

# In-App Registration via Scheduler

Sac State Scheduler builds and visualizes alternative schedules for registration. Accessible with drag-and-drop ease from any device.

## Quick Reference Guide

1

Navigate to **Sac State Scheduler** through your Student Center on MySacState.

Select the **Term** in Scheduler.

The screenshot shows the 'Andrew's Student Center' interface. On the left is a navigation menu with 'Academics' selected. The main area displays 'This Week's Schedule' with a table of classes. A search menu is open, and 'Sac State Scheduler' is highlighted in a yellow box.

CLASS	SCHEDULE
ECON 100A-02 LEC (35247)	TuTh 12:00PM - 1:15PM Web-Online
FIN 135-03 LEC (31660)	TuTh 6:00PM - 7:15PM Alpine Hall 235
FIN 137-02 DIS (36498)	TuTh 4:30PM - 5:45PM Brighton Hall 110
FIN 143-01 LEC (31539)	TuTh 1:30PM - 2:45PM Tahoe Hall 1007
GM 105-03 SEM (31478)	MoWe 12:00PM - 1:15PM Web-Online MoWe 12:00PM - 1:15PM Acad Res Ctr 1009 MoWe 10:00AM -

2

Select the **Criteria** before adding courses.

Adjust Course Status, Term, Instruction Modes, and more.

Build breaks into your day that the system will schedule around.

The screenshot shows the 'BUILD SCHEDULE' criteria selection screen. It includes tabs for 'BUILD SCHEDULE', 'SHOPPING CART (0)', and 'CURRENT SCHEDULE (0)'. The criteria are listed in a table with 'Change' buttons for each. Below the table is an instruction box and buttons for 'Courses' and 'Breaks'.

Criteria	Value	Action
Term	Spring 2022	Change
Sessions	All Sessions Selected	Change
Course Status	Open & Full w/Waitlist Open	Change
Instruction Modes	3 of 7 Selected	Change
Academic Careers	1 of 2 Selected	Change

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

Courses + Add Course Breaks + Add Break

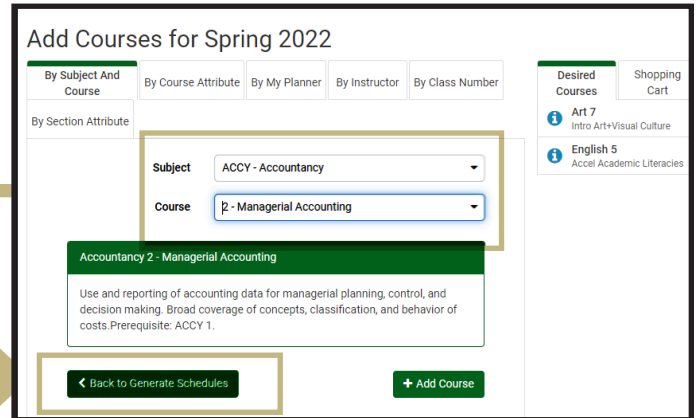


# Scheduler: Quick Reference Guide

3

Choose **Courses** from the list of applicable options.

Each course will match your specified criteria and includes a description along with any prerequisites.



