

Master Schedule

Changing a Year long course to a semester course

Steps	Screen Displayed	Procedures
1		<p>Click on the 'Scheduling' Icon</p>
2		<p>Click on 'Interactive Scheduler'</p>

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Steps	Screen Displayed	Procedures
3		<ul style="list-style-type: none"> • Type in the 'Student ID #' • Find the course you want to take out. • Place your cursor at the end of the 'Course #' and 'Backspace' until the course # is gone. • Click 'Update'
4		<ul style="list-style-type: none"> • Clicking 'Update' will clear out the 2nd Semester course • Type in the 'Center', 'Course #', and 'Section' • Click 'Update' again.

5

Scheduled Courses							
	Per	Center	Course-ID	Sec	Course Abbreviation	Trm	Tchr Nam
▶	01	0901	21063500	01	LAW STUDIES	1	McCrae, B
	02	0901	10014100	03	ENG IV HON	1	Frost, Terr
	03	0901	82151600	01	BUSINESS SUP	1	Peavey, E
	04	0901	12003400	01	ALGBRA 2 HON	1	Tillis, Isaac
	05	0901	15013400	07	BEG WT TRAIN	1	Killets, Re
	06	0901	21063200	02	AMER GOV HON	1	Patton, Cc
	07	0901	13033100	01	CHORUS II	1	Snow, Glo
	01	0901	15013000	01	PERSONAL FIT	2	Lewis, Cat
	02	0901	20003100	07	BIOLOGY I	2	McLullin, S
	03	0901	82151600	01	BUSINESS SUP	2	Peavey, E
	04	0901	12003400	01	ALGBRA 2 HON	2	Tillis, Isaac
	05	0901	15013500	08	INT WT TRAIN	2	Killets, Re
	06	0901	21023200	02	ECONOMIC HON	2	Patton, Cc
	07	0901	13033100	01	CHORUS II	2	Snow, Glo

- Here is an example:

English IV Honors and Biology I are both year long courses. They are both offered 2nd period. The 1st semester I want to take English and the 2nd semester Biology. When this process is done, this is what the Schedule should look like.