Schedule Builder

Creating Your Ideal Schedule

Presented by the Student Success Center and
WV Gear Up

West Virginia University
INSTITUTE OF TECHNOLOGY

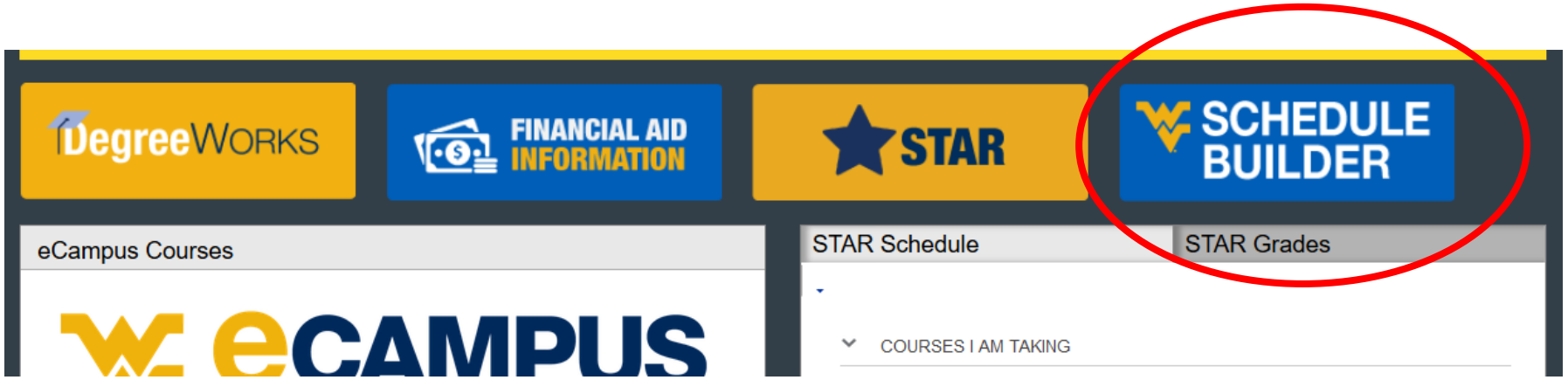
WHAT IS SCHEDULE BUILDER?

- 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.

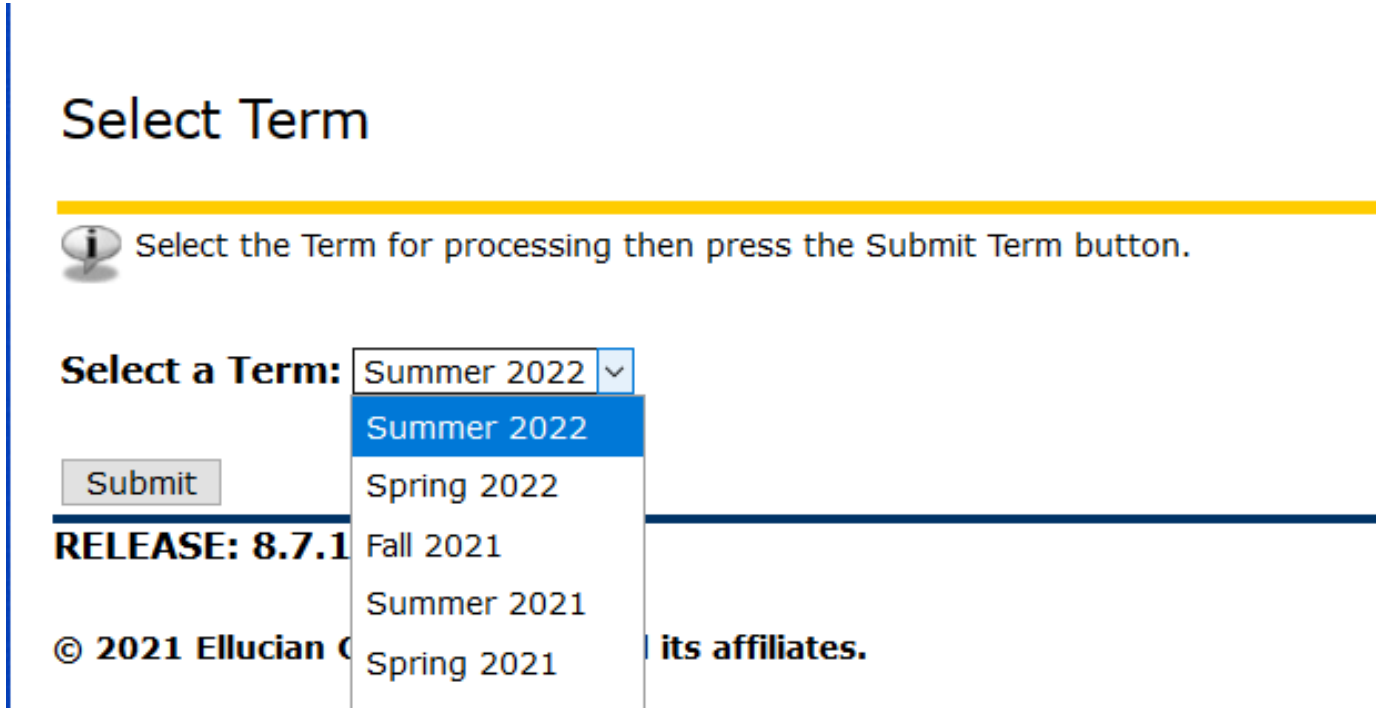
HOW DO I FIND IT?

