1. **Log-in to CheckMarq**

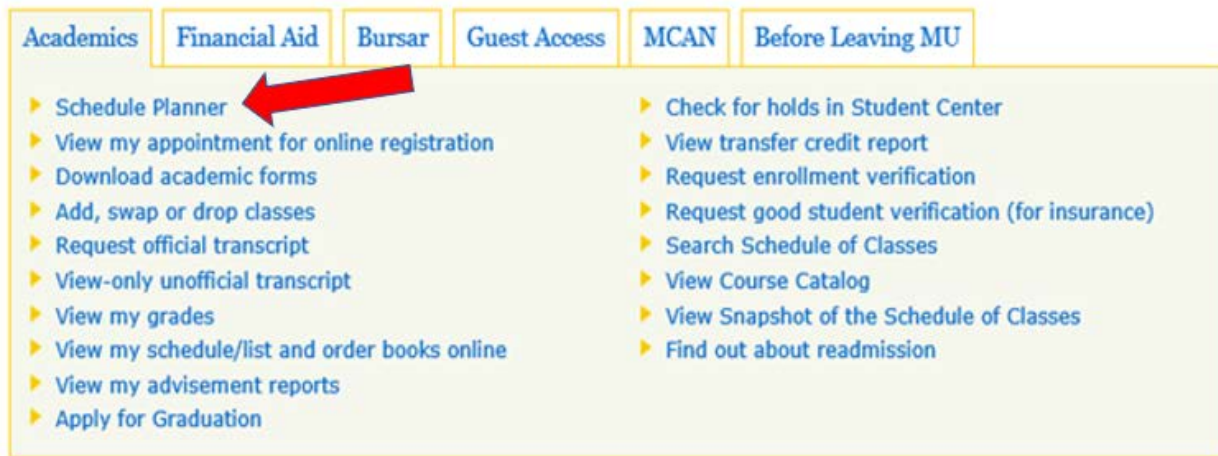   Go to mu.edu (Marquette home page)

   Click on "Current Student" toward the lower right hand side

   Click on "CheckMarq"

   Log in with your eMarqID and password (the same ones you use for MU email)

2. Launch "**Schedule Planner**" from your CheckMarq main page

Quick Links

Academics	Financial Aid	Bursar	Guest Access	MCAN	Before Leaving MU

▶ Schedule Planner   ▶ Check for holds in Student Center
▶ View my appointment for online registration   ▶ View transfer credit report
▶ Download academic forms   ▶ Request enrollment verification
▶ Add, swap or drop classes   ▶ Request good student verification (for insurance)
▶ Request official transcript   ▶ Search Schedule of Classes
▶ View-only unofficial transcript   ▶ View Course Catalog
▶ View my grades   ▶ View Snapshot of the Schedule of Classes
▶ View my schedule/list and order books online   ▶ Find out about readmission
▶ View my advisement reports
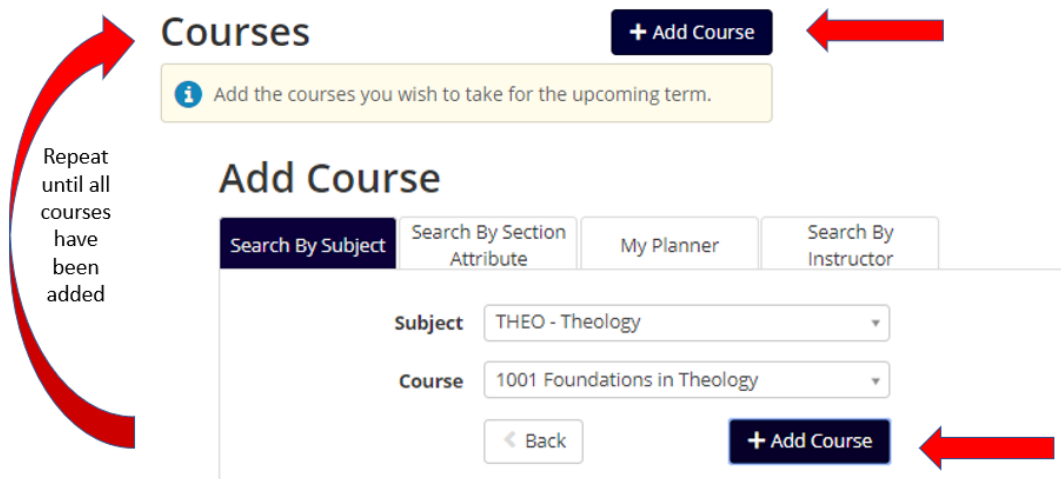▶ Apply for Graduation

3. Click on "**Open Schedule Planner**" – Schedule Planner will open in a separate tab, but keep both tabs open. You will return to this tab for "Course Enrollment" later.

