## Introduction

The Schedule Builder is an online tool located in CI Records. Schedule Builder is an enrollment tool you can use each semester to create the ideal class schedule. It allows you to generate every possible schedule combination based on your Degree Planner choices and your preferences. The Builder automatically imports your Degree Planner choices, but you can further customize your schedules by adding breaks, adding additional courses, compare options and so much more!

The Schedule Builder is located under the Academic Section of your student center.
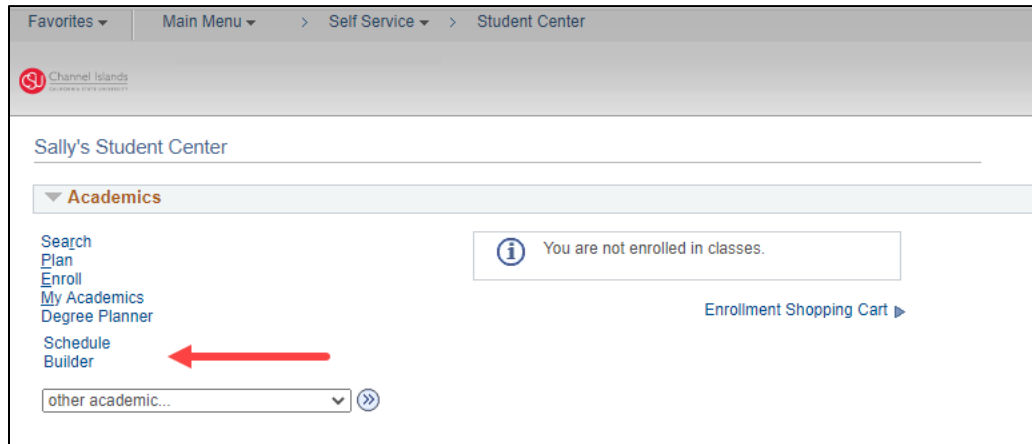
Overview

The Schedule Builder makes selecting your courses easier than the traditional student enrollment processes.

With Schedule Builder, you can:
1. Import Degree Planner choices automatically
2. Find and Add additional courses
3. Enter breaks between courses or school days
4. Build various schedule options
5. Favorite schedules for future enrollment
6. And you can even enroll from the builder

The Schedule Builder makes your next semester easier than ever!

Add Courses and Breaks

In this section, you will learn how to add courses and breaks to the Schedule Builder.

From the main area of the Schedule Builder, you may search for courses by name and course number. You may also use the available filters to generate a list of potential courses.

For Example, if you want to enroll in a Lower Division GE Area A3 course, you will:
1. Select A: English Lang, Comm, and Think from the Course Attribute Menu.
2. Then Select A3: Critical Thinking from the Course Attribute Value
3. In the Course Selection area, select the desired course subject.
4. Select a course from the Catalog Number dropdown next to Subject
5. And finally, click the Add Course button.

Add the rest of your desired courses if they were not already imported from your Degree Planner.
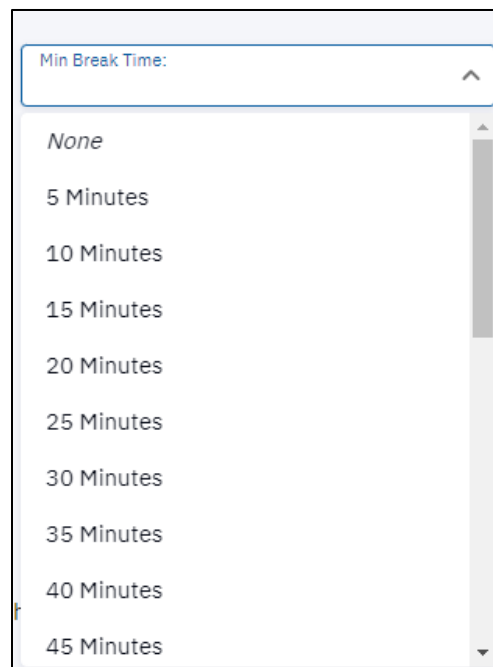
If you choose not to include a course for the upcoming semester, click the Delete Icon.

To ensure courses are not enrolled at times you are unavailable, click on the Unavailable Time Box. Fill out the **Label**, **Time Range**, and **Days** as needed. Click **Apply** once you have finished adding your unavailable times.

If you only need to insert breaks between classes, you will select the Min Break Time button and select how much time between courses you need. The Schedule Builder allows you to choose from a minimum of 5 Minutes to a maximum of 120 Minutes.