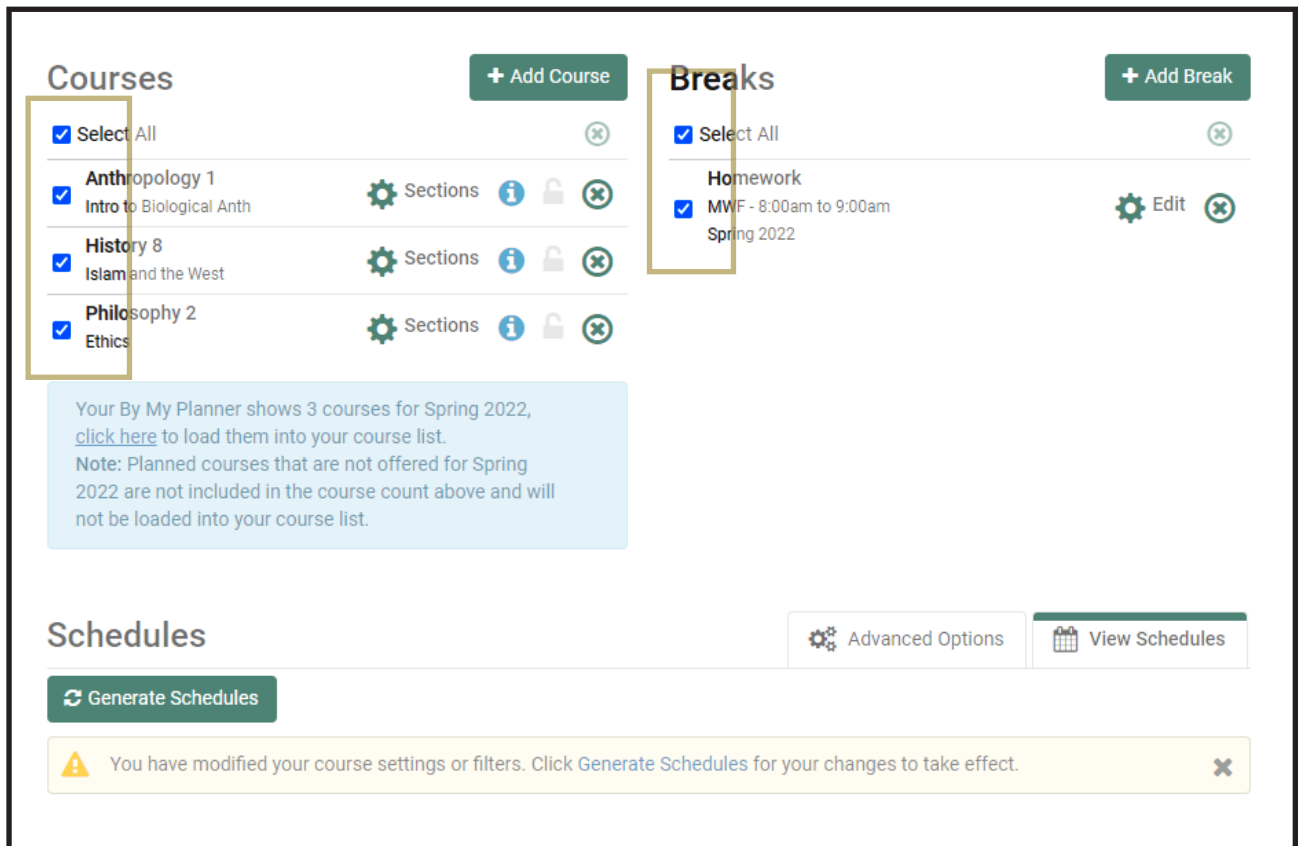
4

Select the **Back to Generate Schedules** button.

5

Before generating schedule, **confirm Course Selection and Breaks**.

Use checkboxes to select what will be generated on the schedule.



# Scheduler: Quick Reference Guide

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## Select **Generate Schedules**.

The system will provide different **views**—variations of schedules matching your chosen criteria.

The screenshot shows the Scheduler interface with the following elements:

- Courses:** A list of selected courses: Anthropology 1 (Intro to Biological Anth), Art 1B (Art, Empires, and Exchanges), and Mathematics 30 (Calculus I). Each course has a 'Sections' button and a 'Generate Schedules' button.
- Breaks:** A list of selected breaks: Homework (MWF - 8:00am to 9:00am, Spring 2022).
- Schedules:** A section with a 'Generate Schedules' button and a 'View Schedules' button. Below it, a notification says 'Generated 21 Schedules'. A list of three views is shown:

View	Details
View 1	Homework, 1B-Art-02, 30-Mathematics-04
View 2	Homework, 1B-Art-01, 30-Mathematics-14
View 3	Homework, 1B-Art-01, 30-Mathematics-09

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## Select a **View**.

Example:  
Generated View

The screenshot shows a 'Potential Schedule for Spring 2022' with the following details:

- Navigation:** Back, Print, Send to Shopping Cart, Schedule 1 of 2.
- Warning:** You are viewing a potential schedule only and you must still register.
- Course Details Table:**

Status	Subject	Course	Section	Day(s) & Location(s)	Instruction Mode	Units	Seats Open
Not Enrolled	Art	1B	02	TTh 5:30pm - 6:45pm - Kadema Hall 145	In Person	3	68
Reserve Caps: 0 of 5 reserved seats filled: Reserved for first-time freshman in the College of Arts and Letters							
Not Enrolled	Mathematics	30	04	MWF 9:00am - 9:50am - Brighton Hall 209 T 9:00am - 9:50am - Web Online	In Person	4	30
							7

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15	Homework				Homework
8:30					
8:45					
9am	Mathematics-30 Refugia Chickering	Mathematics-30 Refugia Chickering	Mathematics-30 Refugia Chickering		Mathematics-30 Refugia Chickering
9:15					
9:30					
9:45					
10am					





## Potential Schedule for Spring 2022

Back Print Send to Shopping Cart Schedule 1 of 2

You are viewing a potential schedule only and you must still register.

