CREATE MY SCHEDULE

Frequently Asked Questions

What is Create My Schedule?
Create My Schedule is a class scheduling tool that allows students and advisors to generate possible schedules and visually compare course options to find a student’s optimal class schedule. Once desired courses are identified, all possible section combinations are presented for review and comparison. Potential schedules can be refined by blocking out times reserved for activities outside of class and building schedules around specific course meeting times.

How do I access Create My Schedule?
Within Catalyst, students can access Create My Schedule from the My Academics tile under Classes and Schedule or through their Enrollment Shopping Cart.

Catalyst access to Create My Schedule for advisors is located within the Advisee Student Center accessed through the Advisor WorkCenter tile. When viewing advisee information, a link to Create My Schedule will appear under Academics header.

Both students and advisors can also access Create My Schedule through My Graduation Plan.
How do I search for courses I would like to consider for my schedule?
Courses can be added directly to the Create My Schedule tool. Adding courses to a term in My Graduation Plan will also populate those courses in Create My Schedule as long as the term they are planned in is available in Create My Schedule.

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 three ways:
1. By Subject – select a subject and the available courses within that subject will populate in the course dropdown.
2. By Section Attribute – easily identify the courses that will satisfy the Breadth of Knowledge, Touchpoint, or other course attribute based requirements.
3. By Instructor – search for courses by the primary instructor assigned to the course.

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

Clicking the **Add Course** button under the course description will add the course to the list of Courses on the right.
You can continue to search and add classes or click *< Done* to return to the schedule generating screen.

The courses you have added will now appear under Courses. You can click + Add Course to continue to add additional courses at any time.

You may find it helpful to further narrow the course options presented when searching for courses. You can do this by using filters displayed at the top of the Create My Schedule selection screen.
For instance, clicking **Change** next to Academic Careers will present you with the opportunity to limit the courses you search for to just those in the Graduate, Law, or Undergraduate careers.

**How do I remove courses I no longer want to consider for my schedule?**
If you uncheck a course under Courses, you can generate schedule combinations that will not include that course. Clicking the ☒ icon next to the course will fully remove the course from your Courses list.

**Why have some courses already been added to Create My Schedule for me?**
Create My Schedule imports planned courses from My Graduation Plan. If there are planned courses in My Graduation Plan in the term for which you are creating a schedule, those courses automatically populate into your Courses list when you open Create My Schedule.
Courses may have been added to My Graduation Plan by your advisor or, your advisor may have added courses directly into Create My Schedule for you.

**What are breaks? How do I add breaks in my schedule to account for times I am unable to take classes?**

Adding breaks to your schedule is a way to block off sections of time in which you cannot or would rather not take courses. Schedule combinations presented to you after breaks are added will not include courses that would overlap or meet during an added break.

To add a break, click the **+ Add Break** button.

Complete the time and days associated with the break and click **✓ Add Break**.
The break will then appear on the main Create My Schedule selection screen under Breaks. As you can with a course, you can uncheck the box and create schedules that do not account for the break. You can click the icon next to the break and remove the break completely.

**How do I generate and view possible schedule combinations?**
Once you have added courses and breaks, click **Generate Schedules** to see all the possible schedule combinations.
You will see the total number of possible schedules, given your selected courses, breaks, and any filters (career, campus, etc.) from above.
Hovering over the magnifying glass next to a schedule will present a quick overview of the blocks of time included in that schedule.

Clicking on View next to any of the schedule options will open to a detailed view of the schedule where, by using the arrows in the upper-right corner or the arrow keys on your keyboard, you can scroll through all possible schedule combinations.
Can I compare multiple schedules from the list of possible schedules that have been generated?
You can compare high-level overviews of multiple schedules by clicking the box next to the schedule and then clicking Compare.
What do I do when I see a schedule I am interested in registering for?

If you want to register for the schedule you created, you can click **Send to Shopping Cart** at the top of the Schedule page.

You will receive a pop-up notification that you are being redirected to the Catalyst Shopping Cart.

When the Shopping Cart opens, you will click the **Import Cart** button and complete the registration process in Catalyst.

If you want to save a schedule rather than register, you can “Favorite” a schedule within Create My Schedule. When you find a schedule you want to favorite, click the heart icon at the top of the Schedule page. You are then given an opportunity to name the schedule.
The schedule is then saved and accessible from the Add Courses page when you return to Create My Schedule. It is possible to “favorite” multiple schedules.

Can I verify that I am eligible to enroll in courses prior to moving them to my enrollment shopping cart using Create My Schedule?
At the top of the schedule page is a Validate button. When the system validates your courses, it is checking to see that you will be permitted to enroll in the courses, based on criteria like prerequisites or class standing. Clicking this button will result in a pop-up, indicating that the process is running, followed by the results of the validation query.
What happens to schedules I have created if I generate schedule options but close Create My Schedule without moving a schedule to my enrollment shopping cart?
The courses and breaks you have added will remain listed. Any favorited schedules will be available when you return to Create My Schedule. You will need to click the Generate Schedules button again to see schedule combinations and view schedules you did not favorite.

Can I drop or withdraw from courses using Create My Schedule?
At this time, dropping and withdrawing will still take place within the Shopping Cart in Catalyst. This functionality will be coming to Create My Schedule in the future.

Can I add additional courses to my schedule using Create My Schedule if I have already enrolled in other courses?
If you have already enrolled in courses, Create My Schedule will display your current enrollment, and will utilize your existing courses when creating schedule combinations, allowing you to add courses around your existing schedule.
When you Generate Schedules, the courses for which you are already enrolled are included in the schedule options. Schedule views will also include visual representation of courses for which you are already registered.
Can I use Create My Schedule to view schedule options prior to my enrollment window being open?
When the schedule for an upcoming term is released, Create My Schedule is also available for that upcoming term. Users will be able to view and generate potential schedules for terms prior to being eligible to enroll in those terms.

How do I change the hours for a variable hour course that is included in a schedule I am interested in enrolling in?
Selection of any course variables, such as grading basis or credit hours, will be selected within the Catalyst Enrollment Shopping Cart as a part of the actual enrollment process. After selecting the ‘import cart’ button on a term for which you have sent Catalyst a schedule, you will be presented with each course in that schedule and will have the opportunity to identify credit hours and grading basis choices for eligible courses.

Can I view textbook information when looking at courses in Create My Schedule?
Create My Schedule includes links to UC’s textbook ordering system for all courses. Clicking the blue “i” circle next to a course in the courses grid will expand the course information. Clicking the Search for My Textbooks link will open a new window, showing the required materials for that course.
What is course locking?
Course locking is a way to select a specific section of a course to include in a schedule. For example, if multiple sections of ENGL2089 are offered and you definitely want to take the one offered at 10:10am on MWF, you can click the lock icon, either on the course grid or in the schedule view, to hold it in place. Your potential schedules will now only include those that use the locked course.

When you lock a course, Create My Schedule will alert you to the impact the action had on your possible schedule combinations.

To unlock the course, simply click the lock icon again.

Can I get to My Graduation Plan from Create My Schedule?
In the upper right corner of Create My Schedule is a link to My Graduation Plan. Clicking this link will open My Graduation plan for students and advisors that have access to that tool.