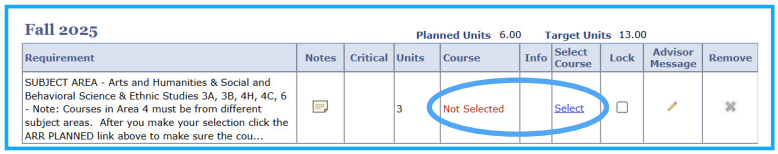
How to Guide:
Using Schedule Assistant

CSUSM Office of Academic Advising

Schedule Assistant is our academic advising tool which allows students to create a personalized schedule for the upcoming term. This tool works alongside the Degree Planner and can be useful to students when planning their desired schedule. Schedule Assistant is only available for Fall and Spring terms once the official schedule is published.

Select Courses in Degree Planner

In your Degree Planner view the upcoming semester plan. For each "Not Selected" requirement line, click Select and choose any course from the list. All listed courses will meet a graduation requirement. Once you have selected all of your requirements proceed to schedule assistant.

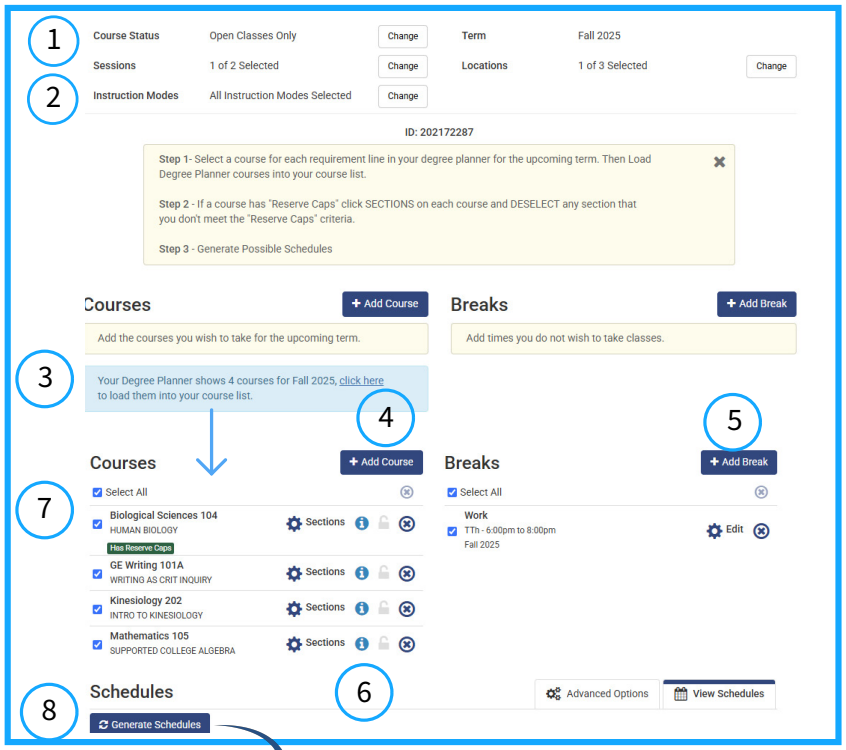


Navigating to Schedule Assistant

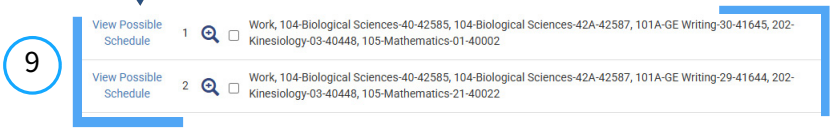
Schedule Assistant can be accessed in your myCSUSM Student Center or through your Degree Planner. If prompted, enable pop-ups.



Setting Filters and Adding Courses



1. Course Status: Open Classes Only, Open & Full w/Waitlist, Open & Full (non-waitlisted courses).
2. Instruction Modes: Select All, Hybrid, In-Person, On Line.
3. Click here to move courses from Degree Planner to Schedule Assistant Courses List.
4. You can add courses that are not on your degree planner here.
5. Add Breaks for when you cannot come to class.
6. Click on sections or info icon to see more specific information.
7. Select courses that you want the schedule generator to include.
8. Generate Schedules.
9. Click on View Schedule to see details



How to Guide:
Using Schedule Assistant

CSUSM Office of Academic Advising

Selecting schedule and sending to shopping cart

10 Review schedule details: Mode of instruction, building, class number, professor, days and times, etc.

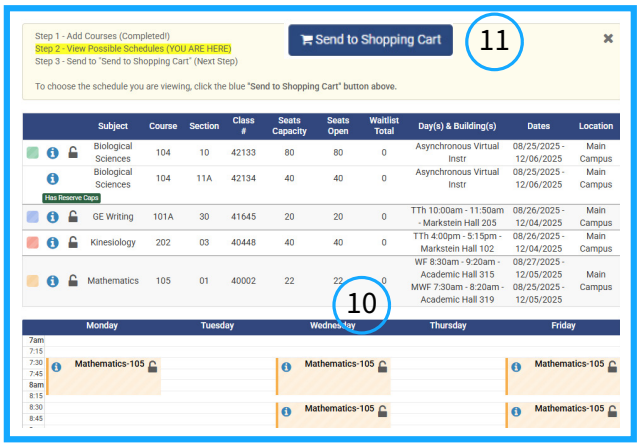
11 Select desired schedule and click send to shopping cart.

