

My SCHEDULE 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.

The screenshot shows the 'My Academic Records & Registration' menu. A list of options is displayed, with 'My Schedule Planner' highlighted in yellow. To the right, there is a section for 'Academic Deadlines' and 'This Week's Schedule'.

This Week's Schedule		
	Class	Schedule
	CSB 150-01 LEC (72011)	Digital Campus
	FIN 139-07 LEC (71930)	Tu 6:00PM - 8:50PM Peters Business Bldg Room 032
	SPEC 125-01 SUP (75893)	Room TBA

2. Click on **My Schedule Planner**

other academic...

My Admissions and Program Applications
My Finances (Financial Obligations and Financial Aid)
My Personal Information

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**.

SECTIONS:

1. Create a list of classes
2. Add Busy Times (optional)
- 3a. Build a schedule - [Create Your Own](#)
- 3b. Build a schedule - [Auto Generate](#)

Section 1 - Create a list of classes

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

The screenshot shows the 'My Schedule' interface. At the top, there is a navigation bar with 'Audits', 'Plans', and 'Schedules' tabs. The 'Schedules' tab is highlighted. Below the navigation bar, the main heading is 'My Schedule'. Underneath, it says 'Let's get started building your schedule. First, pick the term you want to work on.' There is a 'Select Term:' dropdown menu currently showing 'Spring 2020'. Below this, it says 'Next, start adding courses to this term.' There is a search input field containing 'ENGL 10' and a 'Search Classes' button.

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.

