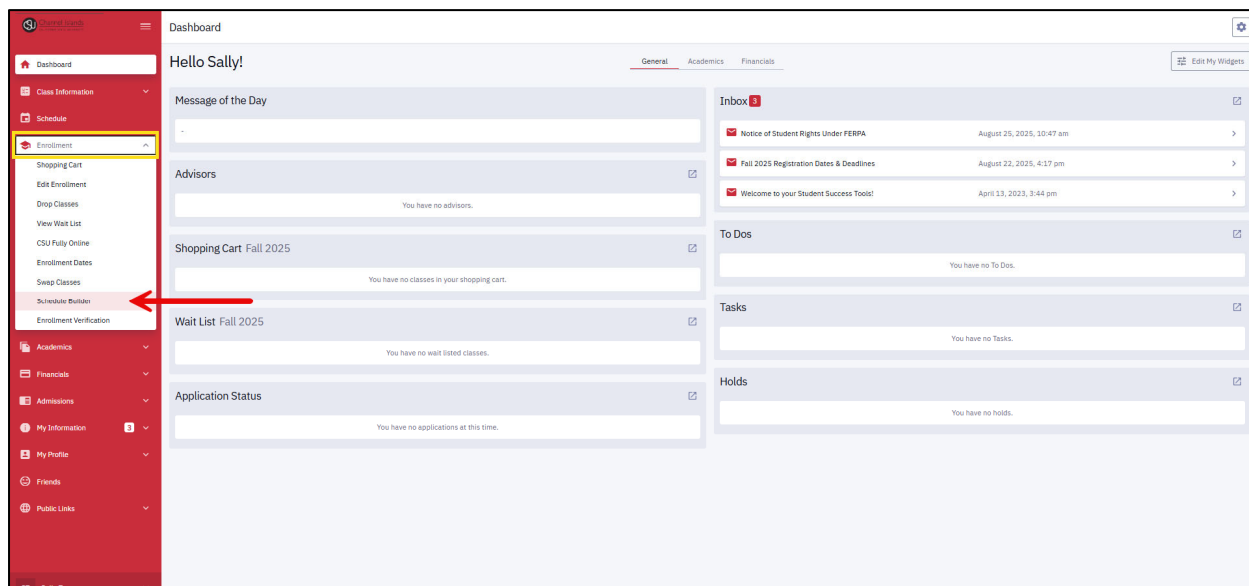


Introduction

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 Enrollment Section of your student Dashboard.



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.

The screenshot shows the filter interface with the following elements:

- GLOBAL FILTERS:** Session, Class Status, Career.
- SECTION FILTERS:**
 - 1. Course Attribute: A: English Lang, Comm ...
 - 2. Course Attribute Value: A3: Critical Thinking
- COURSE SELECTION:**
 - 3. Subject: * COMM - Communication
 - 4. Catalog Number: * 200 - Intro To Communication Stu...
 - 5. Add Course button
 - Reset Filters button
- COURSE DESCRIPTION:** Hours: Three hours lecture per week Explores foundational principles and theories of communication in order to help students understand human interaction and develop more effective communication skills.

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.

☒	ECON 110	Principles Of Microeconomics	3		Select Sections	
☒	ENGL 105	Composition and Rhetoric	3		Select Sections	

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.



LABEL	TIME	DAYS
Label	Time Range	Days

+ Add Time

Reset Apply

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.

Min Break Time:

- None
- 5 Minutes
- 10 Minutes
- 15 Minutes
- 20 Minutes
- 25 Minutes
- 30 Minutes
- 35 Minutes
- 40 Minutes
- 45 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.

Schedule Builder Favorites 1 Tips Student Center

Term: *
Fall 2022

Expand Filters 5 Import Courses

Select up to 10 courses to build your schedule

☒	COURSE	COURSE TITLE	UNITS	STATUS	
☒	ECON 110	Principles Of Microeconomics	3		Select Sections
☒	ENGL 105	Composition and Rhetoric	3		Select Sections
☒	MATH 140	Calculus For Business	3		Select Sections
☒	MATH 201	Elementary Statistics	3		Select Sections

Total: 12 units

Delete Selected Save **Build Schedule**

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.

Schedule Builder > Schedules Favorites Tips Student Center

Select a class to view additional details Show Unavailable Sort Type

Enroll

< PREV 1 2 3 4 5 ... 73 NEXT >

	MON	TUE	WED	THU	FRI
8 AM					
9 AM					
10 AM	Work				Work
11 AM					
12 PM	12:00 - 1:15 pm Calculus For Business MATH 140 (02) Ball Tower 2.662	12:00 - 1:15 pm Principles Of Microeconomics ECON 110 (03) Smith Decision Center 1908	12:00 - 1:15 pm Calculus For Business MATH 140 (02) Ball Tower 2.662	12:00 - 1:15 pm Principles Of Microeconomics ECON 110 (03) Smith Decision Center 1908	
1 PM					
2 PM		1:00 - 2:45 pm Elementary Statistics MATH 201 (04) CCH Hall 1.972		1:00 - 2:45 pm Elementary Statistics MATH 201 (04) CCH Hall 1.972	
3 PM	2:00 - 4:15 pm Composition and Rhetoric ENGL 105 (02) Ball Tower 2.612				
4 PM					

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.