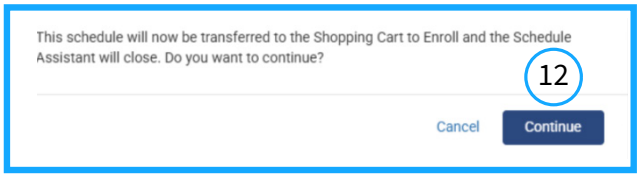
12 Click Continue. If prompted select the term for which you want to enroll.

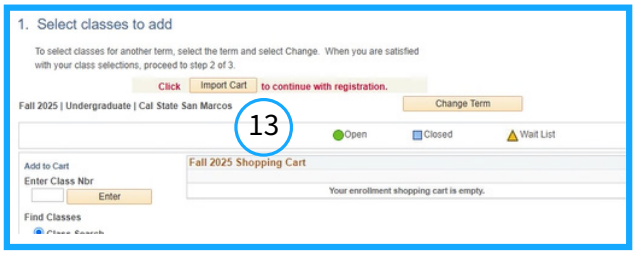
13 You will be redirected to your shopping cart in the middle of the page select the button import cart to continue with registration.

14 **Add to Shopping Cart / Join Waitlist**: You will now see the full class information page. To add the course to your Shopping Cart, click "Next."

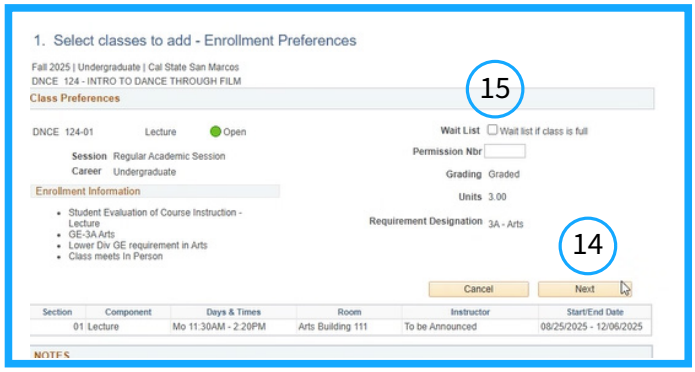
15 If the class is full and you'd like to join the waitlist, check the box labeled "Wait list if class is full" before clicking "Next."

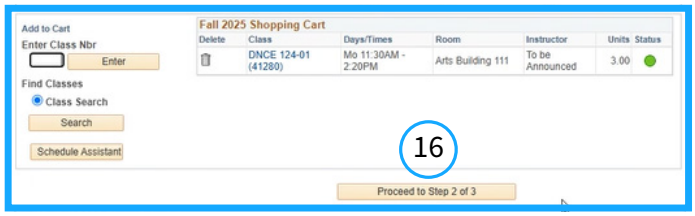


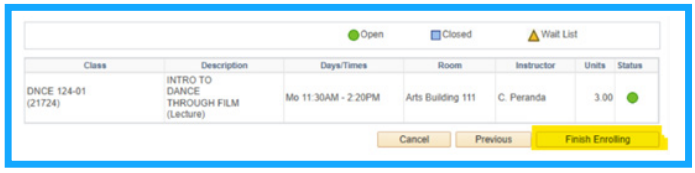


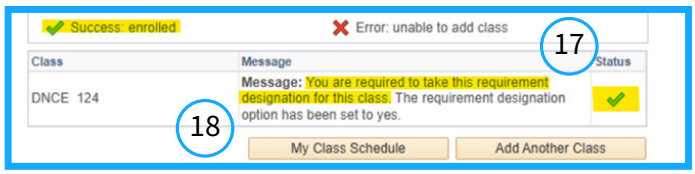


Complete enrollment









16 **Complete Enrollment:** After clicking "Next," the course will be added to your Shopping Cart. From there, click "Proceed to Step 2 of 3", then click "Finish Enrolling" to complete the registration process.

17 You will be officially enrolled when you see a green checkmark along with a confirmation message, such as "*You are required to take...*"

- **Waitlist Confirmation:** If the class is full and you are added to the waitlist, you will still see a *green checkmark*—but this does not mean you are enrolled. The confirmation message will indicate that you've been *successfully waitlisted* and show your *position number on the waitlist.*
- If you see a *red "X"* and *an error message*, the enrollment was unsuccessful.

18 ***View Your Class Schedule:*** Once enrolled or waitlisted, click on "*My Class Schedule*" to view all the courses you are currently enrolled in or waitlisted for.