

My Schedule Planner

University Registrar

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**

Click on each green arrow to expand the desired information.

Fall 2025 Schedule		
	Class	Schedule
	CFS 38-14 LEC (71121)	See syllabus Generic Classroom See syllabus Online Instruction
	CFS 153-04 LEC (71293)	TuTh 2:00PM - 3:50PM Family Food & Sci Bldg Rm 216B
	SOC 142-06 LEC (71310)	See syllabus Digital Campus

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)
3. Build a schedule - Create Your Own
4. 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**.

Start on **Schedules tab**

Plans Schedules Comments

My Schedule

Let's get started building your schedule. First, pick the term you want to work on.

Select Term:

Fall 2025

Next, start adding courses to this term.

engl. 10

Search Classes

- **Select Term**
- **Enter class**
- **Click on Search Classes**

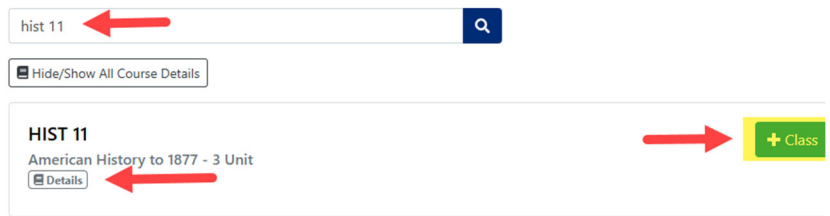
Tip:

For better search results:

- Use all capital letters
- Enter class subject abbreviation and number
 - Example: ENGL 10

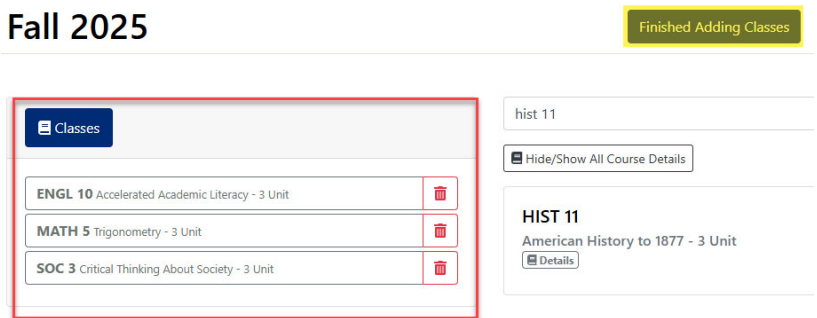
Creating Your Class List

1. Search for class
2. Click on **Details** to review class description
3. Click on **+Class**
4. Repeat steps 1 – 3 until all desired classes have been added



5. All added classes will be displayed on the left
6. Click on **Finished Adding Classes** once class list is complete

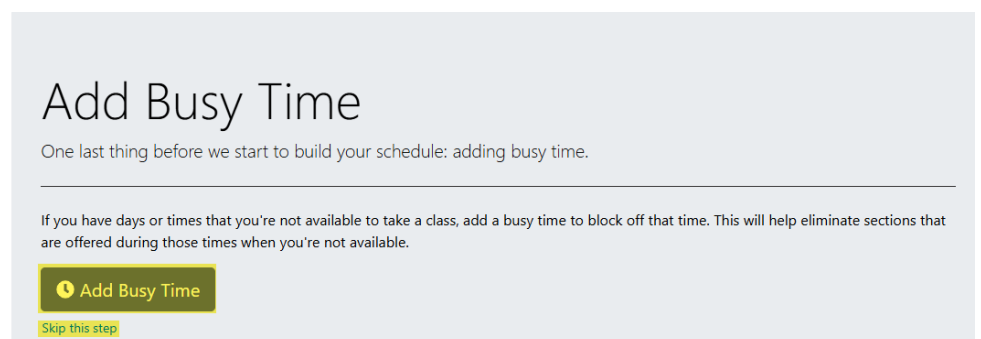
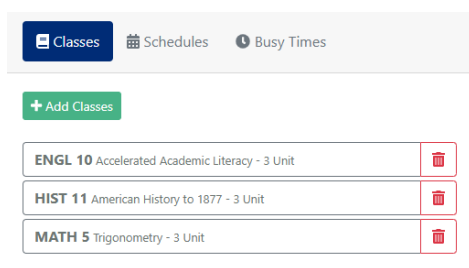
Fall 2025



Section 2 - 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.



