My Schedule Planner Guide

My Schedule Planner is the program used to 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

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
To create schedule by CRN

Register by CRN without going through schedule generation. Enter desired CRNs (separated by a comma).
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