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



SELECT A TERM

- Defaults to Summer 2022
- Choose Spring 2022 and then
- Click ***Submit***



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***
- Click ***Save and Continue***

SET/CHANGE YOUR DEFAULTS

Course Status options:

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

SET/CHANGE YOUR DEFAULTS

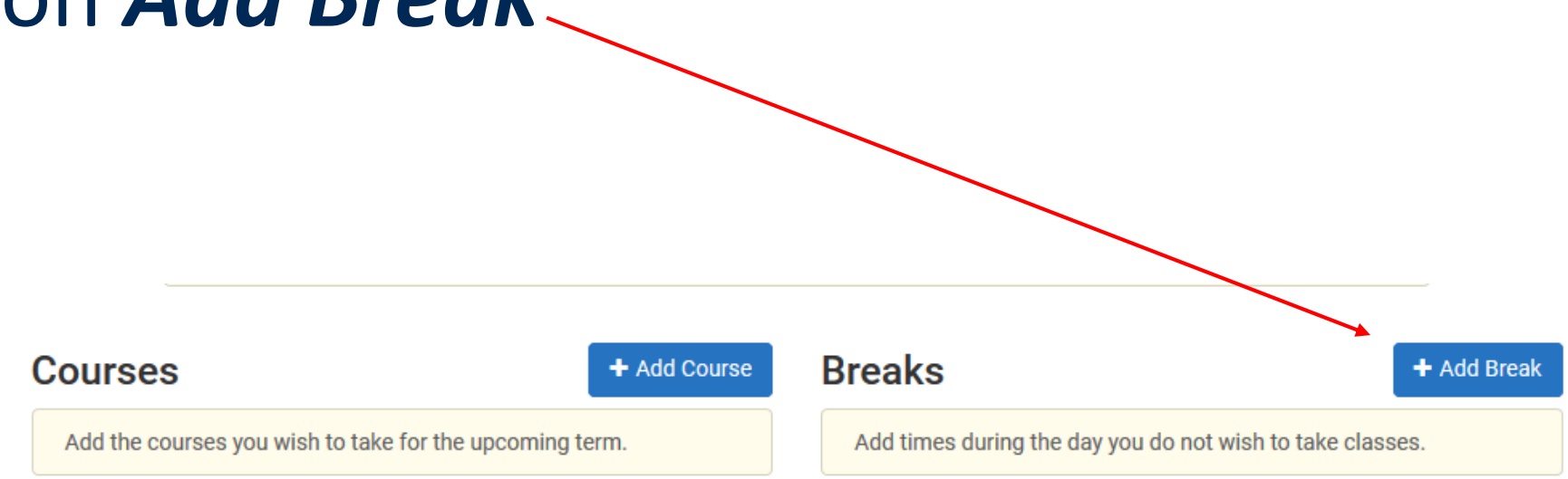
- **Term**:
  - Can also schedule for Summer at this time

- **Parts of term**:
  - See the whole semester or just 2nd half semester courses

ADD BREAKS

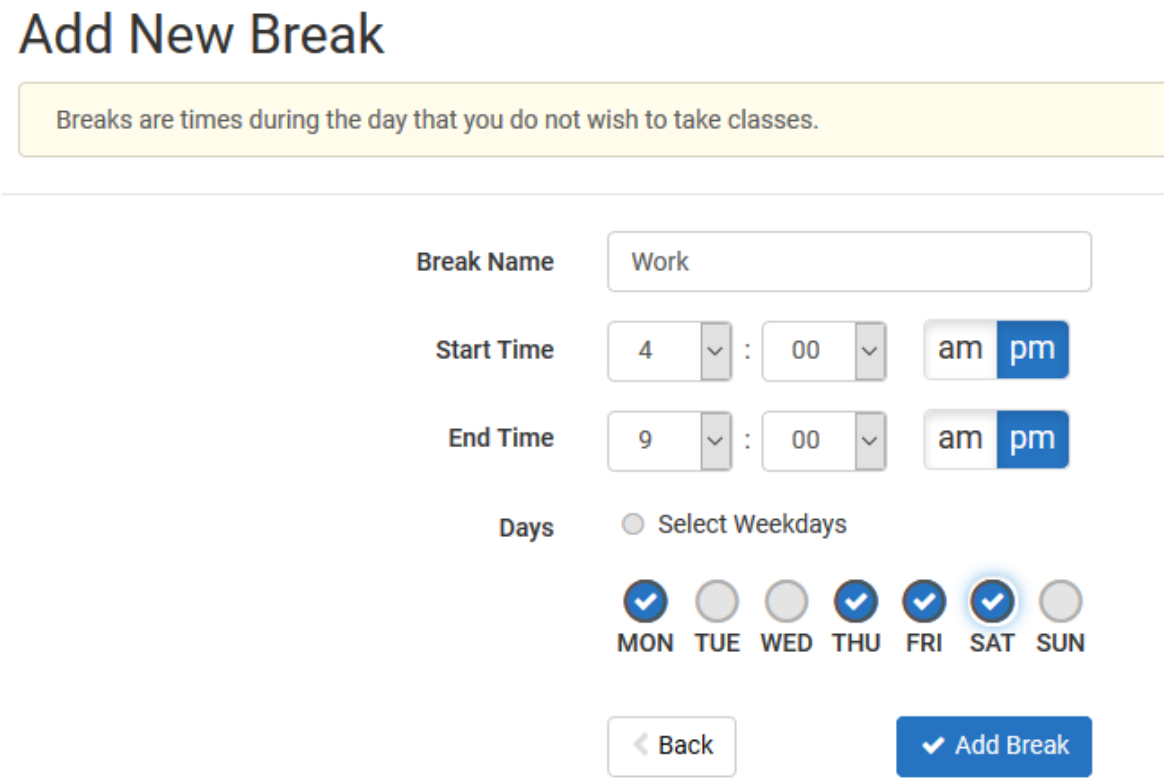
Need to work around a practice or a meal?

