

# Schedule Builder

How to Devise an Ideal Fall Schedule

Presented by the Student Success Center

# SEE YOUR ADVISOR

- Each semester you need to meet with your advisor to approve your selected courses prior to being able to register.
- Advised by faculty?  
Follow these tips to select and plan a schedule **before** your meeting

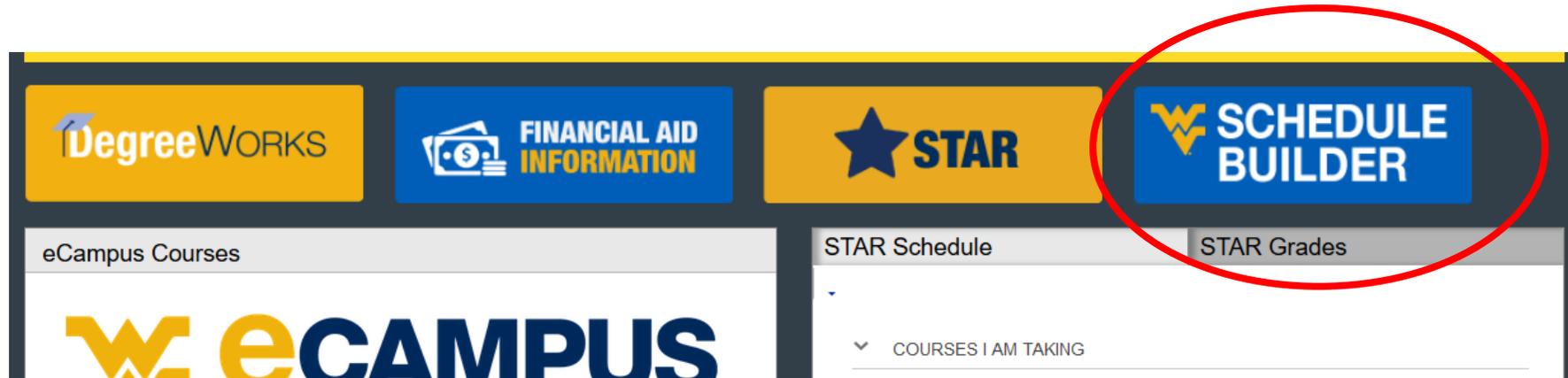


# WHAT IS SCHEDULE BUILDER?

- A 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 ([courses.wvu.edu](https://courses.wvu.edu)) and your Degree Works/major pattern sheet.

# HOW DO I FIND IT?

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



# SELECT A TERM

- Choose Fall 2026

## Select Term

Term

Spring 2026

Summer 2026

Fall 2026

- Click *Save*

# SELECT A CAMPUS (OR TWO)

- Always choose ***WVUIT Courses (Beckley Campuses)***
- 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***

## Select Campus

- Select All Campuses
- PSC Courses (Keyser Campus)
- WVU Courses (Morgantown Campuses)
- WVUIT Courses (Beckley Campuses)
- Off Campus/Online
- Online Campus Course

# SET/CHANGE YOUR DEFAULTS



Course Status	Open Classes Only	<a href="#">Change</a>	Term	Fall 2026	<a href="#">Change</a>
Campuses	2 of 6 Selected	<a href="#">Change</a>	Parts of Term	All Parts of Term Selected	<a href="#">Change</a>

## 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

Change

Term

Fall 2026

Change

Campuses

2 of 6 Selected

Change

Parts of Term

All Parts of Term Selected

Change

## Parts of term:

See the whole semester and/or partial term courses

### Select Parts of Term

- Select All Parts of Term
- Fall 2026 - 1st 5 Week Part of Term S/F
- Fall 2026 - 1st Half S/F Term - 8 weeks
- Fall 2026 - 2nd 5 Week Part of Term S/F
- Fall 2026 - 2nd Half S/F Term - 8 weeks
- Fall 2026 - 3rd 5 Week Part of Term S/F
- Fall 2026 - Full Term

# ADD BREAKS

Need to work around a practice or a meal?  
Click on ***Add Break***

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## 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 BUILD!

- Click on ***Add Course***

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## 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.

# TIME TO BUILD!

- Begin typing the Subject of the course you want (Ex. ENGR) or use the dropdown and scroll to find it.

