

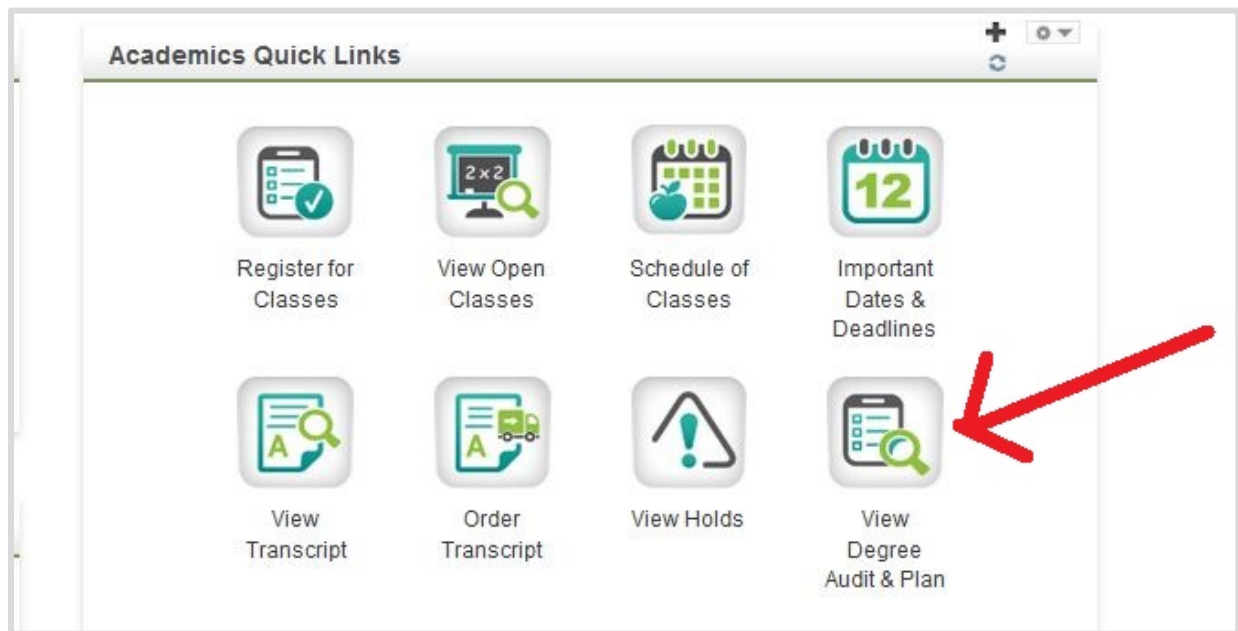
# DARS Scheduler Quick Guide

Learn how to push classes from your “starred” degree plan to create your perfect schedule and enroll in classes with the following steps.

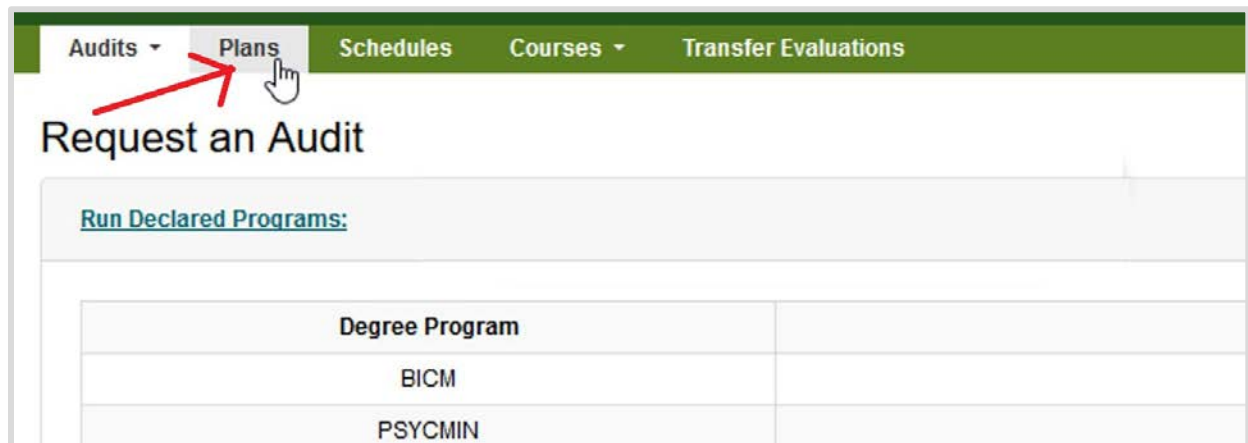
## Push semester plan to schedule

**Step 1:** Go to [myHumboldt.edu](http://myHumboldt.edu)

**Step 2:** Click on the **View Degree Audit & Plan** icon in Academic Quick Links



**Step 3:** Click on the **Plans** tab



**Step 4:** Open your **starred (Preferred)** plan. Only starred plans can be pushed to schedule.

Manage Ima Major's Plans ?

