

How to Use the Schedule Planner and Import Classes to the Shopping Cart

The Schedule Planner is an online tool that allows students to generate every possible schedule combination, choose a schedule, and import directly to their CI Records Shopping Cart.

1. To access the Schedule Planner log in to myCI and click on CI Records under My Links. From the Student Center, under Academics click "Schedule Planner."

The screenshot shows the 'Academics' section of the myCI interface. On the left, there is a navigation menu with links for Search, Plan, Enroll, My Academics, and **SCHEDULE PLANNER** (highlighted with a red box). Below this is a search bar labeled 'other academic...'. The main content area is titled 'This Week's Schedule' and contains a table with columns for 'Class' and 'Schedule'. The table lists several courses: COMP 101-06 LEC (2081) (Online), ENGL 105-01 LEC (1969) (MoWe 12:00PM - 1:15PM UNIVERSITY HALL 1650), MATH 150-07 LEC (1033) (TuTh 2:00PM - 3:50PM Bell Tower 2424), MATH 399-06 LAB (1914) (TuTh 12:00PM - 1:15PM OJAI HALL 1972), and UNIV 210-04 LEC (1774) (Tu 10:30AM - 11:45AM DEL NORTE 1555, Th 10:30AM - 11:45AM Online). Below the table are links for 'weekly schedule' and 'enrollment shopping cart'. On the right side of the page, there are several navigation panels: 'Holds' (No Holds), 'To Do List' (No To Do's), 'Enrollment Dates' (Open Enrollment Dates), 'Enrollment Services' (Records and Registration, Financial Aid, Student Business Services), 'Academic Information' (Academic Calendar, Schedule of Classes), and 'Civic Engagement' (Voter Registration). At the bottom, there is a 'Finances' section with 'My Account' links (Account Inquiry, Email In Direct, Deposit) and 'Financial Aid' links (View Financial Aid, Accept/Decline Awards). A message box states 'You have no outstanding charges at this time.' and there are links for 'Important Student Fee Information' and 'Make a Payment'. A search bar labeled 'other financial...' is also present.

2. Click the "click here" button.

Note: Be sure that the pop-up blocker for the browser is disabled, otherwise the Schedule Planner will not launch.

The screenshot shows the Oracle 'Schedule Planner' page. At the top, there is an 'ORACLE' logo. Below it, the page title is 'Schedule Planner'. A message box states: 'The Schedule Planner helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Planner.' Underneath, there are 'Instructions:' and a button labeled 'CLICK HERE' (highlighted with a red box). The instructions list: 1. Click the 'CLICK HERE' button to open the Schedule Planner in a pop-up window. 2. Return to this window after clicking 'Send Schedule to Shopping Cart'. 3. Visit the 'COURSE ENROLLMENT' page from your Student Center to continue with course enrollment; click the 'Import Cart' button (see diagram). Below the instructions is a diagram of the 'Add Classes' page. The diagram shows a form with a 'Click here to import cart' button (highlighted with a red box) and a 'Click Import Cart' button. The diagram also shows a 'Spring 2011 Shopping Cart' section with a 'Your enrollment shopping cart is empty.' message and a 'search' button.

3. Check the box specifying Channel Islands Main Campus and click "Save and Continue."

Schedule Planner Text Only Help Sign out

Channel Islands
CALIFORNIA STATE UNIVERSITY

Select Campus

Select All Campuses

Channel Islands Main Campus

Save And Continue

4. Select the desired term.

Channel Islands
CALIFORNIA STATE UNIVERSITY

Select Term

Term

Spring 2016

Fall 2016

Save And Continue

5. Inside the Courses box, click "Add Course."

- Choose a subject from the drop down menu.
- Select a course from the drop down menu.

Note: Click to search using course attributes by the "Search by Course Attribute" tab.

6. Click "Add Course."

Schedule Planner Text Only Help Sign out

Add Course

By Subject Search by Course Attribute

Desired Courses Current Schedule

Choose a course and click Add Course

Subject Select Subject

Course Select Course

Back + Add Course

7. Repeat Steps 5-7 until all of the courses have been added.

8. Add a break for work or extracurricular Activities to schedule around. Click "Add Break."

- Name your break
- Select start and end times
- Select the days for your break
- Click "Save Break."

9. Once the courses and breaks have been added, click "Generate Schedules" then "View" to see each schedule.

- By hovering over the spyglass icon with the mouse, the Quick View popup will display showing the schedule.
- Also, compare up to four schedules at a time by selecting the desired schedules and clicking the "Compare" button.

