

# Create My Schedule

## Adding Courses

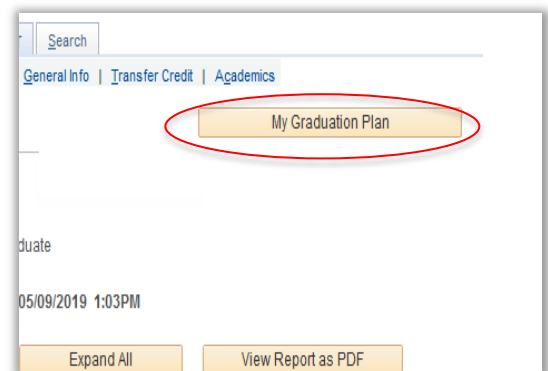
**Adding Courses** in Create My Schedule is a required activity when looking to generating potential schedules. There is more than one way a user can add courses to Create My Schedule. Courses can be added directly to Create My Schedule using the course search options embedded within the tool. Course can also be added to Create My Schedule through planning conducted in My Graduation Plan. Below is an explanation of both of these ways for adding courses.

### Adding Courses by Planning in My Graduation Plan

My Graduation Plan and Create My Schedule are integrated systems and are designed to share planned course information for the purposes of scheduling. Adding courses to Create My Schedule through planning done in My Graduation Plan is an easy and efficient way to ensure the courses you are generating schedules for each term will be applied to your degree program and help you meet your goals for graduating. Below are the steps to follow to add courses to Create My Schedule by planning in My Graduation Plan.

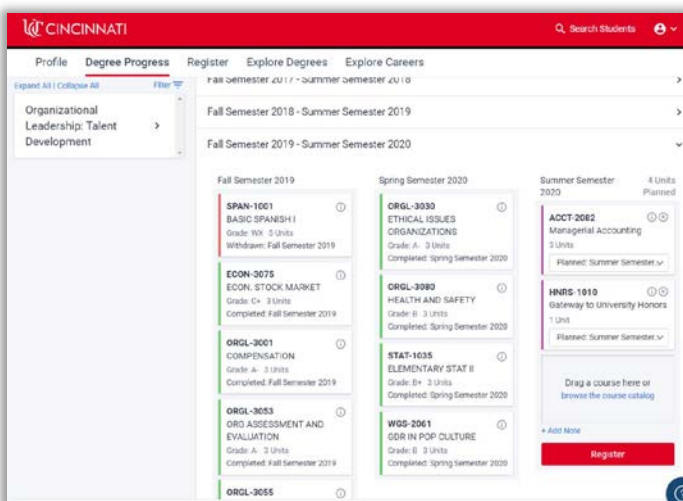
1. Open your web browser and navigate to Catalyst (catalyst.uc.edu).

2. Log in to Catalyst and select the My Academics Tile. Under the Academic Progress folder, select 'Get My Degree Audit'. Then select the My Graduation Plan button in the upper right hand corner of your degree audit report. This will open My Graduation Plan to your degree progress information.

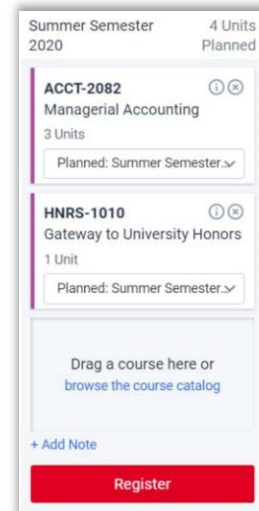
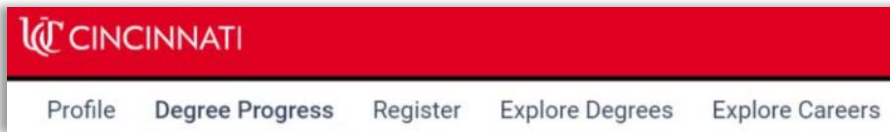


3. On the Degree Progress tab locate and review your program requirements on the left side of the web page. Use these requirements to plan your progression through your program by clicking and dragging requirements to a term that best fits your goals for completing your program.