Click on ***Add Break***



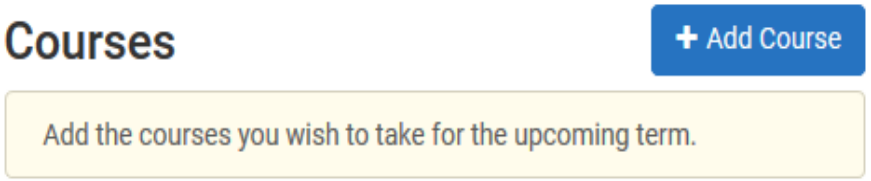
ADD BREAKS

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

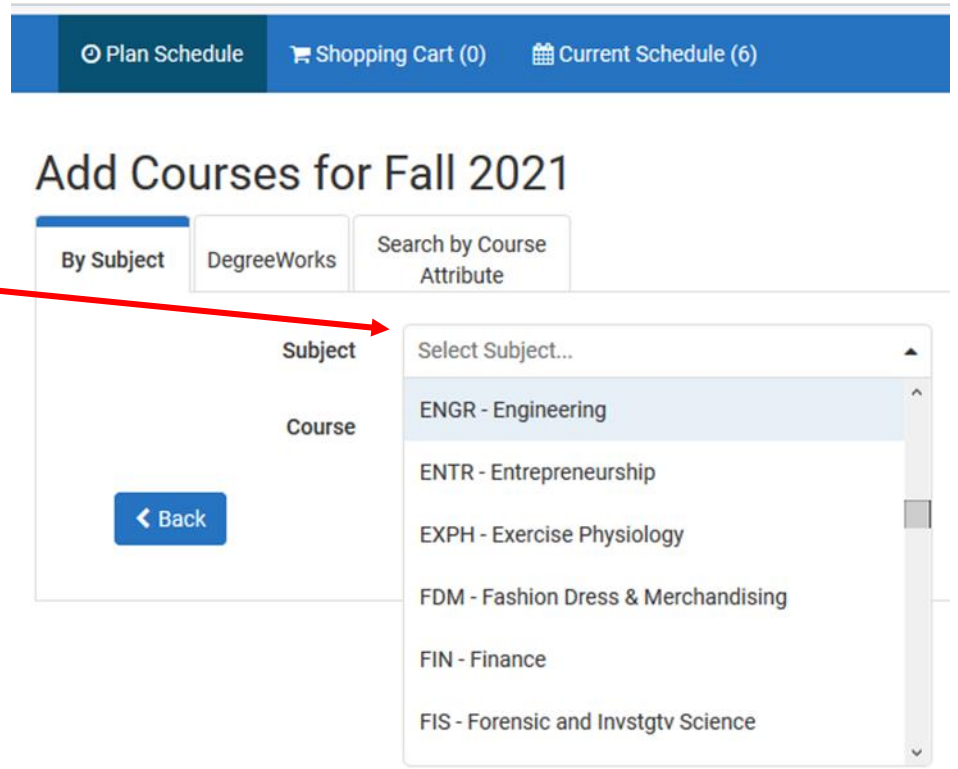


TIME TO ADD CLASSES!