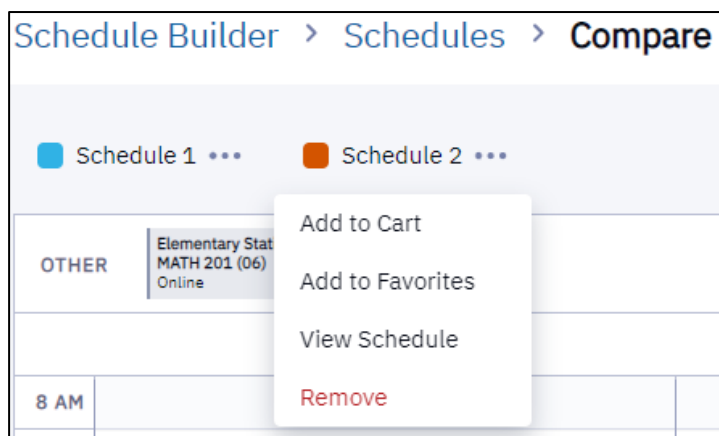
In the new page, each chosen schedule will appear as **Gray** for exact matches and **Varying Colors** for alternate date/time choices. The schedules will appear as an overlap, so please carefully exam to select the best schedule.

Schedule Builder > Schedules > Compare

■ Schedule 1 *** ■ Schedule 2 ***

	MON	TUE	WED
8 AM			
9 AM			
10 AM			
11 AM		10:30 - 11:45 am Composition and Rhetoric ENGL 105 (04) Bell Tower 2352	
12 PM	12:00 - 1:15 pm Calculus For Business MATH 140 (02) Bell Tower 1462		12:00 - 1:15 pm Calculus For Business MATH 140 (02) Bell Tower 1462
1 PM			
2 PM	1:30 - 2:45 pm Composition and Rhetoric ENGL 105 (01) Bell Tower 2352		
3 PM	3:00 - 4:15 pm Principles Of Microeconomics ECON 110 (02) Aliso Hall 150		3:00 - 4:15 pm Principles Of Microeconomics ECON 110 (02) Aliso Hall 150
4 PM			

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**.

The screenshot shows the 'Schedule Builder' interface. At the top, there are buttons for 'Favorites 1', 'Tips', and 'Student Center'. Below these is a 'Term' dropdown set to 'Fall 2022' and an 'Expand Filters' button. The main section is titled 'Select up to 10 courses to build your schedule'. It contains a table with the following columns: 'COURSE', 'COURSE TITLE', 'UNITS', and 'STATUS'. Four courses are listed and checked: ECON 110 (Principles Of Microeconomics, 3 units), ENGL 105 (Composition and Rhetoric, 3 units), MATH 140 (Calculus For Business, 3 units), and MATH 201 (Elementary Statistics, 3 units). Each course has a 'Select Sections' button and a trash icon. At the bottom left, it says 'Total: 12 units'. At the bottom right, there are buttons for 'Delete Selected', 'Save', and 'Build Schedule'. The 'Build Schedule' button is highlighted with a red box, and a black arrow points to it from the right.

COURSE	COURSE TITLE	UNITS	STATUS
☒ ECON 110	Principles Of Microeconomics	3	
☒ ENGL 105	Composition and Rhetoric	3	
☒ MATH 140	Calculus For Business	3	
☒ MATH 201	Elementary Statistics	3	

Review the schedule options displayed.

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

The screenshot shows the 'Schedules' page. At the top, there are buttons for 'Favorites 1', 'Tips', and 'Student Center'. Below these is a 'Select a class to view additional details' section. To the right of this section are 'Show Unavailable' and 'Sort Type: Least Days Sch...'. At the bottom left, there is a blue 'Enroll' button, a heart icon, and a document icon. The 'Enroll' button is highlighted with a red box, and a red arrow points to it from the left. In the center, there is a pagination bar with '< PREV', '1', '2', '3', '4', '5', '...', '73', and 'NEXT >'. At the bottom right, there are icons for a list and a calendar.

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



Select Classes ✕

☒ SECTION	DAYS	START	END	ROOM	WAIT LIST OPEN
ECON 110 - Principles Of Microeconomics					
☒ 02-LEC (1818)	MoWe	3:00 pm	4:15 pm	Aliso Hall 150	5/5
ENGL 105 - Composition and Rhetoric					
☒ 01-LEC (1629) ⓘ	Mo	1:30 pm	2:45 pm	Bell Tower 2352	18/20
	-	-	-	Online	
MATH 140 - Calculus For Business					
☒ 02-LEC (1193)	MoWe	12:00 pm	1:15 pm	Bell Tower 1462	10/10
MATH 201 - Elementary Statistics					
☒ 06-LEC (1209) ⓘ	-	-	-	Online	6/10

Validate

Add To Cart

Enroll

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.

