

Scheduling classes

Enrollment instructions:

1. Open a browser window and go to buckeyelink.osu.edu.
2. Log in to My Buckeye Link using your name.# and password. Additional authentication through BuckeyePass will be required.
3. Under **Academics**, click **Add a Class**.
4. If prompted, select **1228 - Autumn 2022** and click **CONTINUE** on the **Select Term** page.
5. On the **Select Classes to Add** page, click the **SCHEDULE PLANNER** button.
6. Select the **CLICK HERE** button to open the schedule planner in a pop-up window.
7. Select **Autumn 2022 Semester** as your term, **Columbus** as your campus and **Undergraduate** as your academic career.
8. Add your approved courses (including any alternative classes) and any desired breaks you may need.
 - If not already enrolled in your College Survey/1100 Course, add the survey course before adding any other courses. (The day and time for this course may be unalterable.) You can use the **Search by Course Attribute** tab within the **Add Course** function to select **University Survey Course** and view all **Course** listings within a **Subject** (your college/program). Choose the exact course listed on your approved registration worksheet.
 - Schedule breaks during times that you absolutely cannot be taking a class. Some examples of when to schedule breaks: a Scholars student who has a Scholars meeting on Tuesdays at 7:30 p.m.; a student athlete who has practice from 8–11 a.m. each day; a student who works part time and has a set work schedule; a student who commutes to campus.
9. Check all of the boxes next to courses and breaks you want taken into consideration and then select **Generate Schedules** to view various combinations of courses and breaks you entered.

Schedule combinations are listed in order from the most time between classes/breaks to the least time between classes/breaks. If you are looking for big breaks between classes, look at the beginning of the list, but if you want a schedule with less time between classes, look toward the end of the list. We recommend at least 15 minutes between classes to allow for travel time.
10. Once you find the schedule you like the most, select **Send Schedule to Shopping Cart**. Close this window and return to the **Start Scheduler** window.
11. Select **COURSE ENROLLMENT** and then **IMPORT CART**.
12. Click the **PROCEED TO STEP 2 OF 3** button to confirm the courses in your shopping cart.
13. Click **FINISH ENROLLING**. If your enrollment is a success, you will see that message and a green ✓ next to each course successfully added to your schedule. If there is an error, you will see the reason for the error and a red ✘ instead.

Tips for success:

Before scheduling classes, make sure you've completed the **Financial Responsibility Statement**. If you still need to complete the statement, go to the Holds box on your Student Center, click on the "details" arrow and follow the instructions.

If you find that you still have a hold on your record after completing the Financial Responsibility Statement, please let us know.

If you have questions, just ask!

Remember, you are not allowed to be put on the waiting list (▲) for a course.

