

## Walk-In Scheduler Features

In 2018, new Student Schedule and Walk-In Scheduler tools were made available in the [Student Information>Counseling>General](#) toolset. In Summer 2019, those tools will replace the Student Schedule & Walk-In Scheduler available in [Student Information>General](#).

While the new and improved Student Schedule and Walk-In Scheduler have a different look than what most users are used to, the functionality remains relatively similar. This guide will compare where you would complete tasks in the old Walk-In Scheduler versus where the same task is done in the new Walk-In Scheduler.

I want to...	Old Walk-In Scheduler	New Walk-In Scheduler
<p><b>Add Requests for Courses</b></p>	<p>Enter course numbers to the panel on the right.</p>	<p>From the <b>Requests</b> panel, click the dropdown arrow next to the <b>Add Requests</b> button and the <b>Quick Add</b> option.</p> <p>Course requests can be added one of three ways –</p> <p>By clicking the <b>Add Requests</b> button.</p> <p>By entering course numbers using the <b>Quick Add</b> options and clicking enter, which then adds those courses to the list of requested courses.</p> <p>By adding planned courses using the <b>Add Planned Courses</b> option to add requests for courses on the student's Course Plan.</p>
<p><b>Schedule Requested Courses</b></p>	<p>Click the <b>Load</b> icon. Courses listed in the panel on the right are added to the schedule grid.</p>	<p>Click the <b>Load</b> icon. Courses that can be placed are placed, and the unscheduled course requests become scheduled requests.</p>

<b>Find a Course to Add to a Period Where No Course is Scheduled</b>	In the course grid, click a period labeled <b>Empty</b> . A list of courses that meet during that period and term are listed in the search results to the right. Select a course and add it to the schedule.	In the course grid, click a period labeled <b>No Scheduled Course</b> . A list of courses that meet during that period display in the <b>Search</b> panel. Select one and update the roster.
<b>Print a Report of the Student's Scheduled Courses</b>	Click the <b>Print</b> button or select a report from the dropdown list.	Click the <b>Reports</b> button. Select a report from the panel and print.