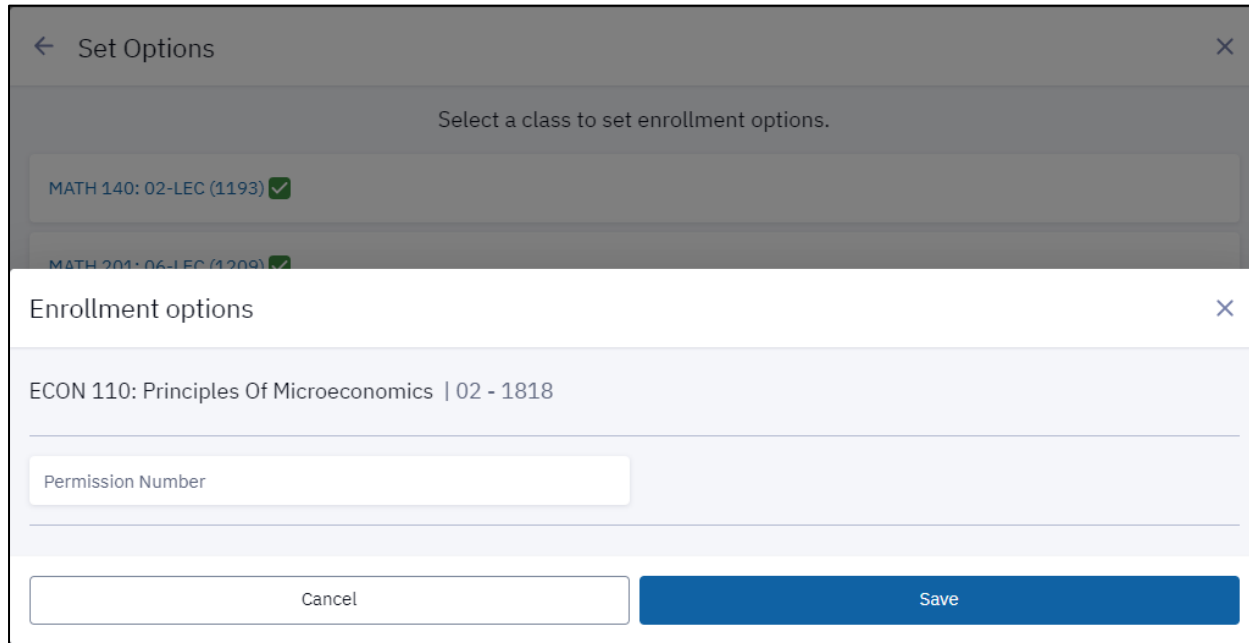
ECON 110 - Principles Of Microeconomics

☒ 02-LEC (1818) MoWe 3:00 pm

VALIDATION RESULTS

☒ Valid. OK to add
Validation completed with no errors.

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



← Set Options ×

Select a class to set enrollment options.

MATH 140: 02-LEC (1193) ✓

MATH 201: 06-LEC (1209) ✓

Enrollment options ×

ECON 110: Principles Of Microeconomics | 02 - 1818

Permission Number

Cancel Save

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.



Enrollment results

Enrollment results of 4 classes for the term Fall 2022.

MATH 140 (02-1193)

Added to your schedule.

This class has been added to your schedule.

MATH 201 (06-1209)

Error

Class 1209 is full. If a wait list is available, select Add Another Class to return to step 1. Select the class link, select the wait list option and resubmit your request.

ENGL 105 (01-1629)

Error

Class 1629 is full. If a wait list is available, select Add Another Class to return to step 1. Select the class link, select the wait list option and resubmit your request.

ECON 110 (02-1818)

Added to your schedule.

This class has been added to your schedule.

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.

Schedule Builder

Favorites 1

Tips

Student Center

Term: *
Fall 2022

Collapse Filters

Import Courses

AVAILABILITY

Start Date

End Date

Unavailable Time:
(2): Mo, Fr

Min Break Time

GLOBAL FILTERS

Session

Class Status

SECTION FILTERS

Course Attribute:
A: English La...

Course Attribute Value:
A3: Critical Think...

COURSE SELECTION

Subject: *
COMM - Communicat...

Catalog Number: *
200 - Intro To Com...

COURSE DESCRIPTION

Favorite Schedules

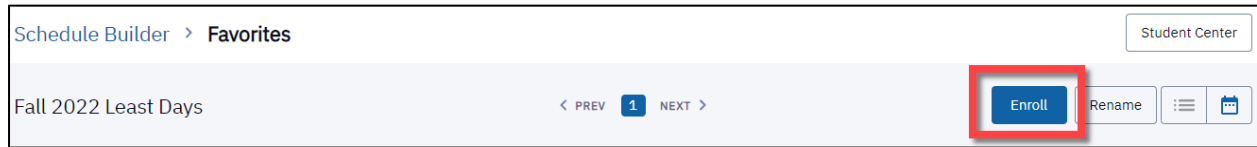
View favorite schedules. You may add the classes to shopping cart or enroll in them.

> Fall 2022 Least Days (By Sally Tester)

View



Once ready, click the enroll button.



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.