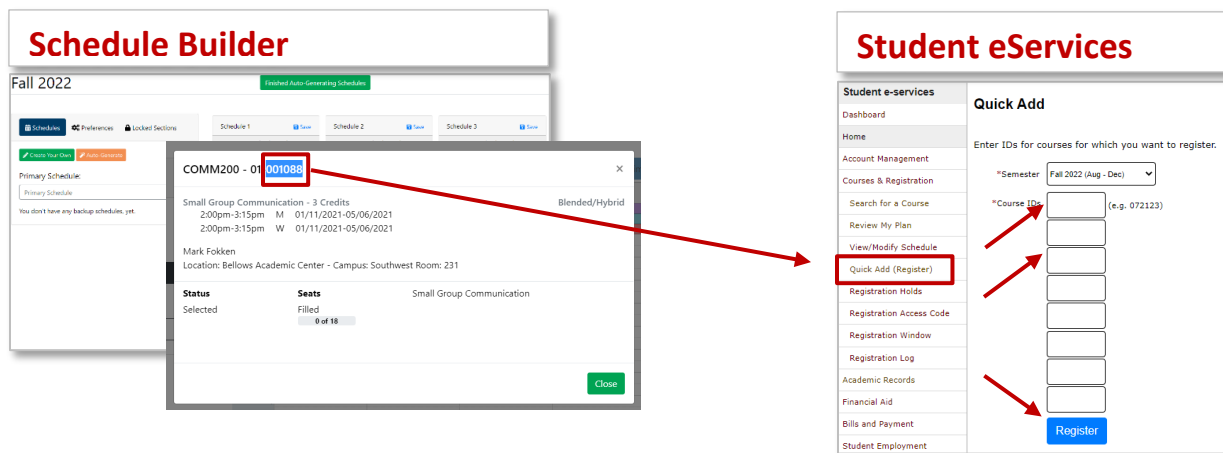# Using Schedule Builder

CREATE YOUR OPTIMIZED SCHEDULE

Schedule Builder is a dynamic scheduling platform where you can choose your primary schedule from multiple possible schedules.

Build class schedules manually or automatically generate combinations based on preferences.

> **Building a schedule in Schedule Builder does not register you for classes. After you build a schedule in Schedule Builder, complete your registration in Courses & Registration in Student eServices.**
>
> **See steps on pages 9-11, IMPORTANT: Register for your courses in eServices.**

Start in Plans or Schedules

In Plans
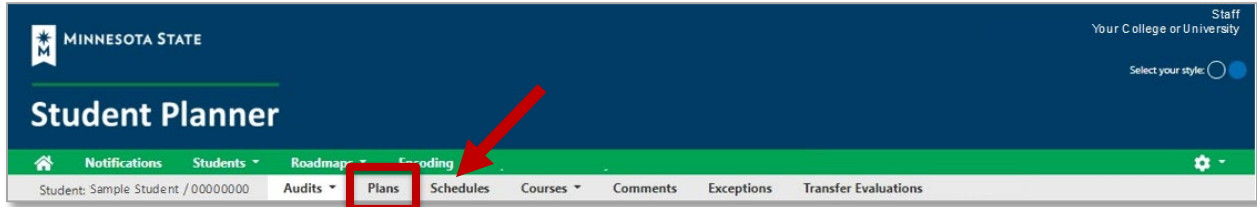Create schedules by pushing planned courses from a term in a Preferred Plan to Schedule Builder.

In Schedules
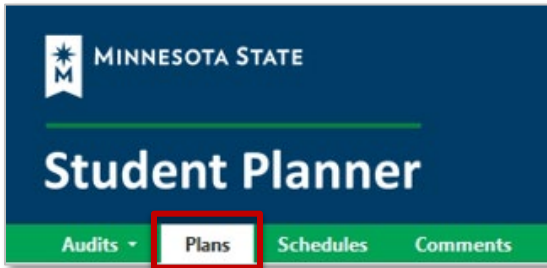Create schedules by adding courses in Schedule Builder.

