Step-by-Step Guide to Schedule Planner

**NOTE:** Schedule Planner does not recognize prerequisite or co-requisite courses, holds or instructor consent requirements.

1. **Log into your MYCSUEB**
   Click Classic View > Student Center > Schedule Planner > Open Schedule Planner.

2. **Select Term**
   When you first login you will be prompted to choose a semester/session. Your selection can be changed later.

3. **Filters**
   Using the buttons labeled change, filter by Course Status, Sessions, Term, Academic Careers, Academic Groups, Instruction Modes and Campuses.

4. **Breaks**
   Click add break to add any times you aren’t available for class, such as work schedules, co-curricular activities, family obligations, etc.

5. **Add Courses**
   Click Add Course to start adding courses. Find courses by ‘Subject’, ‘Section Attribute’, ‘Instructor’ etc. Click add course to include courses in your schedule, and then click Back to return to main screen.

6. **Generate Schedules**
   Clicking Generate Schedules will find all potential schedules based on your filters, breaks, and added courses.

   - **Preview a schedule:** Hover over the magnifying glass to see when classes are offered in that schedule.
   - **Compare schedules:** Check the checkboxes of up to 4 schedules and then click compare to view schedules side by side.
   - **View a schedule:** Click view to see full details about each course in that schedule.
   - **Locking a section:** Locking a section will remove other potential schedules without that particular section. Lock a course if you know you want to enroll in that particular section.
   - **Favorite a schedule:** Clicking the heart icon at the top will save the schedule so you can easily refer back to it later.

7. **Register**
   While viewing a schedule click Send to Registration Cart this will transfer your schedule to the Shopping cart and the Schedule Planner will close. Visit the ‘Enrollment’ page in the Student Center and click import cart to continue with registration.