Schedule Planner Text Only Help Sign out

Add New Break

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

Break Name:

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

Channel Islands CALIFORNIA STATE UNIVERSITY

Course Status: Open & Full Change Term: Fall 2016

Academic Groups: All Academic Groups Selected Change Campuses: All Campuses Selected Change

Instruction Modes: All Instruction Modes Selected Change

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses + Add Course Breaks + Add Break

- Business 110 BUSINESS LAW Options 1
- Chemistry 100 CHEMISTRY AND SOCIETY Options 1
- Economics 110 PRINCIPLES OF MACROECONOMICS Options 1
- Economics 111 PRINCIPLES OF MACROECONOMICS Options 1

Work WF - 8:00am to 1:00pm Edit

Schedules

Generate Schedules

Generated 6 Schedules

- View 1 Work, Business-110-03, Chemistry-100-01, Economics-110-02, Economics-111-01
- View 2 Work, Business-110-03, Chemistry-100-01, Economics-110-02, Economics-111-02
- View 3 Work, Business-110-03, Chemistry-100-01, Economics-110-02, Economics-111-03
- View 4 Work, Business-110-03, Chemistry-100-01, Economics-110-01, Economics-111-01
- View 5 Work, Business-110-03, Chemistry-100-01, Economics-110-01, Economics-111-02
- View 6 Work, Business-110-03, Chemistry-100-01, Economics-110-01, Economics-111-03

10. Click "Send Schedule to Shopping Cart."

The screenshot shows a web interface for selecting courses. At the top, there are navigation buttons: '< Back', 'Print', and 'Send to Shopping Cart' (highlighted with a red box). To the right is 'Schedule 2 of 6'. Below this is a yellow warning box: 'You are viewing a potential schedule only and you must still register.' Below the warning is a table of course details:

Subject	Course	Section	Class #	Seats Open	Day(s) & Location(s)	Dates	Campus
Business	110	03	1013	35	TTh 12:00pm - 1:15pm - Broome Library 2490	08/30/2016 - 12/22/2016	Channel Islands Main Campus
Chemistry	100	01	1080	36		08/27/2016 - 12/23/2016	Channel Islands Main Campus
Economics	110	02	1021	35	TTh 9:00am - 10:15am - Broome Library 2490	08/30/2016 - 12/22/2016	Channel Islands Main Campus
Economics	111	02	1024	60	TTh 10:30am - 11:45am - Smith Decision Center 1908	08/30/2016 - 12/22/2016	Channel Islands Main Campus

Below the table is a weekly calendar view for 'Week 2 (08/29/2016 - 09/04/2016)'. It shows a grid with days of the week and times. Courses are scheduled as follows:

- Business 110: Tuesday 12:00pm - 1:15pm, Thursday 12:00pm - 1:15pm.
- Chemistry 100: Tuesday 9:00am - 10:15am, Thursday 9:00am - 10:15am.
- Economics 110: Tuesday 9:00am - 10:15am, Thursday 9:00am - 10:15am.
- Economics 111: Tuesday 10:30am - 11:45am, Thursday 10:30am - 11:45am.

Below the calendar is a detailed view of the days. Wednesday and Friday are marked 'Work'. Tuesday and Thursday show the following classes:

- Tuesday:**
 - Economics-110 LEC - Broome Library 2490, Zhong Lu (9:00am - 10:15am)
 - Economics-111 LEC - Smith Decision Center 1908, Claudio Paiva (10:30am - 11:45am)
 - Business-110 LEC - Broome Library 2490, John Griffin (12:00pm - 1:15pm)
- Thursday:**
 - Economics-110 LEC - Broome Library 2490, Zhong Lu (9:00am - 10:15am)
 - Economics-111 LEC - Smith Decision Center 1908, Claudio Paiva (10:30am - 11:45am)
 - Business-110 LEC - Broome Library 2490, John Griffin (12:00pm - 1:15pm)

11. Click "OK" to allow Schedule Planner to close and continue importing the courses.

This screenshot shows the same interface as above, but with a dialog box overlaid. The dialog box contains the text: 'This schedule will now be transferred to the Shopping Cart and the Schedule Planner will close. Do you want to continue?'. There are two buttons: 'Cancel' and 'OK' (highlighted with a red box). The background interface is dimmed.

12. Instructions will display. Close the window.

✓ Thank you. Your schedule is now ready to be imported. Please follow the instructions below.

Instructions

Visit the 'Enrollment' page in Student Center to continue with enrollment.

Click the 'Import Cart' button.

Search Enroll My Academics

my class schedule add drop swap term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

ⓘ You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

Click 'import cart' to continue with registration.

Spring 2013 | Undergraduate | California State Univ, Chico change terms

Open Closed Work List

Add to Cart: Spring 2013 Shopping Cart

Class No.	Class	Days/Times	Room	Instructor	Units	Status
56LS 2285 01		TH 9:30AM	K	McCarthy	2.00	
(4078)		10:45AM	Ayres Hall 201	McCarthy		

Click "Import Cart"

13. Click "Course Enrollment" to continue enrolling.

Schedule Planner

ⓘ The Schedule Planner helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Planner.