Program: Biology (Cellular/Molecular Concentration)  
Catalog: Spring 2018

[My Plans](#) [Create a New Plan](#)

Preferred	Edit Plan	Action	Updated	User	PDF
☆	<a href="#">Backup Plan</a>	Select...	May 27, 2019	UACHIEVE5	<a href="#">PDF</a>
★	<a href="#">My Fall Plan</a>	Select...	May 27, 2019	UACHIEVE5	<a href="#">PDF</a>

**Step 5:** Open the semester.

Plan: My Fall Plan **53 Units**

[PDF](#) [✓](#) [-](#) [+](#)

[Expand All / Collapse All](#)

- > Fall 2018
- > Spring 2019 **16 Units**
- > **Fall 2019** **15 Units** [✎](#) [🗑](#)
- > Spring 2020 **12 Units** [✎](#) [🗑](#)

**Step 6:** Click on the **schedule** icon to push the classes in your plan into DARS Scheduler.

Plan: My Fall Plan **53 Units**

[PDF](#) [✓](#) [-](#) [+](#)

[Expand All / Collapse All](#)

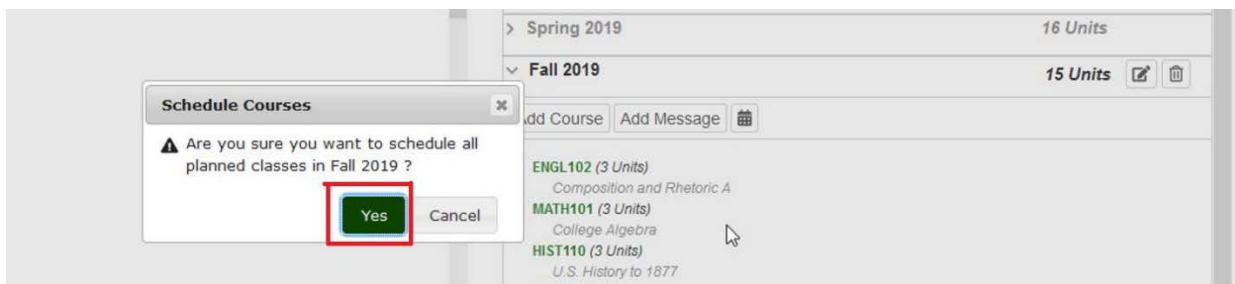
- > Fall 2018 **0 Units**
- > Spring 2019 **16 Units**
- ▼ **Fall 2019** **15 Units** [✎](#) [🗑](#)

[Add Course](#) [Add Message](#) [📅](#)

**ENGL102** (3 Units)  
Composition and Rhetoric A

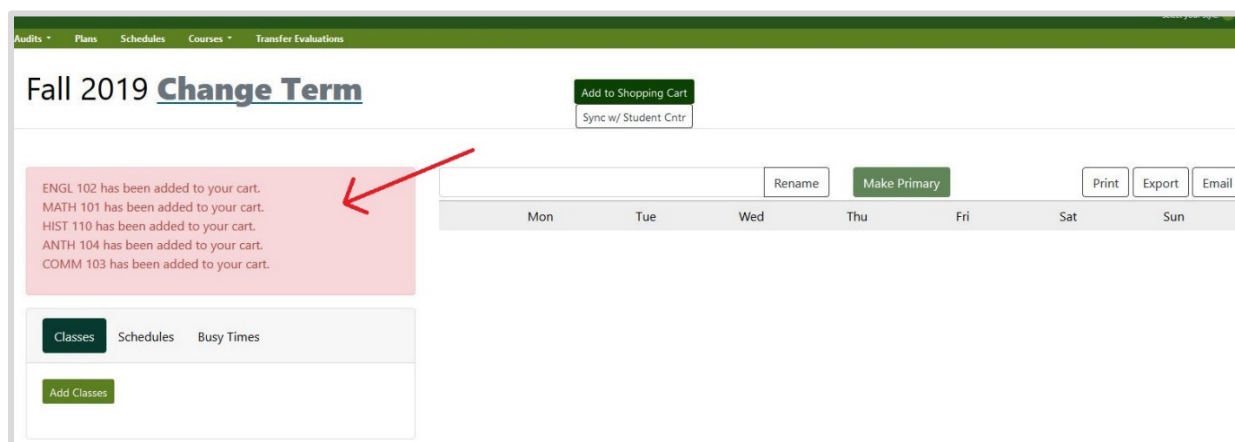
**MATH101** (3 Units)

**Step 7:** Click **Yes** on the Schedule Courses pop-up to confirm that you want to schedule all planned classes for the semester.



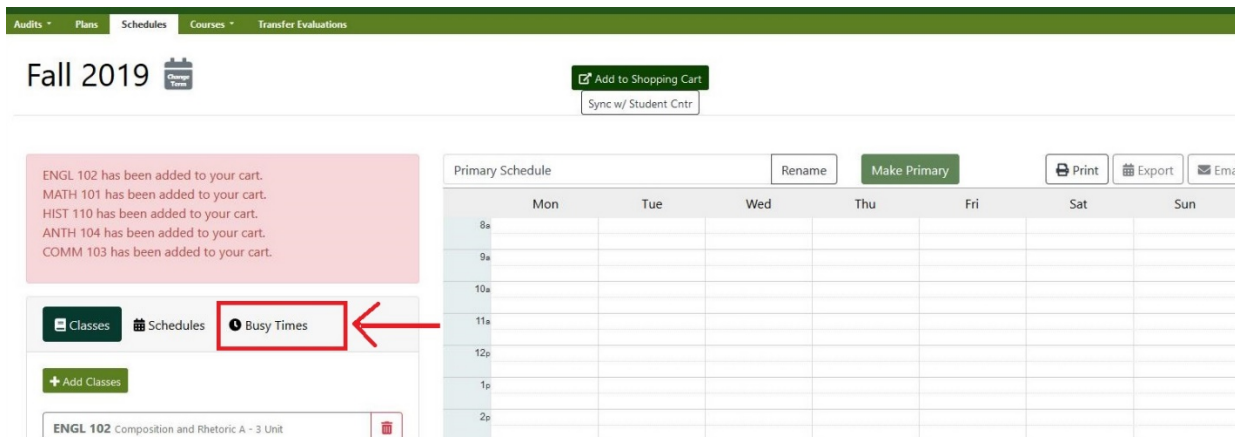
**You will be redirected to schedules.**