Click on **Add Busy Time** or **Skip this step** and proceed to create a schedule

How to Create Busy Times

1. Name the **Busy Times**
2. Select the **Start and End Times**
3. Select the **Days of the Week**
4. Click **Save**

Busy Times

Finished Adding Busy Times

Name
Enter name

Start Time 8:00 am **End Time** 9:00 am

Days of the Week


Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You will see **My Busy Times** and your class schedule to the right of the page. You can also delete a Busy Time Block from this section.

Finished Adding Busy Times

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

Confirm this information is correct and select **Finished Adding Busy Times** at the top of the page to continue.



	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8a	8:00 am - 8:50 am ENGI		8:00 am - 8:50 am ENGI		8:00 am - 8:50 am ENGI		
9a	9:00 am - 9:50 am		9:00 am - 9:50 am		9:00 am - 9:50 am		
10a	10:00 am - 5:00 pm Work		10:00 am - 5:00 pm Work		10:00 am - 5:00 pm Work		
11a							
12p							
1p		12:30 pm - 1:45 pm CLAS 3 - 04-LEC		12:30 pm - 1:45 pm CLAS 3 - 04-LEC			
2p		2:00 pm - 3:50 pm CFS 153 - 04-LEC Pre-Enrolled		2:00 pm - 3:50 pm CFS 153 - 04-LEC Pre-Enrolled			
3p							
4p							
5p							

My Busy Times

Name	Start	End	M	T	W	H	F	S	S	
Work	10:00 am	5:00 pm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Section 3 - Build a Schedule

- **Build a Schedule** has two options, **Create Your Own** or **Auto Generate**.
- To **Create your Own** – Continue on **Section 3**
- To **Auto Generate** – Continue on **Section 4**

Building a schedule with the **Create Your Own** option allows you to review the **Class Detail** information and select each class section on your 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.


Fall 2025  [Push to My Fresno State Wish List](#)

Classes Schedules Busy Times

+ Add Classes

ENGL 10 Accelerated Academic Literacy - 3 Unit 

HIST 11 American History to 1877 - 3 Unit 

MATH 5 Trigonometry - 3 Unit 

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 do this at any time.

[Create Your Own](#) [Auto-Generate](#)

Build a Schedule - Create Your Own



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

1. Select a class from the **drop down menu**. This action will generate a table with different class sections for you to review.

Fall 2025 [Finished Editing Sections](#)

WGSS 110 - Representations of Women, Gender, and Sexuality

Status	Section	Title	Time	Days	Start	End	Seats	More
	02-LEC	Represent Women	2:00 PM - 2:50 PM	MWF	08/20/2025	12/18/2025	Filled 34 of 35	

2. Once the class is selected, the **class status** will change to a green checkmark

- Repeat the process with each class in the drop down menu.
- When all classes have been added, click on **Finished Editing Sections**

Selected classes will display in **Calendar View** and **Sections** to the right of the page.

To delete a class from your schedule, click on **X**
Note: If you want to delete a class that is already on your **Student Center Wish List**, you will need to remove it from your Wish List.

Finished Editing Sections

End	Seats	More
:025 12/18/2025	Filled 34 of 35	i

Primary Schedule: Primary Schedule

Sections

Class	Section	Title	Time	Day	More	Delete
CFS 38	14-LEC	Lifespan Develop	Online		i	✖
CFS 100	02-LEC	Child Family	12:30pm-1:45pm	TH	i	✖
CFS 153	04-LEC	Research Methods	2:00pm-3:50pm	TH	i	✖

Class Status Reference Key

<u>Status Column</u>	
• +	The <u>class</u> or the class <u>Wait List</u> 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 <u>another class</u>
• Busy Time Conflict	Time Conflict with a <u>Busy Time Block</u>
<u>More Column</u>	
• i	Wait-List Status, Professor Name, Room & Building, Co-requisites or Pre-requisite info.