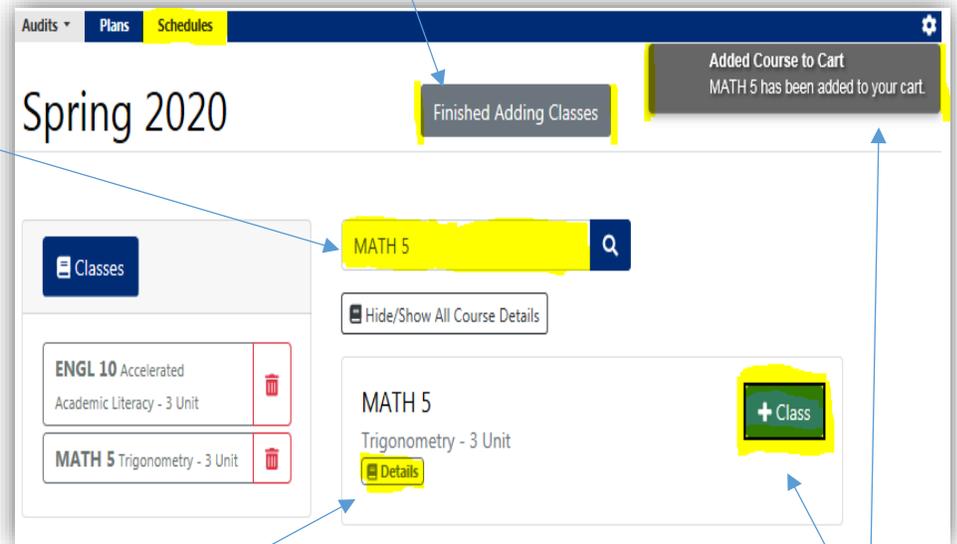
Continue creating your class list

1. Enter desired class

2. Review the search results

Click on **Details** to review **class description /Co-requisite Info.**

4. Click on Finished Adding Classes when you are done creating a class list.



3. Select the class (+Class)

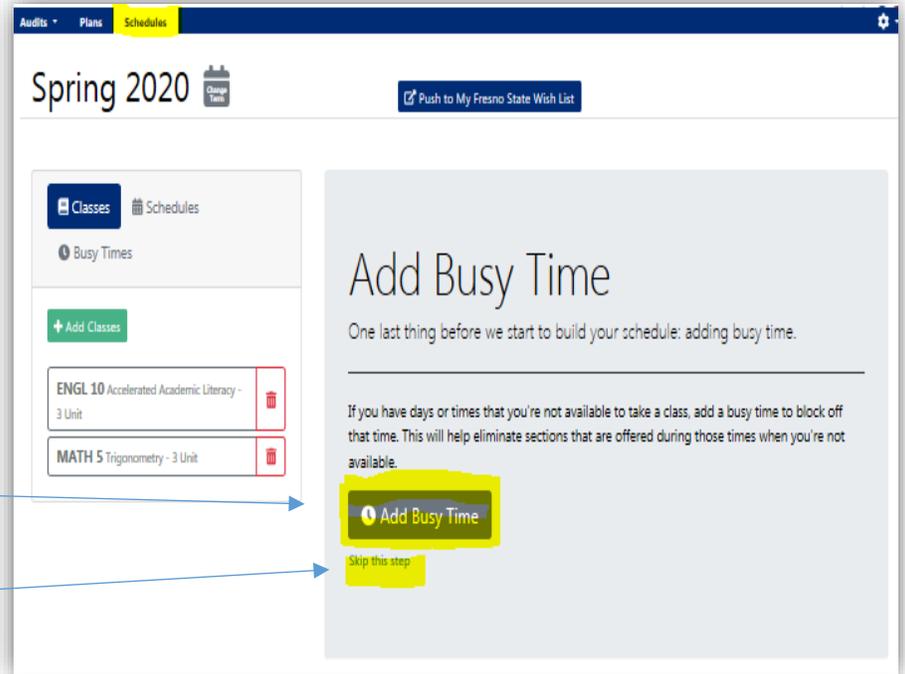
A confirmation the class has been added to the course planner cart will temporarily appear in the top right corner (gray pop-up).

Class list displays on the left side.

Section 2 - Add Busy Times (optional Step)

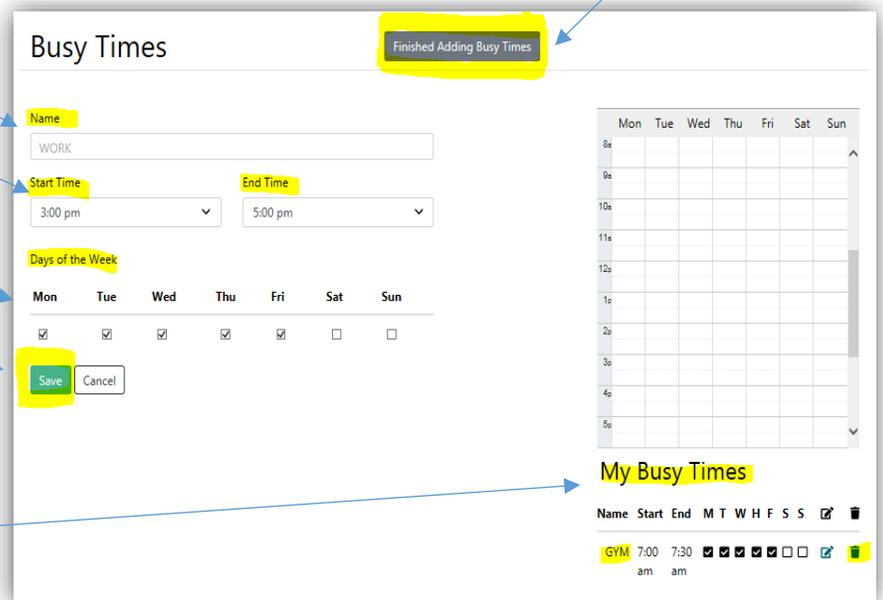
Busy Times are blocks of time designated as **unavailable for class time** (example: work, sport). You can create multiple busy time blocks, these blocks of time are specific for the term.

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



5. Finished Adding Busy

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.

Spring 2020

Push to My Fresno State Wish List

Classes Schedules

Busy Times

Add Busy Time

Name	Start	End	M	T	W	H	F	S	S
GYM	8:00 am	9:00 am	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Build your schedule

Now we're ready to get started building your schedule.

You can manually create your own, or you can have us generate some for you. You can always come back and do the other option at any time.