**Step 8:** Review the classes that have been added to your cart.



## Add breaks (optional)

**Step 9:** Click on the **Busy Times** button to add breaks or busy times (optional).



**Step 10:** Click on the **Add Busy Times** button.

The screenshot shows the 'Fall 2019' scheduler interface. On the left, a pink notification box lists added courses: ENGL 102, MATH 101, HIST 110, ANTH 104, and COMM 103. Below this, a navigation bar includes 'Classes', 'Schedules', and 'Busy Times'. The 'Add Busy Time' button is highlighted with a red box, and a red arrow points to it from the right. The main area shows a 'Primary Schedule' grid with columns for days of the week and rows for time slots (8a to 1p). Buttons for 'Add to Shopping Cart', 'Sync w/ Student Cntr', 'Rename', 'Make Primary', 'Print', and 'Export' are visible.

**Step 11:** Enter your break or busy time details. Click on the **Save** button. If needed, enter additional breaks or busy times. Remember to **save** after each entry.

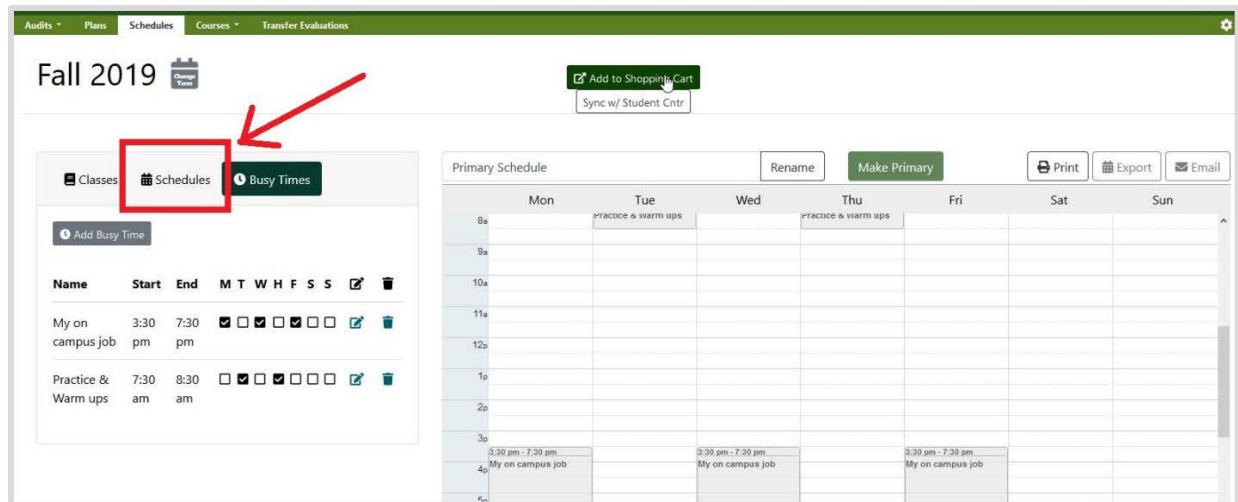
The screenshot shows the 'Busy Times' form. It includes a 'Name' field with a placeholder 'Enter name', 'Start Time' (8:00 am) and 'End Time' (9:00 am) dropdowns, and a 'Days of the Week' section with checkboxes for Mon through Sun. A red arrow points to the 'Save' button. To the right, a 'Finished Adding Busy Times' button is visible. A calendar grid is shown on the far right.

**Step 12:** After you save your last break, click the **Finished Adding Busy Times** button.

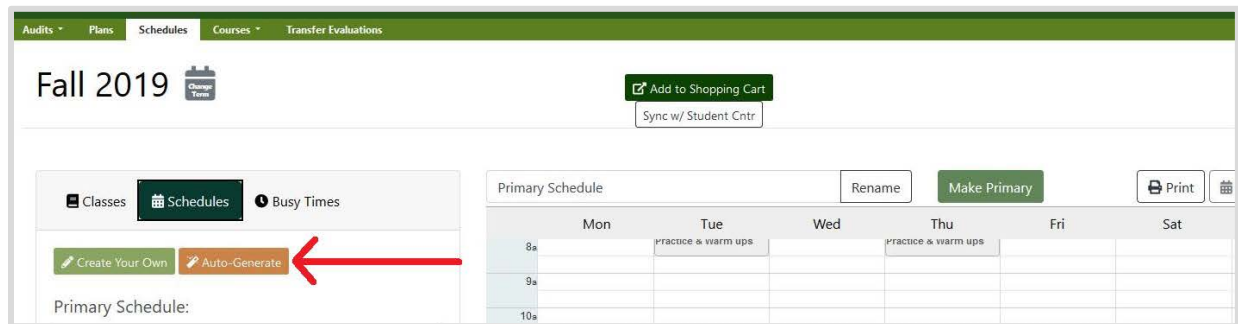
This screenshot is identical to the previous one, showing the 'Busy Times' form. A red arrow now points to the 'Finished Adding Busy Times' button at the top right of the form area.