Student View

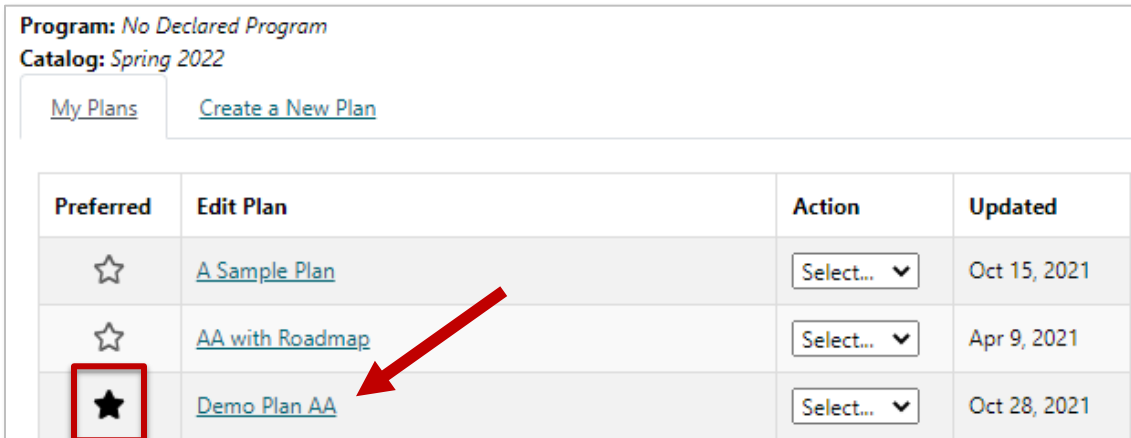Staff View in a Student Account

Start in Plan Builder

Planned courses can be pushed from a Preferred Plan Term in Graduation Planner to the My Schedule section in Schedule Builder.
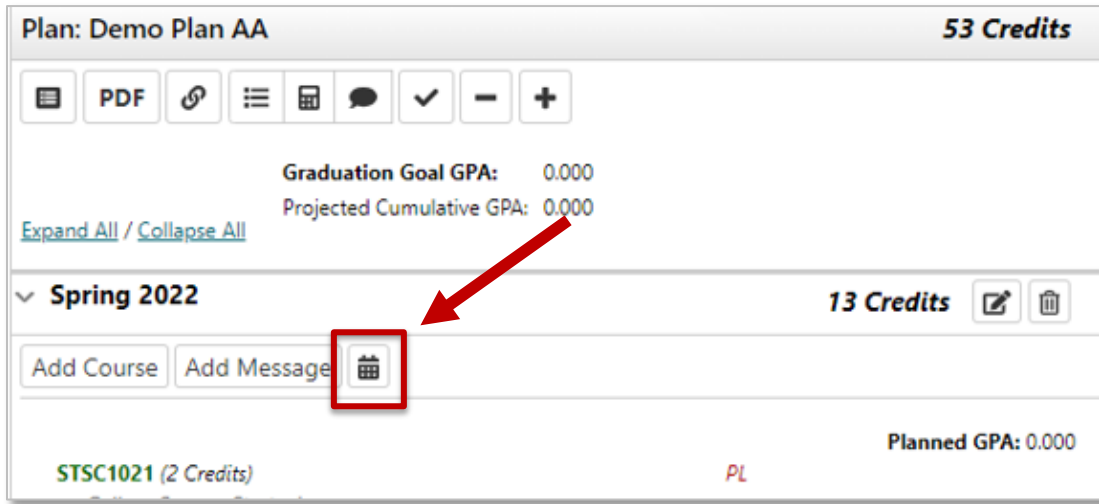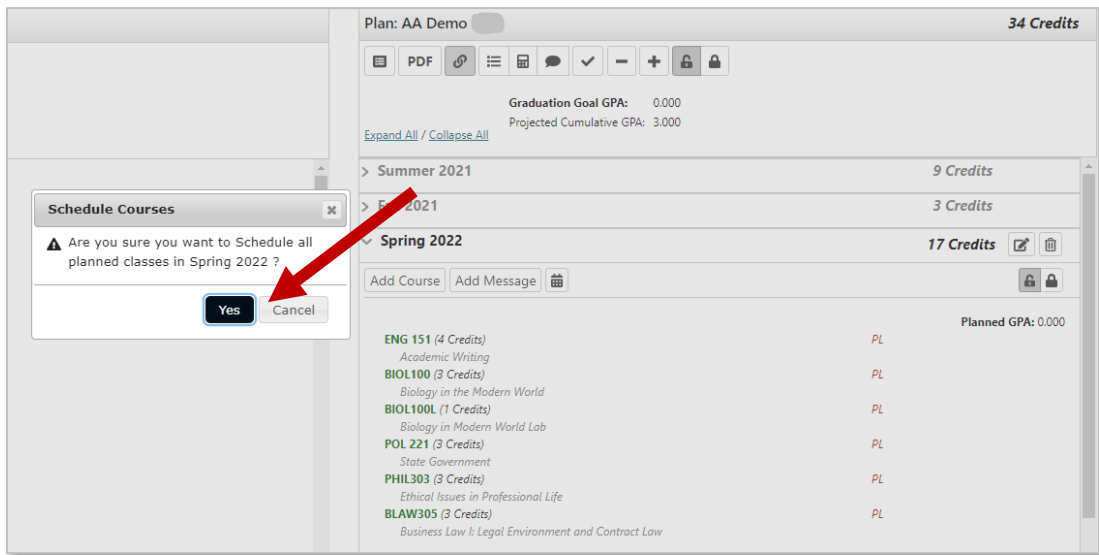
1. Select the Plans tab:

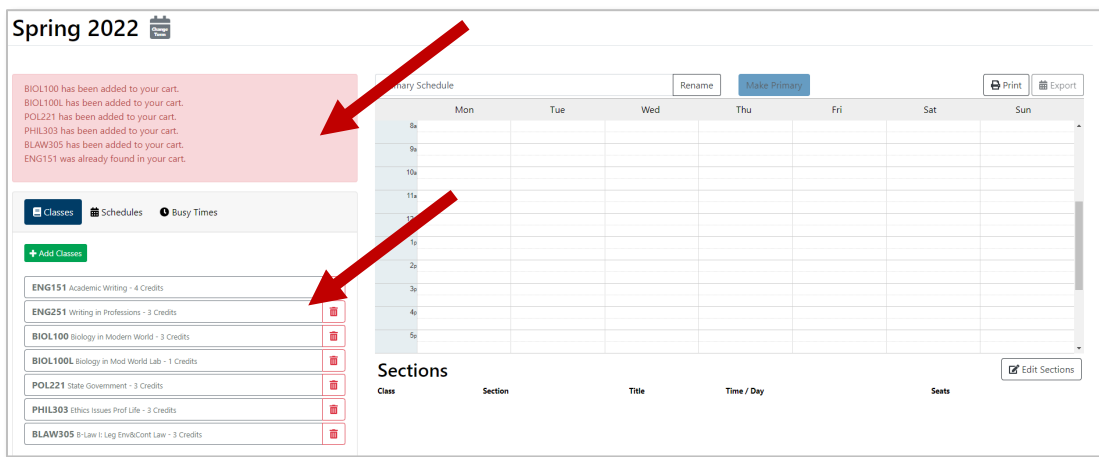2. On the Manage Plans page, select the Preferred Program:

3. In the term you would like to push to Schedule Builder, select the calendar icon:
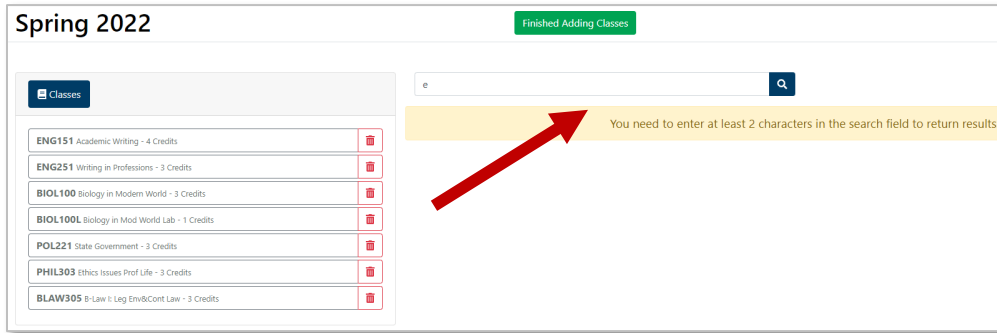

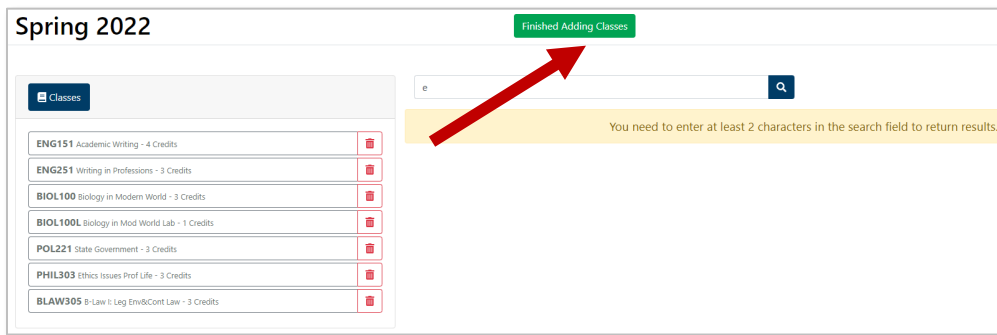4. Select 'Yes' to add the Planned courses to the same term in Schedule Builder:

5. Opens in Schedule Builder with courses already added:

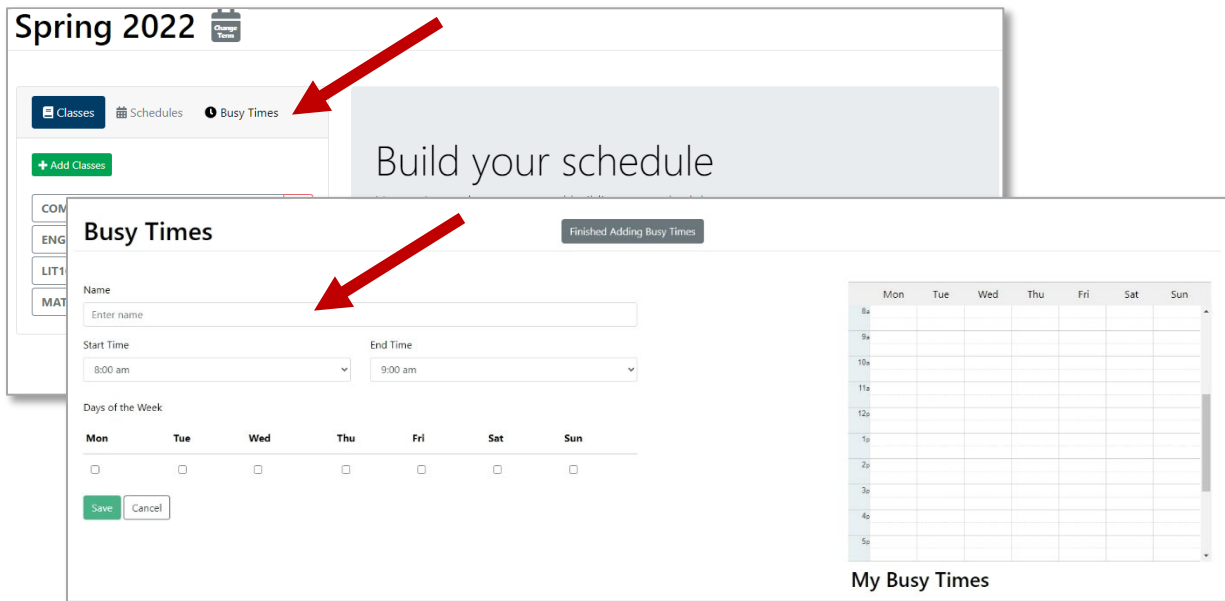## Add Courses Directly in Schedule Builder

Once all your courses have been added, select "Finished Adding Classes"

Add Your Settings

Busy Times - Enter times you cannot take classes.

Set Your Preferences

Time-based Preferences

Narrow down when you want to take classes:
- Time Between Classes
- Time Between Classes on Different Campuses
- Number of Days
- Time Block

Number of Classes

Identify the number of classes you want to take:
- Take them all
- I planned extra
  - Minimum/Maximum number of classes
  - Minimum/Maximum number of credits
  - Are there classes you must take together?
  - Are there classes you do not want to take together?
  - Prioritize which classes you want or prefer over others

Professor Preferences

- Identify the professors you prefer

Additional Preferences

- Identify the course delivery types you prefer

Select Save & Finish

Auto-Generate Schedules

Select the number of schedules and then the Generate Schedules button:

You can now edit the auto-generated schedules:

Locked Sections

Locking a section only applies to Auto-Generate, not Create Your Own.