Status	Subject	Course	Section	Day(s) & Location(s)	Instruction Mode	Units	Seats Open
Enrolled	Art	1B	02	TTh 5:30pm - 6:45pm - Kadema Hall 145	In Person	3	68
Reserve Caps: 0 of 5 reserved seats filled: Reserved for first-time freshman in the College of Arts and Letters							
Not Enrolled	Mathematics	30	01	MWF 9:00am - 9:50am - Brighton Hall 209 T 9:00am - 9:50am - Web Online	In Person	4	30
							7

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	Homework		Homework		Homework
8:15					
8:30					
8:45					
9am	Mathematics-30 Refugia Chickering	Mathematics-30 Refugia Chickering	Mathematics-30 Refugia Chickering		Mathematics-30 Refugia Chickering
9:15					
9:30					
9:45					
10am					
10:15					

**A**

**Information icon:** Title, Description, Books required, Seats Filled & Capacity, and more for each course.

**B**

**Lock:** Locking a course further filters other view options to coincide with the locked view. This prevents TTH classes showing on a MWF schedule, etc.

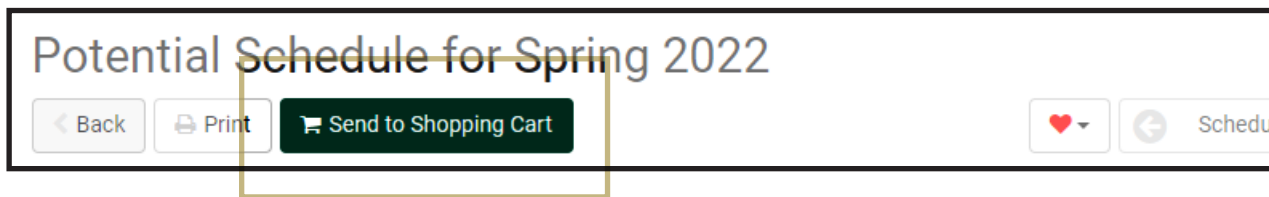
**C**

**Reserved Seats, aka Reserve Caps,** are the number of seats in a section that are held for a specific student population. For example, a course necessary for a specific population or requirement may include seats set aside for them. These seats are unavailable to students not meeting the criteria.

**D**

**Favorites:** Save several different schedules. Quickly go back to a replacement in case your preferred one is unavailable.

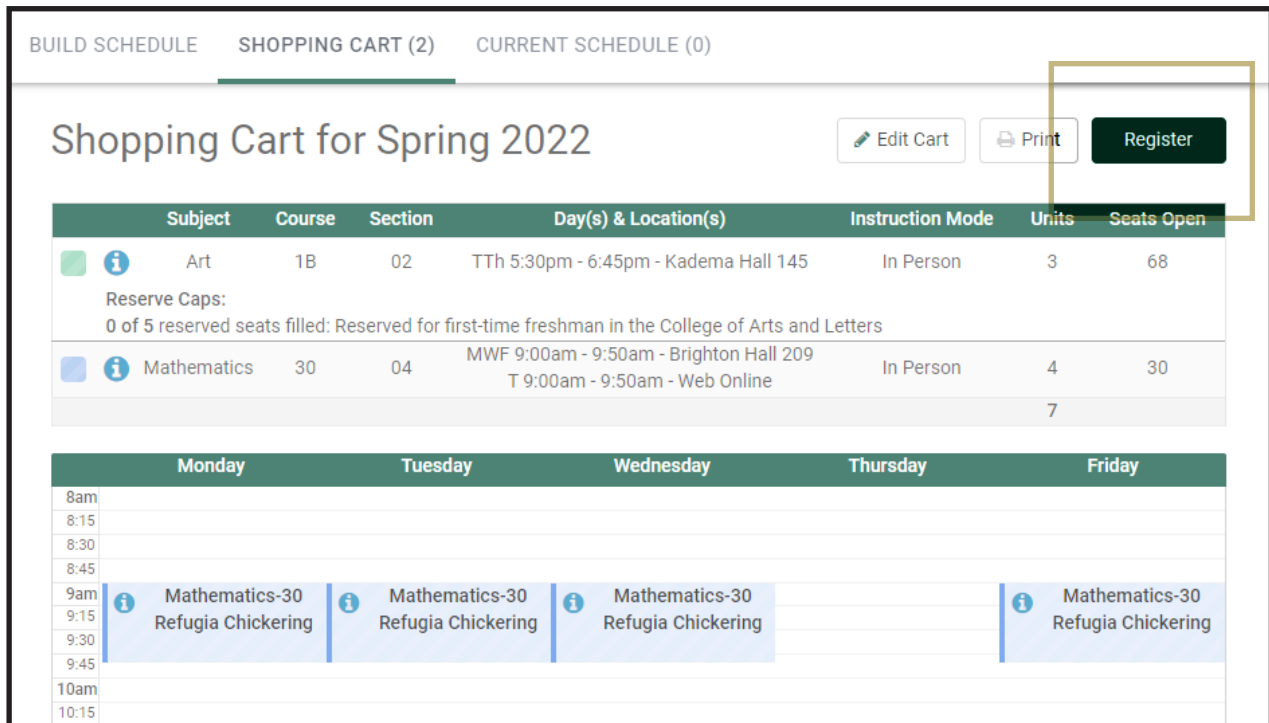
**8** Select the **Send to Shopping Cart** button.