# Find & save primary schedule

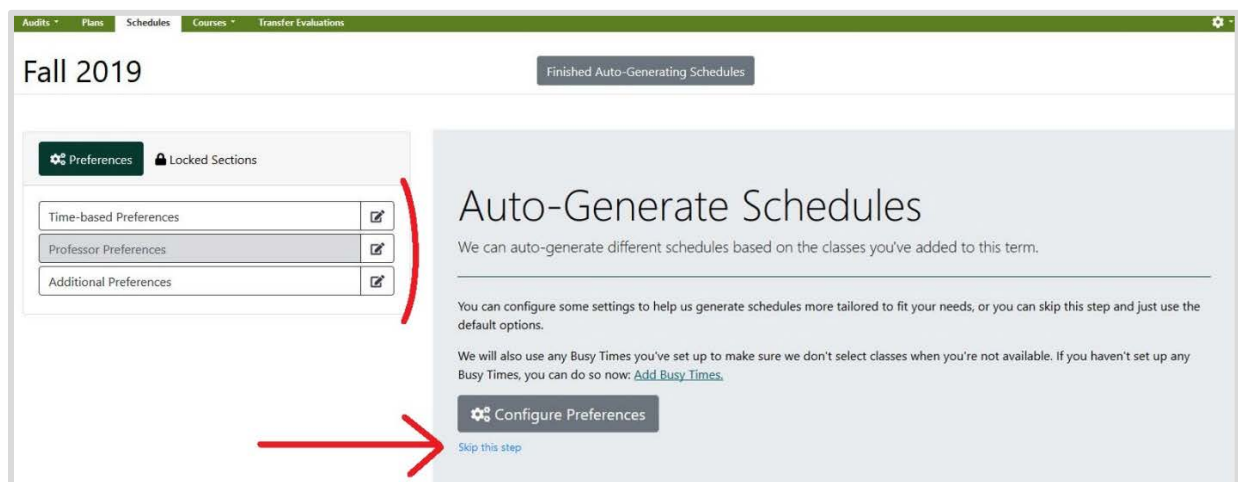
**Step 13:** Click on Schedules.



**Step 14:** Click on Auto-Generate



**Step 15:** Click “Skip this step” to see the most potential schedules



**Step 16:** Select the number of potential schedules you want to generate for your review.

**Step 17:** Click the **Generate Schedules** button.

Fall 2019

Finished Auto-Generating Schedules

Preferences Locked Sections

Time-based Preferences

Professor Preferences

Additional Preferences

## Auto-Generate Schedules

We can auto-generate different schedules based on the classes you've added to this term.

How many schedules do you want to generate?

10

Generate Schedules

**Step 18:** Review the schedules. Check to see that all your classes are included. Click on the **View Details** button to see more information.

Fall 2019

Finished Auto-Generating Schedules

Schedules Preferences Locked Sections

Create Your Own Auto-Generate

Primary Schedule:

Primary Schedule

You don't have any backup schedules, yet.

Schedule 1

Schedule 2

Schedule 3

View Details

View Details

View Details

A course may show up on the schedule without times. Click on the course to view information. As in this example, it may be an online course.

ANTH 104 - 2

Cultural Anthropology - 3 Unit

Online - Online

Mary Scoggin

BSS 166 - ARCATA

In Person - Not APDB

08/26/2019 - 12/13/2019

Status

Selected

Seats

Filled

13 of 80

Wait List Filled

0 of 99

Cultural Anthropology

Fri

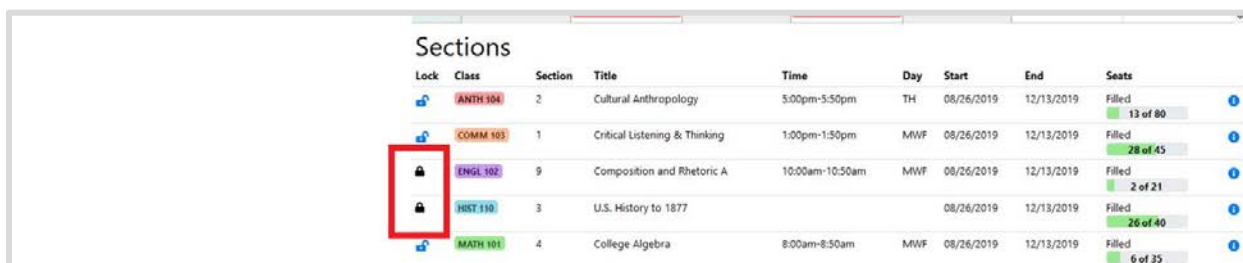
Sat

Sun



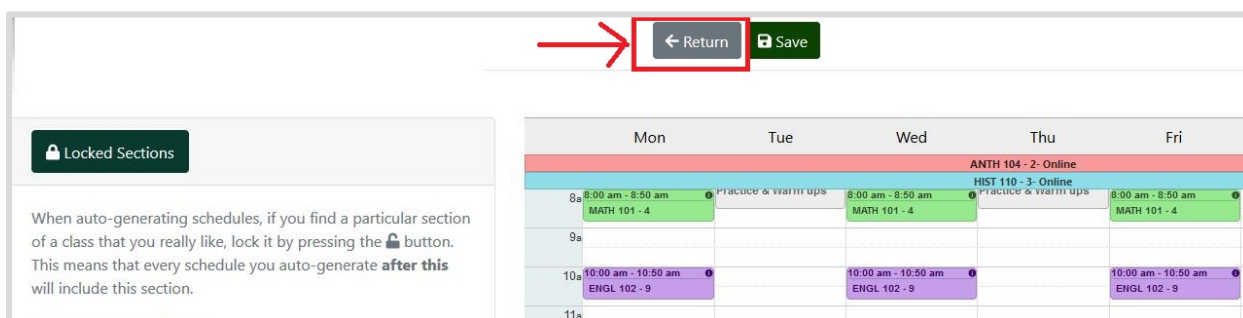
**Step 20:** If you see a class section that you really want, click the **lock** icon. This means that every schedule you auto-generate after this will include this section.

