

# SCHEDULE PLANNER

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myCAP • [Schedule Planner](#) • Register

# WHAT IS SCHEDULE PLANNER?



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.



# BENEFITS

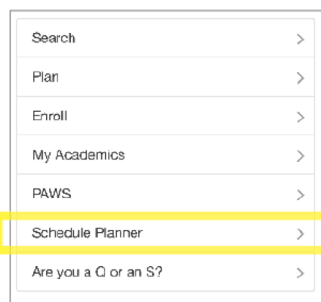
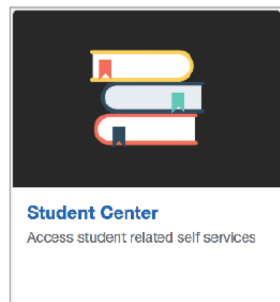
- 1 Plan AND Register for classes all in one tool!
- 2 Pre-loads your preferred myCAP courses for the term.
- 3 Ability to add breaks for times when you are not available to take classes.
- 4 Generate multiple schedule options to find the best fit.

**Course Registration Made Easy!**



# NAVIGATING TO SCHEDULE PLANNER

- Schedule Planner is located in the 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



Instructions:  
1. **Open Schedule Planner** to open the Schedule Planner in a pop-up window.  
2. Return to this window after clicking 'Send Schedule to Shopping Cart'



(Select which campus applies)

**Select Campus**

Select All Campuses

Palm Desert Campus

San Bernardino Campus





# UTILIZING SCHEDULE PLANNER

The screenshot shows the CSUSB Course Registration interface. At the top, there are navigation links: Plan Schedule, Shopping Cart (0), Current Schedule (0), Text Only, Help, and Sign out. The main header includes the CSUSB logo and the title "Course Registration".

**1 Course Status:** A dropdown menu is set to "Open & Full w/Waitlist Open" with a "Change" button next to it. The "Term" is set to "Winter 2019".

**2 Instruction Modes:** A dropdown menu is set to "All Instruction Modes Selected" with a "Change" button next to it.

**3 Desired Courses:** A list of courses is shown, each with a checked checkbox and a "+ Add Course" button. The courses are:

- Natural Sciences 300 (SCIENCE & TECHNOLOGY)
- Sociology 301 (QUALITATIVE RESEARCH)
- Sociology 350 (CRIMINOLOGY)

Each course entry includes a "Sections" link and icons for information, lock, and delete.

**4 Breaks:** A section titled "Breaks" with a "+ Add Break" button. One break is listed: "Work" (TTh - 8:00am to 12:00pm) with "Edit" and delete icons.

**5 Schedules:** A section titled "Schedules" with a "Generate Schedules" button. A message below states "Generated 1 Schedule".

At the bottom, there is a "View" section showing "1" and a list of course IDs: "Natural Sciences-300-01, Sociology-301-02, Sociology-350-01".

- 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**".

The screenshot shows a web interface for class registration. At the top, there are buttons for '< Back', 'Email', 'Validate', and 'Send to Shopping Cart'. A yellow box highlights the 'Validate' and 'Send to Shopping Cart' buttons, with callout 8 pointing to 'Validate' and callout 9 pointing to 'Send to Shopping Cart'. Below the buttons is a message: 'You are viewing a potential schedule only and you must still register.' Callout 6 points to the table below.

Status	Subject	Course	Section	Class #	Day(s) & Location(s)	Dates	Location	Campus	Credits
Not Enrolled	Natural Sciences	300	01	24075	TTh 6:00pm - 7:50pm - Physical Sciences 010	01/08/2019 - 03/14/2019	CSU, San Bernardino	San Bernardino Campus	4
Not Enrolled	Sociology	301	02	20752	MW 12:00pm - 1:50pm - Social and Behavioral Sci 129	01/07/2019 - 03/18/2019	CSU, San Bernardino	San Bernardino Campus	4
Not Enrolled	Sociology	350	01	20686	MW 2:00pm - 3:50pm - Social and Behavioral Sci 129	01/07/2019 - 03/18/2019	CSU, San Bernardino	San Bernardino Campus	4
									12

Below the table is a weekly schedule view for 'Week 2 (01/14/2019 - 01/20/2019)'. Callout 7 points to this view. The schedule shows three classes: Natural Sciences 300 (green bar), Sociology 301 (blue bar), and Sociology 350 (red bar). The days of the week are listed from Monday to Friday. The time slots on the left range from 8am to 2:15pm.

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