Course Planning Worksheet

Name:

Date:

Instructions for using this worksheet

1. If you are unable to edit this document, go to the File Menu and select “Make a copy.”
2. Add your name to the filename—for example: “Jane Smith’s Course Planning Worksheet for Spring 2026.”
3. In the new document, enter your name and the date in the area under the title.
4. Fill in as many of the schedule grids as you would like, making sure that course times do not conflict.
5. If you're a first-year student, don’t forget to include your First-Year Seminar on your grid!
6. Add any comments or questions you will want to discuss during your meeting with your faculty advisor.
7. Share the worksheet with your faculty advisor prior to your advising meeting by clicking the **Share** button (upper right corner) and entering your advisor’s email address. (New students will receive contact information for their faculty advisor during Orientation.)

Schedule Grid 1

CRN	Dept. & Course No.	Section	Course Title	Units	Requirements Fulfilled	Day/Time

Questions/Comments:

Schedule Grid 2

CRN	Dept. & Course No.	Section	Course Title	Units	Requirements Fulfilled	Day/Time

Questions/Comments:

Schedule Grid 3

CRN	Dept. & Course No.	Section	Course Title	Units	Requirements Fulfilled	Day/Time

Questions/Comments: