

## 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.

**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 the 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 own plan.

Once a **thoughtful rough draft** has been put together, a student may **email** [advising@psych.ucsb.edu](mailto:advising@psych.ucsb.edu) or visit our main office to have our staff review their projected plan.

### Now Let's Get Started!

**Step 1:** Reference the major sheet for major rules and requirements. Each individual major sheet can be found online within our CoM packets.

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

**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 degree audit on GOLD. This will help you see what you have completed, and understand what you still owe. With this information, you will now know what you still need to take! For instructions review: “How to Run a Degree Audit”

**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 may start planning. While planning quarterly/annual schedules, include major courses as well as GE's 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. **Check List**- to check off what classes you have already completed. This will help identify what is left for the major, but this *does not* identify university requirements.
  - a. Webpage: Click on your major tab.
  - b. Document: "\_\_\_\_\_ Check List" (the check list includes the full major requirements)
- b. **Projected Course Schedules**- to identify which courses are offered per quarter, and who is instructing the course that quarter. (Note: these offerings are subject to change but are the typical annual course offerings for the department).
  - a. Webpage: Click on Course Information tab
  - b. Document: Projected Course Schedule
- c. **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. Document: "Combined \_\_\_\_\_ CoM" (major sheet is included) and 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), when the classes are offered (used: projected course offerings), what is required to enroll in the class (used: GOLD course info), and understand when it is your turn to sign up for a class (used: pass time restrictions).

- a. **Schedule Planning Worksheet**- to plug in classes and list out courses meant to be taken by 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 often only offer most upper division classes once a year.

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

It is likely a student’s “first choice” will 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 open until Pass 2, and will not generate until a class is full. Therefore, to secure full time student standing, classes **with open spaces are recommended.**

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

We rely 100% on the waitlist and classes that are full usually stay full.

Waitlist Rules: <https://www.psych.ucsb.edu/undergrad/course-information>

Instructions on: How to Add to a Waitlist

**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](mailto:advising@psych.ucsb.edu).

Note from the Advisors:

Once you finish the exercise, 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!

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**Congratulations! You just planned your schedule!**

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

**Reminder:** While enrolled in your last pre-major class, submit a complete “Change of Major” (CoM) packet to the Peer Advisor at the front desk of PSYCH EAST, 1814.

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

For instructions, review: “How to Change Your Major Instructions”