Click on ***Add Course***

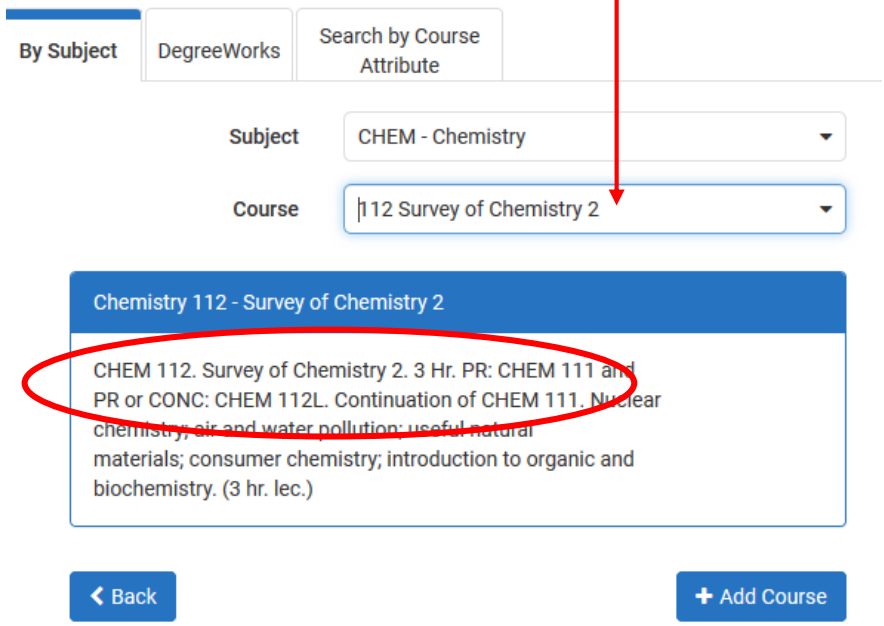


Begin typing the Subject of the course you want or use the dropdown to find it



ADDING CLASSES

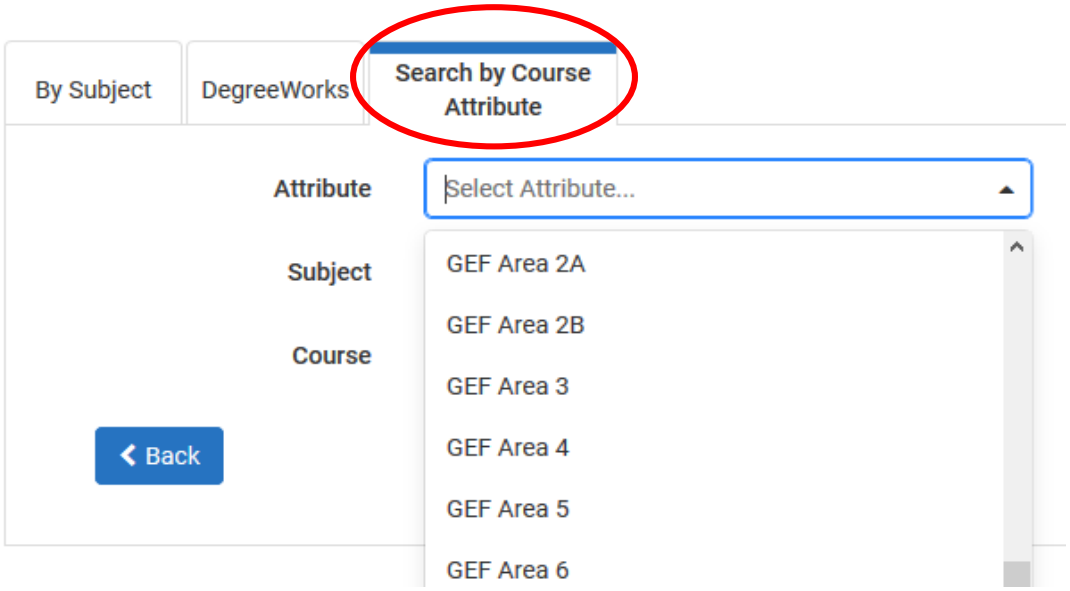
- Select the Course you are looking for.
- Pre-requisite course information is in the description.
  - PR = pre-requisite
  - CONC = concurrent
- Note: Sometimes WVU and Tech PRs are different.



