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:

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

5. Click on “Generate Schedules” to generate a list of all schedules that meet your course and break criteria:
5. You can hover over the magnifying glass to view a preview of the schedule or click “view” for more details of a specific schedule.

6. 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.

7. Once a schedule is chosen, click “Send to Shopping Cart” button from the schedule view and follow the prompts displayed.

8. At this point, planning is done BUT YOU STILL MUST REGISTER FOR THE CLASSES. Go back to the tab you have left open for GullNet and click COURSE ENROLLMENT.
9. Select the appropriate term and click continue. You can now click “Import Cart”

10. Follow directions in GullNet for enrolling:

- Click “Next” for each course until all courses are added to the Shopping Cart (you will be prompted for permission numbers if needed)
- Proceed to Step 2 of 3 (You can only do this during a valid appointment time or during Open Enrollment)

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.
- You can import classes into your shopping cart at any time but if a course becomes unavailable you will not be able to register for it.
- Be flexible with your schedule and consider course alternatives if needed.