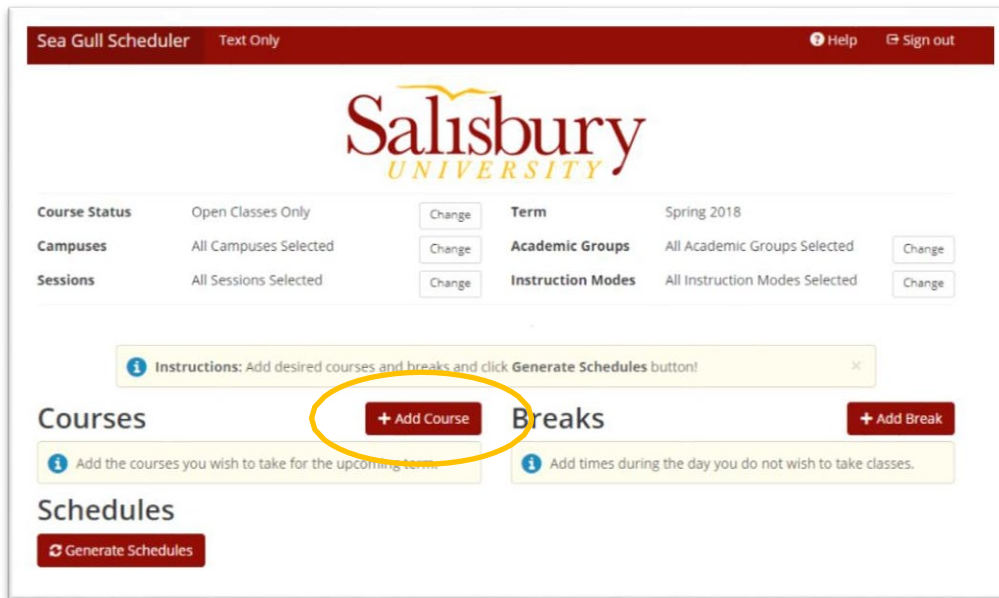


# PLANNING COURSE SCHEDULES WITH SEA GULL SCHEDULER

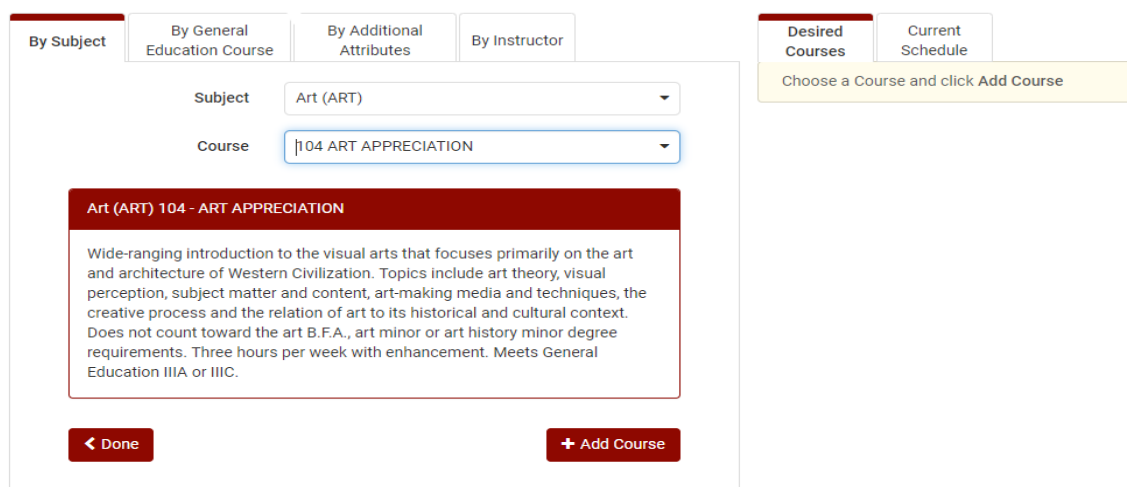
1. In your Student Center in GullNet, click on **Sea Gull Scheduler** and follow the instructions to open Sea Gull Scheduler, be sure to disable your pop-up blocker and leave this tab open.
2. Clicking on “+ Add Course” allows you to create a list of courses you wish to take during a specific term:



The screenshot shows the Sea Gull Scheduler interface. At the top, there is a navigation bar with "Sea Gull Scheduler", "Text Only", "Help", and "Sign out". Below this is the Salisbury University logo. The main area contains several filter sections: "Course Status" (Open Classes Only), "Campuses" (All Campuses Selected), "Sessions" (All Sessions Selected), "Term" (Spring 2018), "Academic Groups" (All Academic Groups Selected), and "Instruction Modes" (All Instruction Modes Selected). Each filter has a "Change" button. Below the filters is a yellow instruction box: "Instructions: Add desired courses and breaks and click Generate Schedules button!". Underneath are two main sections: "Courses" and "Breaks". The "Courses" section has a "+ Add Course" button highlighted with a yellow circle and a text box: "Add the courses you wish to take for the upcoming term.". The "Breaks" section has a "+ Add Break" button and a text box: "Add times during the day you do not wish to take classes.". At the bottom left, there is a "Generate Schedules" button.

3. Your first option in selecting courses is by selecting the SUBJECT in the drop-down box first, and then the COURSE. The course description will be displayed, including any required prerequisite courses and if the course satisfies any general education requirements. Click “+ Add Course” to add the course to your “Desired Courses” list.

## Add Courses for



The screenshot shows the "Add Courses for" interface. At the top, there are three tabs: "By Subject", "By General Education Course", and "By Additional Attributes". Below these are three more tabs: "By Subject", "By General Education Course", and "By Instructor". The "By Subject" tab is selected. Below the tabs are two dropdown menus: "Subject" (Art (ART)) and "Course" (104 ART APPRECIATION). Below the dropdowns is a red box containing the course description: "Art (ART) 104 - ART APPRECIATION. Wide-ranging introduction to the visual arts that focuses primarily on the art and architecture of Western Civilization. Topics include art theory, visual perception, subject matter and content, art-making media and techniques, the creative process and the relation of art to its historical and cultural context. Does not count toward the art B.F.A., art minor or art history minor degree requirements. Three hours per week with enhancement. Meets General Education IIIA or IIIC." At the bottom left, there is a "< Done" button, and at the bottom right, there is a "+ Add Course" button. To the right of the main interface, there are two tabs: "Desired Courses" and "Current Schedule". Below these tabs is a yellow instruction box: "Choose a Course and click Add Course".

- Your second option of selecting courses is to use the “By General Education Course”. This option allows you to search for courses that fulfill the General Education requirement you are searching for. The course description will be displayed, including any required prerequisite courses and if the course satisfies any general education requirements. Click “+ Add Course” to add the course to your “Desired Courses” list

## Add Courses for

- Optional Step:** Click on “+ Add Breaks” to record times during the day when you don’t wish to take classes (Examples: sports, commuting, employment).



<b>Course Status</b>	Open Classes Only	<input type="button" value="Change"/>	<b>Term</b>	Spring 2018
<b>Campuses</b>	All Campuses Selected	<input type="button" value="Change"/>	<b>Academic Groups</b>	All Academic Groups Selected <input type="button" value="Change"/>
<b>Sessions</b>	All Sessions Selected	<input type="button" value="Change"/>	<b>Instruction Modes</b>	All Instruction Modes Selected <input type="button" value="Change"/>

ID: 3052621

**Instructions:** Add desired courses and breaks and click **Generate Schedules** button!

### Courses


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

### Breaks

**i** Add times during the day you do not wish to take classes.

### Schedules

6. Click on “Generate Schedules” to generate a list of all schedules that meet your course and break criteria:



Course Status: Open Classes Only  Term: Spring 2018

Campuses: All Campuses Selected  Academic Groups: All Academic Groups Selected

Sessions: All Sessions Selected  Instruction Modes: All Instruction Modes Selected

ID: 3052621

**Instructions:** Add desired courses and breaks and click **Generate Schedules** button!

**Courses**  **Breaks**

**Schedules**

7. You can hover over the magnifying glass to view a preview of the schedule or click “view” for more details of a specific schedule.