4. Select "**2019 Fall Term**." Then click on "Save and Continue."

5. Change the sessions to search for courses only in **Session 1 (Reg Academic Session).** NOTE: for Exercise Physiology majors ONLY, please also select Sessions 2 and 4. This will allow you to add the CPR/AED course to your schedule.

6. Start adding courses that you want in your fall schedule

Click the **+ Add Course** button,
use **Search by Subject** to find the class, and then click **+Add Course** again.
Repeat until all courses you plan on taking have been added.

Courses   **+ Add Course**

ⓘ Add the courses you wish to take for the upcoming term.

Repeat until all courses have been added

Add Course

Search By Subject	Search By Section Attribute	My Planner	Search By Instructor

Subject   THEO - Theology ▾

Course   1001 Foundations in Theology ▾

‹ Back   **+ Add Course**

7. Click **Back** to return to the home page once all courses are added.

8. **+Add Break** if you need to (i.e. for work, athletics, etc.) Note: adding breaks does limit your course schedule options and in some cases, may result in no available schedule:
   a. FRI afternoons free prevents any MWF afternoon class from being considered in your schedule
   b. No evening classes will prevent BIOL 1001 from being scheduled (they have common exams on TH evening 4 times a semester)

9. Use **Options** under "Courses" to limit sections of courses that require special permission:
   a. BIOL 1001 – clear the checkmark for section 105 (section reserved for permission only)
   b. CHEM 1001 – clear the checkmark for section 105 (flipped classroom with lecture online)
   c. ENGL 1001 – clear the checkmark for section 380 (reserved for second language students)
   d. HEAL 1025 – many sections are for Nursing majors only, **check the "info" for each section carefully**
   e. THEO 1001 – clear the checkmark for section 139 (online, session 4) and 140 (online, J-Term)
   f. PHIL 1001 – clear the checkmark for section 150 (online, session 2)
   g. PSYC 1001 – clear the checkmark for section 140 (online, J-Term)

10. Then click **General Schedules**

11. **Viewing/comparing schedules:**
    a. **View -** provides a view of the full schedule
    b. **Magnifying Glass –** hover over to see a quick view of schedules
    c. **Check Box –** check boxes for schedules you want to compare, then click on "Compare"

12. Additional search options in full schedule view
    a. **The Lock icon** – this will lock a specific class section so it appears in every schedule you view
    b. **Shuffle** – to review schedules in random order (use if a large number of schedules were generated)
    c. **Schedule X of XXXX** – page through each schedule one by one

13. Once you find the schedule you want in the full schedule view, click **Validate** to ensure you have all the pre-requisities needed to register for that particular schedule. Once any issues are resolved, click **Send to Shopping Cart**

14. Re-open your CheckMarq tab that is still open in your browser and click "**Course Enrollment**"

> ℹ The Schedule Planner helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Planner.

> **Instructions:**
>
> 1. OPEN SCHEDULE PLANNER to open the Schedule Planner in a pop-up window.
>
> 2. Return to this window after clicking 'Send Schedule to Shopping Cart'
>
> 3. Visit the COURSE ENROLLMENT page from your Student Center to continue with course enrolln
>
> ---
> Add Classes
> 1. Select classes to add
>
> To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.
>
> ℹ You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

15. Select **"Import Cart"**
16. The system will step you through a review of each class in your shopping cart. Pay attention to pre-requisites for each class. If you do not meet the prerequisites, you need to remove the course from your cart and return to schedule planner. Click on **Next** until all courses are reviewed (shown by the blue arrow below).

> **ENGL 1001 - Rhetoric & Composition 1**
>
> **Class Preferences**
>
> | ENGL 1001-382 | Lecture | 🟢 Open | **Permission Nbr** | |
>
> **Session** Session 1 (Reg Academ Session)   **Grading** Graded
> **Career** Undergraduate   **Units** 3.00
>
> **Enrollment Information**
> - Department Consent Required to enroll in this class
> - Rhetoric
>
> CANCEL   NEXT
>
> | Section | Component | Days & Times | Room | Instructor | Start/End Date |
> |---------|-----------|--------------|------|------------|----------------|
> | 382 | Lecture | MoWeFr 2:00PM - 2:50PM | Olin Engineering 116 | Caroline Oas | 08/28/2017 - 12/16/2017 |
>
> **NOTES**
>
> Class Notes   Sections 380, 381 and 382 are reserved for English as Second Language students only. Consent from the ESLP program required.

17. Then click on "**Proceed to Step 2 of 3.**" Read the <u>two statements about to billing and Academic Integrity</u> and check "**I Agree.**"

18. Click on "**Finish Enrolling.**"

19. **A green check** means the class was successfully added to your schedule. **A red X** means the class was not added to your schedule.

20. If a class was not added to your schedule, click **"Add Another Class"**

Delete the course from your shopping cart (otherwise schedule planner will try to schedule around this class)

Then return to **schedule planner**