

## 1. Log-in to CheckMarq

Go to mu.edu (Marquette home page)

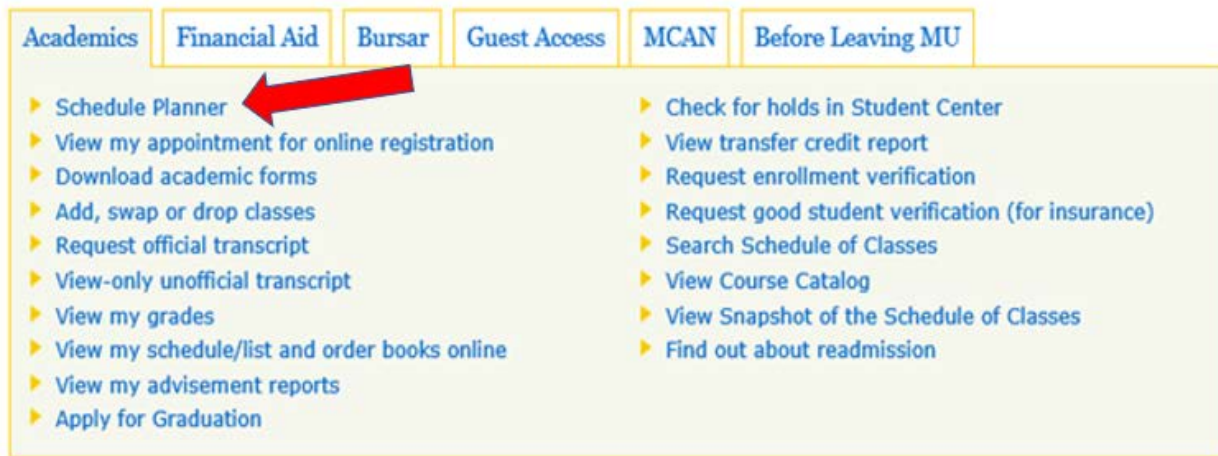
Click on “Current Student” toward the lower right hand side

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



The screenshot shows the 'Quick Links' section of the CheckMarq main page. It features a horizontal row of tabs: Academics, Financial Aid, Bursar, Guest Access, MCAN, and Before Leaving MU. Below these tabs is a large yellow box containing two columns of links. A red arrow points to the 'Schedule Planner' link in the first column.

Academics	Financial Aid	Bursar	Guest Access	MCAN	Before Leaving MU
<ul style="list-style-type: none"><li>▶ Schedule Planner</li><li>▶ View my appointment for online registration</li><li>▶ Download academic forms</li><li>▶ Add, swap or drop classes</li><li>▶ Request official transcript</li><li>▶ View-only unofficial transcript</li><li>▶ View my grades</li><li>▶ View my schedule/list and order books online</li><li>▶ View my advisement reports</li><li>▶ Apply for Graduation</li></ul>	<ul style="list-style-type: none"><li>▶ Check for holds in Student Center</li><li>▶ View transfer credit report</li><li>▶ Request enrollment verification</li><li>▶ Request good student verification (for insurance)</li><li>▶ Search Schedule of Classes</li><li>▶ View Course Catalog</li><li>▶ View Snapshot of the Schedule of Classes</li><li>▶ Find out about readmission</li></ul>				

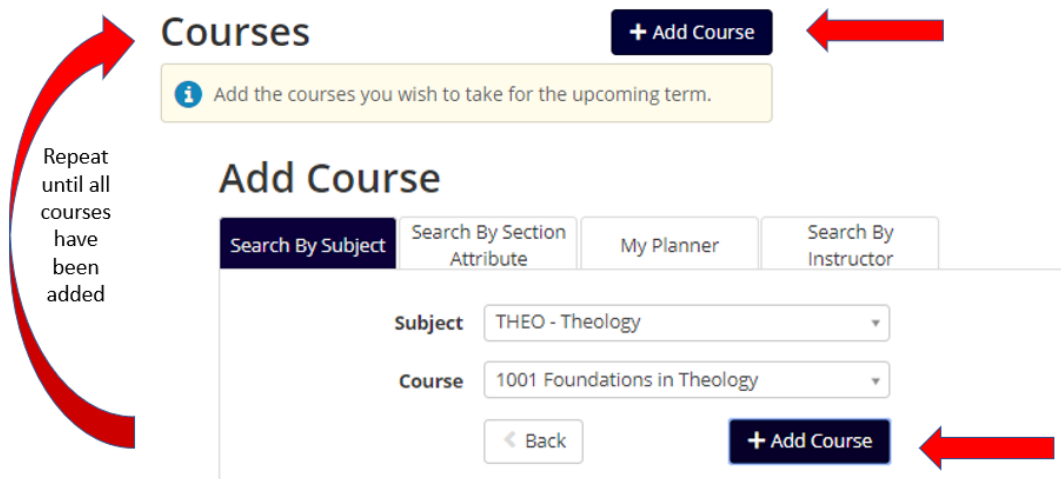
3. Click on “**Open Schedule Planner**” – Schedule Planner will open in a separate tab, but keep both tabs open. You will return to this tab for “Course Enrollment” later.

