

Schedule Builder

Creating Your Ideal Schedule

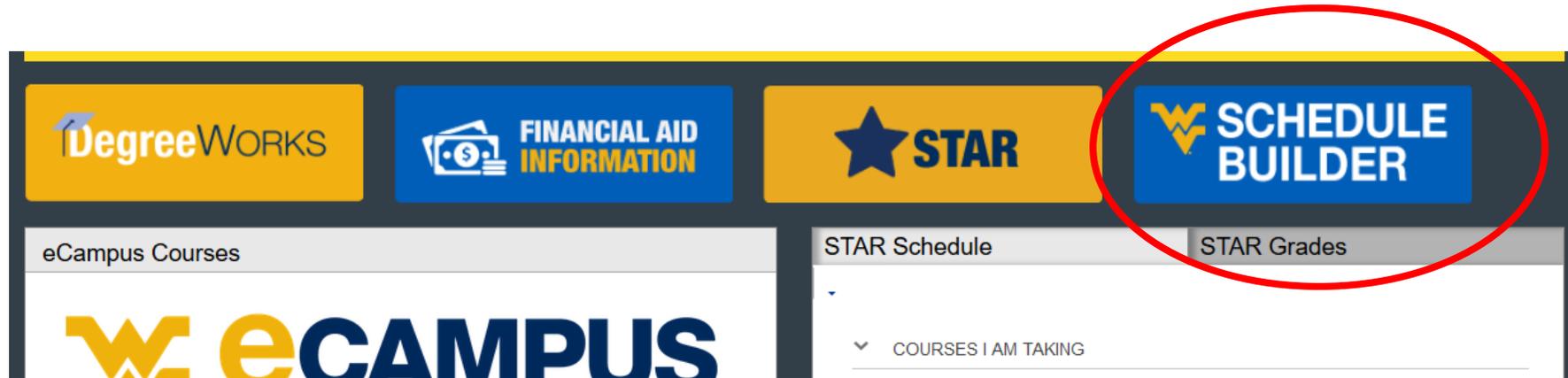
Presented by the Student Success Center and
WV Gear Up

WHAT IS SCHEDULE BUILDER?

- Program that helps you build your ideal schedule based on desired classes and other activities such as work or extra-curriculars.
- Used in conjunction with the course schedule and your major pattern sheet.

HOW DO I FIND IT?

- Log in at portal.wvu.edu
- Click on Schedule Builder



SELECT A TERM

- Choose Fall 2022 and then

- Click *Submit*

Main Menu **Personal Information** **Faculty & Advisors**

Select Term

 Select the Term for processing then press the Submit Term button.

Select a Term:

RELEASE: 8.7.1

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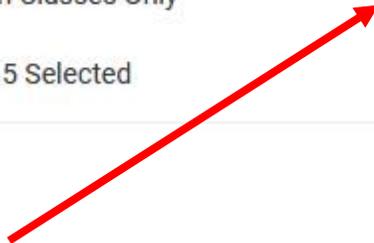
SELECT A CAMPUS (OR TWO)

- Always choose ***WVUIT Courses (Beckley Campuses)***
- And... if you want to take an online course, you need to also select ***Off Campus/Online***
 - Do not select ***Online Campus Course***
- Click ***Save and Continue***

SET/CHANGE YOUR DEFAULTS



Course Status	Open Classes Only	<input type="button" value="Change"/>	Term	Fall 2022	<input type="button" value="Change"/>
Campuses	2 of 5 Selected	<input type="button" value="Change"/>	Parts of Term	All Parts of Term Selected	<input type="button" value="Change"/>



Course Status options:

- Open Classes Only (Default)
- Open & Full
- Open & Full w/Waitlist Open (Tech is not using Waitlists)

SET/CHANGE YOUR DEFAULTS



Course Status: Open Classes Only Term: Spring 2022

Campuses: 1 of 4 Selected Parts of Term: All Parts of Term Selected

- **Term:**

- Can also schedule for Summer at this time

- **Parts of term:**

- See the whole semester or just 2nd half semester courses

Select Parts of Term

- Select All Parts of Term
- Spring 2022 - 1st 5 Week Part of Term S/F
- Spring 2022 - 1st Half S/F Term - 8 weeks
- Spring 2022 - 2nd 5 Week Part of Term S/F
- Spring 2022 - 2nd Half S/F Term - 8 weeks
- Spring 2022 - 3rd 5 Week Part of Term S/F
- Spring 2022 - Full Term

ADD BREAKS

Need to work around a practice or a meal?

Click on ***Add Break***

Courses [+ Add Course](#)

Add the courses you wish to take for the upcoming term.