Review the Schedule (Create Your Own Option)

1. **Rename** schedule (optional)
2. Select **Make Primary**
3. Once completed, select **Push to My Fresno State Wish List**
4. Classes that have been sent to your Wish List will display in the calendar view as **Pre-Enrolled**

The screenshot displays the 'Fall 2025 Schedule' interface. At the top, there is a yellow header bar with the text 'Fall 2025 Schedule' and a 'Rename' button. To the right of the header bar are buttons for 'Print', 'Export', and 'Email'. Below the header bar is a calendar grid showing days from Monday to Sunday. The calendar grid has time slots from 8:00 am to 5:00 pm. Several class sections are visible, including 'Work' on Monday and Friday, and various 'LEC' (Lecture) sections on Tuesday, Wednesday, and Thursday. A 'Push to My Fresno State Wish List' button is highlighted with a red box at the top of the interface. A 'Make Primary' button is also highlighted with a red box. Below the calendar grid is a 'Sections' table with columns for Class, Section, Title, Time, Day, Start, End, and Seats. The table shows a section for 'CFS 38' with 14-LEC, Lifespan Develop, Online, 08/20/2025, 12/18/2025, and 1 of 10 seats.

Class	Section	Title	Time	Day	Start	End	Seats
CFS 38	14-LEC	Lifespan Develop	Online		08/20/2025	12/18/2025	Wait List Filled 1 of 10

Important: In order to push a schedule to your Wish List, the schedule must be your **Primary Schedule**. Multiple backup schedules can be created, however, only one can be designated as Primary. Your primary schedule cannot be deleted. If you wish to delete it, change one of your backup schedules to primary.

The **Wish List** is available approximately three weeks before the semester's registration week. It is highly recommended that you use the Wish List during this pre-registration period to 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.**


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

Section 4: Build a Schedule - Auto Generate

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.


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


Fall 2025  [Push to My Fresno State Wish List](#)

Classes Schedules Busy Times

+ Add Classes

ENGL 10 Accelerated Academic Literacy - 3 Unit 

HIST 11 American History to 1877 - 3 Unit 

MATH 5 Trigonometry - 3 Unit 

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.

[Create Your Own](#) [Auto-Generate](#)

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.

Select **Configure Preferences** or **Skip this step**

Auto-Generate Schedules

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

You can configure some settings to help us generate schedules more tailored to fit your needs, or you can skip this step and just use the default options.

We will also use any Busy Times you've set up to make sure we don't select classes when you're not available. If you haven't set up any Busy Times, you can do so now: [Add Busy Times](#).

[Configure Preferences](#)

[Skip this step](#)

Preferences:

Time-based Preferences:

Time-based Preferences allow you to create **time blocks**, which are days and times you *want* to take classes.

1. Select the **Number of Days** you prefer
 - **Fewer Days, More Classes per Day, Balanced, or More Days, Fewer Classes per Day**
2. Create a **Name** for your Time Block
3. Enter your **Start and End** times
4. Select the **Days** of the week
5. Select **Next** to add **Additional Preferences** or select **Save & Finish** to generate your schedule

Additional Preferences

1. Select your class preference as it relates to **In-person** or **Virtual (online)** classes
 - **Don't Want, Don't Prefer, Neutral, Prefer, or Want**
2. Select **Save & Finish**