Next, click ***Add Course***

ADDING CLASSES

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

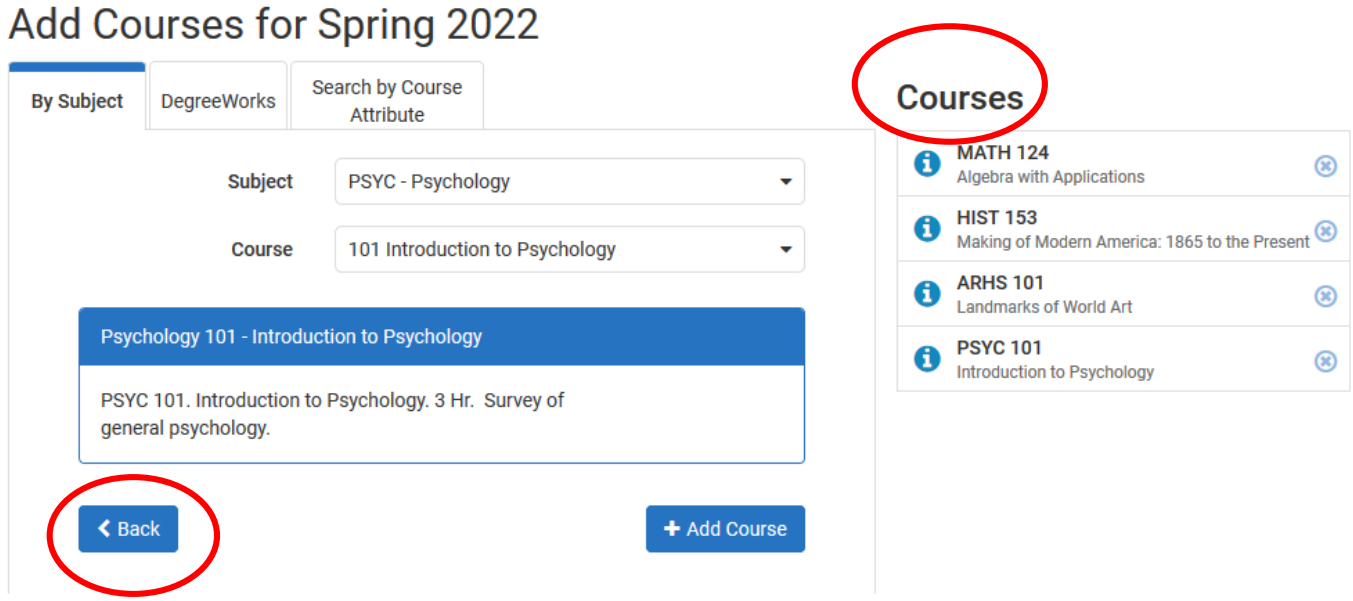


This is helpful when looking for GEF courses

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.



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

ADDING CLASSES

Caution!

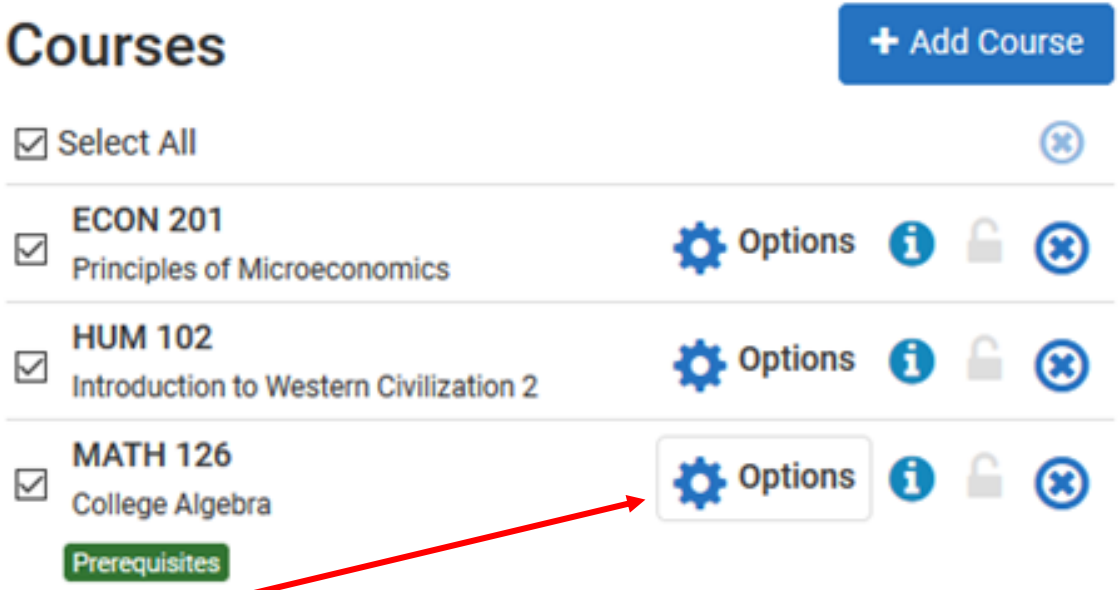
Schedule Builder will allow you to add any course to your schedule, regardless if it is one you are eligible to register for.

