SCHEDULE PLANNER

MYCAP • SCHEDULE PLANNER • REGISTER

Schedule Planner is an academic advising tool, which allows students to form a personalized schedule for the upcoming term. This tool will work in conjunction, from myCAP and be useful to students when planning their desired schedule.

NAVIGATING TO SCHEDULE PLANNER

- Schedule Planner is located in your myCoyote portal. From myCoyote, click on Student Center.
- Click "Schedule Planner"
- Click "Open Schedule Planner" if prompted, enable pop-ups
- Select which campus location you would like to select classes from



UTILIZING SCHEDULE PLANNER

O Plan Schedule 🍽 Shopping Cart (ii) 🛗 Current Schedule (ii) Text Only 💿 Help 👄 Sign out	
Course Registration	Course Status: Open Classes Only, Open & Full w/ Waitlist, Open & Full (Non-Waitlisted Courses)
Image: Course Status Open & Full w/Waitlist Open Change Term Winter 2019 Campuses All Campuses Selected Change Instruction Modes All Instruction Modes Selected Change 2 Course Status Change Course Status Change Change Change Course Status Change Change<	Instruction Modes: Classroom Instruction, Hybrid- Classroom/Online, Online Class
Instruction: Select Generate Schedules when you are finished adding or removing courses. Desired Courses Add Course Courses Add Course Courses Co	3 Desired Course: These classes will automatically fill in from your myCAP - with the ability for you to add classes not on your myCAP
Coclody 301 QUALITATIVE RESEARCH Sections 3	Breaks are time frames that you are not available to take classes.
C Generatin Schedules Generated 1 Schedule X View 1 Q Natural Sciences 300-01, Sociology-301-02, Sociology-350-01	5 Generate Schedules: The classes selected are "checked" and will be generated into schedule options.

CLASS SCHEDULE/REGISTRATION

- 6 This view will show all selected class details Day(s) & Location(s), Dates, Credits.
- 7 This view will show a weekly schedule of the selected classes.

From this point you can click "back" to view another generated schedule OR add/drop classes to generate different schedules.

- 8 Validate: This function will verify you have met the prerequisites for the selected classes.
- Send to Shopping Cart: After choosing your desired schedule, classes will be added to your Shopping Cart for the next step in registration.

After "Send to Shopping Cart", go through the course review to confirm your classes. Once confirmed, click "**Register**".

e	Y	ou are s	riewing a	potential sc	hedule on	y and you	must still	register.							×
8			Status	Subject	Course	Section	Class #	Day(s) 8	Location	1(8)	Dates	L	ocation	Campus	Credit
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