**Skip to step 24**, if you don't want to "lock" any sections.



Lock	Class	Section	Title	Time	Day	Start	End	Seats
	ANTH 104	2	Cultural Anthropology	5:00pm-5:50pm	TH	08/26/2019	12/13/2019	Filled 13 of 80
	COMM 103	1	Critical Listening & Thinking	1:00pm-1:50pm	MWF	08/26/2019	12/13/2019	Filled 28 of 45
	ENGL 102	9	Composition and Rhetoric A	10:00am-10:50am	MWF	08/26/2019	12/13/2019	Filled 2 of 21
	HIST 110	3	U.S. History to 1877			08/26/2019	12/13/2019	Filled 26 of 40
	MATH 101	4	College Algebra	8:00am-8:50am	MWF	08/26/2019	12/13/2019	Filled 6 of 35

**Step 21:** Click on the **Return** button to go back and generate potential schedules that contain the locked class sections.

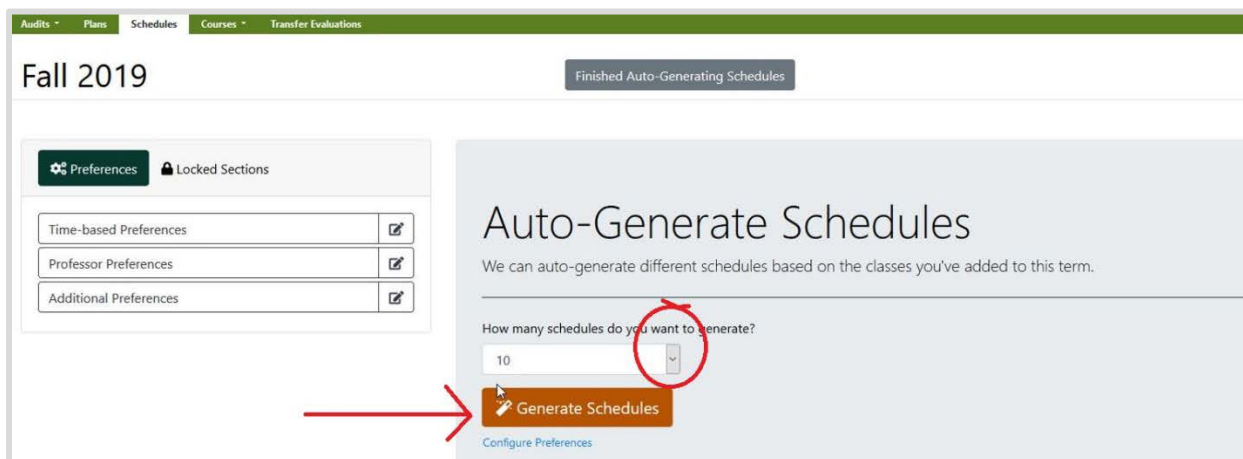


**Locked Sections**

When auto-generating schedules, if you find a particular section of a class that you really like, lock it by pressing the button. This means that every schedule you auto-generate **after this** will include this section.

	Mon	Tue	Wed	Thu	Fri
8a	MATH 101 - 4		MATH 101 - 4		MATH 101 - 4
9a					
10a	ENGL 102 - 9		ENGL 102 - 9		ENGL 102 - 9
11a					

**Step 22:** Select the number of schedules you want DARS Scheduler to generate for your review. Then click the **Generate Schedules** button.



**Auto-Generate Schedules**

We can auto-generate different schedules based on the classes you've added to this term.

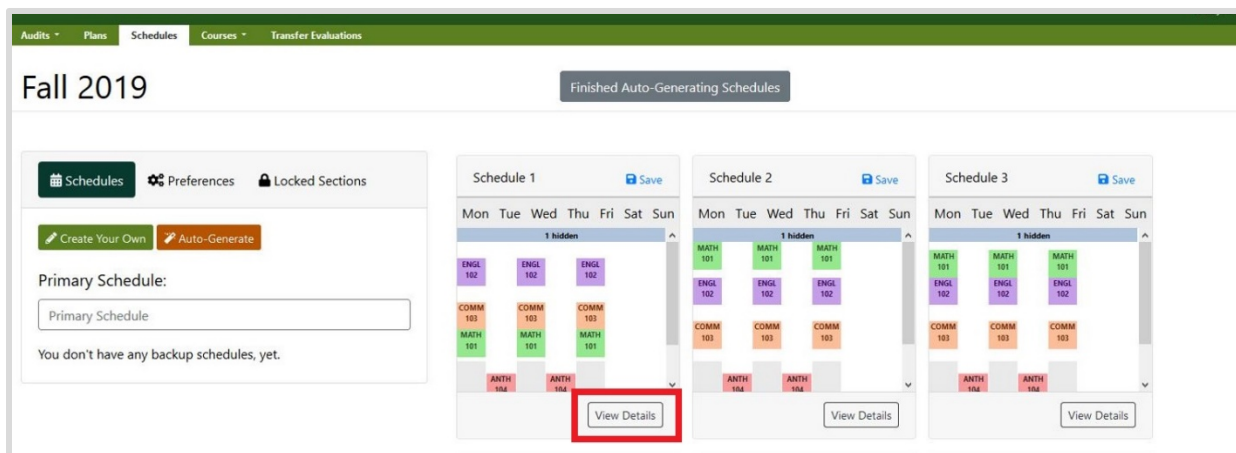
How many schedules do you want to generate?