## Add Courses for Fall 2026

By Subject DegreeWorks Search by Section Attribute

Subject

Course

[← Back](#) [+ Add Course](#)

# CHECK PRE-REQS

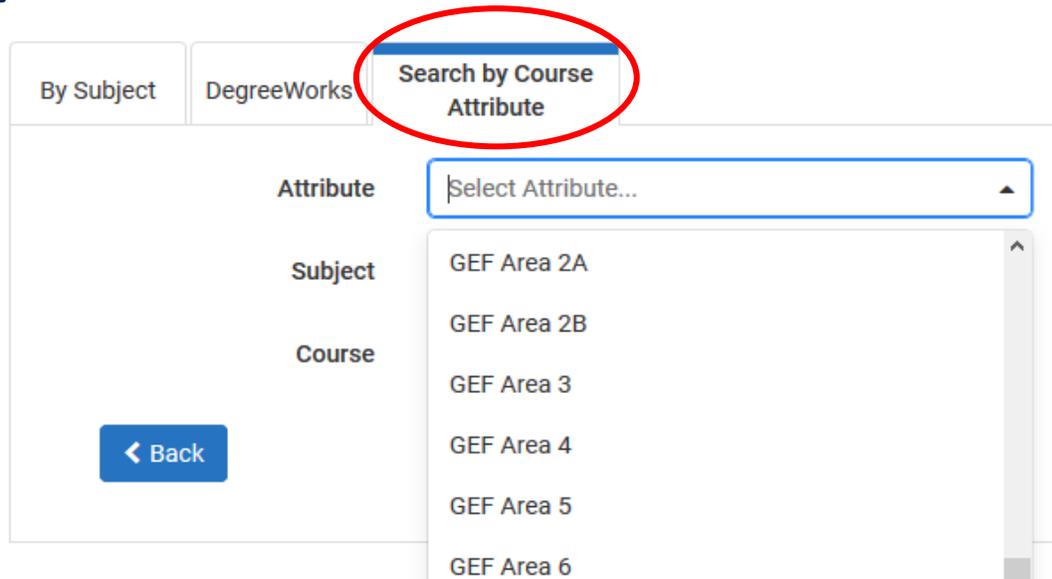
- Select the Course you are looking for.
- Pre-requisite course information is in the description.
  - PR = pre-requisite
  - CONC = concurrent
- Note: Sometimes WVU and Tech PRs are different.

The screenshot shows a web interface for selecting a course. At the top, there are three tabs: "By Subject" (selected), "DegreeWorks", and "Search by Section Attribute". Below the tabs, there are two dropdown menus: "Subject" set to "ENGR - Engineering" and "Course" set to "111 Software Tools for Engineers". A red arrow points from the "Course" dropdown to the "111 Software Tools for Engineers" entry in the course description below. The course description is titled "Engineering 111 - Software Tools for Engineers" and contains the text: "ENGR 111. Software Tools for Engineers. 3 Hr. PR or CONC: MATH 128 or MATH 129 or MATH 155. Use of software tools such as spreadsheets, numerical and symbolic mathematical analysis packages. Study of programming concepts and techniques. Preparation of graphs, interpolation and curve fitting, and solution of linear and non-linear simultaneous equations. Emphasis is on the application of numerical methods and software applications. Laboratory practice is... Show More". A red oval highlights this text. At the bottom of the interface, there are two buttons: a blue button with a left arrow and the text "< Back", and a blue button with a plus sign and the text "+ Add Course". A red oval highlights the "+ Add Course" button.

- Next, click **Add Course**

# SEARCH TIPS

- 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...' and a small upward arrow. The dropdown menu 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.

# 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!**

# TO SELECT TECH COURSES...

- If you selected the *Off Campus/Online* campus option, you must de-select other campus' courses.

## Courses

+ Add Course

Select All



ECON 201  
Principles of Microeconomics



Options



HUM 102  
Introduction to Western Civilization 2



Options



MATH 126  
College Algebra



Options



Prerequisites

- Click *Options*

# DE-SELECT OTHER COURSES

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

- Click ***Save & Close***

## Mathematics 126 College Algebra

Please select the classes you wish to include.

