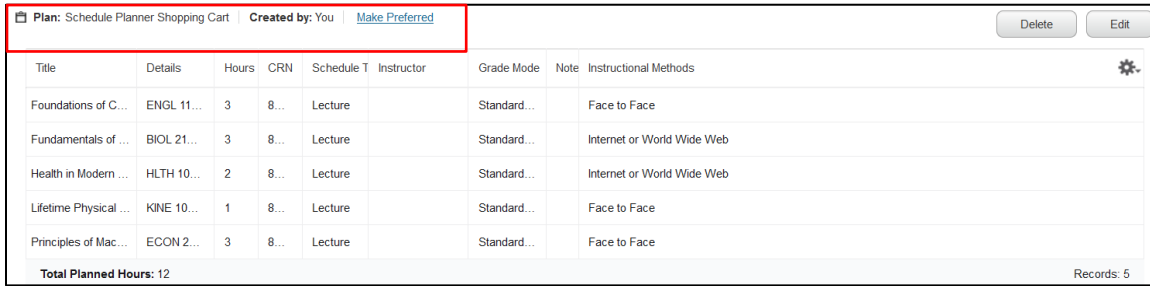
2. Click the Plan Ahead icon.
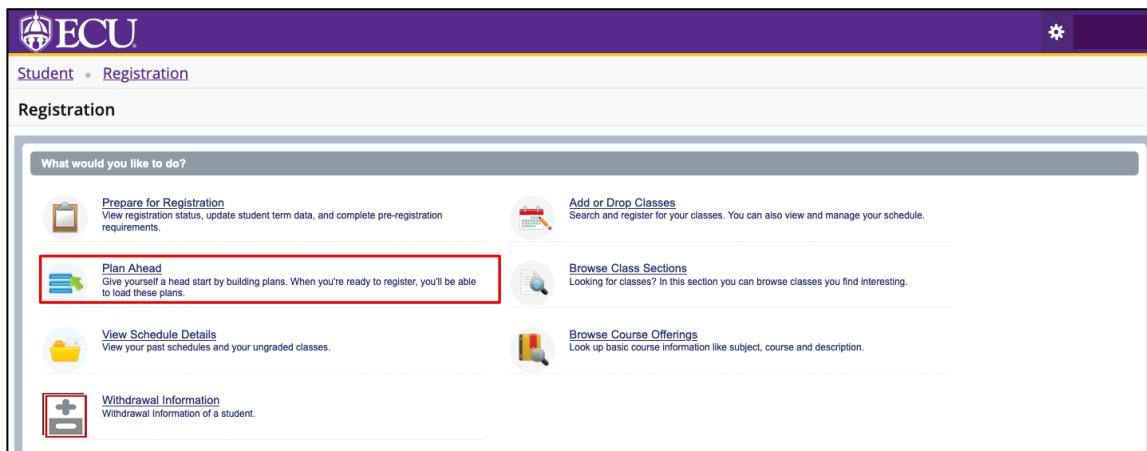
3. Select the term you created the Schedule Plan for.

4. Click Continue.

5. Your Schedule Planner Shopping Cart will display as a Plan.

Title	Details	Hours	CRN	Schedule T	Instructor	Grade Mode	Note	Instructional Methods
Foundations of C...	ENGL 11...	3	8...	Lecture		Standard...		Face to Face
Fundamentals of ...	BIOL 21...	3	8...	Lecture		Standard...		Internet or World Wide Web
Health in Modern ...	HLTH 10...	2	8...	Lecture		Standard...		Internet or World Wide Web
Lifetime Physical ...	KINE 10...	1	8...	Lecture		Standard...		Face to Face
Principles of Mac...	ECON 2...	3	8...	Lecture		Standard...		Face to Face

Plan: Schedule Planner Shopping Cart | **Created by: You** | Make Preferred   [Delete] [Edit]

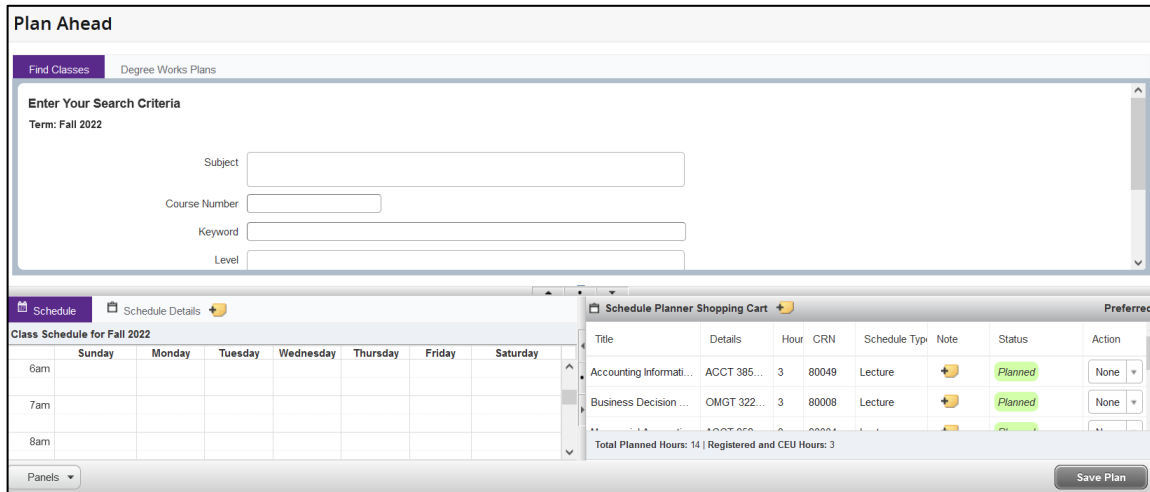**Total Planned Hours: 12**   Records: 5

6. Click the Edit button to make changes to your Schedule Planner Shopping Cart.

Plan: Schedule Planner Shopping Cart | **Created by: You** | Make Preferred   [Delete] [Edit]

Title	Details	Hours	CRN	Schedule T	Instructor	Grade Mode	Note	Instructional Methods

7. You can add (Find Classes tab) or delete courses (Action > Delete) from the Plan Ahead window.

Plan Ahead

Find Classes | Degree Works Plans

Enter Your Search Criteria
Term: Fall 2022

Subject
Course Number
Keyword
Level

Schedule | Schedule Details

Class Schedule for Fall 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Panels

Schedule Planner Shopping Cart   Preferred

Title	Details	Hour	CRN	Schedule Typ	Note	Status	Action
Accounting Informati...	ACCT 385...	3	80049	Lecture		Planned	None
Business Decision ...	OMGT 322...	3	80008	Lecture		Planned	None

Total Planned Hours: 14 | Registered and CEU Hours: 3

[Save Plan]

8. Click Save Plan.