

# Schedule Builder

Creating Your Ideal Schedule

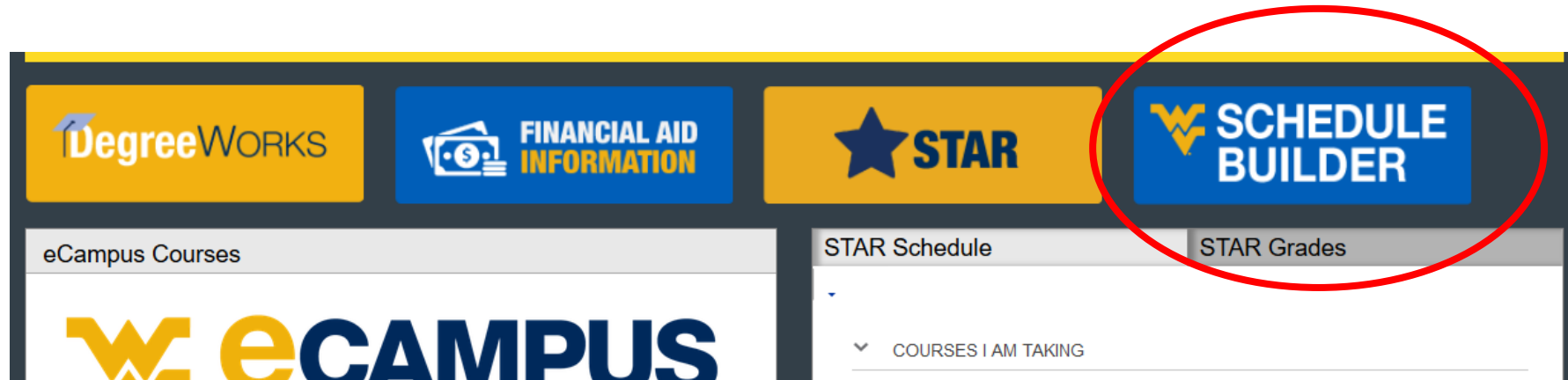
Presented by the Student Success Center and  
WV Gear Up

# 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

- Defaults to Summer 2022
- Choose Spring 2022 and then

- Click ***Submit***

## Select Term

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

Select a Term: Summer 2022 

Summer 2022

Spring 2022

Fall 2021

Summer 2021

Spring 2021

Submit

RELEASE: 8.7.1

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its affiliates.

# 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	Open Classes Only	<input type="button" value="Change"/>	Term	Spring 2022	<input type="button" value="Change"/>
Campuses	1 of 4 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 2<sup>nd</sup> 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***

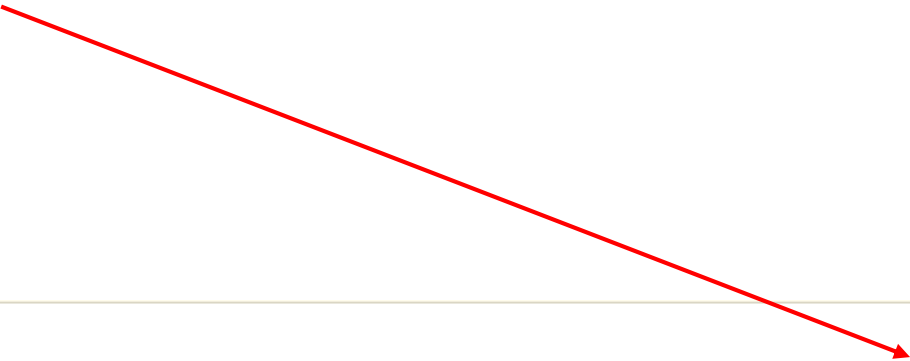
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**Courses** [+ Add Course](#)

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 ADD CLASSES!

Click on *Add Course*

Courses

+ Add Course

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

Plan Schedule

Shopping Cart (0)

Current Schedule (6)

## Add Courses for Fall 2021

By Subject

DegreeWorks

Search by Course  
Attribute

Subject

Select Subject...

Course

ENGR - Engineering

ENTR - Entrepreneurship

EXPH - Exercise Physiology

FDM - Fashion Dress & Merchandising

FIN - Finance

FIS - Forensic and Invstgtv Science

< Back

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.