## Schedules

**Generated 1000+ Schedules**

View	Preview	Course List
1		Accounting (ACCT)-201-003, English (ENGL)-103-003, Fitness and Wellness (FTWL)-106-014, Fitness and Wellness (FTWL)-101-001
2		English (ENGL)-103-024, Fitness and Wellness (FTWL)-106-031, Fitness and Wellness (FTWL)-101-013
3		English (ENGL)-103-025, Fitness and Wellness (FTWL)-106-031, Fitness and Wellness (FTWL)-101-013
4		English (ENGL)-103-151, Fitness and Wellness (FTWL)-106-031, Fitness and Wellness (FTWL)-101-013
5		English (ENGL)-103-001, Fitness and Wellness (FTWL)-106-031, Fitness and Wellness (FTWL)-101-152
6		Accounting (ACCT)-201-003, English (ENGL)-103-002, Fitness and Wellness (FTWL)-106-031, Fitness and Wellness (FTWL)-106-030, History (HIST)-101-152
7		Accounting (ACCT)-201-003, English (ENGL)-103-004, Fitness and Wellness (FTWL)-106-031, Fitness and Wellness (FTWL)-106-030, History (HIST)-101-152

8. If there are too many schedules to choose from or a schedule within your parameters is not available, go back to “Courses” or “Breaks” and make adjustments.

- Refer back to any additional course options given to you from your Program Planning meeting.

9. Once a schedule is chosen, click “Send to Shopping Cart” button from the schedule view. Your desired scheduled will be saved in your Sea Gull Scheduler Shopping Cart until you are able to Enroll for the semester.

### Potential Schedule for



A row of navigation buttons: Back, Print, Email, Validate, Send to Shopping Cart (highlighted with a red border), Shuffle, and Schedule 1 of 8. Below the buttons is the ID: 3058967.

You are viewing a potential schedule only and you must still register.

Status	Class	Section	Subject	Course	Seats	Seats	Day(s) & Location(s)	Campus	Credits
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10. Once Enrollment is open you will select your “Shopping Cart” tab at the top of your Sea Gull Scheduler Account. This will allow you to view your desired schedule and check if seats are still available in the courses you want to take.



Plan Schedule | Shopping Cart (1) | Current Schedule (1) | Help | Sign out

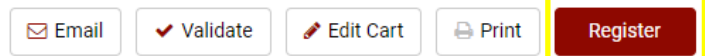


11. After you double check your schedule in your “Shopping Cart” you will then click “Register” in Sea Gull Scheduler to enroll into your courses.



Plan Schedule | Shopping Cart (1) | Current Schedule (1) | Help | Sign out

### Shopping Cart for



Email | Validate | Edit Cart | Print | Register

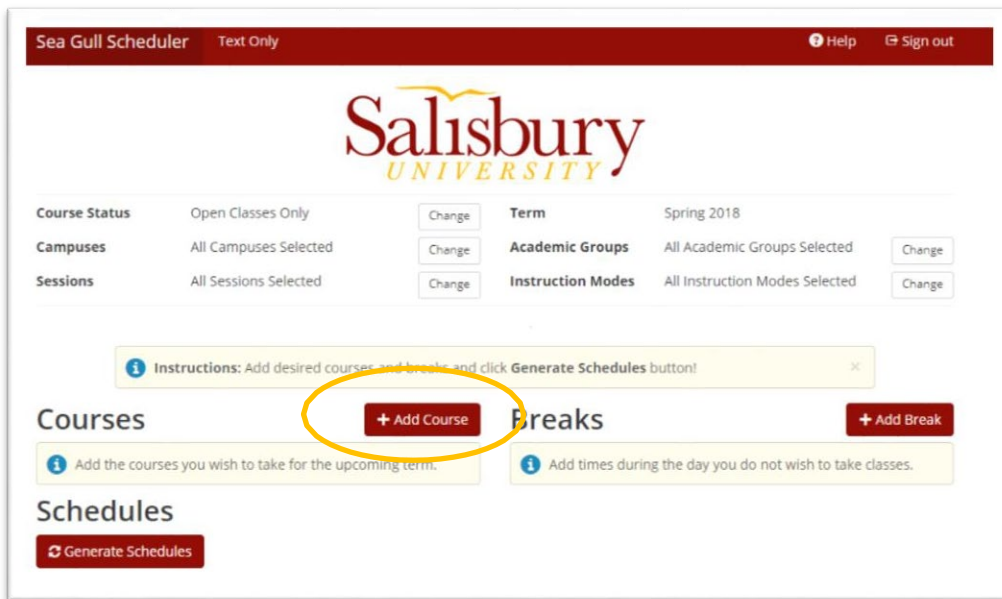
12. You will then want to go into GullNet and check your “My Academic Requirements” (Academic Record tile) and your “My Class Schedule” (Enrollment tile) to double check that you officially enrolled in your courses.

