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

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.
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 **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-requisites 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”**

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).

17. Then click on **“Proceed to Step 2 of 3.”** Read the two statements about to billing and Academic Integrity 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