My Schedule Planner Guide

My Schedule Planner is the program used plan your schedule, register for courses and change your schedule, during registration.

- Students can see all possible schedules for their desired course list
- Students can bypass creating all possible schedules and create a schedule by CRN (*Course Registration Number*)
- Students can add courses by CRN to an existing schedule *(Hint: Useful for adding courses with the same number/different sections)*

Tips

1. *Chrome or Firefox are preferred browsers*
2. *If you have trouble, clear your browser history and relaunch before attempting to use My Schedule Planner.*

To see all possible schedules

Create Schedule

| 1. Select Courses |
| 2. Generate Schedule |

3. View

4. Send to Cart

(You can still edit the cart before you register.)

5. Register

To create schedule by CRN

Register by CRN without going through schedule generation. Enter desired CRNs (separated by a comma).
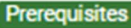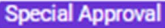
Duplicate course error? To add courses with the same course number but different sections (e.g. MUS399/01 and MUS399/02), obtain permission for both sections and use CRN to register.
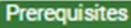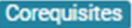
Add one or more courses to an existing schedule

If registered, click the **Current Schedule** tab and enter one or more CRNs to the schedule

Schedule Changes

Adding and Dropping Courses

1. Select your current Schedule
2. Select Edit or Drop

3. Select the option from the drop down

4. To add a specific course by CRN, go to the **Current Schedule** tab, select register by CRN

OR

4. To add classes by creating possible schedules, follow the directions to "Create Schedule"

Need more help? Contact Records & Registration, WH 115 recreg@newpaltz.edu or (845) 257-3100