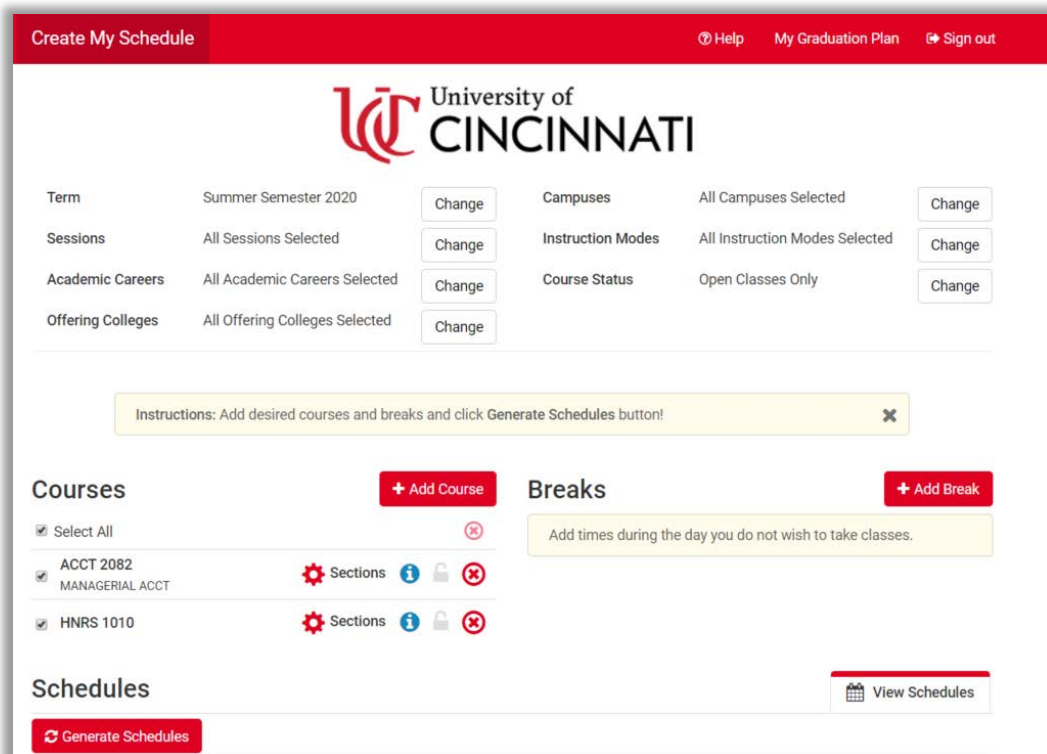
4. Repeat step three until you have planned all the courses you would like to take in a given term. By adding courses to a term, they will be populated to the same term in the Create My Schedule tool.



5. Once you have completed your planning in My Graduation Plan, then select the register tab in the My Graduation Plan header, or the register button located under each available term to open Create My Schedule.

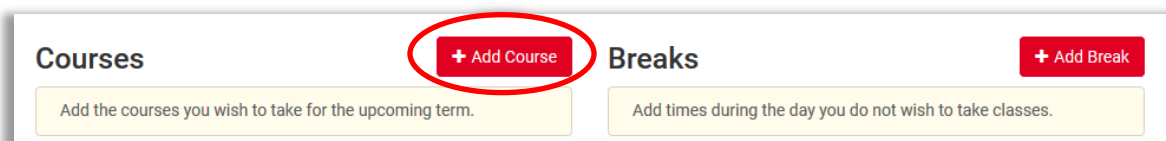


6. Create My Schedule will open and your planned courses will be populated in the courses area of this tool. You are then ready to select any filter options you may choose to make, add any needed breaks, and then generate all the potential schedules for your courses.



### Adding Courses Directly in Create My Schedule

Courses can be added directly to the Create My Schedule tool by using the search options explained below. Courses can be added to Create My Schedule by clicking the **+Add Course** button.



The **+Add Course** page will allow you to search for courses in the following ways:

1. **By Subject** – This search tab allows you to view courses available by select a subject. After selecting the subject the available courses within that subject will populate in the course dropdown.

**Add Course**

By Subject | Search By Section Attribute | Search By Instructor

Subject: BIOL Biological Sciences

Course: Select Course...

- 1004 MICROBES & SOC
- 1015 INTRO TO A&P
- 1015L INTRO TO A&P LAB
- 1021 INTRO BIOLOGY I
- 1021L INTRO BIOLOGY I LAB
- 1022 INTRO BIOL II

[← Done](#)

2. **By Section Attribute** – This search tab allows you to easily identify the courses that will satisfy the Breadth of Knowledge, Touchpoint, or other course attribute based requirements. Courses presented in this search will be limited to those available in the term of interest, and will adhere to other filter selections.

**Add Course**

By Subject | Search By Section Attribute | Search By Instructor

Attribute: Breadth of Knowledge

Value: Breadth of Knowledge - DEI Diversity, Equi...

Subject: Select Subject...

Course: Select Subject...