After a section(s) is locked, the locked section(s) are pulled into every auto-generated schedule that is produced.
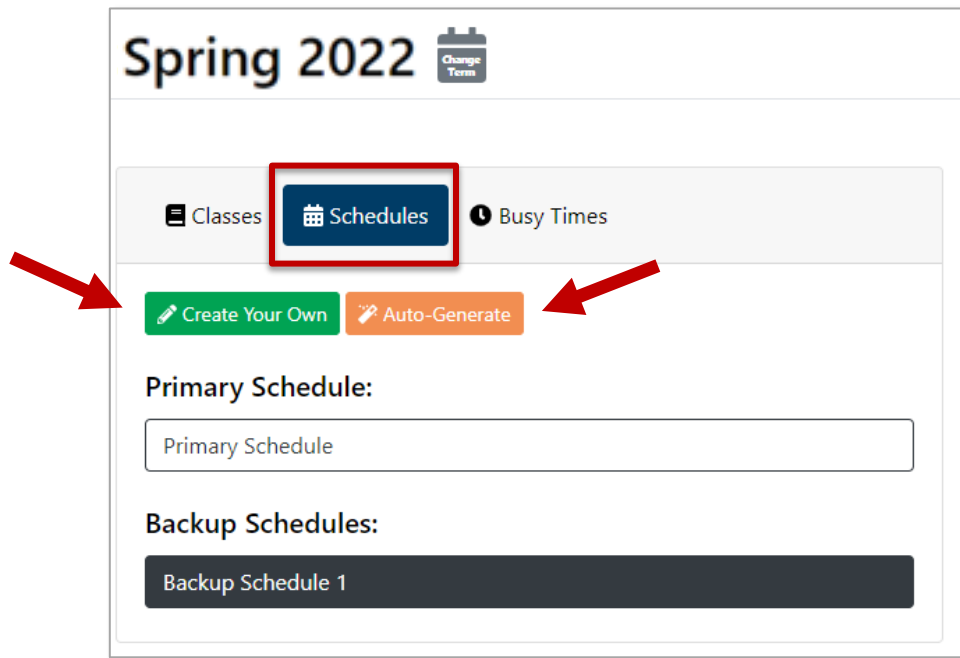

Create Your Own Schedule

You can always come back and do the other option at any time.

Print or Export a saved Schedule
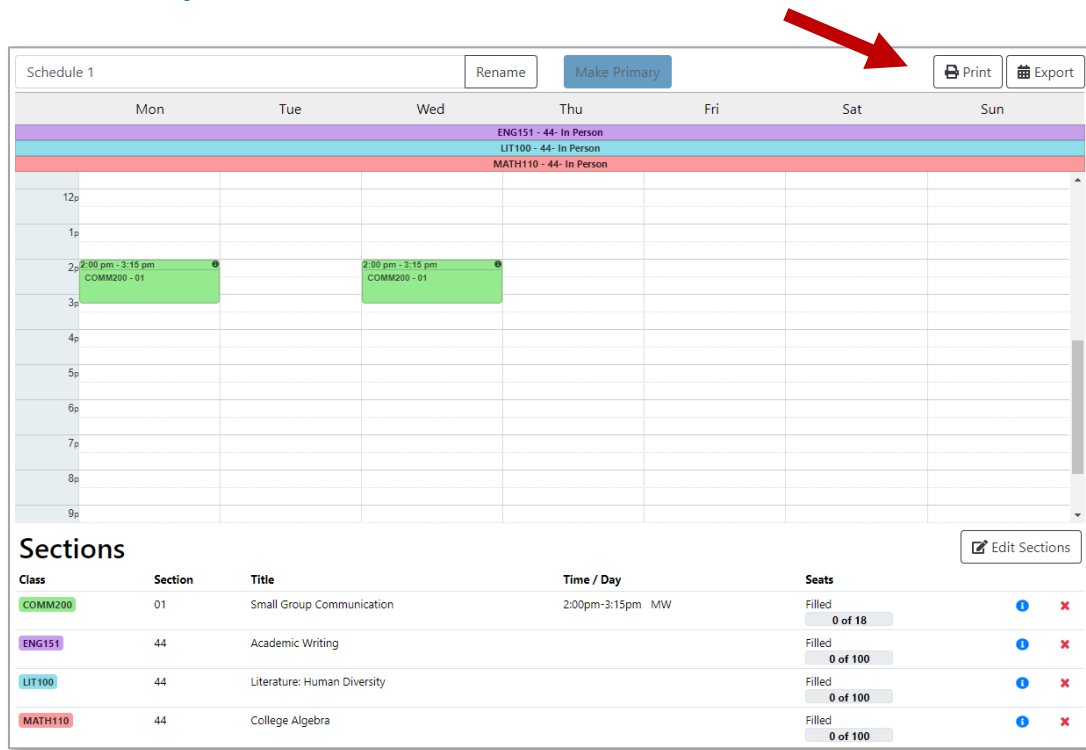
IMPORTANT: Register for your courses in eServices

Use the Course ID numbers in your Primary Schedule in Schedule Builder to register for classes in your Student eServices.

In Schedule Builder

1. Select the blue information icon to open Full section details

2. In the section details pop-up, select and copy the last six digits. This is the Course ID number.

In Student eServices

In Courses & Registration add your course IDs in **Quick Add (Register)**

In Quick Add (Register)

Paste each Course ID number in the Course IDs areas and then select Register:

The courses will now be in your Wish List in Courses & Registration.

If your registration window is open, you can register for the classes:

Register for the classes

If your registration window is closed, you cannot register for the classes yet:

Once your Registration Window is open, return to your Wish List to complete your registration.