Select number of schedules to generate

1. Select number of Schedules to generate (5 or 10)
2. Click on **Generate Schedules**

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

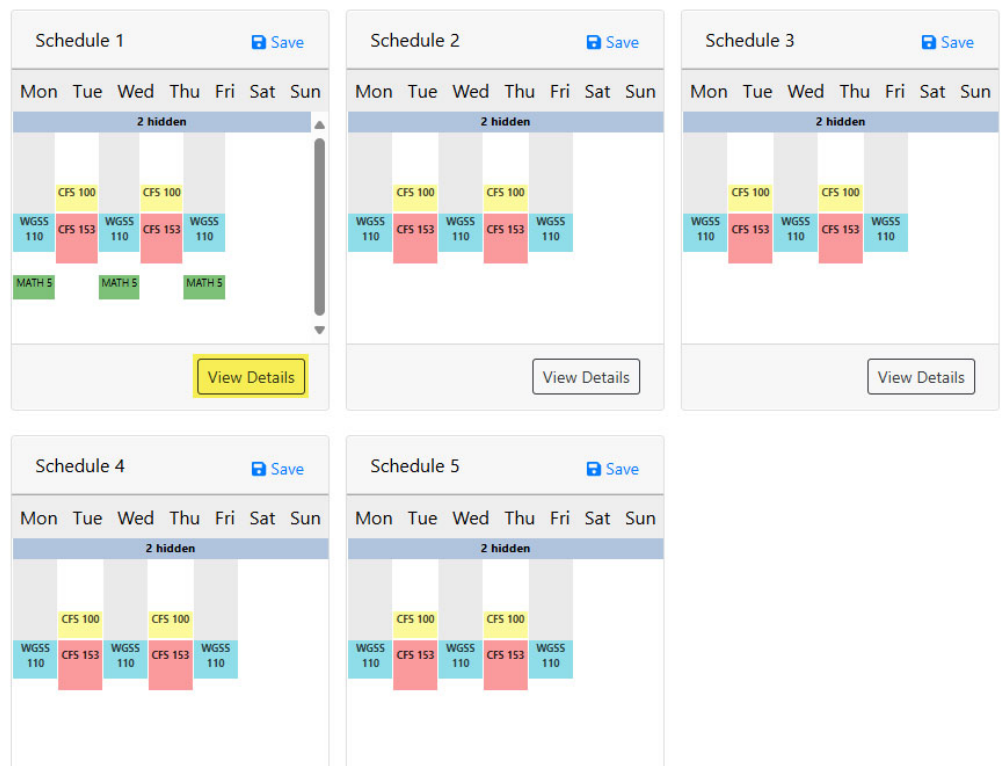
 Generate Schedules

[Configure Preferences](#)

Review Generated Schedules – (At a Glance View)

1. Click on **View Details** to review the class section details.
2. 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 numbers and/or different instructors.



Schedule 1

Mon	Tue	Wed	Thu	Fri	Sat	Sun
2 hidden						
	CFS 100		CFS 100			
WGSS 110	CFS 153	WGSS 110	CFS 153	WGSS 110		
MATH 5		MATH 5	MATH 5			

Schedule 2

Mon	Tue	Wed	Thu	Fri	Sat	Sun
2 hidden						
	CFS 100		CFS 100			
WGSS 110	CFS 153	WGSS 110	CFS 153	WGSS 110		

Schedule 3

Mon	Tue	Wed	Thu	Fri	Sat	Sun
2 hidden						
	CFS 100		CFS 100			
WGSS 110	CFS 153	WGSS 110	CFS 153	WGSS 110		

Schedule 4

Mon	Tue	Wed	Thu	Fri	Sat	Sun
2 hidden						
	CFS 100		CFS 100			
WGSS 110	CFS 153	WGSS 110	CFS 153	WGSS 110		

Schedule 5

Mon	Tue	Wed	Thu	Fri	Sat	Sun
2 hidden						
	CFS 100		CFS 100			
WGSS 110	CFS 153	WGSS 110	CFS 153	WGSS 110		

Review Generated Schedules – (Detailed View)

1. Review class section information.

- To view more class details, click the **Information** icon

Schedule 1

The screenshot shows the 'Schedule 1' interface. At the top, there are 'Return' and 'Save' buttons. Below is a 'Locked Sections' panel with a lock icon and a text box explaining that locking a section ensures it appears in every auto-generated schedule. To the right is a weekly grid from Monday to Sunday, with time slots from 9a to 6p. Various class sections are plotted on the grid, such as 'CFS 100' at 12:30pm-1:45pm on Thursdays and 'MATHS 6' at 5:00pm-5:50pm on Mondays, Wednesdays, and Fridays. Below the grid is a 'Sections' table with columns for Lock, Class, Section, Title, Time, Day, Start, End, and Seats. A red arrow points to the 'MATHS 6' section in the table, which has a lock icon next to it.