10

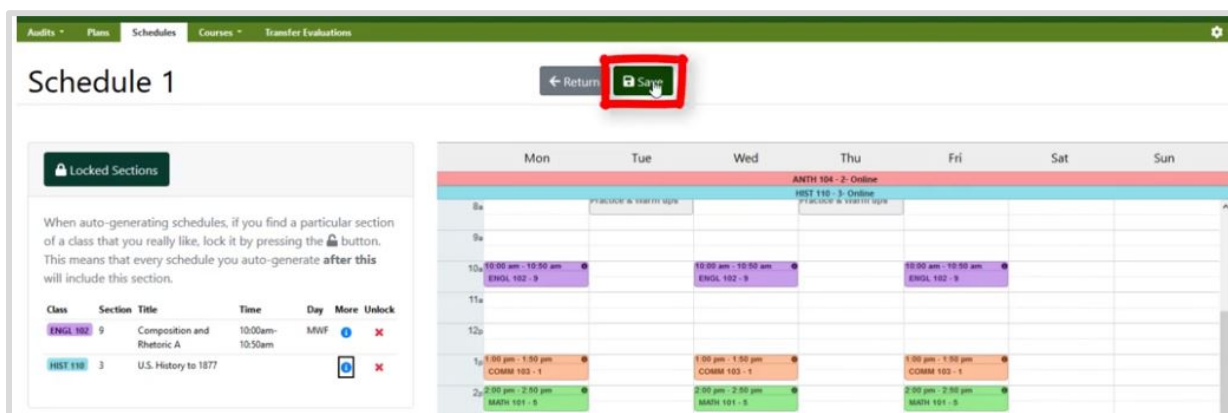
**Generate Schedules**

[Configure Preferences](#)

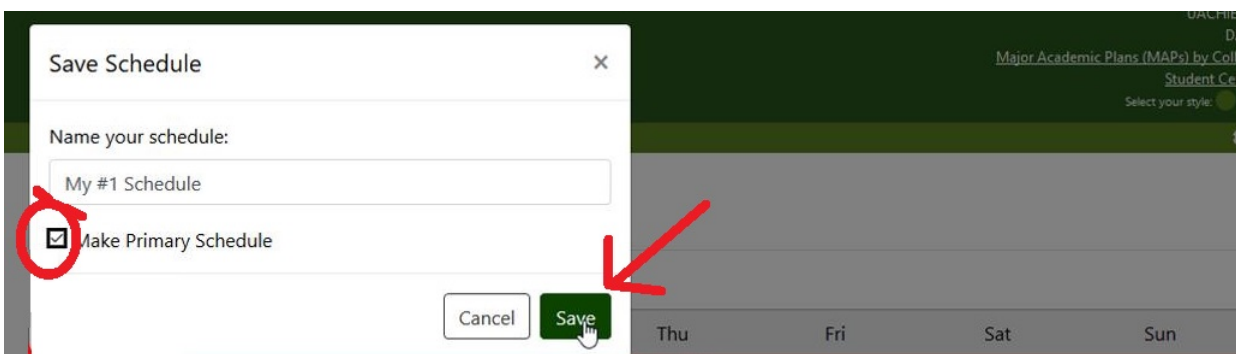
**Step 23:** Click on View Details for more information.



**Step 24:** When you find your favorite schedule, click **Save**

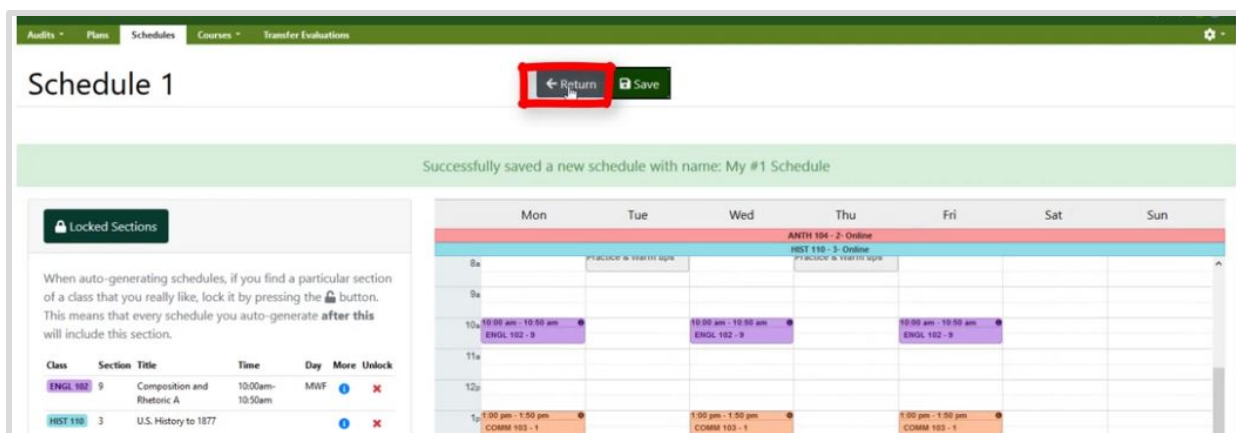


**Step 25:** Enter a name for your schedule in the pop-up box. Check the “**Make Primary Schedule**” box and click **Save**.