Breaks [+ Add Break](#)

Add times during the day you do not wish to take classes.



ADD BREAKS

Add in work, meal, or practice times so classes that interfere won't be shown.

Add New Break

Breaks are times during the day that you do not wish to take classes.

Break Name

Work

Start Time

4



:

00



am

pm

End Time

9



:

00



am

pm

Days

Select Weekdays



MON



TUE



WED



THU



FRI



SAT



SUN

< Back

✓ Add Break

TIME TO ADD CLASSES!

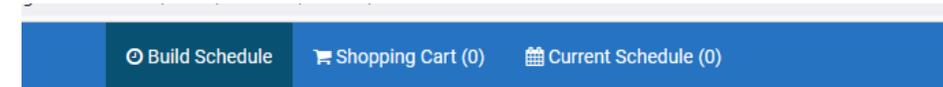
Click on *Add Course*

Courses

+ Add Course

Add the courses you wish to take for the upcoming term.

Begin typing the Subject of the course you want or use the dropdown to find it



Add Courses for Fall 2022

A screenshot of the "Add Courses for Fall 2022" search interface. At the top, there are three tabs: "By Subject" (selected), "DegreeWorks", and "Search by Course Attribute". Below the tabs, there are two input fields: "Subject" and "Course". A red arrow points from the text "Begin typing the Subject of the course you want or use the dropdown to find it" to the "Subject" input field. A dropdown menu is open below the "Subject" field, showing a list of course subjects: "A&VS - Animal and Veterinary Science", "ACCT - Accounting", "ACE - Athletic Coaching Education", "ADPR - Advertising & Public Relations", "ADRC - Adventure Recreation", and "ADV - Advertising". A "Back" button is located at the bottom left of the search area.

ADDING CLASSES

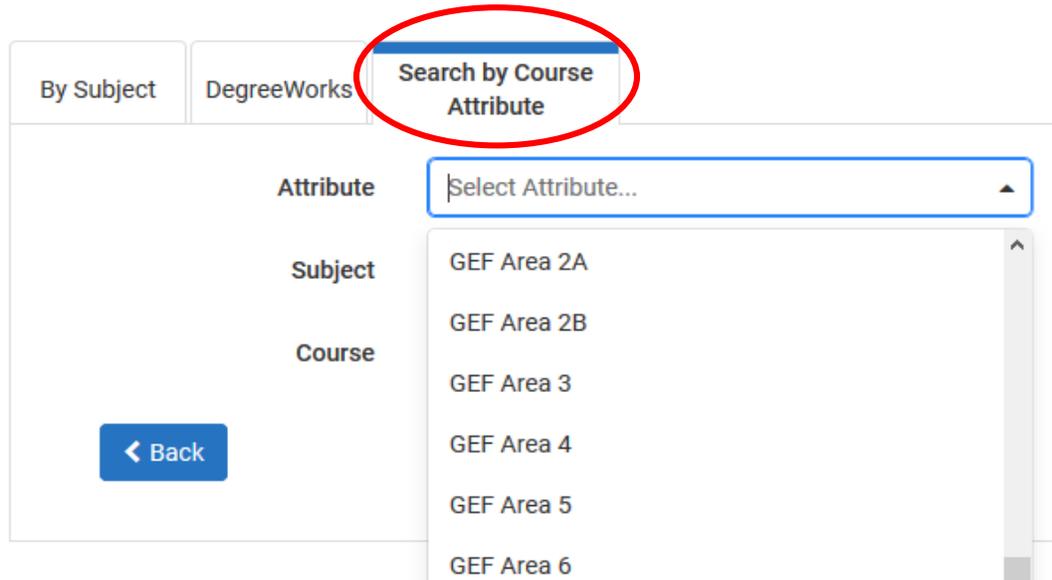
- Select the Course you are looking for.
- Pre-requisite course information is in the description.
 - PR = pre-requisite
 - CONC = concurrent
- Note: Sometimes WVU and Tech PRs are different.

The screenshot shows a web interface for selecting a course. At the top, there are tabs for 'By Subject', 'DegreeWorks', and 'Search by Course Attribute'. Below these, there are two dropdown menus: 'Subject' with 'CHEM - Chemistry' selected, and 'Course' with '112 Survey of Chemistry 2' selected. Below the dropdowns, a course card is displayed for 'Chemistry 112 - Survey of Chemistry 2'. The description of the course is circled in red, showing: 'CHEM 112. Survey of Chemistry 2. 3 Hr. PR: CHEM 111 and PR or CONC: CHEM 112L. Continuation of CHEM 111. Nuclear chemistry; air and water pollution; useful natural materials; consumer chemistry; introduction to organic and biochemistry. (3 hr. lec.)'. At the bottom of the card, there are two buttons: a blue 'Back' button and a blue '+ Add Course' button.