Instructions:

1. [CLICK HERE](#) to open the Schedule Planner in a pop-up window.
2. Return to this window after clicking "Send Schedule to Shopping Cart"
3. Visit the [COURSE ENROLLMENT](#) page from your Student Center to continue with course enrollment;

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

ⓘ You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

Click here to import cart

Click 'import cart' to continue with registration.

Open Closed Work List

Add to Cart: Spring 2013 Shopping Cart

Enter Class No. Your enrollment shopping cart is empty.

Find Classes

Class Search

search

schedule planner

14. Select the appropriate term and click "Continue."

Ekho CI go to ...

Search Plan **Enroll** My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes 1

Select Term

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Spring 2016	Undergraduate	Channel Islands
<input checked="" type="radio"/> Fall 2016	Undergraduate	Channel Islands

CONTINUE

15. Click the "Import Cart" button.

Search Plan **Enroll** My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ... Ekho CI go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes 1

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

i You have a schedule pending from . Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

Click **import cart** to continue with registration.

Fall 2016 | Undergraduate | Channel Islands **change term**

Open Closed Wait List

Add to Cart: **Fall 2016 Shopping Cart**

Enter Class Nbr **enter**

Find Classes

Class Search **search**

schedule planner

Enrolled Dropped Wait Listed

16. The first course will display. Click "Next" to add it to the Shopping Cart.

17. Continue clicking "Next" until all of the courses are added and the Shopping Cart displays.

Ekho CI

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

Fall 2016 | Undergraduate | Channel Islands

ECON 110 - PRINCIPLES OF MICROECONOMICS

Class Preferences

ECON 110-02 Lecture Open Wait List Wait list if class is full

Session Regular Academic Session Permission Nbr

Career Undergraduate Grading Letter Grade

Enrollment Information Units 3.00

- D: Social Perspectives

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
02	Lecture	TuTh 9:00AM - 10:15AM	Broome Library 2490	Zhong Lu	08/27/2016 - 12/23/2016

18. Click "Proceed To Step 2 Of 3."

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Ekho CI

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Cart Import from complete. Add more classes or click Proceed to Step 2 to continue processing your enrollment.

Fall 2016 | Undergraduate | Channel Islands - change term

Open Closed Wait List

Add to Cart: Enter Class Nbr. Find Classes: Class Search, schedule planner

Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	BUS 110-03 (1013)	TuTh 12:00PM - 1:15PM	Broome Library 2490	J. Griffin	3.00	<input checked="" type="radio"/>
<input type="checkbox"/>	CHEM 100-01 (1000)	Online		R. McBreem	3.00	<input checked="" type="radio"/>
<input type="checkbox"/>	ECON 110-02 (1021)	TuTh 9:00AM - 10:15AM	Broome Library 2490	Z. Lu	3.00	<input checked="" type="radio"/>
<input type="checkbox"/>	ECON 111-02 (1024)	TuTh 10:30AM - 11:45AM	Smith Decision Center 1900	C. Paiva	3.00	<input checked="" type="radio"/>

PROCEED TO STEP 2 OF 3

Enrolled Dropped Wait Listed

19. Confirm the classes and click "Finish Enrolling."

Ekho CI

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes 1 2 3

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall 2016 | Undergraduate | Channel Islands

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BUS 110-03 (1013)	BUSINESS LAW (Lecture)	TuTh 12:00PM - 1:15PM	Broome Library 2490	J. Griffin	3.00	<input checked="" type="radio"/>
CHEM 100-01 (1000)	CHEMISTRY AND SOCIETY (Lecture)	Online		R. McBreem	3.00	<input checked="" type="radio"/>
ECON 110-02 (1021)	PRINCIPLES OF MICROECONOMICS (Lecture)	TuTh 9:00AM - 10:15AM	Broome Library 2490	Z. Lu	3.00	<input checked="" type="radio"/>
ECON 111-02 (1024)	PRINCIPLES OF MACROECONOMICS (Lecture)	TuTh 10:30AM - 11:45AM	Smith Decision Center 1900	C. Paiva	3.00	<input checked="" type="radio"/>

CANCEL PREVIOUS FINISH ENROLLING

20. Ensure the classes have been added to the schedule.

Ekho CI go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes 1 2 3

3. View results

Please review account activity for any optional fees prior to making payment.
View the following status report for enrollment confirmations and errors:

Fall 2016 | Undergraduate | Channel Islands

Class	Message	Status
BUS 110	Success: This class has been added to your schedule.	✓
CHEM 100	Success: This class has been added to your schedule.	✓
ECON 110	Message: You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.	✓
ECON 111	Success: This class has been added to your schedule.	✓

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

For assistance with using the Schedule Planner, please contact the Enrollment Center at 805-437-8500 or email records.registration@csuci.edu