Create Your Own Auto-Generate

Build a Schedule (Cont.) / Create Your Own Option

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

	Monday	Tuesday	Wednesday	Thursday	Friday
Student Center Search for Class	Mo	Tu	We	Th	Fr
Student Center My Schedule Planner	M	T	W	H	F

3. Finished Editing Sections

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 **generates 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.

Status	Section	Title	Time	Days	Start	End	Seats	More
Busy Time Conflict	02	Acc Acad Literacy	7:00 AM - 7:50 AM	MWF	01/27/2020	05/14/2020	Filled 0 of 24	0
+	05	Acc Acad Literacy	8:00 AM - 8:50 AM	MWF	01/27/2020	05/14/2020	Filled 0 of 24	0
0	07	Acc Acad Literacy	8:00 AM - 9:15 AM	TH	01/27/2020	05/14/2020	Filled 0 of 25	0
0	08	Acc Acad Literacy	8:00 AM - 9:15 AM	TH	01/27/2020	05/14/2020	Filled 0 of 25	0
+	09	Acc Acad Literacy	9:00 AM - 9:50 AM	MWF	01/27/2020	05/14/2020	Filled 0 of 22	0
+	10	Acc Acad Literacy	9:00 AM - 9:50 AM	MWF	01/27/2020	05/14/2020	Filled 0 of 25	0
+	11	Acc Acad Literacy	9:00 AM - 9:50 AM	MWF	01/27/2020	05/14/2020	Filled 0 of 24	0
0	13	Acc Acad Literacy	9:30 AM - 10:45 AM	TH	01/27/2020	05/14/2020	Filled 0 of 25	0
+	15	Acc Acad Literacy	10:00 AM - 10:50 AM	MWF	01/27/2020	05/14/2020	Filled 0 of 24	0
+	16	Acc Acad Literacy	10:00 AM - 10:50 AM	MWF	01/27/2020	05/14/2020	Filled 0 of 22	0
+	19	Acc Acad Literacy	11:00 AM - 11:50 AM	MWF	01/27/2020	05/14/2020	Filled 0 of 24	0
+	20	Acc Acad Literacy	11:00 AM - 12:15 PM	TH	01/27/2020	05/14/2020	Filled 0 of 24	0

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.

Class Status Reference Key

Status Column	
• +	The class or the class Wait List have available seats.
• ✓	Class Section has been selected / added to your planned schedule
• Full	Class is closed. The class and the Wait List are full
• ⌚	Time Conflict with another class
• Busy Time Conflict	Time Conflict with a Busy Time Block
More Column	
• ⓘ	Wait-List Status, Professor Name, Room & Buildng, Co-requisites or Pre-requisite info.

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”

Class	Section	Title	Time	Day	Start	End	Seats
ENGL 10	09-LEC	Acc Acad Literacy	9:00am-9:50am	MWF	01/17/2020	05/14/2020	Filled 0 of 22
MATH 5	02-LEC	Trigonometry	8:00am-8:50am	MWF	01/17/2020	05/14/2020	Filled 0 of 30

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 you classes during your assigned registration date & time.