Next, click **Add Course**

ADDING CLASSES

In the Add Courses Menu, you can also choose to Search by Course Attribute.



The screenshot shows a web interface for adding courses. At the top, there are three tabs: 'By Subject', 'DegreeWorks', and 'Search by Course Attribute'. The 'Search by Course Attribute' tab is highlighted with a red circle. Below the tabs, there is a dropdown menu labeled 'Attribute' with the text 'Select Attribute...' inside. The dropdown is open, showing a list of options: 'Subject', 'Course', 'GEF Area 2A', 'GEF Area 2B', 'GEF Area 3', 'GEF Area 4', 'GEF Area 5', and 'GEF Area 6'. A blue button with a left arrow and the text '< Back' is located at the bottom left of the interface.

This is helpful when
looking for GEF courses

Be sure to not select GECs

ADDING CLASSES

Continue selecting courses and clicking **Add Course** until all of your desired courses appear on the *Courses* list on the right side of the page.

Add Courses for Fall 2022

By Subject DegreeWorks Search by Course Attribute

Subject SM - Sport Management

Course 375 Sport in the Global Market

Sport Management 375 - Sport in the Global Market

SM 375. Sport in the Global Market. 3 Hr.
An examination of the role of sports within the broader process of globalization. Its impact on culture, politics, economics and how these influences shape todays sport.

Courses

- CHEM 111**
Survey of Chemistry 1
- CHEM 111L**
Survey of Chemistry 1 Laboratory
- MATH 128**
Plane Trigonometry
- HIST 152**
Growth of the American Nation to 1865
- SM 375**
Sport in the Global Market

< Back **+ Add Course**

Click **Back** when all desired courses have been added.

ADDING CLASSES

Caution!

Schedule Builder will allow you to add any course to your schedule, regardless if it is one you are eligible to register for.

- Be sure to check pre-requisite information and restrictions, as well as ensure it is a class offered by Tech.
- **Tech course sections begin with a T!**

ADDING CLASSES

If you selected the *Off Campus/Online* campus option, you must be careful to go in and de-select other campus' courses.

Courses + Add Course

Select All ⊗

ECON 201 ⚙️ Options ⓘ 🔒 ⊗
Principles of Microeconomics

HUM 102 ⚙️ Options ⓘ 🔒 ⊗
Introduction to Western Civilization 2

MATH 126 ⚙️ Options ⓘ 🔒 ⊗
College Algebra

Prerequisites

Click ***Options***

ADDING CLASSES

Mathematics 126

College Algebra

Please select the classes you wish to include.

Included (2 of 5)

Excluded (16)

<input type="checkbox"/>	Section	CRN #	Component	Se Op
<input type="checkbox"/>	 T51	84114	Lecture	2
<input type="checkbox"/>	 T41	84115	Lecture	1
<input type="checkbox"/>	 T53	84116	Lecture	3
<input checked="" type="checkbox"/>	 T54	88119	Lecture	9
Prerequisites				
<input checked="" type="checkbox"/>	 7D1	88289	Web Based	5
Prerequisites				

Un-check the box next to any courses with a section that begins with something *other than* a T.

Then click ***Save & Close***

GENERATE SCHEDULES

Make sure **Select All** is checked in your list of Courses

The screenshot shows a user interface for selecting courses. At the top right is a blue button labeled '+ Add Course'. Below it is a header 'Courses' with a sub-header 'Select All Courses' and a checkbox labeled 'Select All' which is circled in red. The main list contains six courses, each with a checked checkbox, a course ID and title, and three action icons: a gear for 'Options', an 'i' for information, and a lock for locking. The courses listed are:

- BIOL 111 General Biology
- ENGL 254 African American Literature
- HIST 277 Revolutions in Science and Technology
- MATH 122 Quantitative Skills and Reasoning
- PSYC 101 Introduction to Psychology
- WVUE 191 First Year Seminar

Below the MATH 122 course, there is a green button labeled 'Prerequisites'.

GENERATE SCHEDULES

Click **Generate Schedules**

Schedule Builder Text Only

Course Status Open Classes Only

Campuses 1 of 4 Selected

Instructions: Add desired courses and breaks and click

Courses

- ENGL 101**
Introduction to Composition and Rhetoric
- HIST 101**
Western Civilization: Antiquity to 1600
- MATH 121**
Intro Concepts Of Mathematics
- PE 101**
Badminton
- POLS 102**
Introduction to American Government

Schedules

Then click **View** to see the schedule.