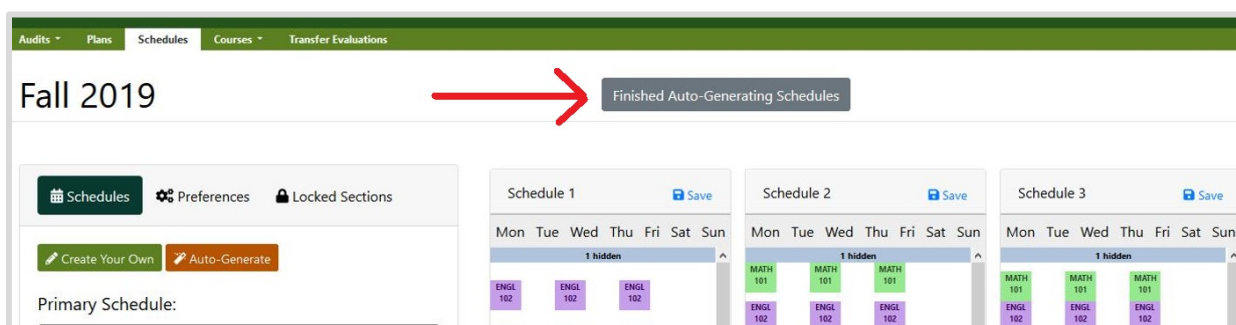


## Step 26: Click on Return



The screenshot shows the 'Schedule 1' page in the DARS Scheduler. At the top, there are tabs for 'Audits', 'Plans', 'Schedules', 'Courses', and 'Transfer Evaluations'. Below the tabs, there is a 'Schedule 1' header. A red box highlights the 'Return' button, which is located next to a 'Save' button. Below the buttons, a green message bar states: 'Successfully saved a new schedule with name: My #1 Schedule'. The main area displays a weekly schedule grid with days of the week as columns and time slots as rows. The grid shows various course sections, including 'ANTH 104 - 2: Online', 'HIST 110 - 3: Online', 'ENGL 102 - 9', and 'COMM 103 - 1'. On the left side, there is a 'Locked Sections' section with a list of classes and sections.

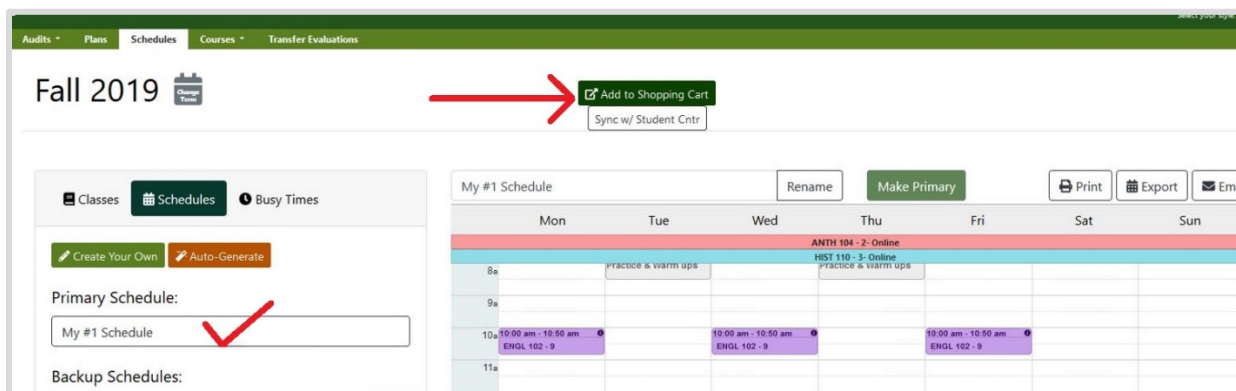
## Step 27: Click on the Finished Auto-Generating Schedules button at the top of the page.



The screenshot shows the 'Fall 2019' page in the DARS Scheduler. At the top, there are tabs for 'Audits', 'Plans', 'Schedules', 'Courses', and 'Transfer Evaluations'. Below the tabs, there is a 'Fall 2019' header. A red arrow points to the 'Finished Auto-Generating Schedules' button, which is located in the top right corner. Below the button, there are three schedule cards labeled 'Schedule 1', 'Schedule 2', and 'Schedule 3'. Each card shows a weekly schedule grid with days of the week as columns and time slots as rows. The grid shows various course sections, including 'ENGL 102', 'MATH 101', and 'ANTH 104 - 2: Online'. On the left side, there is a 'Schedules' section with a list of schedules and a 'Primary Schedule' dropdown menu.

# Add to shopping cart

## Step 28: Verify that your primary schedule is listed, then click the Add to Shopping Cart button to push your schedule from DARS Scheduler into your Student Center Shopping Cart.



