

## Add a Break

on the

**Add New Break page**

On the main page, navigate to Breaks and click Add Break.

Breaks

click here

+ Add Break

### Add New Break

Breaks are times during the day that you do not wish to take classes.

Break Name

Start Time  :

End Time  :

Days  Select Weekdays

MON  TUE  WED  THU  FRI  SAT  SUN

**NOTE: IF YOU EXIT SCHEDULE PLANNER AND RETURN, MAKE SURE TO RE-SELECT ANY BREAKS YOU CREATED.**

- Enter a name in Break Name, and then set the time and days . Click Add Break to save your changes or Back to return to the main page without saving. To add additional breaks, click Add Break from the main page.

## Add Class Padding

on the

**Schedule Planner main page**

On the main page, navigate to Schedules and click Advanced Options.

### Schedules

Advanced Options

View Schedules

Class Padding:



Restore Default Scheduling Options

- You can add time between classes in 5 minutes increments to allow yourself time for travel. Once applied, this time will be added in between all classes.

## Viewing Your Current Enrollment

on the

**Schedule Planner main page**

### Current Schedule

<input checked="" type="checkbox"/>	Class #	Status	Section	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Campus
<input checked="" type="checkbox"/>	10466	Enrolled	1265	FP	0001	Russell Clark	Th 2:00pm - 2:50pm - 324 Thackeray Hall	1	Pittsburgh Campus

- If you are currently enrolled for any classes, they will display on the main page under Current Schedule. You may un-check them if you don't want them included in your schedule.

**UN-CHECKING COURSES FROM YOUR CURRENT SCHEDULE IN SCHEDULE PLANNER WILL NOT AFFECT YOUR ENROLLMENT**