

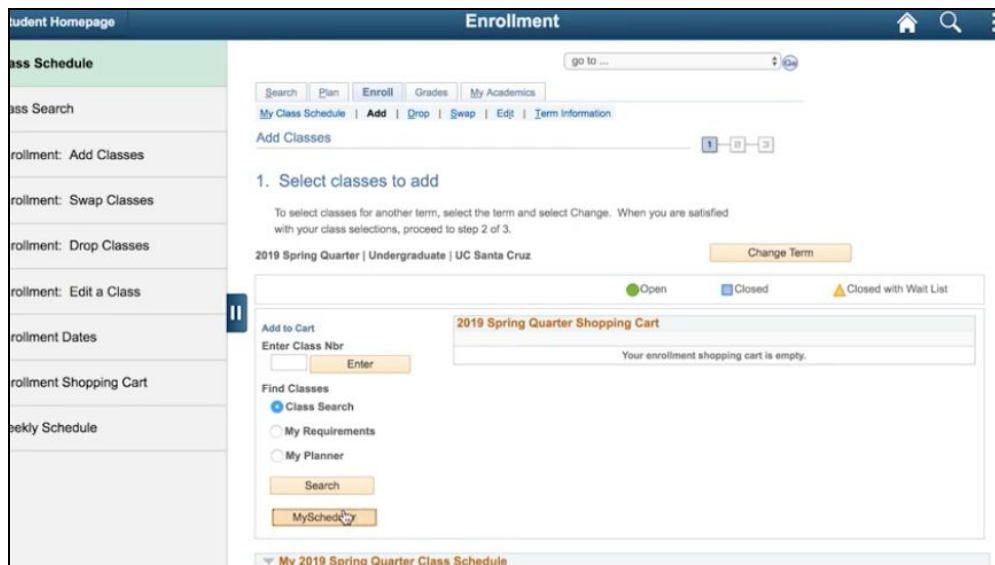
Slug Orientation How-to



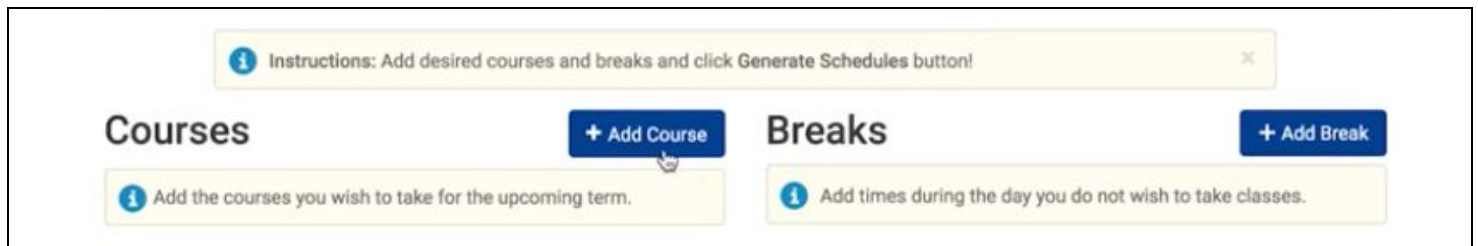
Use My Scheduler

When preparing your quarterly schedule, you can use MyScheduler to create multiple plans--we always recommend that you have at least 2-3 backup plans!

First, to get to MyScheduler, go to MyUCSC, click on the Enrollment tile, select the quarter you wish to build a schedule for, then click on the Add link at the top of the page. Click on the MyScheduler button below the Search button and press Open MyScheduler.



MyScheduler has many ways to customize your plan for courses. First, you can add courses by clicking on the Add Course button.



This text is associated with How-To: Use My Scheduler video.

You can find courses by subject, by using the classes you added to your planner on MyUCSC, and by the instructor. Follow the prompts in each section to find your desired course. In the By Subject section, first enter the subject of the course, then the course number, then press Add Course.

Add Course

By Subject | My Planner | Search By Instructor

Subject: Select Subject

Course: Select Course

Back | + Add Course

Desired Courses | Current Schedule | Shopping Cart

Choose a Course and click Add Course

If the course has multiple potential meeting times, you can select which of them you prefer by clicking the gear icon next to “Sections.” MyScheduler will generate separate schedules with each of the options checked. You can also add breaks into your schedule by using the Add Breaks button.

From here, you can name the break and add its start and end times. You can also select specific days in which you would like to have the break. Once you have chosen the correct details, click Add Break.

Courses | + Add Course

ECON 100B
Intermed Macroecon
Has Optional
Sections

MATH 11A
Calculus with Apps
Sections

Add New Break

Breaks are times during the day that you do not wish to take classes.

Break Name: Lunch Break

Start Time: 8 : 00 am pm

End Time: 11 : 00 am pm

Days: Select Weekdays

MON TUE WED THU FRI SAT SUN

Back | Add Break

Make sure to check the boxes next to all of the courses you wish to include in your potential schedules. Once all of the parts of your schedule have been chosen, click Generate Schedules. All potential schedules with the options you selected will now be viewable.

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The screenshot displays the MyScheduler interface. At the top, there are sections for 'Courses' and 'Breaks'. Under 'Courses', 'MATH 11A Calculus with Apps' is listed with a 'Sections' icon. Under 'Breaks', 'Lunch Break MT - 12:00pm to 1:00pm' is listed with an 'Edit' icon. The 'Current Schedule' section features a table with the following data:

	Class #	Status	Section	Subject	Course	Instructor	Day(s) & Location(s)	Credits
<input checked="" type="checkbox"/>	62066	Enrolled	01	AMS	11B	Hongyun Wang	TTh 7:10pm - 8:45pm - J Bask Aud 101	5
<input checked="" type="checkbox"/>	62070	Enrolled	01D	AMS	11B	Jacob Noone Wade	M 12:00pm - 1:05pm - Earth&Marine B210	0
Optional								
<input type="checkbox"/>	61548	Enrolled	01	ECON	125	Robert Baden	MWF 10:40am - 11:45am - J Baskin Engr 152	5
<input type="checkbox"/>	61549	Enrolled	01A	ECON	125	Garima Wadhwa	T 1:30pm - 2:35pm - Soc Sci 1 161	0
<input checked="" type="checkbox"/>	63659	Enrolled	01	PSYC	148	Courtney Bonam	MWF 2:40pm - 3:45pm - Steven Acad 150	5
<input checked="" type="checkbox"/>	63660	Enrolled	01A	PSYC	148	Sam Hughes	T 3:20pm - 4:25pm - R Carson Acad 252	0

Below the table is the 'Schedules' section with 'Generate Schedules' and 'Shuffle' buttons, and 'Advanced Options' and 'View Schedules' links.

You can compare up to four separate generated schedules by selecting the box next to them and then clicking Compare above the list of schedules.

After finding which schedule you most prefer, press View and click the Send to Shopping Cart button. The courses in this selected schedule will then be available to you in your shopping cart in your MyUCSC portal.

Remember: try to have multiple plans ready-- flexibility is key! Your journey here at UC Santa Cruz is just beginning, and we can't wait to see you in class!

*Note: MyScheduler is a tool provided for students to generate possible schedules - MyScheduler does **not** allow you to enroll in classes directly. **You must use your MyUCSC student portal to enroll in classes!**