Generate and Compare Schedules

From the main area of the Schedule Builder, scroll to the bottom page to review your selected courses. Then, Click Build Schedule. This will build various schedule options for you to choose.

Once the page loads, you will have one or multiple pages to review for schedule options. If you are still on the main Schedule Builder Page, review your notices for next steps.

While reviewing your Schedule choices, if you have multiple desirable schedules, click the bookmark icon to add to a comparison page.

Once at least two schedules are chosen, you will see a compare button appear at the top of the page.

In the new page, each chosen schedule will appear as **Gray** for exact matches and **Varying Colors** for alternate date/time choices. The schedules will appear as an overlap, so please carefully exam to select the best schedule.

Once you are ready to select the desired schedule, click the Schedule Number from the top of the Compare Page.
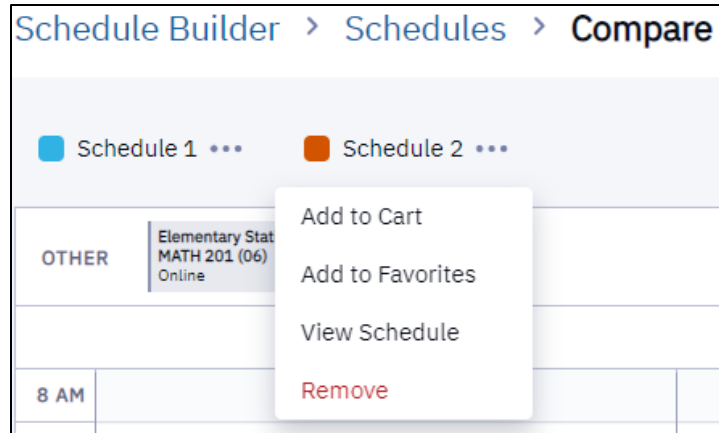
Click on the Add to Favorites if it is not time to enroll. If it is time to enroll, click the **View Schedule** button to be taken directly to that schedule. Once the page loads, click the enroll button.

Continue to the next section for the complete registration breakdown.

Register

From the main page of the Schedule Builder, click the filters button towards the top of the page to minimize the filters. Scroll through the list of courses in your builder to ensure accuracy. Once you are ready to enroll, click **Build Schedules**.

Review the schedule options displayed.

Once you have a schedule you like, click the **Enroll** button.

Click the check box directly under the Select Classes Title. If there are courses you do not want, uncheck those selections.

Click the **Validate** Button to ensure you will be able to successfully enroll. If you receive Repeat Warnings, please note that you may not be able to enroll in that course.

Once you are ready, click the **Enroll** Button.

Click through the courses and save on each one. If you need to select Variable Units, add a permission number or anything else, please do so at this time then click the **Enroll** Button.

The Schedule Builder will load, and you will see a successful enrollment message. If you receive any errors, please read them carefully to correct the issue.

If you have **favorite schedules** saved in the Schedule Builder, click the Favorites button at the top of the page. Choose the schedule you wish to enroll in.

Once ready, click the enroll button.

Schedule Builder > **Favorites**   Student Center

Fall 2022 Least Days   < PREV 1 NEXT >   Enroll   Rename   ☰ 📅
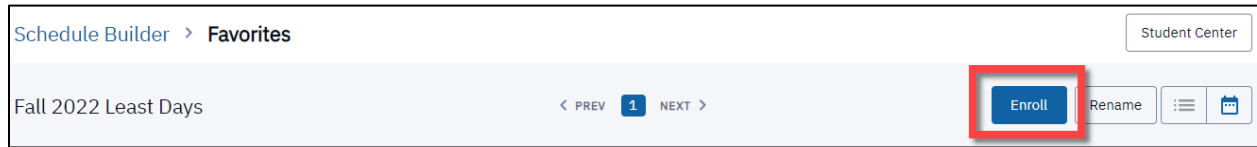
Make sure to follow these steps:

1. Click the check box directly under the Select Classes Title. If there are courses you do not want, uncheck those selections.
2. Click the **Validate** Button to ensure you will be able to successfully enroll. If you receive Repeat Warnings, please note that you may not be able to enroll in that course.
3. Once you are ready, click the **Enroll** Button.
4. Click through the courses and save on each one. If you need to select Variable Units, add a permission number or anything else, please do so at this time then click the **Enroll** Button.
5. The Schedule Builder will load, and you will see a successful enrollment message. If you receive any errors, please read them carefully to correct the issue.

If you need any assistance with enrollment, please contact the Registrar's Office by email or phone at 805-437-8500.