How to Enroll the Cougar Way!
Using the Degree Planner and Schedule Assistant in the Full Site

1. Login to MyCSUSM and **Click Student Center. Click Degree Planner. Click Continue** to proceed.

2. Review the upcoming semester and **click Select** where a course is not already displayed. Choose a course from the approved list.

3. Once all courses are selected for the upcoming semester, scroll to the top of the page and **click “Schedule Assistant”** to create a class schedule. Then, **click Open Schedule Assistant.** (Enable pop-ups)

4. Schedule Assistant opens in a second window. **Click Save and Continue** for location (Main Campus).

5. Edit any necessary class search filters:
   - **Course Status:** Open Classes Only, Open & Full w/Waitlist Open, or Open & Full.
   - **Sessions:** Ordinarily students will choose Regular. Only choose Extended Learning for summer or winter intersession course selections.
   - **Instruction Modes:** All, Hybrid (combined in-person and online), In Person, or On Line.

6. Load courses from the Degree Planner using the **“click here”** link in the message box located under Courses. Enter times classes cannot be attended by **clicking Add Break.**
7. Be sure all desired coursework and Breaks are included by checking each box. Click on “Options” next to courses to view any enrollment restrictions and important class notes before proceeding.

8. Click Generate Schedules. A list of possible schedule combinations will display.

9. Click View to find a class schedule.

10. Choose a schedule and click Send to Shopping Cart. A prompt will display to leave Schedule Assistant and return to MyCSUSM to proceed to loading the Shopping Cart.

11. Click Import Cart.

12. Under Class Preferences for each class, check the “Waitlist if Class is Full” box to be placed on the waitlist. The class may have filled during enrollment. Click Next.

13. Once all coursework is in the Shopping Cart, click Proceed to Step 2 of 3.

14. Click Finish Enrolling.

Check My Class Schedule to view enrollment status. Check back regularly for updates (location changes, class status, and waitlist position).

For additional enrollment strategies, refer to the “Still Looking for Classes?” guide.