#### Reminders:

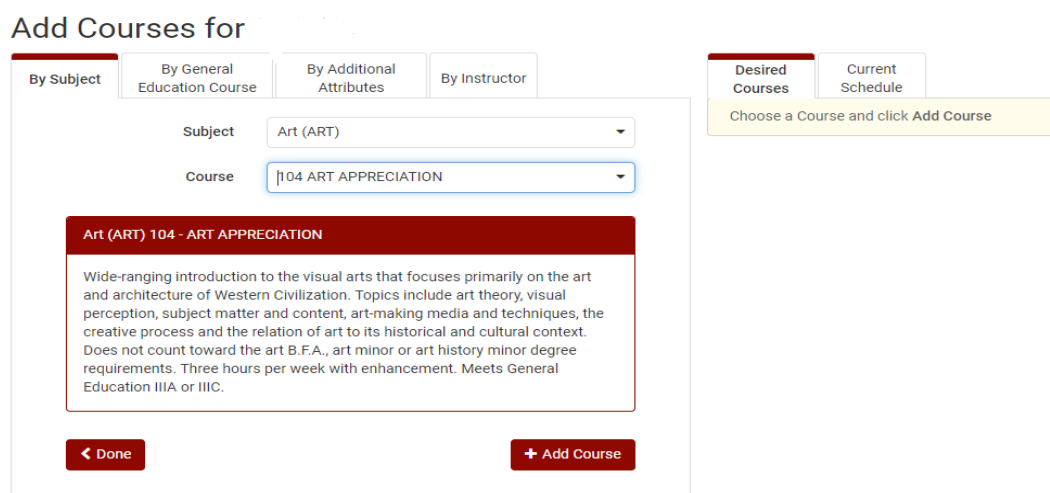
- Students can register at their appointed time only if they’ve been activated by their advisor. Your Enrollment Appointment Information is available in your Student Center inGullNet.
- Be flexible with your schedule and consider course alternatives if needed.

# Changing your Schedule with Sea Gull Scheduler

1. In your Student Center in GullNet, click on **Sea Gull Scheduler** and follow the instructions to open Sea Gull Scheduler, be sure to disable your pop-up blocker and leave this tab open.
2. Clicking on “+ Add Course” allows you to create a list of courses you wish to take during a specific term:



3. Your first option in selecting courses is by selecting the SUBJECT in the drop-down box first, and then the COURSE. The course description will be displayed, including any required prerequisite courses and if the course satisfies any general education requirements. Click “+ Add Course” to add the course to your “Desired Courses” list.



4. Your second option of selecting courses is to use the “By General Education Course”. This option allows you to search for courses that fulfill the General Education requirement you are searching for. The course description will be displayed, including any required prerequisite courses and if the course satisfies any general education requirements. Click “+ Add Course” to add the course to your “Desired Courses” list

## Add Courses for

By Subject | **By General Education Course** | By Additional Attributes | By Instructor

Attribute: Gen Ed 1A (Composition) x

Subject: English (ENGL)

Course: 103 COMPOSITION AND RESEARCH

**English (ENGL) 103 - COMPOSITION AND RESEARCH**

A course in college-level academic writing. Focus on argument, critical reading and writing, and information literacy. Three hours per week with enhancement. Meets General Education IA.