- 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!**

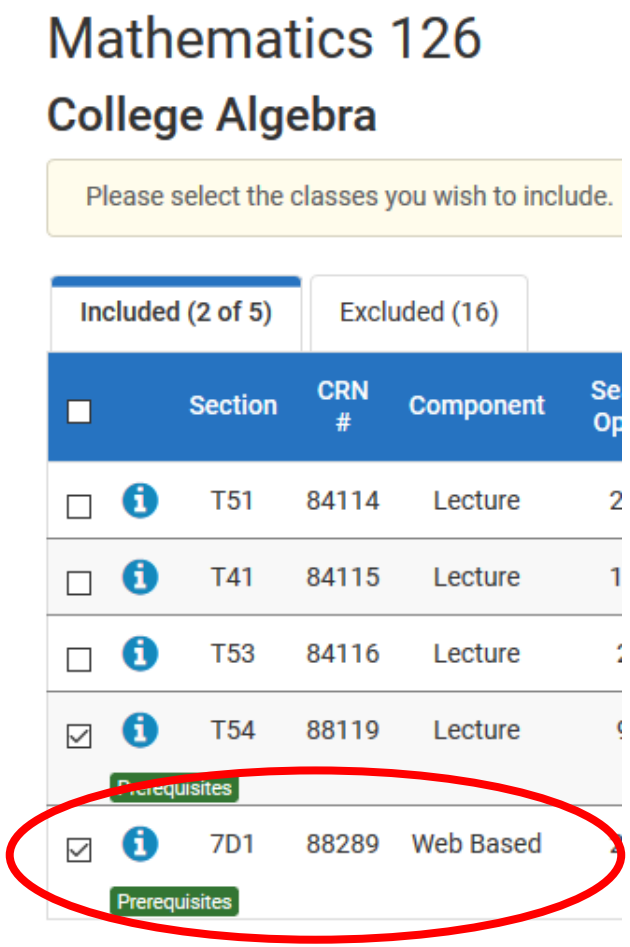
ADDING CLASSES

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



Click ***Options***

ADDING CLASSES

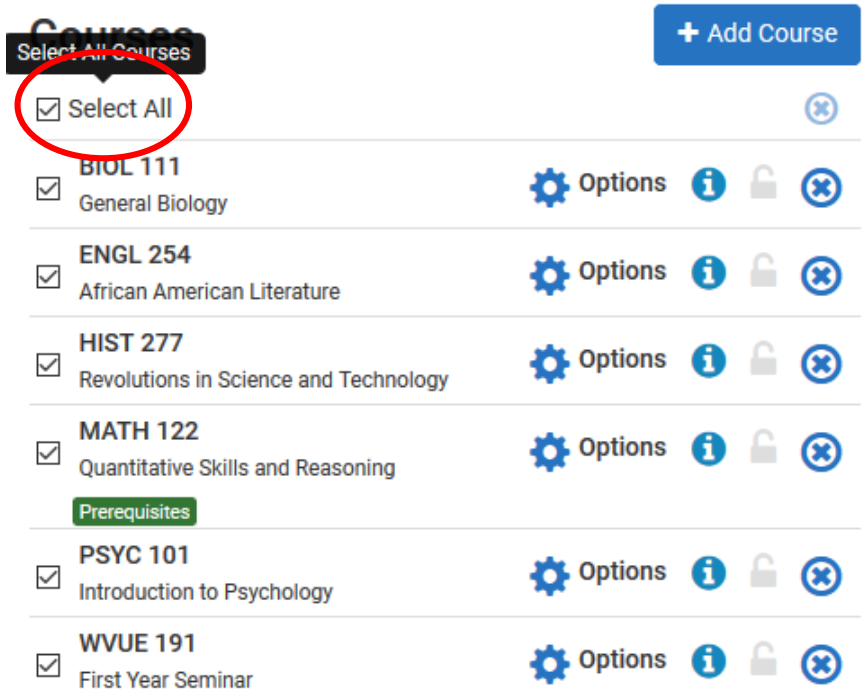


Un-check the box next to any courses with a section that begins with something *other than* a T.

