Spartan Planner Overview

**Overview:** This on-line planning tool allows you to create and compare multiple class schedules for a given term based on your course preferences as well as other commitments such as your work, sport and/or family schedules.

Spartan Planner will generate every possible schedule for you so you can maximize your course selections and remain on track for a timely graduation. After you review your proposed schedules, you will select your preferred schedule and then import your schedule into your shopping cart. You can hold your class schedule in your shopping cart and add your classes when your enrollment appointment begins.

**Notes:** To use Spartan Planner, pop-ups must be enabled in your web browser. Also, Spartan Planner does not recognize prerequisite or co-requisite courses, enrollment holds or instructor consent requirements.

Spartan Planner can be accessed from tablets and mobile devices.

Log into your MySJSU account.
Click on **Spartan Planner** to open the launch page.

Select **CLICK HERE** to open Spartan Planner.
Spartan Planner will open in a new browser tab or window.

**Important:** You must enable pop-ups in your browser.

Filter Options
- **Course Status:** Open, Open & Full, Open & Full w/Waitlist.
- **Instruction Modes:** In Person, Online, Online w/Mtg, etc.
- **Course Careers:** Undergraduate, Graduate courses.

Click **Add Course**.
Select by subject and course number then click **Add Course**.

**Search by Course Attribute** allows you to search courses by General Education Requirement.

Add all your courses and click **Back** when done.
Optional Step

Click on **Options** to filter available sections.

Uncheck sections you want to filter out.

Click **Save & Close** when done.

Add Breaks

Click **Add Break** and enter a break name (work, lunch, etc.), start time, end time and days.

Click **Save Break** when done editing.

You can add multiple breaks to your schedule.

Click **Generate Schedules**

Available schedules will appear based on course selection and breaks.

Hover over the magnifying glass to preview a schedule.

Use the checkboxes to compare up to 4 schedules at once.
Click View to select a schedule and see details.

You can lock section(s) that meet your needs and re-generate schedules that contain the locked section(s). Please note that locking a course does not guarantee the preferred section. You must still complete the enrollment through MySJSU.

After reviewing available schedules, select one and click Send to Shopping Cart.

Click OK to confirm and transfer classes to your shopping cart.

Confirmation message will be displayed.

Close the Spartan Planner tab to return to the launch page.

Select Course Enrollment to return to the Student Center and import your shopping cart.
Click **Import Cart** to load your schedule from Spartan Planner.

Click **Next** to add classes to your enrollment shopping cart.

Import complete message will be displayed. Click **PROCEED TO STEP 2 OF 3**.

Click **FINISH ENROLLING** to complete the class enrollment process and prerequisite checking.