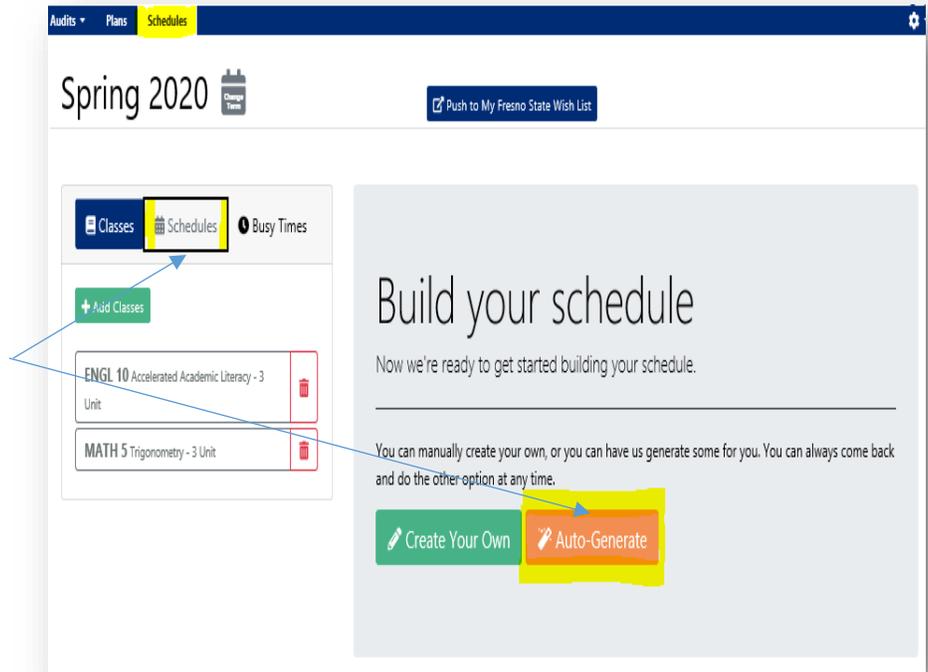
Section 3b - Build a schedule - Auto Generate

Building a Schedule with the Auto Generate option involves the schedule builder application automatically generating schedules based 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.

Build your Schedule
Auto Generate

Note: The Auto Generate button can also be accessed by clicking on this **Schedules** button.



Configure Preferences (Build a Schedule – Auto Generate Option)

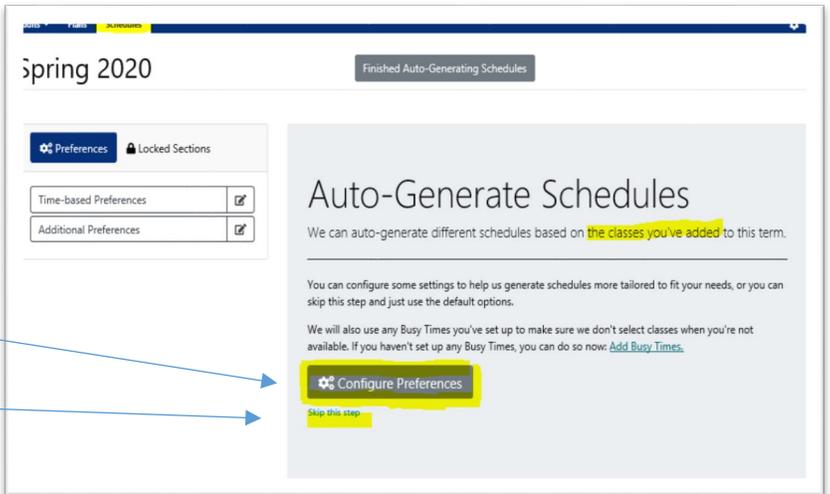
Configure Preferences to auto-generate schedule that are more tailored to your needs.

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.

Configure Preferences

Or skip this Step

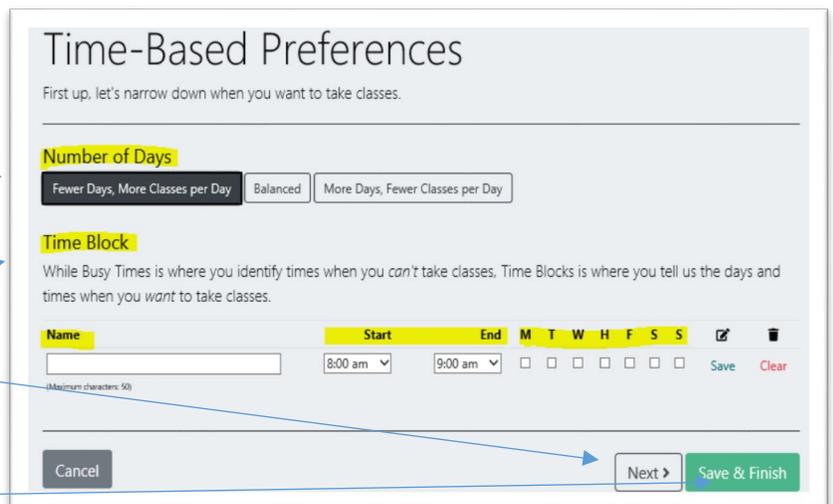


Preference 1:
Time-Base preferences include:

- **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.