Potential Schedule for Spring 2022

Buttons: Back, Print, **Send to Shopping Cart**, Heart icon, Schedule

**9** Select the **Register** button.



BUILD SCHEDULE | SHOPPING CART (2) | CURRENT SCHEDULE (0)

Shopping Cart for Spring 2022

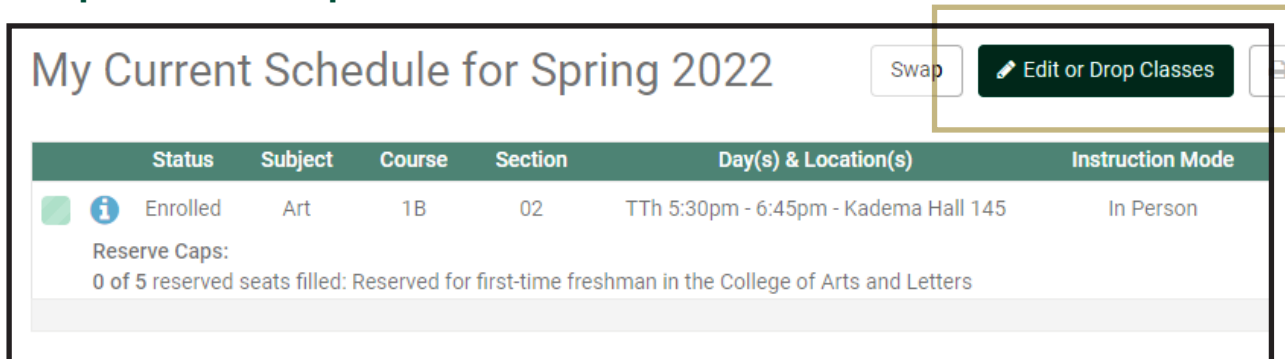
Buttons: Edit Cart, Print, **Register**

Subject	Course	Section	Day(s) & Location(s)	Instruction Mode	Units	Seats Open
Art	1B	02	TTh 5:30pm - 6:45pm - Kadema Hall 145	In Person	3	68
Reserve Caps: 0 of 5 reserved seats filled: Reserved for first-time freshman in the College of Arts and Letters						
Mathematics	30	04	MWF 9:00am - 9:50am - Brighton Hall 209 T 9:00am - 9:50am - Web Online	In Person	4	30
						7

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am					
9:15	<b>Mathematics-30</b> Refugia Chickering	<b>Mathematics-30</b> Refugia Chickering	<b>Mathematics-30</b> Refugia Chickering		<b>Mathematics-30</b> Refugia Chickering
9:30					
9:45					
10am					
10:15					

Prior to registration deadline, you are able to **Swap, Edit, or Drop** courses within Scheduler.



My Current Schedule for Spring 2022

Buttons: Swap, **Edit or Drop Classes**

Status	Subject	Course	Section	Day(s) & Location(s)	Instruction Mode
Enrolled	Art	1B	02	TTh 5:30pm - 6:45pm - Kadema Hall 145	In Person
Reserve Caps: 0 of 5 reserved seats filled: Reserved for first-time freshman in the College of Arts and Letters					