< Done | + Add Course

Desired Courses | Current Schedule

Choose a Course and click Add Course

5. Click on “Generate Schedules” to generate a list of all schedules that meet your course and break criteria. Be sure you de-select the course you want to Swap out of to build accurate schedule options:

**Salisbury UNIVERSITY**

Course Status: Open Classes Only | Change | Term: Spring 2018

Campuses: All Campuses Selected | Change | Academic Groups: All Academic Groups Selected | Change

Sessions: All Sessions Selected | Change | Instruction Modes: All Instruction Modes Selected | Change

ID: 3052621

**Instructions:** Add desired courses and breaks and click **Generate Schedules** button!

**Courses** | + Add Course | **Breaks** | + Add Break

**Schedules**

**Generate Schedules**

6. You can hover over the magnifying glass to view a preview of the schedule or click “view” for more details of a specific schedule.

## Schedules

[Generate Schedules](#)

Generated 1000+ Schedules

View	Preview	Course List
View 1		Accounting (ACCT)-201-003, English (ENGL)-103-002, Fitness and Wellness (FTWL)-106-014, Fitness and Wellness (FTWL)-106-031, History (HIST)-101-001
View 2		Accounting (ACCT)-201-003, English (ENGL)-103-024, Fitness and Wellness (FTWL)-106-031, Fitness and Wellness (FTWL)-106-030, History (HIST)-101-013
View 3		Accounting (ACCT)-201-003, English (ENGL)-103-025, Fitness and Wellness (FTWL)-106-031, Fitness and Wellness (FTWL)-106-030, History (HIST)-101-013
View 4		Accounting (ACCT)-201-003, English (ENGL)-103-151, Fitness and Wellness (FTWL)-106-031, Fitness and Wellness (FTWL)-106-030, History (HIST)-101-013
View 5		Accounting (ACCT)-201-003, English (ENGL)-103-001, Fitness and Wellness (FTWL)-106-031, Fitness and Wellness (FTWL)-106-030, History (HIST)-101-152
View 6		Accounting (ACCT)-201-003, English (ENGL)-103-002, Fitness and Wellness (FTWL)-106-031, Fitness and Wellness (FTWL)-106-030, History (HIST)-101-152
View 7		Accounting (ACCT)-201-003, English (ENGL)-103-004, Fitness and Wellness (FTWL)-106-031, Fitness and Wellness (FTWL)-106-030, History (HIST)-101-152

7. Once a schedule is chosen, click “Send to Shopping Cart” button from the schedule view. Your desired scheduled will be saved in your Sea Gull Scheduler Shopping Cart until you are able to Enroll for the semester.

## Potential Schedule for

[Back](#) [Print](#) [Email](#) [Validate](#) [Send to Shopping Cart](#) [Heart](#) [Shuffle](#) [Schedule 1 of 8](#)

ID: 3058967

You are viewing a potential schedule only and you must still register.

Status	Class	Section	Subject	Course	Seats	Seats	Day(s) & Location(s)	Campus	Credits
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8. To make the “Swap” you will then need to go to your “Current Schedule” and select the “Swap” button.

[Plan Schedule](#) [Shopping Cart \(1\)](#) [Current Schedule \(5\)](#) [Help](#) [Sign out](#)

## My Current Schedule for

[Email](#) [Swap](#) [Edit or Drop Classes](#) [Print](#)

9. You will need to select the course you want to “Swap” out of and use the “Shopping Cart” feature to pull the course you have already selected. Once you have selected your Options you will have to click the “Swap” button to confirm your change.

## Swap a Class for

Select a class from current schedule to swap:

Search for a new class to swap with:

By Class # **Shopping Cart** By Subject

Enter Class # to Swap:

10. You will then want to go into GullNet and check your “My Academic Requirements” (Academic Record tile) and your “My Class Schedule” (Enrollment tile) to double check that you are officially enrolled in your courses.

### Reminders:

- Students can register at their appointed time only if they’ve been activated by their advisor. Your Enrollment Appointment Information is available in your Student Center in GullNet.
- Be flexible with your schedule and consider course alternatives if needed.