

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.