The screenshot shows the 'Fall 2019' page in the DARS Scheduler. At the top, there are tabs for 'Audits', 'Plans', 'Schedules', 'Courses', and 'Transfer Evaluations'. Below the tabs, there is a 'Fall 2019' header. A red arrow points to the 'Add to Shopping Cart' button, which is located in the top right corner. Below the button, there is a 'Sync w/ Student Cntr' button. The main area displays a weekly schedule grid with days of the week as columns and time slots as rows. The grid shows various course sections, including 'ANTH 104 - 2: Online', 'HIST 110 - 3: Online', 'ENGL 102 - 9', and 'COMM 103 - 1'. On the left side, there is a 'Classes' section with a list of classes and sections. Below the list, there is a 'Primary Schedule' dropdown menu with 'My #1 Schedule' selected. A red checkmark is placed next to the 'My #1 Schedule' dropdown menu.

You will be redirected to your **Student Center Shopping Cart**.

## Finish enrolling in Student Center

Depending on the time of year, you may see a **Validate** button. If it's there always use it!

**Step 29:** Check the boxes to select classes and click **Validate**.

Search Plan Enroll My Academics DARS

Shopping Cart | Course History

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

Fall Semester 2019 | Undergraduate | Humboldt State University

Change Term

Open Closed Wait List

Add to Cart

Enter Class Nbr

Enter

Find Classes

Class Search

Search

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ANTH 104-2 (41690)	TuTh 5:00PM - 5:50PM	BSS 166 Online course	M. Scoggin	3.00	Open
<input checked="" type="checkbox"/>	COMM 103-1 (42860)	MoWeFr 1:00PM - 1:50PM	FH 111	R. Mackinney	3.00	Open
<input checked="" type="checkbox"/>	ENGL 102-9 (42086)	MoFr 10:00AM - 10:50AM We 10:00AM - 10:50AM	HGH 204 FH 234	E. Sullivan	3.00	Open
<input checked="" type="checkbox"/>	HIST 110-3 (42787)	Online course		G. Aronoff	3.00	Open
<input checked="" type="checkbox"/>	MATH 101-5 (41037)	MoWeFr 2:00PM - 2:50PM	FR 107	Staff	3.00	Open

for selected

Delete Validate Enroll

**Step 30:** Review the messages. You should see an “OK to Add” message that confirms you are clear to register for a class. Click on **Shopping Cart**.

Search Plan Enroll My Academics DARS

Shopping Cart | Course History

Shopping Cart

Add Classes to Shopping Cart

Please review account activity for any optional fees prior to making payment.

View the following status report for enrollment confirmations and errors:

Description	Message	Status
MATH 101	OK to Add.	✓
ANTH 104	OK to Add.	✓
ENGL 102	OK to Add.	✓
HIST 110	OK to Add.	✓
COMM 103	OK to Add.	✓

Shopping Cart

## Now it's time to officially enroll.

### Step 31: Check the boxes to select your classes and click on **Enroll**.

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[DARS](#)

[Shopping Cart](#) | [Course History](#)

#### Shopping Cart

#### Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

Fall Semester 2019 | Undergraduate | Humboldt State University Change Term

☒ Open
 ☐ Closed
 ☐ Wait List

Add to Cart  
 Enter Class Nbr  
 Enter

Find Classes  
☒ Class Search  
Search  
Schedule Planner

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ANTH 104-2 (41690)	TuTh 5:00PM - 5:50PM	BSS 166 Online course	M. Scoggin	3.00	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	COMM 103-1 (42860)	MoWeFr 1:00PM - 1:50PM	FH 111	R. Mackinney	3.00	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	ENGL 102-9 (42086)	MoFr 10:00AM - 10:50AM We 10:00AM - 10:50AM	HGH 204 FH 234	E. Sullivan	3.00	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	HIST 110-3 (42787)		Online course	G. Aronoff	3.00	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	MATH 101-5 (41037)	MoWeFr 2:00PM - 2:50PM	FR 107	Staff	3.00	<span style="color: green;">●</span>

for selected
Delete
Validate
Enroll

### Step 32: Double-check your shopping cart. Click on **Finish Enrolling**.

Shopping Cart

1

2

3

#### 2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall Semester 2019 | Undergraduate | Humboldt State University

☒ Open
 ☐ Closed
 ☐ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTH 104-2 (41690)	Cultural Anthropology (Lecture)	TuTh 5:00PM - 5:50PM	BSS 166 Online course	M. Scoggin	3.00	<span style="color: green;">●</span>
COMM 103-1 (42860)	Critical Listening & Thinking (Lecture)	MoWeFr 1:00PM - 1:50PM	FH 111	R. Mackinney	3.00	<span style="color: green;">●</span>
ENGL 102-9 (42086)	Composition and Rhetoric A (Lecture)	MoFr 10:00AM - 10:50AM We 10:00AM - 10:50AM	HGH 204 FH 234	E. Sullivan	3.00	<span style="color: green;">●</span>
HIST 110-3 (42787)	U.S. History to 1877 (Lecture)		Online course	G. Aronoff	3.00	<span style="color: green;">●</span>
MATH 101-5 (41037)	College Algebra (Lecture)	MoWeFr 2:00PM - 2:50PM	FR 107	Staff	3.00	<span style="color: green;">●</span>

Cancel
Previous
Finish Enrolling

## Congratulations! You created a schedule like a pro!

Take a few more minutes to review the registration messages to make sure that you have a seat in all the classes you wanted.

**Important:** A **status checkmark** doesn't always mean that you have a seat in the class. Sometimes, like in the case of the COMM 100 class shown below, you are added to the **wait list** for the class.

Read the registration messages carefully and contact Office of the Registrar ([records@humboldt.edu](mailto:records@humboldt.edu) or (707) 826-4104) if you have more questions about registration.