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.



The screenshot shows the 'Add Course' interface. At the top, there's a 'Courses' section with a '+ Add Course' button. Below it is a message: 'Add the courses you wish to take for the upcoming term.' The main section is titled 'Add Course' and has four tabs: 'Search By Subject', 'Search By Section Attribute', 'My Planner', and 'Search By Instructor'. The 'Search By Subject' tab is selected. It shows a 'Subject' dropdown menu with 'THEO - Theology' selected and a 'Course' dropdown menu with '1001 Foundations in Theology' selected. At the bottom, there is a '< Back' button and a '+ Add Course' button. A red arrow points to the '+ Add Course' button at the top right. Another red arrow points to the '+ Add Course' button at the bottom right. A large red curved arrow on the left side points from the bottom '+ Add Course' button back up to the 'Courses' section, with the text 'Repeat until all courses have been added' written next to it.

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)

**Courses** + Add Course

- ☒ **BIOL 1001** General Biology 1 Options i lock x
- ☒ **BISC 1001** Contemp Issues in Biomed Scien Options i lock x
- ☒ **CHEM 1001** General Chemistry 1 Options i lock x
- ☒ **ENGL 1001** Foundations in Rhetoric Options i lock x
- ☒ **SPAN 2001** Intermediate Spanish 1 Options i lock x
- ☒ **THEO 1001** Foundations in Theology Options i lock x

**Breaks** + Add Break

**Add New Break**

Break Name: Soccer Practice

Start Time: 4 : 00 am pm

End Time: 6 : 00 am pm

Days: ☐ Select Weekdays

☒ MON ☐ TUE ☒ WED ☐ THU ☒ FRI ☐ SAT ☐ SUN

< Back ✓ Add Break

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”

Generate Schedules Shuffle

i Generated 191 Schedules x

Compare i Select at least two schedules to compare side by side

<a href="#">View</a>	<input type="checkbox"/>	BIOL-1001-101, BIOL-1001-601, BISC-1001-101, CHEM-1001-101, CHEM-1001-415, CHEM-1001-613, ENGL-1001-380, THEO-9999-101
<a href="#">View</a>	<input type="checkbox"/>	BIOL-1001-102, BIOL-1001-608, BISC-1001-102, CHEM-1001-105, CHEM-1001-451, CHEM-1001-652, ENGL-1001-380, THEO-9999-101
<a href="#">View</a>	<input type="checkbox"/>	BIOL-1001-104, BIOL-1001-613, BISC-1001-102, CHEM-1001-105, CHEM-1001-451, CHEM-1001-652, ENGL-1001-380, THEO-9999-101

12. Additional search options in full schedule view

- The Lock icon** – this will lock a specific class section so it appears in every schedule you view
- Shuffle** – to review schedules in random order (use if a large number of schedules were generated)
- 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”**

**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:**

- OPEN SCHEDULE PLANNER** to open the Schedule Planner in a pop-up window.
- Return to this window after clicking 'Send Schedule to Shopping Cart'
- Visit the **COURSE ENROLLMENT** page from your Student Center to continue with course enrollm

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**

<b>ENGL 1001-382</b>	<b>Lecture</b>	<b>Open</b>	<b>Permission Nbr</b>	<input type="text"/>
<b>Session</b>	Session 1 (Reg Academ Session)		<b>Grading</b>	Graded
<b>Career</b>	Undergraduate		<b>Units</b>	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 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"**

## Add Classes

1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors:

2017 Fall Term | Undergraduate | Marquette University

✓ Success: enrolled			✗ Error: unable to add class		
Class	Message	Status			
FINA 3001	<b>Error:</b> Unable to add this class - prerequisites have not been met. Prereq: BUAD 1560 or MANA 2028; ACCO 1031 which, may be taken concurrently.	✗			
			MY CLASS SCHEDULE   ADD ANOTHER CLASS		

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

2017 Fall Term Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
✗	FINA 3001-102 (1204)	MoWeFr 12:00PM - 12:50PM Fr 3:00PM - 5:00PM Fr 3:00AM - 5:00AM Fr 3:00PM - 5:00PM	TBA Room To Be Arranged Room To Be Arranged Room To Be Arranged	Staff	3.00	●

Then return to **schedule planner**

2017 Fall Term Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
✗	BIOL 1001-102 (1064)	MoWeFr 11:00AM - 11:50AM Th 6:00PM - 6:50PM Th 6:00PM - 6:50PM Th 6:00PM - 6:50PM Th 6:00PM - 6:50PM Th 6:00PM - 6:50PM	Marquette Hall 100 Room To Be Arranged Room To Be Arranged Room To Be Arranged	C. Nelson	3.00	●