My SHEDULE PLANNER

Introduction:
My Schedule Planner is a part of a suite of planning software tools available on the Fresno State Student center. These tools along with the guidance from your academic advisor will help you effectively plan for classes and succeed in your goal towards graduation.

My Schedule Planner focuses on planning for classes one semester at a time in preparation for the official registration period. The schedule planner can be used independently or in combination with other products such as the DPR-Degree Progress Report and My Degree Plan.

To view quick videos about the suite of planning tools including My Schedule Planner, please visit the Office of the University Registrar website (Undergraduate Degree Evaluations section) http://www.csufresno.edu/registrar.

Access My Schedule Planner

- Visit https://my.fresnostate.edu
- Enter Fresno State username and password.
- Under Menu, select Student Self Service and then Student Center.

1. Click the My Academic Records & Registration tab to expand and view the options.

2. Click on My Schedule Planner

Note:
Students who have previously planned classes using the My Degree Plan tool can use the calendar icon to send the planned semester classes from My Degree Plan to My Schedule Planner.
SECTION 1 - Create a list of classes

This panel will show each semester upon your first visit to My Schedule Planner.

Verify that you are on the Schedules tab.

Select Term

• Enter Class Subject
• Search Classes

TIP:
For better search results:
. Enter Capital Letters
. Enter Class Subject/Sub. Abbreviation and Nbr.
Example: ANTH 30, ENGL 10, MATH 75.
Continue creating your class list

1. Enter desired class

2. Review the search results
   Click on Details to review class description /Co-requisite Info.

3. Select the class (+Class)
   A confirmation the class has been added to the course planner cart will temporarily appear in the top right corner (gray pop-up).
   Class list displays on the left side.

4. Click on Finished Adding Classes when you are done creating a class list.
Section 2 - Add Busy Times  (optional Step)

**Busy Times** are blocks of time designated as **unavailable for class time** (example: work, sport). You can create multiple busy time blocks, these blocks of time are specific for the term.

- **Add Busy Times**
- OR
- **Skip Step** & proceed to build a Schedule

1. **Name the Busy Times** - Block
2. **Busy Time** – Start & End Time
3. **Days of Week**
4. **Save**

**Note:** **My Busy Times section** is a summary of the busy time block/s created. You can **delete a Busy Time Block** from this section.

The **Busy Times** will also display as a gray time block on the calendar view after you save.
Section 3a - Build a schedule

- Build a Schedule has two options, **Create Your Own** or **Auto Generate**.
- To **Create your Own** – Continue on section 3a.
- To **Auto Generate** – Review Section 3b.

Building a schedule with the **Create Your Own** option allows you to review the class detail information and **select each class section on you own**. Class section information includes Class Title, Days, Times, Class Units, class location, Instructor, class status and waitlist status.

**Note**: You can come back and create schedules using the other option at any time.

- **Build your Schedule**

  **Create Your Own**

  **Note**: The Create Your Own button can also be accessed by clicking on this Schedules button.
Build a Schedule (Cont.) / Create Your Own Option

Note: The Schedule Planner and the Student Center Class Search display the class days differently

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mo</td>
<td>Tu</td>
<td>We</td>
<td>Th</td>
<td>Fr</td>
</tr>
<tr>
<td>M</td>
<td>T</td>
<td>W</td>
<td>H</td>
<td>F</td>
</tr>
</tbody>
</table>

1. The drop-down menu contains the list of classes created in section 1.
   Select a class from the drop-down menu, this action will generate a table with the different class sections for you to review.

2. Add Class (+ Sign)
   Once selected, the class status will change to a green checkmark (✓)
   Repeat the process with each class on the drop-down menu.

3. When all classes sections have been added, click on Finished Editing Classes at the top.
   Selected classes will display in the calendar view and in the Sections area.

Class Status Reference Key

<table>
<thead>
<tr>
<th>Status Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>The class or the class Wait List have available seats.</td>
</tr>
<tr>
<td>✓</td>
<td>Class Section has been selected / added to your planned schedule</td>
</tr>
<tr>
<td>Full</td>
<td>Class is closed. The class and the Wait List are full</td>
</tr>
<tr>
<td>🔴</td>
<td>Time Conflict with another class</td>
</tr>
<tr>
<td>🔴</td>
<td>Time Conflict with a Busy Time Block</td>
</tr>
</tbody>
</table>

More Column

- Wait-List Status, Professor Name, Room & Building, Co-requisites or Pre-requisite info.