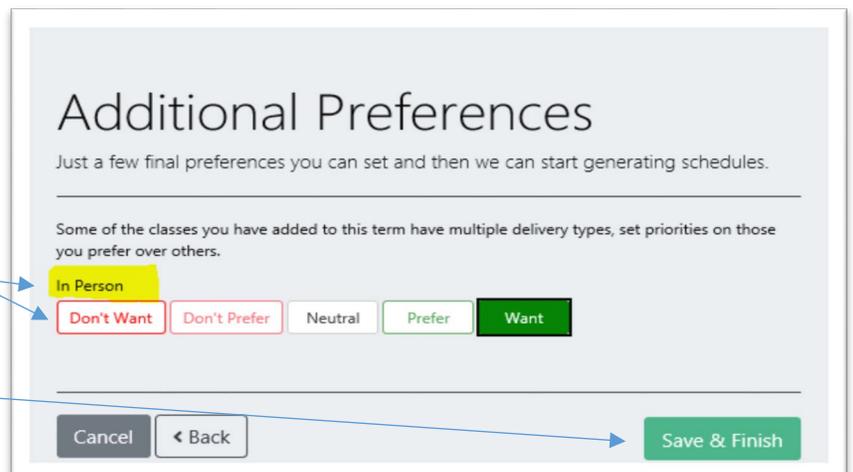
OR

- **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**

Spring 2020 Finished Auto-Generating Schedules

[Preferences](#) Locked Sections

Time-based Preferences [✎](#)

Additional Preferences [✎](#)

Auto-Generate Schedules

We can auto-generate different schedules based on the classes you've added to this term.

How many schedules do you want to generate?

5

[Generate Schedules](#)

[Configure Preferences](#)

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.*

Spring 2020

Finished Auto-Generating Schedules

Schedules Preferences

Locked Sections

Create Your Own Auto-Generate

Primary Schedule:
My Preferred Schedule

You don't have any backup schedules, yet.

Schedule 1 Schedule 2 Schedule 3 Schedule 4

View Details View Details View Details View Details

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

Schedule 1

Return Save

Locked Sections

When auto-generating schedules, if you find a particular section of a class that you really like, lock it by pressing the button. This means that every schedule you auto-generate after this will include this section.

No locked courses found.

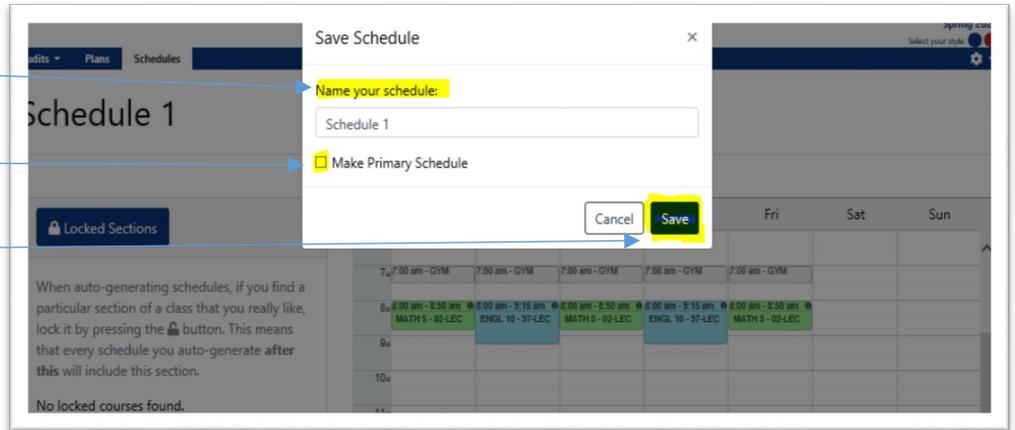
Mon	Tue	Wed	Thu	Fri	Sat	Sun
7a	7:30 am - GYM	7:30 am - GYM	7:30 am - GYM	7:30 am - GYM	7:30 am - GYM	
8a	6:00 am - 8:30 am MATH 5 - 02-LEC	6:00 am - 9:15 am ENGL 10 - 97-LEC	6:30 am - 8:30 am MATH 5 - 02-LEC	6:30 am - 9:15 am ENGL 10 - 97-LEC	6:30 am - 8:30 am MATH 5 - 02-LEC	
9a						
10a						
11a						
12p						
1p						
2p						
3p						
4p						

