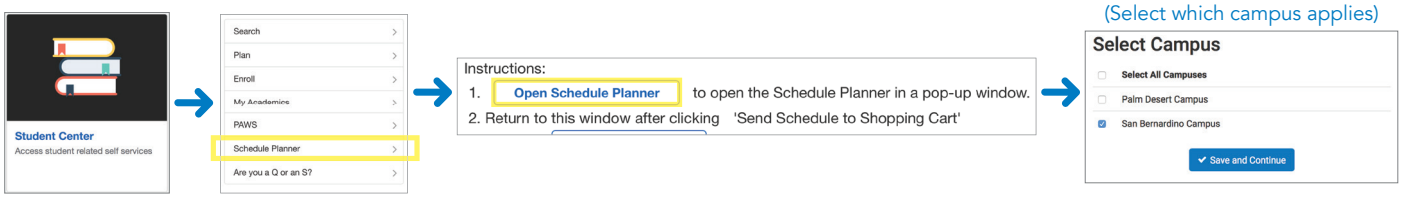
SCHEDULE PLANNER

MYCAP • SCHEDULE PLANNER • REGISTER

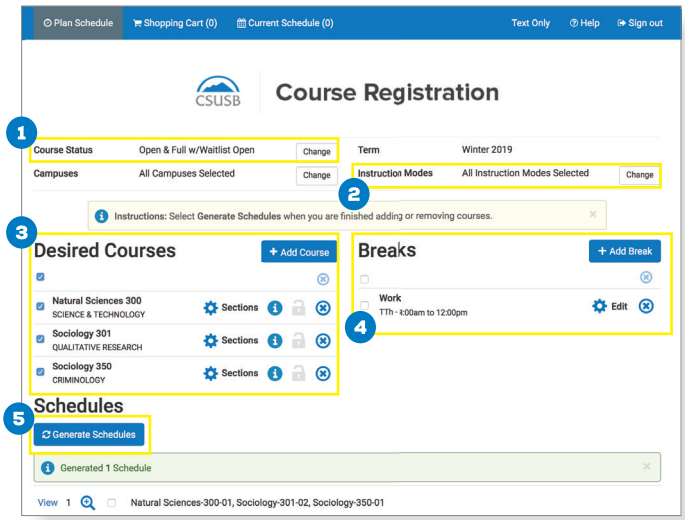
Schedule Planner is an academic advising tool, which allows students to form a personalized schedule for the upcoming term. This tool will work in conjunction, from myCAP and be useful to students when planning their desired schedule.

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

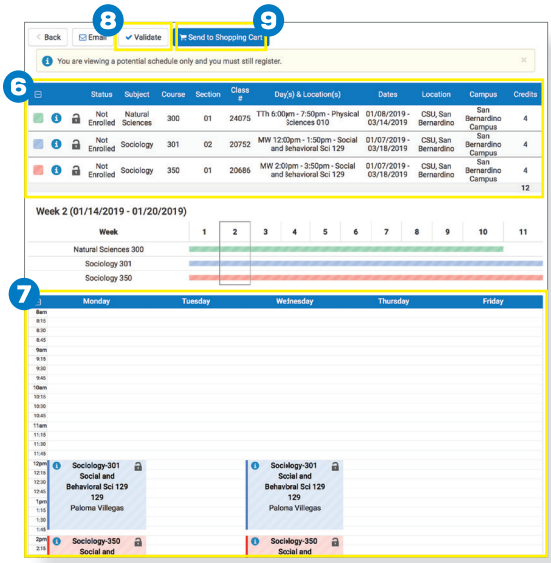


1. **Course Status:** Open Classes Only, Open & Full w/ Waitlist, Open & Full (Non-Waitlisted Courses)
2. **Instruction Modes:** Classroom Instruction, Hybrid-Classroom/Online, Online Class
3. **Desired Course:** These classes will automatically fill in from your myCAP - with the ability for you to add classes not on your myCAP
4. **Breaks** are time frames that you are not available to take classes.
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.
9. **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**".