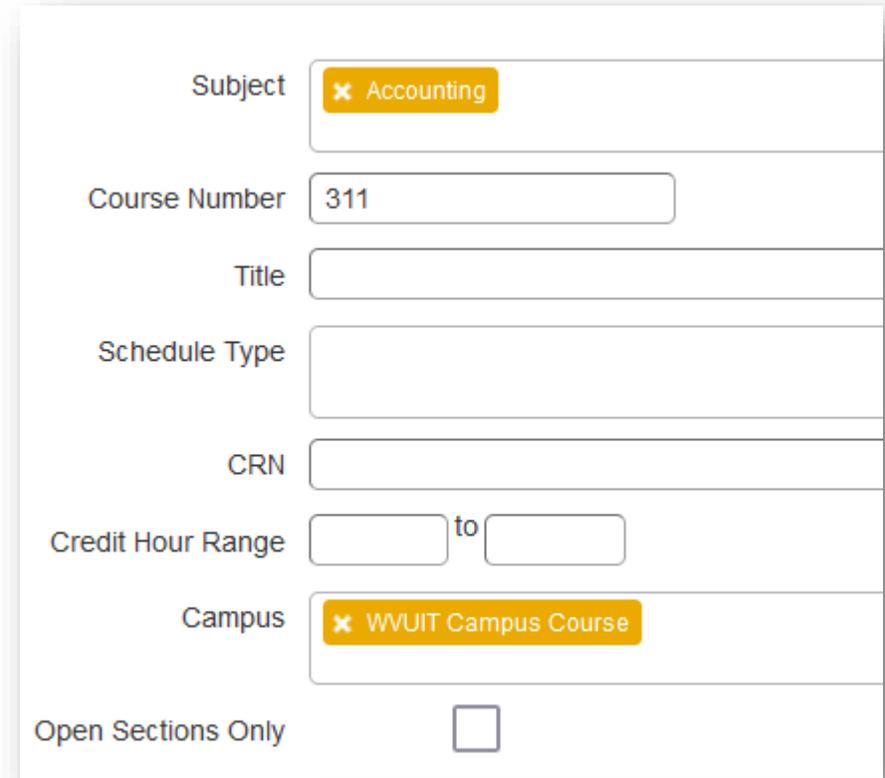
Included (8 of 8)		Excluded (5)		
<input checked="" type="checkbox"/>	Section	CRN #	Component	Seats Open
<input checked="" type="checkbox"/>	 701	12170	Lecture	40
<input type="checkbox"/> Prerequisites				
<input checked="" type="checkbox"/>	 P02	12275	Lecture	25
<input type="checkbox"/> Prerequisites				
<input checked="" type="checkbox"/>	 T53	12287	Lecture	32
<input type="checkbox"/> Prerequisites				
<input checked="" type="checkbox"/>	 T52	12292	Lecture	28
<input type="checkbox"/> Prerequisites				

# CLASSES OFFERED BY OTHER WVU CAMPUSES

- Tech students may take classes online through Potomac State (Keyser) or WVU Morgantown campuses.
  - Cannot register for them through Schedule Builder.
  - Must complete a Dual Campus Request form.
  - There may be additional fees associated.
  - **Consult the schedule of courses to identify restrictions and requirements** (ex: limited to certain majors, ranks, or different pre-requisites).

# CHECK RESTRICTIONS IN THE SCHEDULE OF COURSES

- Open a new tab
- Go to [Courses.wvu.edu](https://Courses.wvu.edu)
- Find Fall 2026 in the drop down and select, click continue.
- Many search options:
  - ✓ Subject field
  - ✓ Enter course number or 1% for just 100 level courses
  - ✓ Pick a campus



The screenshot shows a search form with the following fields and values:

- Subject: Accounting (selected)
- Course Number: 311
- Title: (empty)
- Schedule Type: (empty)
- CRN: (empty)
- Credit Hour Range: (empty) to (empty)
- Campus: WVUIT Campus Course (selected)
- Open Sections Only:

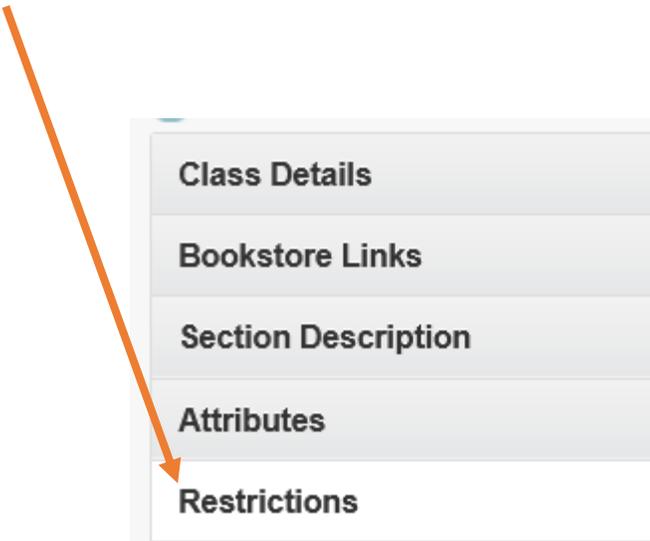
- Click ***Search*** or hit Enter

# CHECK RESTRICTIONS IN SCHEDULE OF COURSES

- Click on the title of the course to view details
- Click on the Restrictions Field

Search Results — 7 Classes  
Term: Fall 2025 Subject: Accounting Course Number: 202

Title	CRN	Subject	Course	Section
<a href="#">Principles of Accounti...</a>	80122	ACCT	202	001
<a href="#">Principles of Accounti...</a>	85130	ACCT	202	1A2
<a href="#">Principles of Accounti...</a>	81325	ACCT	202	701
<a href="#">Principles of Accounti...</a>	86888	ACCT	202	702
<a href="#">Principles of Accounti...</a>	80944	ACCT	202	H01
<a href="#">Principles of Accounti...</a>	82151	ACCT	202	P01
<a href="#">Principles of Accounti...</a>	81733	ACCT	202	T01



Class Details
Bookstore Links
Section Description
Attributes
Restrictions

# CHECK RESTRICTIONS IN SCHEDULE OF COURSES

Level restriction:  
Dual campus request  
is required

Field of Study  
restrictions:  
Identifies major  
and/or minor  
required

Class Details	<p><b>i</b> Not all restrictions are applicable.</p> <p><b>Cannot be enrolled in one of the following Levels:</b> PSC Undergraduate (UP) WVUIT Undergraduate(UT)</p> <p><b>Must be enrolled in one of the following Cohorts:</b> Honors Foundations Program (HONORS_FP) Honors Upper-Division(HONORS_UD)</p> <p><b>Must be enrolled in one of the following Fields of Study (Major, Minor, Concentration or Certificate):</b> Business and Comm Pathways (1130) International Studies (1453) Business (2102) Accounting (2107) Finance (2142) Management (2154) Global Supply Chain Management (2161) Accounting (U154)</p>
Bookstore Links	
Section Description	
Attributes	
Restrictions	
Instructor/Meeting Times	
Corequisites	
Prerequisites	
Cross Listed Courses	
Linked Sections	

# BACK TO SCHEDULE BUILDER!



# GENERATE SCHEDULES

- Make sure **Select All** is checked in your list of Courses.
- Click ***Generate Schedules***.

The screenshot displays a user interface for selecting courses. At the top right, there is a blue button labeled '+ Add Course'. Below this is the 'Courses' section, which contains a list of courses. Each course entry includes a checkbox on the left, the course ID and name, and a set of action buttons on the right (gear for 'Options', 'i' for info, a lock icon, and a close 'x' icon). The 'Select All' checkbox at the top of the list is circled in red. Below the course list, there is a 'Schedules' section with a blue button labeled 'Generate Schedules'. A red arrow points from the text 'Click *Generate Schedules*' in the list above to this button.

Courses		+ Add Course			
<input checked="" type="checkbox"/>	Select All				
<input checked="" type="checkbox"/>	ADRC 102 Adventure in Society	Options	i	Lock	Close
<input checked="" type="checkbox"/>	CS 122 Computer Science 2	Options	i	Lock	Close
Prerequisites					
<input checked="" type="checkbox"/>	EE 101 Introduction to Electrical and Computer Engineering	Options	i	Lock	Close
<input checked="" type="checkbox"/>	MATH 155 Calculus 1	Options	i	Lock	Close
Prerequisites					
Schedules					
Generate Schedules					

# REVIEW SCHEDULES

- Click ***View*** to see the schedule.

**Schedules**

[Generate Schedules](#)

Generated 3 Schedules

<a href="#">View</a>	1		<input type="checkbox"/>	102-AD
<a href="#">View</a>	2		<input type="checkbox"/>	102-AD
<a href="#">View</a>	3		<input type="checkbox"/>	102-AD

Note: Hovering above the magnifier only provides a preview.