Sections

Lock	Class	Section	Title	Time	Day	Start	End	Seats
	ENGL 10	97-LEC	Acc Acad Literacy	8:00am-9:15am	TH	01/17/2020	05/14/2020	Filled 0 of 25
	MATH 5	02-LEC	Trigonometry	8:00am-8:50am	MWF	01/17/2020	05/14/2020	Filled 0 of 30

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

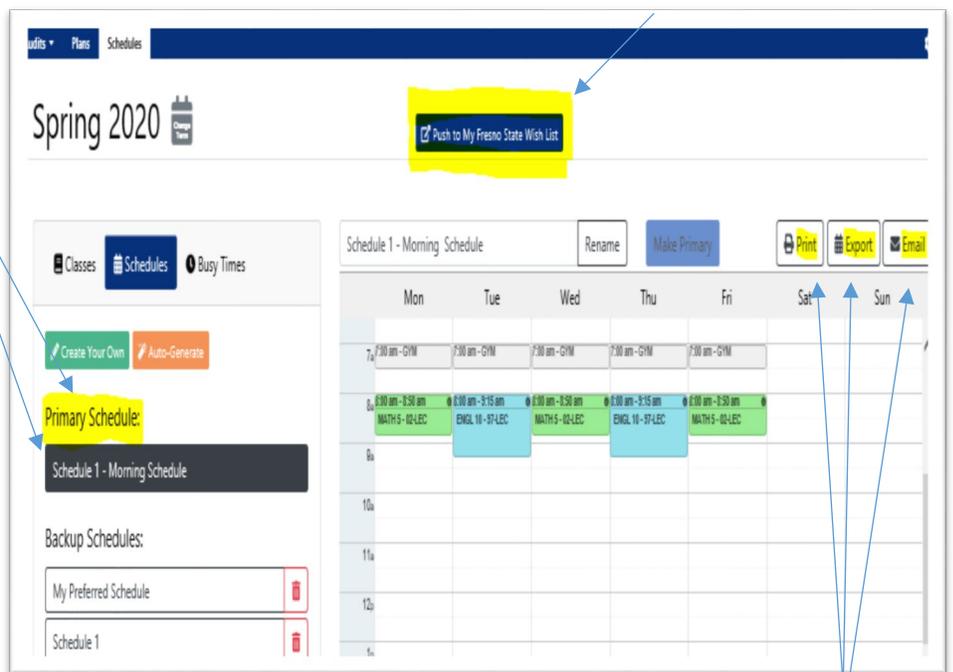
Push to My Fresno State Wish-List

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.

Class	Section	Title	Time	Day	Start	End	Seats
ENGL 10	97-LEC	Acc Acad Literacy	8:00am-9:15am	TH	01/17/2020	05/14/2020	Filled 0 of 25
MATH 5	02-LEC	Trigonometry	8:00am-8:50am	MWF	01/17/2020	05/14/2020	Filled

Fresno State Student Center

Class Wish List

Reg.
Appointment
Date & Time

Class Wish List tab

Verify

Enroll

	Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	<input type="checkbox"/>	ENGL 10-07 (32976)	TuTh 8:00AM - 9:15AM	Family Food & Sci Bldg Rm 313	Staff	3.00	●
<input type="checkbox"/>	<input type="checkbox"/>	MATH 5-02 (35262)	MoWeFr 8:00AM - 8:50AM	Kremen Education Bldg Rm 161	A. Tofan	3.00	●

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REMEMBER:

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