Then click ***Save & Close***

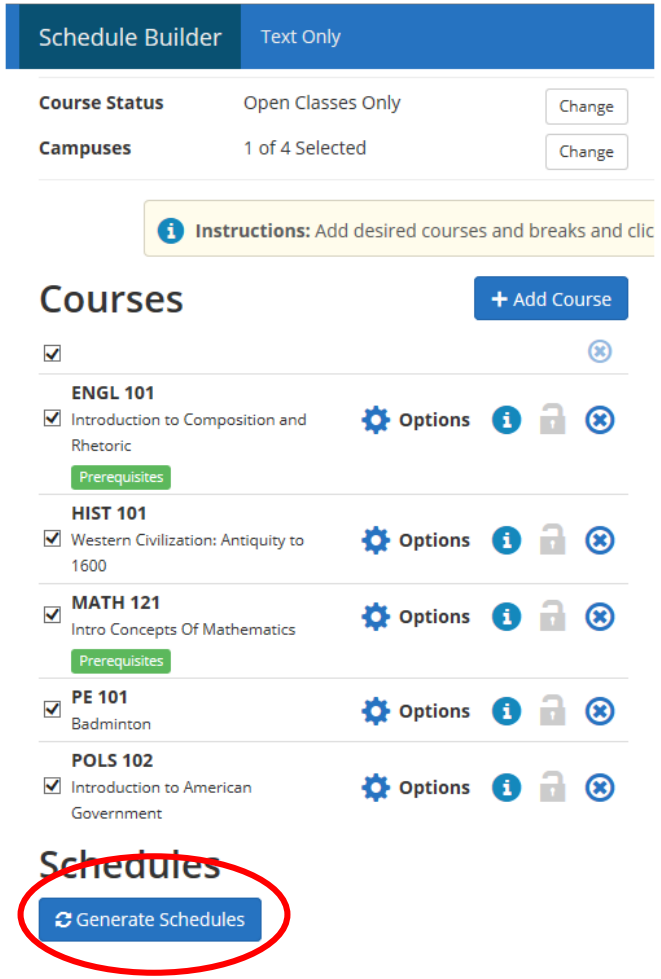
GENERATE SCHEDULES

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



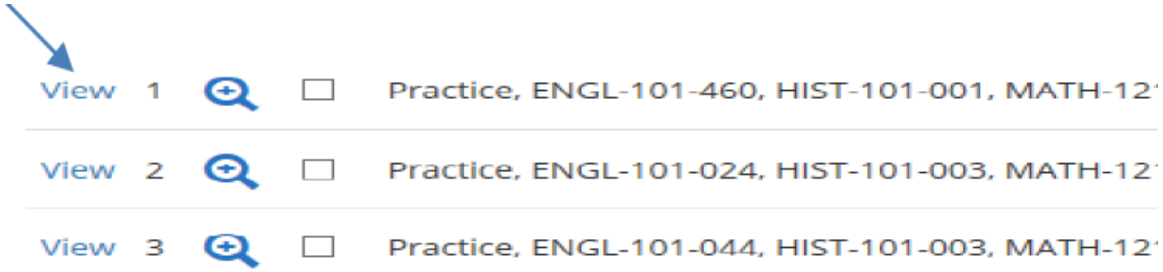
GENERATE SCHEDULES

Click ***Generate Schedules***



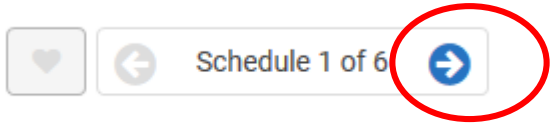
Then click ***View*** to see the schedule.

Hovering above the magnifier only provides a preview.



REVIEW SCHEDULES

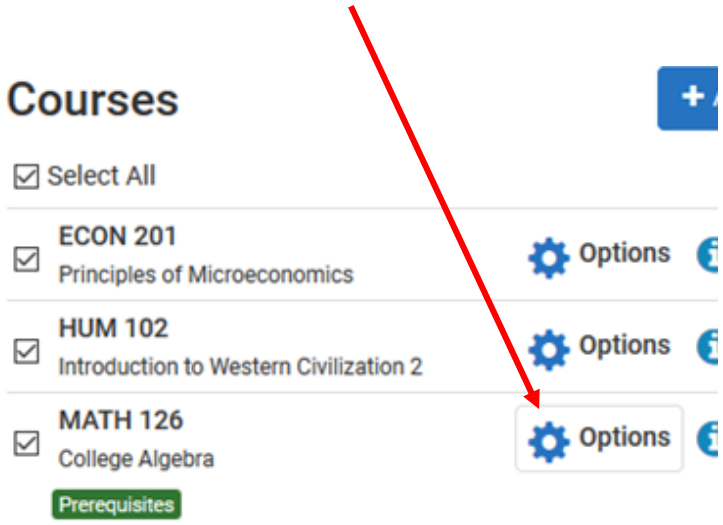
You can now scroll through the schedule options using your keyboard ◀ ▶ arrow keys.



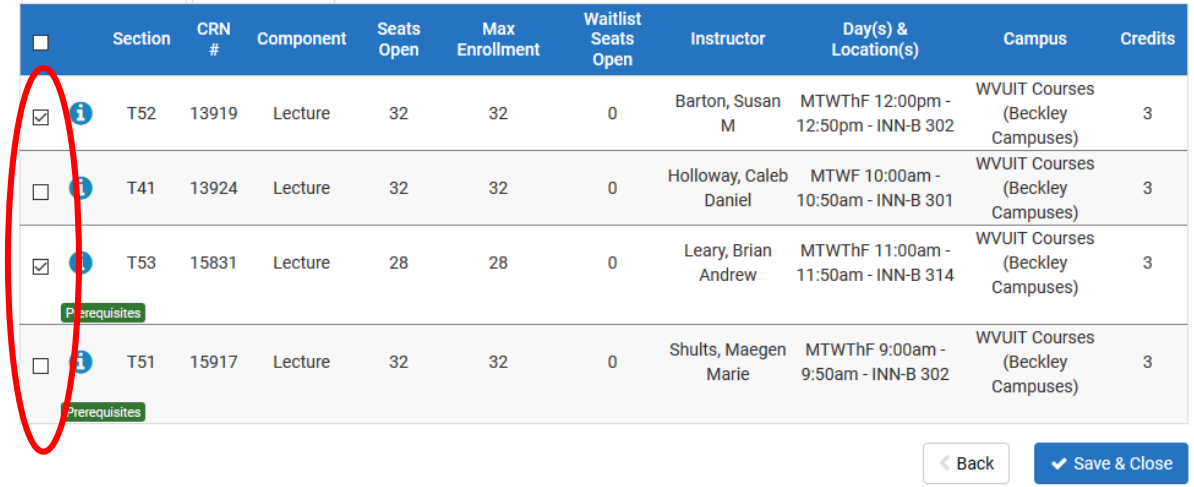
Or, at the top right, you can click on the arrow to see the next schedule.

