

Survival Guide to Scheduling Courses in LionPATH

Pre-Registration Tasks

1. Go to LionPath: lionpath.psu.edu
2. Click on *Self-Service*.
3. Click on *Student Center*.
4. Agree to do business electronically when LionPath prompts you to do so.
5. Find the *To Do List* box on the right-hand side of the page and click on the link to the *Pre-Registration Activity Guide*. (See red arrow [#1] on Illustration 1 below.) Accomplish all the tasks listed in the *Student Task Work Center* on the left-hand side of the screen.
6. Click on the *Main Menu* tab at the top; select *Self-Service* and then *Student Center*.

Illustration 1

The screenshot shows the LionPATH Student Center interface. The navigation path at the top is: Favorites | Main Menu > Self Service > Student Center. The page title is "Student Center".

Academics Section:

- Left sidebar: Search, Plan, Enroll, My Academics, Schedule Builder, other academic... (dropdown)
- Top right: SEARCH FOR CLASSES button
- Center: This Week's Schedule table
- Bottom right: weekly schedule ▶, enrollment shopping cart ▶

| | Class | Schedule |
|--|-----------------------------|--------------------------------------|
| | ECON 102-009 LEC (21603) | TuTh 8:00AM - 9:15AM Room: TBA |

Finances Section:

- My Account: Account Inquiry
- Financial Aid: View Financial Aid, Accept/Decline Awards
- Message: Access to Student Account Financial information in LionPATH will be available beginning July 2016. Until that date, please access eLion at elion.psu.edu to view your bill/account balance and to make a payment.

Communication Center:

- 0 Pending Messages
- 0 Communications
- Go to Communication Center

Holds:

- Ineligible for federal aid
- Ineligible for federal aid
- Ineligible for federal aid
- Financial Responsibility Agree
- details ▶

Personal Information:

- Demographic Data
- Emergency Contact Names
- Contact Information: Local Address, Permanent Address

To Do List:

- Pre-Registration Activity Guide - Fall 2016

Navigation Arrows:

- Green arrow #2 points to the "Plan" link in the Academics sidebar.
- Purple arrow #3 points to the "enrollment shopping cart" link.
- Red arrow #1 points to the "Pre-Registration Activity Guide - Fall 2016" link in the To Do List.

Choosing Courses and a Schedule

1. Find the *Academics* section. Underneath that header are all the major tools you will use. (See green arrow [#2] on Illustration 1 above.)
 - **Search:** Allows you to explore which courses are offered during Fall 2016. To learn how to use this tool most efficiently, click through this quick tutorial: <https://tutorials.lionpath.psu.edu/public/Search/>
 - **Plan:** Allows you to build an eight-semester academic plan.
 - **Enroll:** Takes you to your enrollment shopping cart, where courses you've chosen are listed.
 - **My Academics:** Allows you to find your advisor, transfer credits, course history, transcript, graduation information, etc.
 - **Schedule Builder:** Allows you to build a semester schedule you can import into your enrollment shopping cart.
2. To build a schedule, select *Schedule Builder*.
3. Click on the green *Click Here* button. (If necessary, allow pop-ups from lion.psu.edu so that it doesn't block the Schedule Builder window from opening.)
4. Adjust the search filters. (See the orange arrows [#1] on Illustration 2 below.)

Tip: At the very least, narrow the *Campus Selection* to your appropriate campus. Another great filter is the *Course Status* option, which will allow you to choose only open courses or only open courses and full classes that come with a waitlist option.

Illustration 2

The screenshot displays the PennState Schedule Builder interface. At the top, there is a navigation bar with "Schedule Builder" and "Text Only" tabs, along with "Help" and "Sign out" links. The PennState logo is prominently displayed in the center. Below the logo, there are several filter sections, each with a "Change" button. The filters include: Campuses (1 of 23 Selected), Locations (All Locations Selected), Term (Fall 2016), Sessions (All Sessions Selected), Course Status (Open & Full w/Waitlist Open), Academic Careers (All Academic Careers Selected), Colleges (All Colleges Selected), and Instruction Modes (All Instruction Modes Selected). An orange arrow labeled "1" points to the "Change" buttons for Campuses and Course Status. Below the filters, there is a yellow instruction box: "Instructions: Add desired courses and breaks and click Generate Schedules button!". The main content area is divided into two sections: "Courses" and "Breaks". The "Courses" section has a blue arrow labeled "2" pointing to the "+ Add Course" button. It lists several courses with checkboxes, "Options" icons, and status icons: Biology 230 (Biol Mol Cell), Chemistry 112 (Chem Princ II), Chemistry 113 (Exper Chem II), Health Policy and Admn 101 (Intro Hlth Ser Org), and Nutrition 251 (Intro Prin Nutr). The "Breaks" section has a green arrow labeled "3" pointing to the "+ Add Break" button and a yellow instruction box: "Add times during the day you do not wish to take classes." The bottom of the screenshot shows the beginning of the "Enrollment Cart" section.

