

Schedule Planning

This is the paper/pencil version of an equivalent online form that you will fill-out. I will examine that form before I allow you to register. For now, please print this document.

1. Use these materials, along with the links to CMU's Course Schedule, to develop an "ideal" schedule. Although it is not necessary now, you should start learning and practice using either **CMU's Pulse Scheduler** or **Tartan's Schedule Man** (and decide which one you like the best). Ultimately, you will use one of these systems, to compose your actual schedule.
2. Fill out the online version of this form; I'll email you comments on the courses that you chose and how you arranged them into a schedule.
3. When I email you that I have taken the "hold" off your registration, use OLR (On-Line Registration) to register. Start out by entering your "ideal" schedule. OLR will inform you when you cannot register for a course: because you don't have the prerequisites, because the course is filled, etc. Then, you will have to find a replacement course. The Pulse Scheduler and Schedule Man systems make this task easy: you'll want to keep a window open to one of these systems while you are registering via OLR.

Please contact me immediately if you cannot register for a CS, Math, or Science course that you want to take (or if you have any problems in general).

It is a fact of life that most students tend to keep late hours (and want to wake-up late). If you think you fall into this category, try to avoid scheduling early morning classes: although, many times you cannot avoid doing so (especially as a freshman). If you must schedule early morning classes, you'll have to change your lifestyle a bit. The number one reason that students fail academically at CMU is that they don't attend their classes; thus, attending early morning classes is a big deal. Last year, 59% of the freshmen had their first course at 8:30, 32% had their first course at 9:30, and 9% had their first course at 10:30.

Another heuristic is to try to schedule your MWF and TR classes to start at the same time. Having a consistent wake-up time over all five weekdays is useful.

CMU is small enough that students can easily get from one class to the next in the allotted 10 minutes between classes. So, you don't have to worry much about this issue when scheduling your classes. If any of your instructors do not end class on time chronically, and as a result you find yourself not arriving at your next class promptly, discuss the issue with your instructor. If he/she seems to be ignoring the issue, please let me know about it.

Finally, some students prefer to schedule all their courses in a block, others prefer to break up their courses with free periods. There is no best approach for everyone, but think about these issues, and any others that you think are relevant, when it comes time to schedule your classes.

Do not schedule conflicting/overlapping courses.

Legend: When you fill in the information below (some is already filled-in), use the following form as a guide.

21-127 Concepts of Mathematics Lec 1 MWF 3:30pm - 4:20pm
 Number Name Lec/Sec Day(s) Time

Note: M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday; Courses that meet both in Lecture and Recitation have a Lecture **number** and Section **letter**; courses with just a Section letter combine these meetings (no lecture #). Use the next page to ensure that you do not schedule different course on the same days/times.

Item	Course Information: In rows B – I, fill in the courses that you are planning to take this fall, entering all the required information (some information is already filled in), including the number of units in the far right column. Row A: all students take this Lecture. Row B: credit from CMU only; all students take some Section of this course. Row C: credit from CMU, college transfer credit; or place-out exam.	ΣUnits Min: 36 Max: 57 _____
A	<u>15-128</u> <u>Freshman Immigration Course</u> <u>Lec A</u> <u>T</u> <u>3:00pm - 4:20pm</u>	1
B	<u>99-101</u> <u>Computer Skills Workshop</u> <u>Sec</u> _____	3
C	<u>21-127</u> <u>Concepts of Mathematics</u> <u>Lec 2</u> <u>MWF</u> <u>2:30pm - 3:20pm</u> <u>21-127</u> <u>Concepts of Mathematics</u> <u>Sec</u> <u>TR</u> _____ SCS Freshman all take Lecture 2, Choose from Sections: F, G, H, or I (all are TR) and indicate its time	9
D	Computer Programming Course (most student choose one of 15-100, 15-200, or 15-123): _____ <u>Lec</u> _____ If 15-100, skip and fill in Sec F below; if 15-200, choose Lec 1; if 15-123, choose Lec 1 _____ <u>Sec</u> _____ If 15-100, choose Sec F; if 15-200, choose Sec A, B, or C; if 15-123, choose Sec ???	
E	Math Course (choose one of 21-120, 21-122, 21-131, 21-241, 21-259, or another, or leave empty): _____ <u>Lec</u> _____ _____ <u>Sec</u> _____ Most courses have a Lecture and Section. 21-141 (and some others) has only a Section, no Lecture	
F	Science/ Engineering Course (e.g., Biology, Chemistry, Physics; fill in Lec/Sec, as appropriate): _____ <u>Lec</u> _____ _____ <u>Sec</u> _____	
G	Humanities Course (e.g., English, History, Economics; fill in Lec/Sec, as appropriate): _____ <u>Lec</u> _____ _____ <u>Sec</u> _____	
H	Other Course (if needed; fill in Lec/Sec, as appropriate): _____ <u>Lec</u> _____ _____ <u>Sec</u> _____	
I	Other Course (if needed; fill in Lec/Sec, as appropriate): _____ <u>Lec</u> _____ _____ <u>Sec</u> _____	

Do not schedule conflicting/overlapping courses.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 A.M.					
9:00 A.M.					
9:30 A.M.					
10:00 A.M.					
10:30 A.M.					
11:00 A.M.					
11:30 A.M.					
12:00/Noon					
12:30 P.M.					
1:00 P.M.					
1:30 P.M.					
2:00 P.M.					
2:30 P.M.					
3:00 P.M.		15-128			
3:30 P.M.		15-128			
4:00 P.M.		15-128			
Eve: _____					
Eve: _____					