# 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.

# TOO MANY CHOICES?

- Click ***Back***
- Narrow results by clicking ***Options***.

**Courses** 

Select All

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**ECON 201**  
Principles of Microeconomics  **Options** 

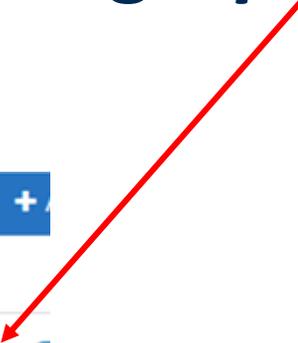
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**HUM 102**  
Introduction to Western Civilization 2  **Options** 

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**MATH 126**  
College Algebra  **Options** 





# NARROW DOWN YOUR OPTIONS

- Un-check the box beside any course sections offered at times you are not interested in.

<input checked="" type="checkbox"/>	Section	CRN #	Component	Seats Open	Max Enrollment	Waitlist Seats Open	Instructor	Day(s) & Location(s)	Campus	Credits
<input checked="" type="checkbox"/>	 T01	10931	Lecture	36	36	0	Munasinghe, Ranjith A	MWF 11:00am - 11:50am - INN-B 311	WVUIT Courses (Beckley Campuses)	4
	<b>Prerequisites</b>									
<input checked="" type="checkbox"/>	 T04	11763	Laboratory	12	12	0	Munasinghe, Ranjith A	T 2:00pm - 3:50pm - CAR-B 210	WVUIT Courses (Beckley Campuses)	0
	<b>Prerequisites</b>									
<input checked="" type="checkbox"/>	 T01	10931	Lecture	36	36	0	Munasinghe, Ranjith A	MWF 11:00am - 11:50am - INN-B 311	WVUIT Courses (Beckley Campuses)	4
	<b>Prerequisites</b>									
<input checked="" type="checkbox"/>	 T05	12041	Laboratory	12	12	0	Alaqqad, Waseem Qadri Abd Alrahi	W 2:00pm - 3:50pm - CAR-B 205	WVUIT Courses (Beckley Campuses)	0
	<b>Prerequisites</b>									
<input checked="" type="checkbox"/>	 T01	10931	Lecture	36	36	0	Munasinghe, Ranjith A	MWF 11:00am - 11:50am - INN-B 311	WVUIT Courses (Beckley Campuses)	4
	<b>Prerequisites</b>									
<input type="checkbox"/>	 T03	14139	Laboratory	12	12	0	Naz, Afrin	W 2:00pm - 3:50pm - CAR-B 208	WVUIT Courses (Beckley Campuses)	0
	<b>Prerequisites</b>									

[< Back](#) [✓ Save & Close](#)

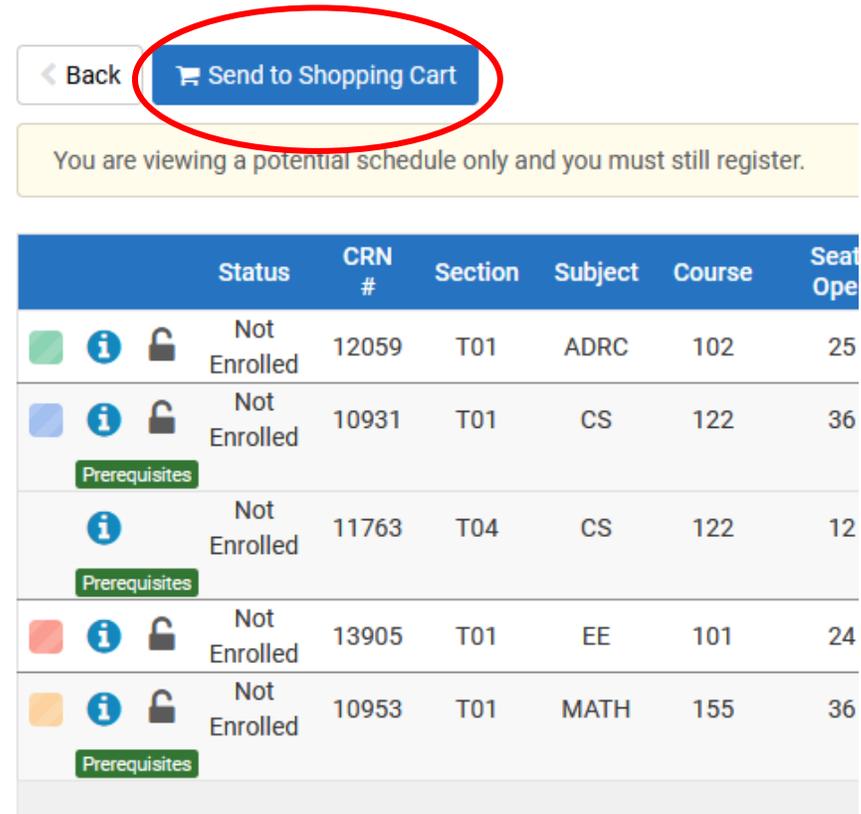
- Click ***Save & Close*** to return to the previous page.
- Click ***Generate Schedules***.



