Transcript: How to navigate schedule planner

Here is what you need to know.

Learn to access it! And get to know the basics.

1) Schedule Planner is located in your myCoyote portal. From myCoyote, click Student Center.
2) Click "Schedule Planner."
3) Click "Open Schedule Planner" – if prompted, enable pop-ups.
4) Select which campus location you would like to select classes from- All Campuses, Palm Desert Campus, or San Bernardino Campus. The choose "Save and Continue".

Great! You're in!

Let's learn the basics.

Utilizing Schedule Planner

Your homepage should have "Course Registration", with Course Status, Campuses, Term, and Instruction Modes listed underneath it. Each of these options will have a "Change" button. There will also be a Desired Courses heading with an "Add Course" button, a Breaks heading with a "Add Break" button, and Schedules heading with a "Generate Schedules" button.

Utilizing Schedule Planner.

Let's take a tour!

Under Course Registration, you will find the following:

- "Course Status". You can view open classes only, open w/full Waitlist, or Open & Full (Non-waitlisted courses.)
- "Instruction Modes". Change type of preferred instruction mode: Classroom instruction, Hybrid-classroom/Online, online class, or all instruction modes.

"Desired Courses" Heading

- These classes will automatically fill in from your myCAP with the ability for you to add classes not from your myCAP. Choose "Add course".

"Add Course" Screen

- Add all the classes you plan to take during that term! You can choose courses by subject, course attribute, instructor, or myCAP. Once you've selected the desired course, select "add course".
- Once you've chosen your classes go back to "Plan Schedule."

"Breaks" are time frames that you are not available to take classes.

- Select "Add break" button. A new screen opens entitled "Add New Break".
- Customize your break! Add a Break Name, Start Time, End Time, and Days of the break. Then choose "Add break".

"Schedules" Heading

- "Generate Schedules" The classes selected are "checked" and will generate into a variety of schedule options
- Review the generated schedules, by examining the days and locations of your desired courses. see which one works best!
- Once you have a desired schedule, choose the "send to shopping cart" button.

After "send to shopping cart," go through the course review to confirm your classes. Once confirmed, click "Register."

Course registration made easy!

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