- CSD Comm Sciences Disorders
- ENGL English
- HFL Health, Fit & Leisure Stds
- HIST History
- JUDC Judaic Studies
- POL Political Science
- PSYC Psychology

[← Done](#)

3. **By Instructor** – This search tab allows you to search for courses by the primary instructor assigned to the course.

**Add Course**

By Subject | Search By Section Attribute | **Search By Instructor**

Instructor: Philip Masline

Course: Select Course...

- ORGL Organizational Leadership
- 2004C METHODS & STATS II I/O PSYCH
- 4090 UG TEACHING PRACTICUM
- PSYC Psychology
- 1001L INTRO PSYCHOLOGY LAB
- 2001C RES METH & STATS I
- 2002C RES METH & STATS II

[← Done](#)

When a course is selected through any of these search methods, a course description will appear.

**Add Course**

By Subject | Search By Section Attribute | Search By Instructor

Subject: CODE Communication Design

Course: 2001 DES ID 2

**CODE Communication Design 2001 - DES ID 2**

The purpose of this course is the development of sign images, such as icons and symbols, serving as either an individual element and/or in a system of harmonic forms. Reinforcing and building on lessons learned in Drawing I and II, as well as Design Ideation I (23GRCD2010), students learn to demonstrate an ability to effectively engage in research, idea generation, development, selection, refinement, and applying symbol testing for user comprehensibility. Additionally, students examine the perso... [Show More](#)

[← Done](#) [+ Add Course](#)

Clicking the **+ Add Course** button under the course description will add the course to the list of Courses on the right.

**Add Course**

By Subject | Search By Section Attribute | Search By Instructor

Subject: CODE Communication Design

Course: 2001 DES ID 2

**CODE Communication Design 2001 - DES ID 2**

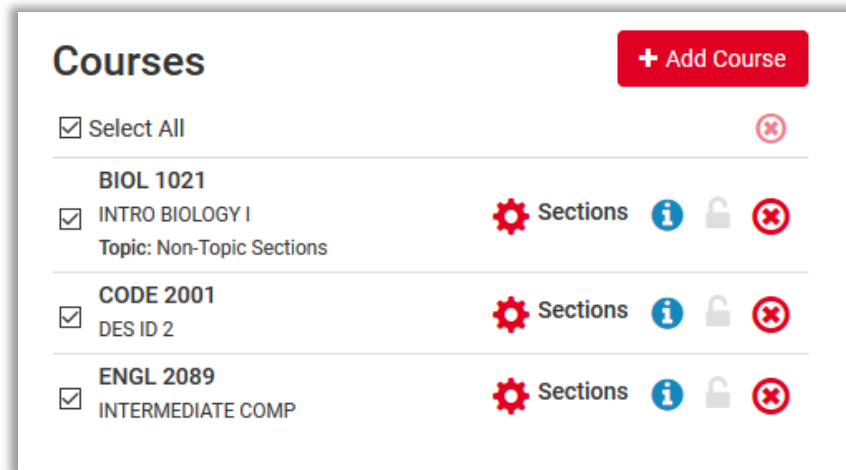
The purpose of this course is the development of sign images, such as icons and symbols, serving as either an individual element and/or in a system of harmonic forms. Reinforcing and building on lessons learned in Drawing I and II, as well as Design Ideation I (23GRCD2010), students learn to demonstrate an ability to effectively engage in research, idea generation, development, selection, refinement, and applying symbol testing for user comprehensibility. Additionally, students examine the perso... [Show More](#)

[← Done](#) [+ Add Course](#)

**Courses**

- CODE 2001 DES ID 2

You can continue to search and add classes or click < **Done** to return to the schedule generating screen.



The screenshot shows a 'Courses' interface with a red '+ Add Course' button in the top right. Below the title, there is a 'Select All' checkbox and a red 'X' icon. The list of courses includes:

- BIOL 1021**
  - INTRO BIOLOGY I
    - Topic: Non-Topic Sections
  - Sections (gear icon)
  - Info (i icon)
  - Lock (lock icon)
  - Remove (red X icon)
- CODE 2001**
  - DES ID 2
  - Sections (gear icon)
  - Info (i icon)
  - Lock (lock icon)
  - Remove (red X icon)
- ENGL 2089**
  - INTERMEDIATE COMP
  - Sections (gear icon)
  - Info (i icon)
  - Lock (lock icon)
  - Remove (red X icon)

The courses you have added will now appear under Courses and can be used to generate all possible schedule combinations. It is important to note, that you can click + **Add Course** to continue to add additional courses at any time during your Create My Schedule session.