# SEND IT TO YOUR CART

Once you have identified your preferred schedule, click

***Send to Shopping Cart.***



The screenshot shows a user interface for selecting courses. At the top, there are two buttons: a white 'Back' button and a blue 'Send to Shopping Cart' button with a shopping cart icon, which is circled in red. Below the buttons is a yellow warning banner that reads: "You are viewing a potential schedule only and you must still register." Underneath is a table with the following columns: Status, CRN #, Section, Subject, Course, and Seat Open. The table contains five rows of course data, each with a colored square icon, an information icon, a lock icon, and a 'Prerequisites' button.

Status	CRN #	Section	Subject	Course	Seat Open
Not Enrolled	12059	T01	ADRC	102	25
Not Enrolled	10931	T01	CS	122	36
Not Enrolled	11763	T04	CS	122	12
Not Enrolled	13905	T01	EE	101	24
Not Enrolled	10953	T01	MATH	155	36

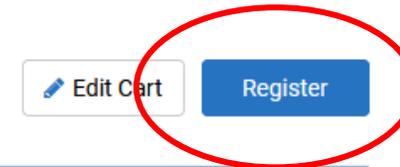
# WANT TO MAKE A CHANGE?

Click ***Build Schedule*** to go back and make changes.



# ALMOST DONE!

Once you're satisfied with changes, click **Register** at the top of the screen.



	Status	CRN #	Section	Subject	Course	Seats Open	Location	Campus	Credits	Instructor
 	Not Enrolled	12059	T01	ADRC	102	25		WVUIT Courses (Beckley Campuses)	3	Bernier, David S
 	Not Enrolled	10931	T01	CS	122	36		WVUIT Courses (Beckley Campuses)	4	Munasinghe, Ranjith A
										<a href="#">Prerequisites</a>
 	Not Enrolled	11763	T04	CS	122	12		WVUIT Courses (Beckley Campuses)	0	Munasinghe, Ranjith A
										<a href="#">Prerequisites</a>
 	Not Enrolled	13905	T01	EE	101	24		WVUIT Courses (Beckley Campuses)	1	Hatipoglu, Kenan
 	Not Enrolled	10953	T01	MATH	155	36		WVUIT Courses (Beckley Campuses)	4	Moss, John Tyler
										<a href="#">Prerequisites</a>
									12	

# LAST STEP

**Please Confirm**

Confirm that you want to register this schedule by clicking "Continue" below.

Cancel



# ERROR RESOLUTION

Common errors and resolutions are provided on the WVU Registrar's site <https://registrar.wvu.edu/registration/registration-errors-messages>

Most common is a Level Restriction error.

1. Check the Section number
  - Tech sections begin with T
  - PSC sections start with a P
  - WVU sections start with a number
2. Select a Tech section
3. Or, if Tech doesn't offer the course you need, go to the Registrar's webpage. [www.techregistrar.wvutech.edu](http://www.techregistrar.wvutech.edu)
  - Go to Forms
  - Select the **WVU System Visiting/Dual Campus form**
  - Click on the form and save it to your device
  - Submit a Ticket for approval

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

# STAY ORGANIZED

- Take a screen shot and update your pattern sheet.
- Remember the schedule still may change.
- Be sure to look up your schedule in STAR at the start of the spring semester and throughout Add/Drop week.

# QUESTIONS?

*Thank you!*