To delete a selected class, click on the X.

Note: If you want to delete a class that is already on your Student Center Wish-List, you will first need to remove it from your Wish-List.
Review the Schedule (Create Your Own Option)

1. Rename Schedule (Optional)

2. Designate as the Primary Schedule.

Important: In order to push a schedule to the registration Wish-List, the schedule must be designated as the Primary Schedule.

Multiple backup schedules can be created, however, only one can be designated as Primary.

A schedule designated as Primary cannot not be deleted.

If you wish to delete it, change the primary designation to another backup schedule.

3. Push to My Fresno State Wish List

Note: Classes that have been sent to your wish list will display in the calendar view as “Pre-Enrolled”

IMPORTANT:
The Fresno State Wish-List is generally available approximately three weeks before the semester’s initial registration week. It is highly recommended that you use the Wish-List during this pre-registration period to “Verify” your classes/review class eligibility and clear any holds that might prevent registration. Placing classes on the My Schedule Planner or on the Wish-List does not reserve your classes.

REMEMBER:
You will need to officially enroll in your classes during your assigned registration date & time.
Building a Schedule with the **Auto Generate** option involves the schedule builder application automatically generating schedules based on your [class list](#) and [selected preferences](#).

**Note:** If you added a “Busy Time Block/s (time unavailable for class time) in step 2, classes available during your Busy Time Block will not display.

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**Build your Schedule**

**Auto Generate**

Note: The Auto Generate button can also be accessed by clicking on this **Schedules** button.
Configure Preferences to auto-generate schedule that are more tailored to your needs. The scheduling application will generate schedules taking into consideration your selected preferences; however, it might display classes outside your preference if there is only one class section available. Note: Busy-Times are blocks of time you don’t want classes & Time Blocks are times you want to take classes.

Preference 1:
Time-Base preferences include:
- Number of Days
  Select one of the 3 general preferences.
- Time Block
  Days/times you want for your classes.
- Click Next to configure additional Pref.
  OR
- Save & Finish to Skip additional Pref.

Preference 2 (Additional Pref):
Select your preference as it relates to In-Person classes (don’t want, neutral, want).
- Save & Finish
Select number of schedules to generate - (Build a Schedule – Auto Generate Option)

1. Select **Nbr. of schedule** to generate/review (5 or 10).

2. Click on **Generate Schedules**
Review Generated Schedules – (At a Glance View)

- Click on View Details to review the class section detail. Repeat step for each schedule.
- Note: Schedules may look the same when viewed at a glance. When you view details you should notice different section Nbr. and/or different instructor.

Review Generated Schedules – (Detailed View)

1. Review class section information/Sec Nbr.
   - To view more Class details including instructor click on the More Icon

2. (Optional)
   If you identify a specific section you want on your schedule, click on the lock icon and re-generate schedules. Newly generated schedules will have that section in every option.

3. • Return: To go back & review other schedules
   • Save: To save Schedule
Designate your favorite schedule as the Primary Schedule

1. Name the Schedule
2. Make Primary Schedule
3. SAVE
   *Saving schedules without checking the Make Primary schedule button automatically makes it a backup schedule.*
4. Return (on next panel)
5. Finished Auto-Generating Schedules

Send the primary schedule to My Fresno State **Wish-List**

The schedule designated as the primary schedule is located in this area.

Multiple backup schedules can be created, however, only one can be designated as Primary. **Only the primary schedule can be pushed to the registration Wish-List.**

A schedule designated as Primary cannot not be deleted.

If you wish to delete it, you can change the **primary designation** to another backup schedule.

Print, Export or Email schedule
Schedule

Note:

- Classes that have been pushed to the Wish-List will display as “Pre-Enrolled.” Classes displaying with a “Pre-Enrolled” status are not reserved.

- The **Delete button (X)** is not displayed when a class has been sent to the Wish-List.

- If you wish to remove a class displaying as Pre-Enrolled, you will first need to remove the class from the registration system **Wish-List**, doing this will re-activate the delete button on the schedule Planner.
IMPORTANT:
The Fresno State Wish-List is generally available approximately three weeks before the semester’s initial registration week. It is highly recommended that you use the Wish-List during this period to “Verify” your classes/review class eligibility and clear any holds that might prevent registration. Placing classes on the My Schedule Planner or on the Wish-List does not reserve your classes.

REMEMBER:
You will need to officially enroll in your classes during your assigned registration date & time.