Hovering above the magnifier only provides a preview.

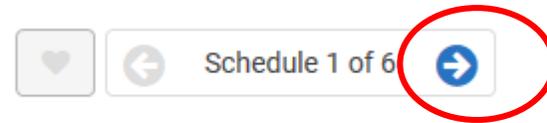
Schedules

Generated 12 Schedules

- 1 111-CHEM-T01, 111L-CHEM-T03, 152-HIST-T01, 128-MATH-701, 375-SM-T01
- 2 111-CHEM-T01, 111L-CHEM-T03, 152-HIST-T01, 128-MATH-T02, 375-SM-T01
- 3 111-CHEM-T01, 111L-CHEM-T03, 152-HIST-T01, 128-MATH-T01, 375-SM-T01
- 4 111-CHEM-T01, 111L-CHEM-T02, 152-HIST-T01, 128-MATH-701, 375-SM-T01

REVIEW SCHEDULES

You can now scroll through the schedule options using your keyboard ◀▶ arrow keys.



Or, at the top right, you can click on the arrow to see the next schedule.

NARROW RESULTS

Too many choices?
Click **Options**

Courses +

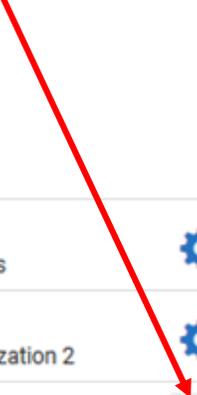
Select All

ECON 201
Principles of Microeconomics Options

HUM 102
Introduction to Western Civilization 2 Options

MATH 126
College Algebra Options

Prerequisites



Then un-check any course sections offered at times you are not interested in.

<input type="checkbox"/>	Section	CRN #	Component	Seats Open	Max Enrollment	Waitlist Seats Open	Instructor	Day(s) & Location(s)	Campus	Credits
<input checked="" type="checkbox"/>	T52	13919	Lecture	32	32	0	Barton, Susan M	MTWThF 12:00pm - 12:50pm - INN-B 302	WVUIT Courses (Beckley Campuses)	3
<input type="checkbox"/>	T41	13924	Lecture	32	32	0	Holloway, Caleb Daniel	MTWF 10:00am - 10:50am - INN-B 301	WVUIT Courses (Beckley Campuses)	3
<input checked="" type="checkbox"/>	T53	15831	Lecture	28	28	0	Leary, Brian Andrew	MTWThF 11:00am - 11:50am - INN-B 314	WVUIT Courses (Beckley Campuses)	3
Prerequisites										
<input type="checkbox"/>	T51	15917	Lecture	32	32	0	Shults, Maegen Marie	MTWThF 9:00am - 9:50am - INN-B 302	WVUIT Courses (Beckley Campuses)	3
Prerequisites										

Back Save & Close



Click **Save & Close** to return to the previous page and then once again click **Generate Schedules**.

SEND IT TO YOUR CART

Once you have identified your preferred schedule, click ***Send to Shopping Cart***.



< Back **Send to Shopping Cart**

i You are viewing a potential schedule only and you must

			CRN #	Section	Subject	Course	S	O
	i		80959	024	ENGL	101		
	i		85705	001	HIST	101		
	i		80397	003	MATH	121		
	i		86983	010	MATH	121		
	i		81615	004	PE	101		
	i		84937	002	POLS	102		

SEE YOUR ADVISOR

Good job!

- You're now ready for your advisor to approve your selected courses and provide your registration PIN.
- If you are advised by the SSC, your advisor will provide your PIN and help you complete your registration during your meeting.

COMPLETING REGISTRATION

Once you have your schedule in your cart, click on the blue ***Register*** button at the top right of your screen.

It will ask if you want to continue. Click ***Continue***.

Enter your PIN and click ***Save & Continue***

If the system says Registered Successfully, you're done!

If you get errors...

ERROR RESOLUTION

Schedule Builder follows all registration rules within STAR.

- Did you try to register for a restricted section?
- Do you meet the pre-requisites?

Check the Section to be sure you aren't trying to register for a course from another campus.

- If it is a course from WVU or Potomac State, choose a Tech section or complete a Dual Campus form and provide it to your advisor for signature.

If you can't figure out why you're getting the error, reach out to your advisor.

QUESTIONS?

Please feel free to contact the Student Success Center advisors

- Stop by the SSC
- Email us
 - Amanda Baker: Amanda.Baker2@mail.wvu.edu
 - Carla Meredith: Carla.Meredith@mail.wvu.edu
 - Katie Morris: Kathleen.Morris@mail.wvu.edu

Thank you!