- Click *Add Course*. (See the blue arrow [#2] on Illustration 2 above.) Choose a subject and course number. Course numbers may take a few moments to populate, especially when you're switching from one subject to another.
- Click the *Add* button to include a course in your schedule.
- When you've added all your courses, click the *Back* button to the left of the *Add* button to get back to the main page of *Schedule Builder*. Do not use the back button on your browser!
- Click the *Options* button next to any class to narrow options further (e.g., to remove all Honors sections).
- Block time slots on your schedule by clicking on *Add Break*. (See the green arrow [#3] on Illustration 2 above.)
- Click on *Generate Schedules* to view all the possible schedules that include your preferred courses.
- Select your preferred schedule and click on *Send to Enrollment Cart*.
- Close the *Schedule Builder* window to exit.

Verifying your Enrollment Cart

- Return to *Student Center* on the main LionPath page.
- Click on *Enrollment Shopping Cart* under the *Academics* section (see purple arrow [#3] on Illustration 1 above).
- Select the appropriate semester.
- Click on *Import Cart* (in the yellow alert box).
- Click on *Next* as you review each individual course you have chosen. Once you are done doing this, it will allow you to view your entire enrollment shopping cart at once.
- Click on *Validate* at the bottom to verify that you are eligible to schedule all of the courses you've chosen (see red arrow [#1] on Illustration 3 below).
- Return to the *Enrollment Shopping Cart*.

Illustration 3

The screenshot shows the 'Enrollment Shopping Cart' page on LionPath. The page title is 'LIONPATH' and the breadcrumb trail is 'Favorites | Main Menu > Self Service > Student Center > Enrollment Shopping Cart'. The page has tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below the tabs, there are links for 'my planner', 'shopping cart', and 'course history'. The main heading is 'Shopping Cart' and 'Add Classes to Shopping Cart'. A note says: 'Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.' The semester is 'Fall 2016 | Undergraduate | The Pennsylvania State Univ' with a 'change term' button. There are status indicators for 'Open', 'Closed', and 'Wait List'. The 'Add to Cart' section has an 'Enter Class Nbr' field and 'Find Classes' options: 'Class Search', 'My Planner', and 'schedule builder'. The main table is titled 'Fall 2016 Shopping Cart' and has columns: 'Select', 'Class', 'Days/Times', 'Room', 'Instructor', 'Units', and 'Status'. The 'Status' column is circled in orange. The table contains the following data:

| Select | Class | Days/Times | Room | Instructor | Units | Status |
|--------------------------|-----------------------------|--------------------------------|----------------------|-----------------|-------|--------|
| <input type="checkbox"/> | BIOL 230-002L (25508) | Mo 3:35PM - 6:35PM | Mueller Lab 113 | Staff | 4.00 | ● |
| <input type="checkbox"/> | BIOL 230-001 (24837) | MoWeFr 11:15AM - 12:05PM | Thomas Bldg 100 | Staff | | ● |
| <input type="checkbox"/> | CHEM 112-002 (20188) | MoWeFr 9:05AM - 9:55AM | Forum Bldg 105 | Staff | 3.00 | ● |
| <input type="checkbox"/> | CHEM 113-001 (27027) | Fr 1:25PM - 5:30PM | Whitmore Lab 107 | M. SHOEMAKER | 1.00 | ● |
| <input type="checkbox"/> | HDA 101-901 (26978) | Th 6:00PM - 9:00PM | Ford Building 208 | C. KITKO | 3.00 | ● |
| <input type="checkbox"/> | NUTR 291-002 (11312) | TuTh 1:35PM - 2:50PM | Thomas Bldg 101 | A. BORKOWSKA | 3.00 | ● |

At the bottom of the table, there are buttons for 'delete', 'validate', and 'enroll'. A red arrow points to the 'validate' button, and a black arrow points to the 'enroll' button.

To Register:

Open *Enrollment Shopping Cart* from your *Student Center* page on your registration day.

Important: Check the status of each course in your cart to verify that seats are still available in the course section that you chose. (See the status column circled in orange on Illustration 3 to the left.)

Click *Enroll* when you are satisfied with your selections. (See black arrow [#2] on Illustration 3 to the left.)