By Subject DegreeWorks Search by Course Attribute

Subject CHEM - Chemistry

Course 112 Survey of Chemistry 2

Chemistry 112 - Survey of Chemistry 2

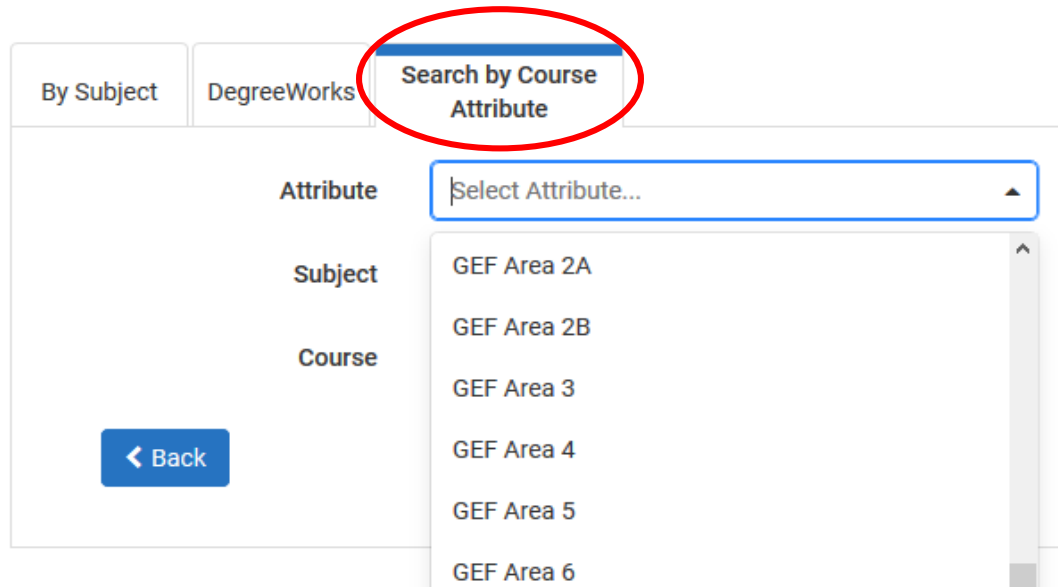
CHEM 112. Survey of Chemistry 2. 3 Hr. PR: CHEM 111 and PR or CONC: CHEM 112L. Continuation of CHEM 111. Nuclear chemistry; air and water pollution; useful natural materials; consumer chemistry; introduction to organic and biochemistry. (3 hr. lec.)

< Back + Add Course

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 placeholder text 'Select Attribute...'. 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 Spring 2022

By Subject DegreeWorks Search by Course Attribute

Subject PSYC - Psychology

Course 101 Introduction to Psychology

Psychology 101 - Introduction to Psychology

PSYC 101. Introduction to Psychology. 3 Hr. Survey of general psychology.

< Back + Add Course

**Courses**

- MATH 124 Algebra with Applications
- HIST 153 Making of Modern America: 1865 to the Present
- ARHS 101 Landmarks of World Art
- PSYC 101 Introduction to Psychology

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

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

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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
<b>Prerequisites</b>				
<input checked="" type="checkbox"/>	 7D1	88289	Web Based	5
<b>Prerequisites</b>				

