EXAMPLE OF ADDING AN UPPER DIVISION GE COURSE WITH ENROLLED CLASSES

1) **Review the student's DEGREE PLANNER and find the "GE Upper Division" line and, if necessary, use "Arrange My Plan" and drag it to Fall 2018**

FAQ   Need Help? Tutorials   Internal View   Schedule Assistant   ARR-Grad Eval   ARR

Fall 2018   In Progress Units 10.00   Planned Units 6.00   Target Units :

In Progress: ARAB 101, ORNT 15, PSYC 230, PSYC 334

Requirement	Notes	Critical	Units	Course	Info	Select Course	Lock	A M
GE Upper Division - Must be taken at CSUSM - Note: Must be taken after completion of 60 units. Click "ARR Planned" link at the top of this page and check the TOTAL UNITS requirement. If you have taken a min of 60 units you may drag this line to any term.	📝		3	SOC 323	ℹ	Select	✓	
UD PSYC Elective	📝		3	PSYC 336	ℹ	Select	☐	

2) **Click SELECT and jot down all the courses that do NOT say "Currently Full"**
   a. **Example: BIOL 316, CHEM 315, GEOG 341, SOC 323,**
3) **Go to SCHEDULE ASSISTANT and add all of the open courses (click "Add Course" as many times as needed)**

Courses   + Add Course

☐   ⊗

☐ **Biological Sciences 316**   ⚙ Options ℹ 🔒 ⊗
   BIOLOGY OF CANCER

☐ **Chemistry 315**   ⚙ Options ℹ 🔒 ⊗
   SCIENCE IN FILM AND TV

☐ **Geography 341**   ⚙ Options ℹ 🔒 ⊗
   NATURE & SOCIETY IN CALIFORNIA

☑ **Sociology 323**   ⚙ Options ℹ 🔒 ⊗
   JUVENILE DELINQUENCY

4) **Select one of the open courses you just added and then GENERATE SCHEDULES to see if that course fits with their existing enrolled and waitlisted courses. If not, try the next course until the system finds the best schedule that can accommodate the additional open class.**

Current Schedule

		Status	Subject	Course
☑	ℹ	Enrolled	Arabic	101
☑	ℹ	Enrolled	Orientation	15
☑	ℹ	Enrolled	Psychology	230
☑	ℹ	Enrolled	Psychology	230
☑	ℹ	Wait Listed	Psychology	333
☑	ℹ	Enrolled	Psychology	334
☑	ℹ	Wait Listed	Psychology	344

Schedules

⟳ Generate Schedules

ℹ Generated 2 Schedules