Lock	Class	Section	Title	Time	Day	Start	End	Seats
Enrolled	CFS 38	14-LEC	Lifespan Develop	Online		08/20/2025	12/18/2025	Wait List Filled 1 of 10
Pre-Enrolled	CFS 100	02-LEC	Child Family	12:30pm-1:45pm	TH	08/20/2025	12/18/2025	Wait List Filled 1 of 10
Enrolled	CFS 153	04-LEC	Research Methods	2:00pm-3:50pm	TH	08/20/2025	12/18/2025	Wait List Filled 2 of 10
Enrolled	MATHS 6	06-LEC	Trigonometry	5:00pm-5:50pm	MWF	08/20/2025	12/18/2025	Filled 8 of 30
Enrolled	SOC 142	06-LEC	Soc Pop Culture	Online		08/20/2025	12/18/2025	Filled 40 of 40
Enrolled	WGSS 110	02-LEC	Represent Women	2:00pm-2:50pm	MWF	08/20/2025	12/18/2025	Wait List Filled

2. If you identify a specific class you want on your schedule, click on the **lock** icon. Newly generated schedules will have that class in every option.
3. Click **Return** to go back and review other schedules
4. Click **Save** to save schedule

Designate Your Favorite Schedule as the Primary Schedule

1. Name the schedule
2. Select Make Primary Schedule
3. Click Save

Note: Saving schedules without checking the **Make Primary Schedule** button automatically makes it a backup schedule.

4. Click Return
5. Click Finished Auto-Generating Schedules

The screenshot shows a 'Save Schedule' dialog box with a close button (X) in the top right corner. It contains a text input field with 'Schedule 1' entered. Below the input field is a checked checkbox labeled 'Make Primary Schedule'. At the bottom right, there are two buttons: 'Cancel' and 'Save', with the 'Save' button highlighted by a red box.

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 Schedule. **Only the Primary Schedule can be pushed to the registration Wish List.**

A schedule designated as Primary cannot be deleted. If you wish to delete it, you can change the Primary designation to another backup schedule.

Click **Push to My Fresno State Wish List**

Fall 2025

[Push to My Fresno State Wish List](#)

Classes Schedules Busy Times

+ Add Classes

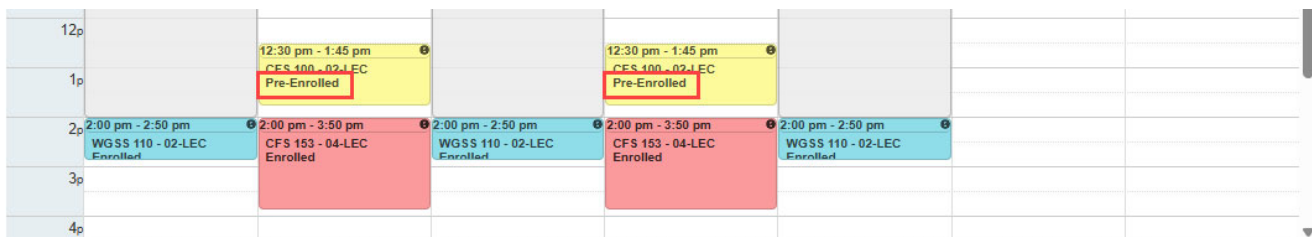
- ENGL 10 Accelerated Academic Literacy - 3 Unit
- HIST 11 American History to 1877 - 3 Unit
- MATH 5 Trigonometry - 3 Unit
- WGSS 110 Representations of Women, Gender, and Sexuality - 3 Unit

Fall 2025 Schedule Rename

	Mon	Tue	Wed
2p	WGSS 110 - 02-LEC Enrolled	CFS 153 - 04-LEC Enrolled	WGSS 110 - 02-LEC Enrolled
3p			
4p			
5p			
6p			
7p			
8p			

Schedule Information

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



Sections

Edit Sections

Class	Section	Title	Time	Day	Start	End	Seats
CFS 38	14-LEC	Lifespan Develop	Online		08/20/2025	12/18/2025	Wait List Filled 1 of 10
CFS 100	02-LEC	Child Family	12:30pm-1:45pm	TH	08/20/2025	12/18/2025	Wait List Filled 1 of 10
CFS 153	04-LEC	Research Methods	2:00pm-3:50pm	TH	08/20/2025	12/18/2025	Wait List Filled 2 of 10
SOC 142	06-LEC	Soc Pop Culture	Online		08/20/2025	12/18/2025	Filled

The **Delete button** 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.

Student Center Wish List

Click on each green arrow to expand the desired information.

Click on **Class Wish List**

Note: Your Enrollment Appointment will appear here.

To ensure you can enroll in a course before your enrollment appointment, click the checkbox and select **Verify**

To enroll in a course on your Wish List, click on the checkbox and select **Enroll**

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.

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