How to Plan Your Schedule Using Schedule Planner

**Step 1:**
https://www.ctc.edu/~grays/splan/waci210Base.html  
(Schedule planner)

Use the Schedule Planner to build your personal class schedule for the upcoming quarter. Because the Planner provides real-time access, the schedules you create are based on up-to-the-minute class information.

**Step 2:** Under Student Planner click on “SELECT COURSES”  
(See image)

**Step 3:** Click on “VIEW COURSE LIST” at the bottom of the page (See image)

**Step 4:** Find the class on the list that corresponds with the class you would like to take. Click on the class and it will appear in the pink area on the left under “COURSE LIST”.  
(See image)
Step 5: Once all classes are select click the “SUBMIT SELECTIONS” in the pink. (See image E)

Step 6: Select the classes you would like to take and hit the box at the bottom of the page.

Multiple choices will appear for the same class. Be sure to select the class that best fits your schedule. If there is a “W” under the item code, this indicates it is an ONLINE class.

Another helpful hint; to the far right of this page you will see “NOTES”. If a number appears, click on this number. It will give you information for your class; such as start dates, class pre-requisites, and any other information you will need.

Step 7: A screen will appear with your planned schedule. Print this screen by clicking on the button.

REMINDER: THIS DOES NOT MEAN YOU ARE ENROLLED IN THESE CLASSES. THIS IS ONLY TO HELP YOU PLAN YOUR SCHEDULE BEFORE ENROLLING. PLEASE SEE YOUR ADVISOR TO ENROLL IN YOUR CLASSES.