NARROW RESULTS

Too many choices?
Click ***Options***



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

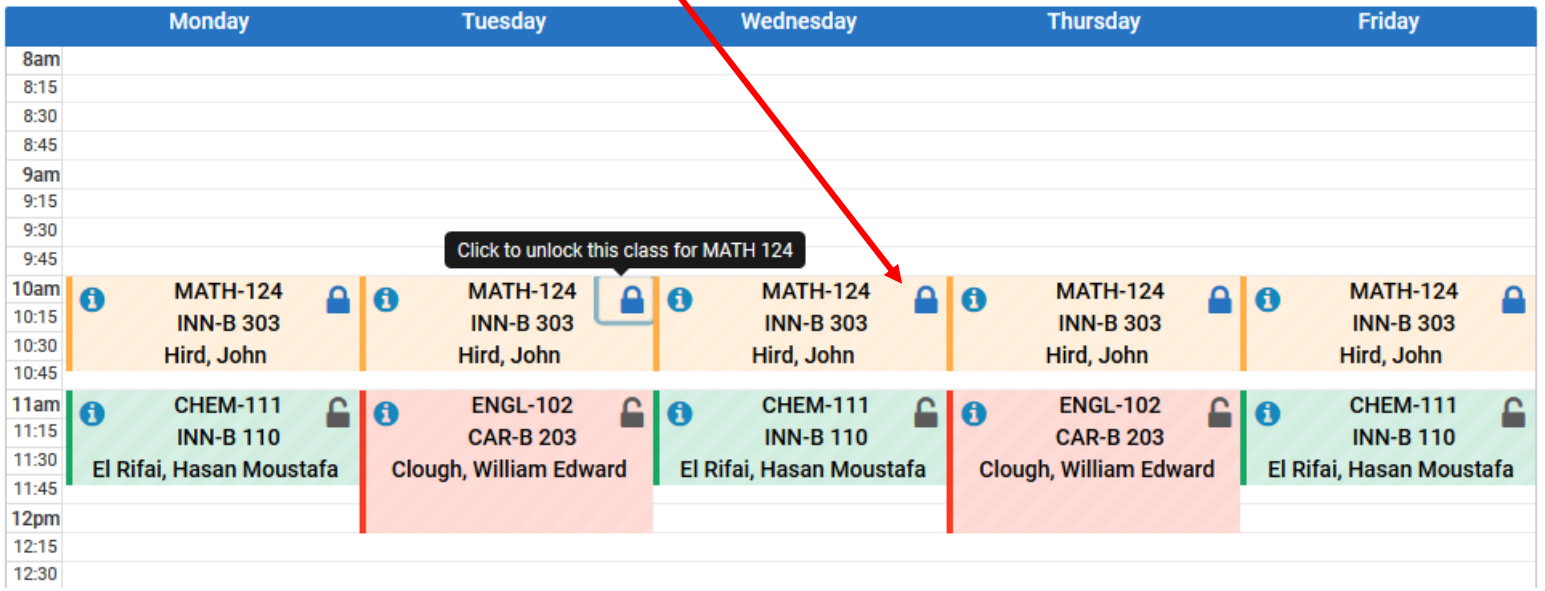


Click ***Save & Close*** to return to the previous page and then once again click ***Generate Schedules.***

NARROW RESULTS

Another way to narrow down possible schedules is by locking in courses at a certain time.

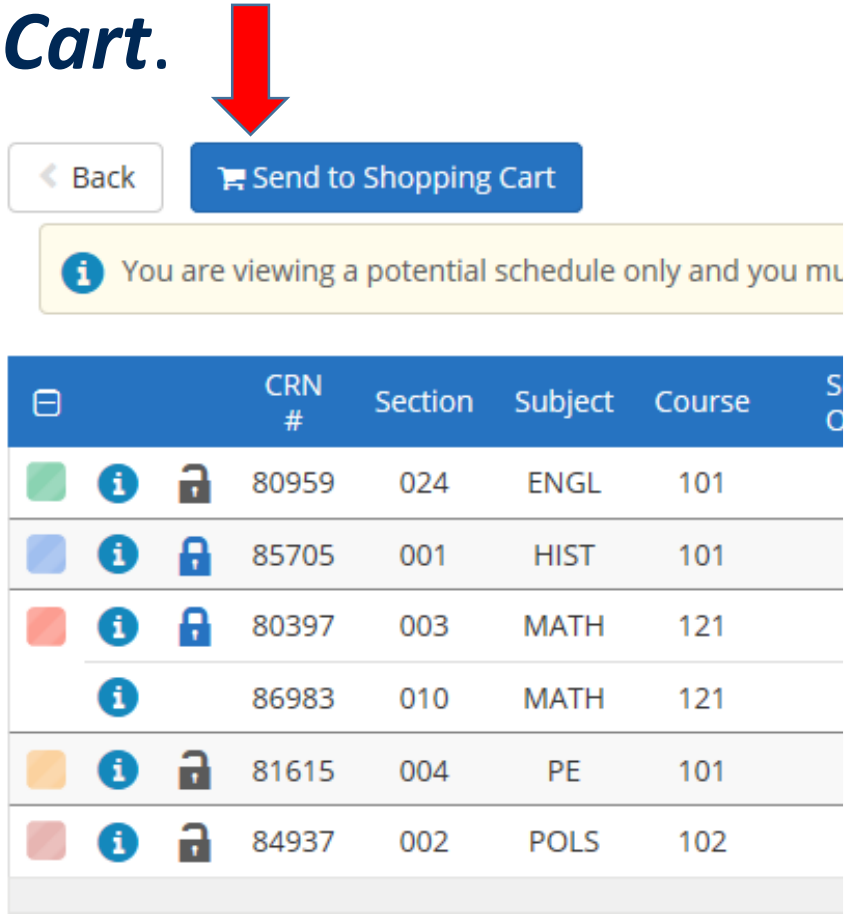
Note: Locking a course does not mean you are registered. It only allows fewer schedules to generate.



Just click on the lock to lock it, click again to unlock.

SEND IT TO YOUR CART

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



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

Thank you!