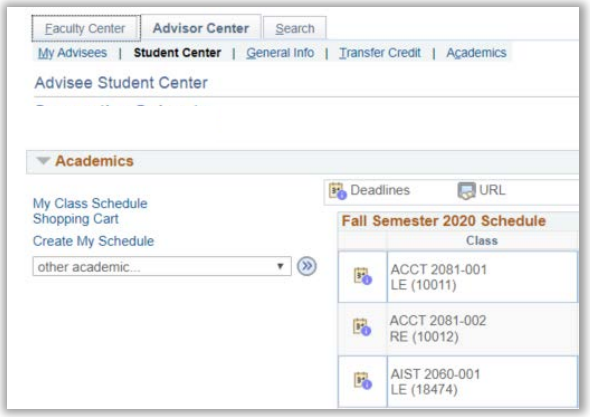
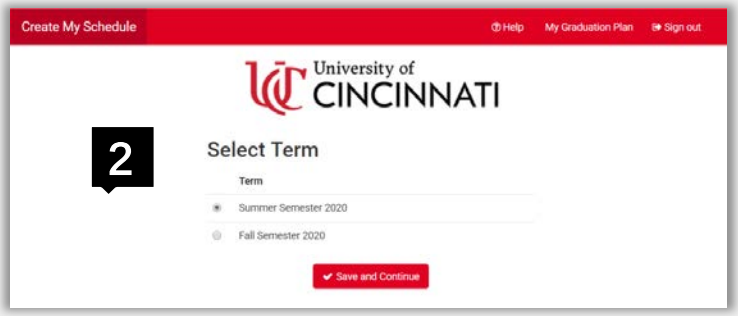
CREATE MY SCHEDULE



1) Launch

- Log into **Catalyst**.
- Click the **Advisor Workcenter** tile and locate a student you would like to generate schedules for.
- Click on **Create My Schedule**.



2) Select Term and Campus

Choose the term you want to generate a schedule for.

3) Add Courses

Search for courses by subject, attribute, or instructor. Planned courses can also be sent to Create My Schedule from My Graduation Plan.

4) Manage Breaks

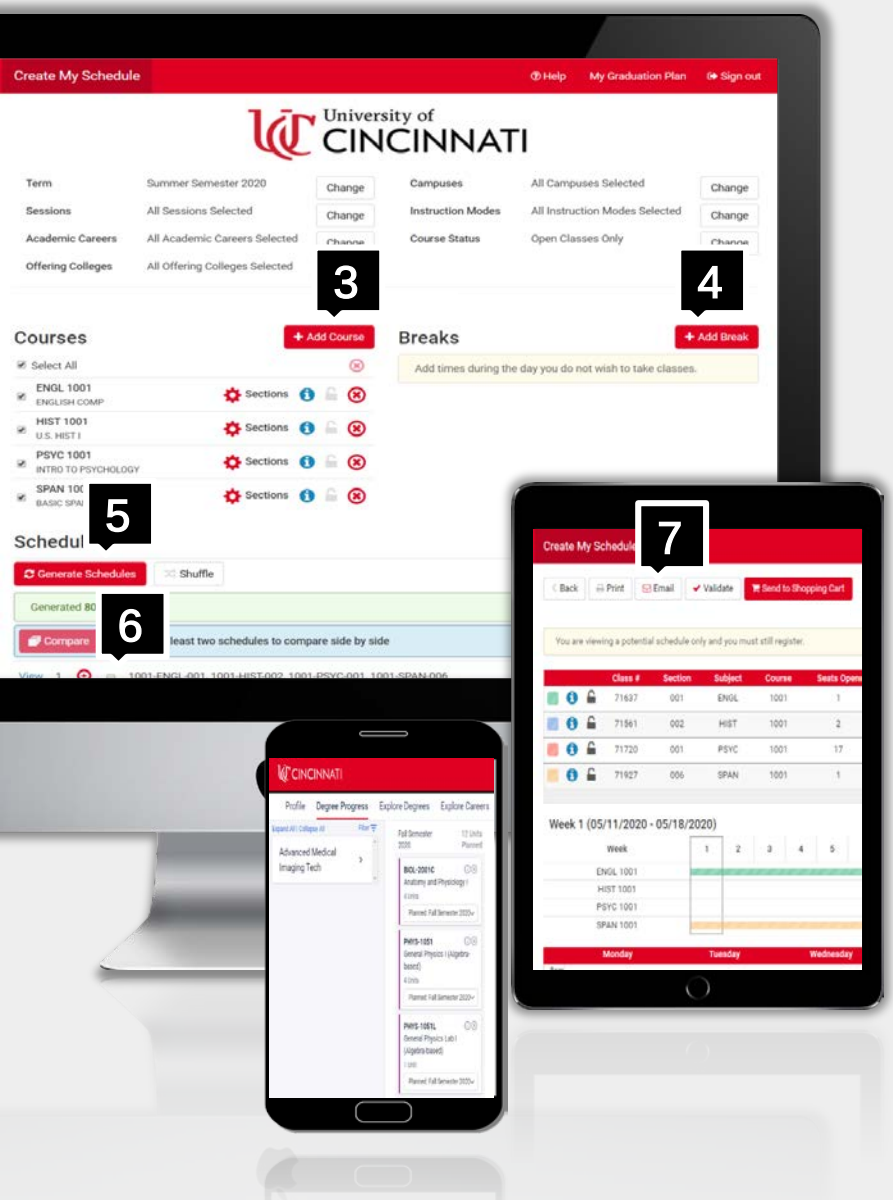
Add blocks to account for times the student is unavailable to take classes.

5) Generate Schedules

Click the generate schedules option and view all schedule combinations for the courses added.

6) View Schedule

Select a schedule option to view.

7) Notify the Student

Students can be made aware of schedules by favoriting schedules, emailing, or sending schedules to the student Catalyst Enrollment Shopping Cart.