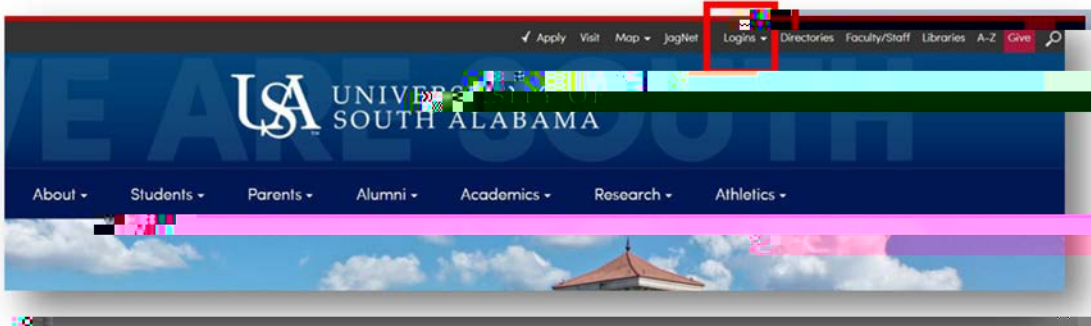


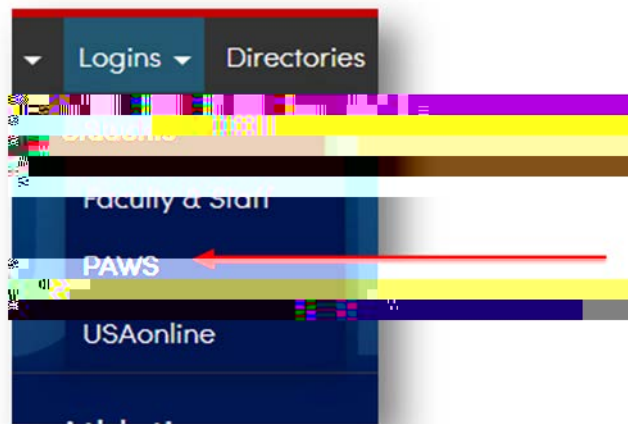
# How to Build a Plan for Advisees in South Scheduler

## *Advisors Directions*

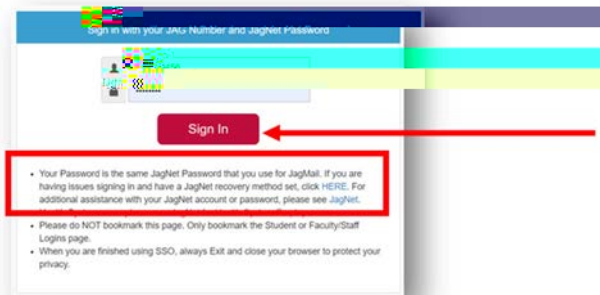
1. Login to PAWS by going to [www.southalabama.edu](http://www.southalabama.edu) and clicking on “Logins.”



2. Use the dropdown menu and click on PAWS.



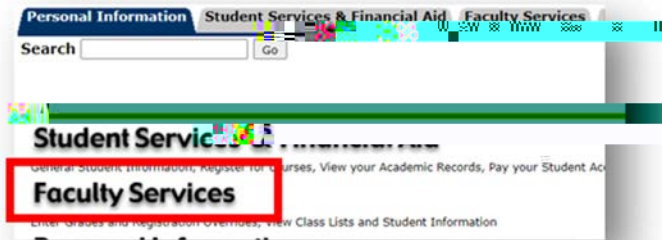
3. Login to PAWS.



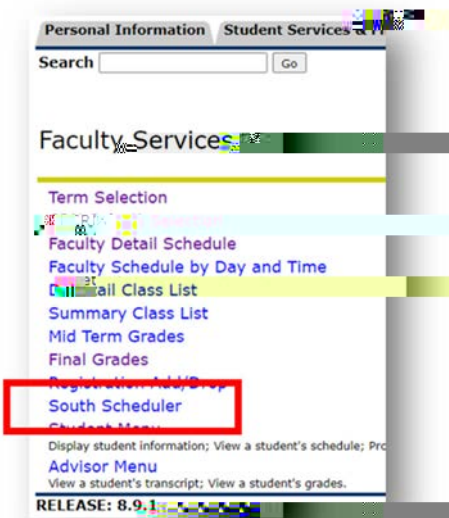
## How to Build a Plan for Advisees in South Scheduler

### *Advisors Directions*

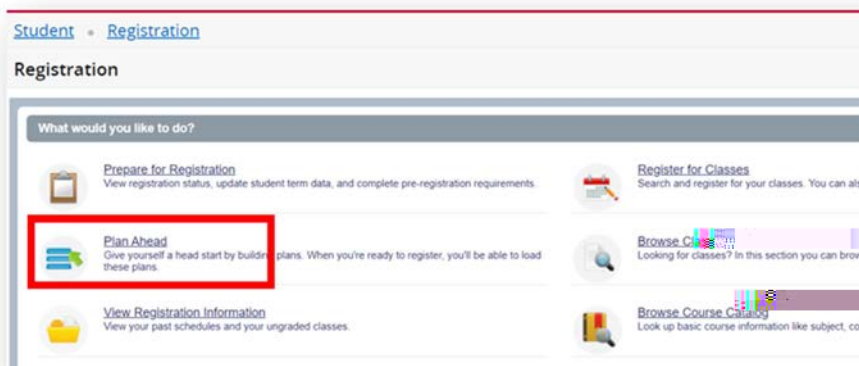
#### 4. Click on “Faculty Services.”



#### 5. Click on “South Scheduler.”



#### 6. Click “Plan Ahead.”



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## How to Build a Plan for Advisees in South Scheduler

### *Advisors Directions*

#### 9. Click “Create a New Plan.”



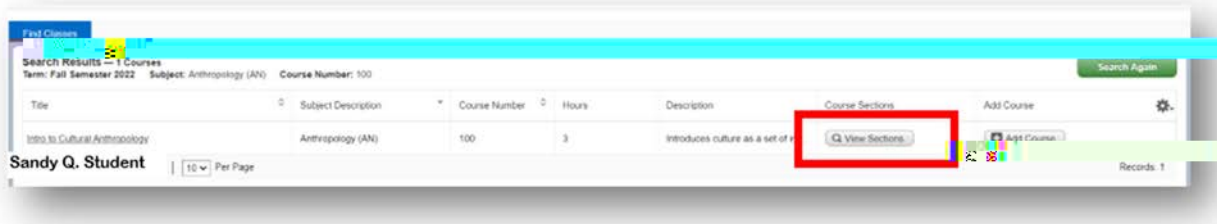
#### 10. Enter subject, course number, click “Search.”



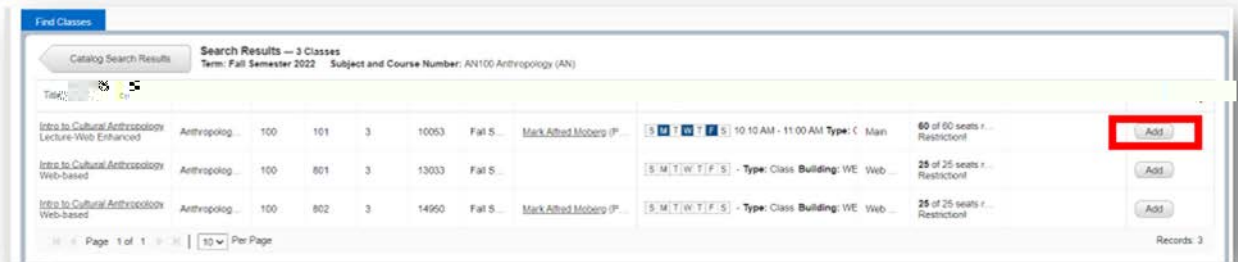
## How to Build a Plan for Advisees in South Scheduler

### *Advisors Directions*

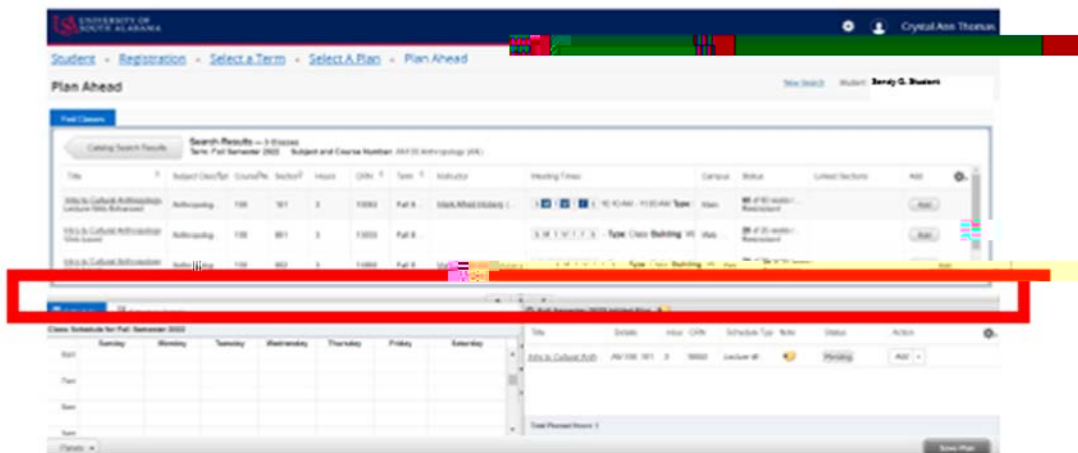
11. To view all sections offered, click “View Sections.”



12. Choose the section to add to South Scheduler by clicking “Add” on the appropriate line.



13. Note: You can adjust the views by clicking and dragging on the line to change ratio of areas.



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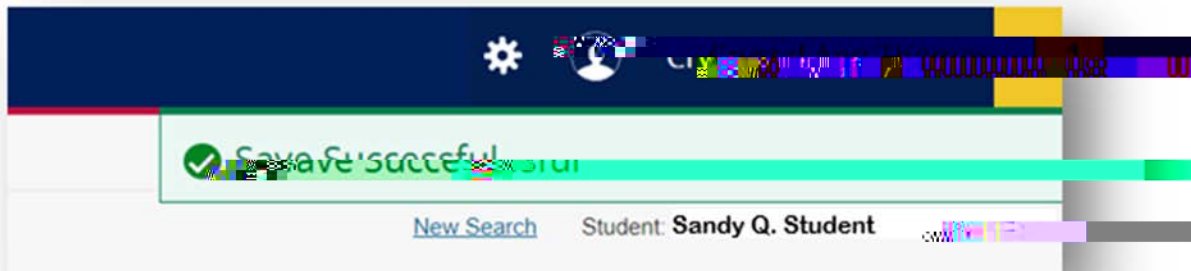
## How to Build a Plan for Advisees in South Scheduler

### *Advisors Directions*

16. You can then name the plan with the advisee's name or whatever naming convention you choose, and click "Save."



17. You will see a notification in the upper right hand corner that the plan was successfully saved.



18. You can later click on "Select a Plan" and view the plan you created.

