

How to Plan Your Schedule

Note from the Advisors:

If you follow this “how to” sheet, it will guide you on how to navigate making course selections! PBS Advisors want you to be successful, so we have made you many tools that you can find on our [website](#).

Please use them to make yourself an academic plan!

It is important to understand PBS Advisors do not plan your schedule. When you review the many course offerings (every year we offer: 45+ PSY classes, 3000+ UCSB classes), it is your choice what to take in relation to your major and degree requirements. Remember, **“PSY” courses are severely impacted**, so having a “Plan A” & “Plan B” will only benefit you.

Since all the information and tools for successful schedule planning can be found online, and most are printable PDFs, we invite you to reference them while you create your plan.

Once a **thoughtful rough draft** has been put together, a student may email advising@psych.ucsb.edu, book an appointment via Shoreline, or visit our main office to have our staff review their projected plan.

Now Let's Get Started!

Step 1: Reference your major sheet for major rules and requirements. Each individual major sheet can be found online within our CoM packets under their respective major webpage.

- a. Pre-Psychological & Brain Sciences BS
- b. Psychological & Brain Sciences BS
- c. Pre-Biopsychology BS
- d. Biopsychology BS

Quick Tip: The major sheet has two sets of rules:

“Admission to the Major” (i.e. requirements and rules for the pre-major classes) and the “Major Regulations” (i.e. requirements and rules for moving through the total major).

Step 2: Run a major progress check (also known as a degree audit) on GOLD. This will help you see what you have completed, and understand what you still need to fulfill for your degree. For instructions, review: “How to Run a Degree Audit” available on the Academic Planning webpage on our website.

Quick Tip: Run a degree audit often!

A degree audit can be run with “work in progress” to help students confirm that their scheduled courses are helping them move forward. Advisors suggest running at least one audit per quarter.

Step 3: Once you read and understand the requirements for the pre- and/or full major and what you still owe to graduate, you can start planning. While planning quarterly/annual schedules, include major courses as well as GEs and university requirements (non-PSY requirement inquiries should be addressed to the appropriate department).

Use all the following PBS tools **simultaneously** to plan a tentative schedule:

- a. **Major Progress Check** to check off what classes you have already completed. This will help identify what is left for the major *and* any remaining university requirements.
 - a. Go to GOLD
 - b. Select “Major and GE Progress Checks” under the Progress tab.
 - b. **Projected Course Schedules** to identify which courses are offered per quarter, and who is instructing them (Note: these offerings are subject to change but are the typical annual course offerings for the department). To check other departments’ projected course offerings, make sure to visit their advising webpages as well (i.e., MCDB or CHEM).
 - a. Webpage: Click on Course Information tab
 - c. **Documents: PBS Projected Course Schedule, STEM Quarterly Teaching Schedule**
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- Major Sheet and Planning Guides** to see what requirements you must complete for your major and tracks students typically take. For pre-majors, these will include Area I, Area II, Area III, and/or PSY 100-109 courses. For full majors, this will include all PSY 110+ requirements as well.
- a. Webpage: Click on your major tab.
 - b. Documents: “Combined _____ CoM” (major sheet is included), Major Planning Guides.

IMPORTANT: PSY 110+ courses are limited to full majors only!
No exceptions, no add codes. If GOLD does not let you add, please choose another course.

Quick Tip: Visit the UCSB General Catalog for course descriptions.
This tool tells you about every department, major, course, and pre-requisite on campus.
<https://my.sa.ucsb.edu/catalog/Current/UndergraduateDegreeList.aspx>

Step 4: Complete the Schedule Planning Worksheet once you: Identify which classes you need/prefer to take (used: degree audit, major sheet, planning guide), when the classes are offered (used: projected course offerings), what is required to enroll in the class (used: GOLD course info or general catalog), and understand when it is your turn to sign up for a class (used: pass times are noted under the Registration tab on GOLD).

- a. **Schedule Planning Worksheet** to plug in classes and list out courses meant to be taken with a quarterly and annual overview. This tool helps students recognize what their schedule will look like in total, incorporating major courses, GEs, electives, etc.
 - a. Webpage: Click on Academic Planning Tab.
 - b. Document: Schedule Planning Worksheet

Quick Tip #1: *Be sure to plan out at least a year, if not more.*

It is important to be prepared. Quarter systems sometimes offer upper division classes once a year.

Quick Tip #2: *Have a “back up plan” because PSY classes are severely impacted.*

A student’s “first choice” might be filled before their pass time opens.

Information on: [UCSB Registrar Pass Time Schedule](#)

Quick Tip #3: *Understand how and when to use the waitlist system on GOLD.*

Waitlists do not typically open until Pass 2. Students need to be enrolled in at least 12 units to even access one, and they will not generate until a class is full. Therefore, to secure full-time student standing, **classes with open spaces are always recommended first.**

Quick Tip #4: *PBS does not give out add codes (no need to ask, no exceptions made).*

Neither faculty nor staff provide add codes. We rely 100% on the waitlist. If you ask, the answer will be no.

Step 5: Use this plan as your own tentative schedule while enrolling in courses. Students are welcome to get it reviewed by an Undergraduate Advisor by emailing advising@psych.ucsb.edu, walking into our office, or booking an appointment via Shoreline.

Note from the Advisors:

Once you finish creating your schedule, you can see how long it will take you to graduate. If you have time, add in a double major or minor, enjoy study abroad, incorporate research or join honors! Students that plan can maximize their time at UCSB!

Congratulations! You just planned your schedule!

Do not forget to make sure you qualify and join the full major (see below).

Reminder: While enrolled in your last pre-major course(s), make sure to submit a complete “Change of Major” (CoM) packet via email to advising@psych.ucsb.edu.

CoMs must be submitted to go from **pre-major to full major status.**

For instructions, refer to each respective major’s webpage, check our FAQ page, or email us to ask for the paperwork.