ASCENDER Scheduling Guide - Combination (Step 2)

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TxEIS Scheduling - Combination (Step 2)

The combination scheduling process involves creating the campus master schedule from the current year (section and meeting times) (Step 1), entering or bringing in student course requests (Step 2), and using an automated process to schedule students into course-sections (Step 3).

Step 2 covers adding student course requests.

IMPORTANT: Do not proceed unless Combination - Step 1 is completed.

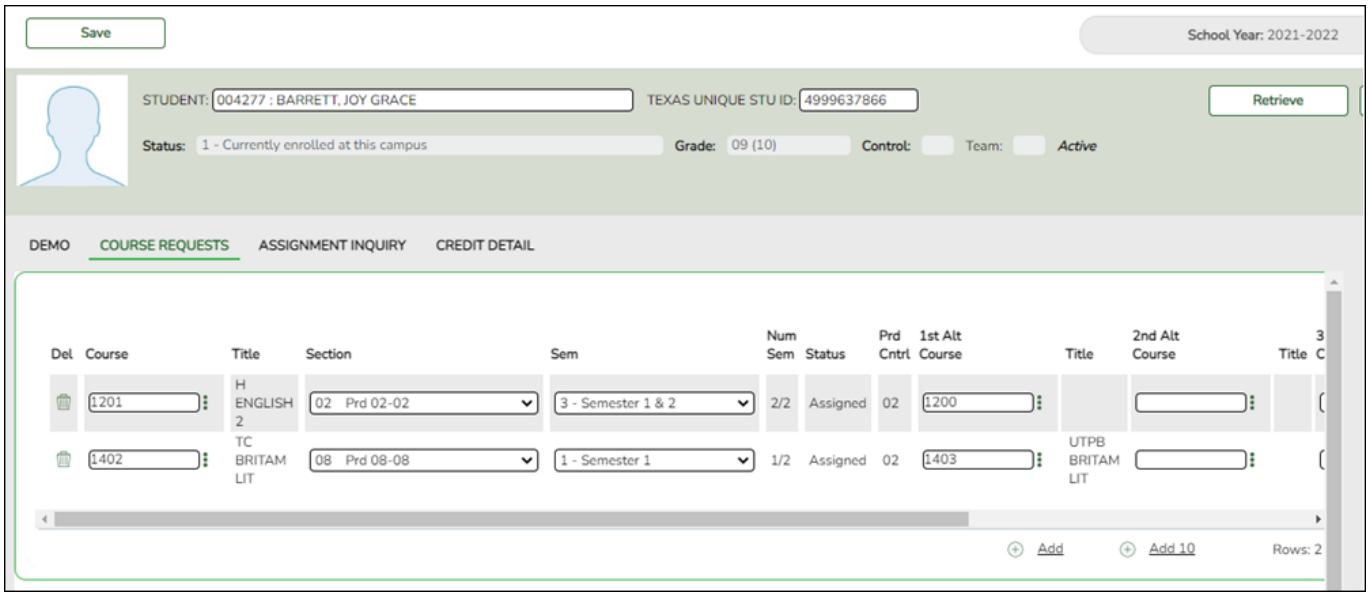
Before you proceed, run and review all Scheduling pre-load reports.

Enter Student Course Requests

Enter course requests.

Modify course requests as needed.

Scheduling > Maintenance > Student Schedules > Course Requests



1. Retrieve the student.
2. To modify a request, select another course number.
3. To assign a course, select the section and semester. The **Status** changes to *Assigned*.
4. Click **Save**.

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