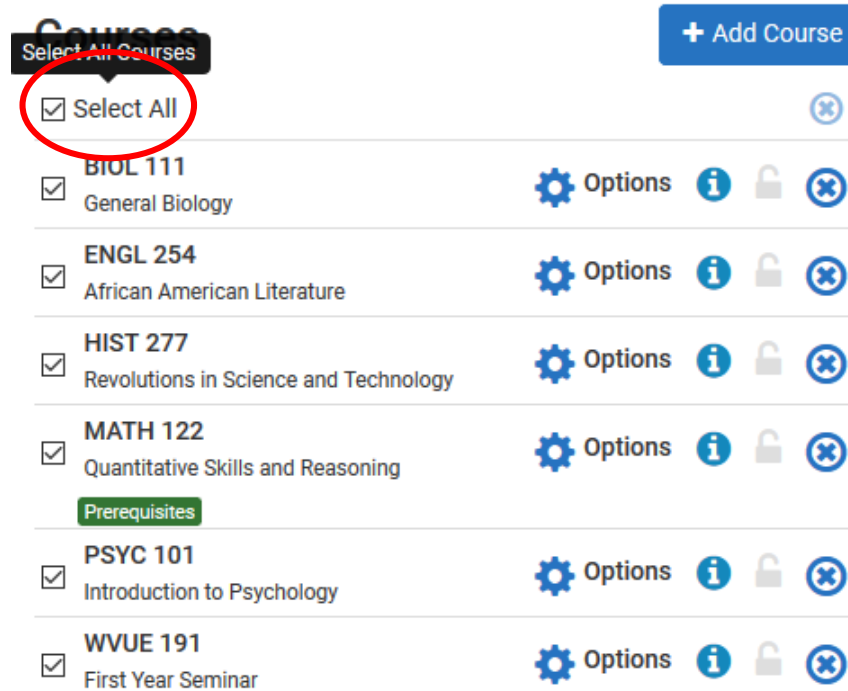
Un-check the box next to any courses with a section that begins with something *other than* a T.

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, course ID, title, and a set of action icons (gear for 'Options', 'i' for info, a lock, and a close 'x').

Course ID	Course Title	Options	Info	Lock	Close
<input checked="" type="checkbox"/> BIOL 111	General Biology	Options	i	Lock	Close
<input checked="" type="checkbox"/> ENGL 254	African American Literature	Options	i	Lock	Close
<input checked="" type="checkbox"/> HIST 277	Revolutions in Science and Technology	Options	i	Lock	Close
<input checked="" type="checkbox"/> MATH 122	Quantitative Skills and Reasoning	Options	i	Lock	Close
<b>Prerequisites</b>					
<input checked="" type="checkbox"/> PSYC 101	Introduction to Psychology	Options	i	Lock	Close
<input checked="" type="checkbox"/> WVUE 191	First Year Seminar	Options	i	Lock	Close

# GENERATE SCHEDULES

Click **Generate Schedules**

Schedule Builder Text Only

Course Status Open Classes Only

Campuses 1 of 4 Selected

**i** Instructions: Add desired courses and breaks and clic

Courses

- ENGL 101 Introduction to Composition and Rhetoric     Prerequisites
- HIST 101 Western Civilization: Antiquity to 1600
- MATH 121 Intro Concepts Of Mathematics     Prerequisites
- 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.

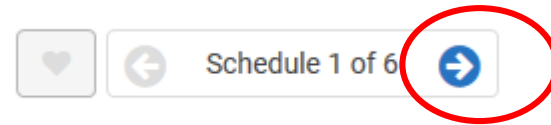
[View](#) 1   Practice, ENGL-101-460, HIST-101-001, MATH-12'

[View](#) 2   Practice, ENGL-101-024, HIST-101-003, MATH-12'

[View](#) 3   Practice, ENGL-101-044, HIST-101-003, MATH-12'

# 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

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**ECON 201**  
Principles of Microeconomics Options

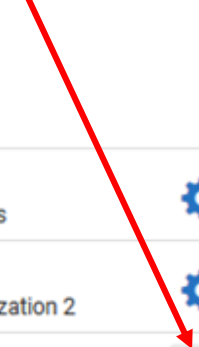
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**HUM 102**  
Introduction to Western Civilization 2 Options

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**MATH 126**  
College Algebra Options


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
<span>Prerequisites</span>										
<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
<span>Prerequisites</span>										

Back Save & Close

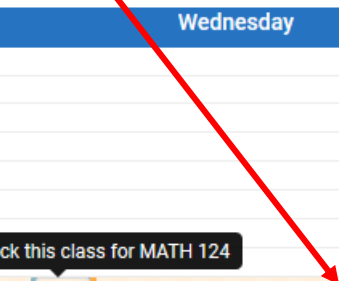






















Click **Save & Close** to return to the previous page and then once again click **Generate Schedules**.

# 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.



	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15	 MATH-124 INN-B 303 Hird, John 	 MATH-124 INN-B 303 Hird, John 	 MATH-124 INN-B 303 Hird, John 	 MATH-124 INN-B 303 Hird, John 	 MATH-124 INN-B 303 Hird, John 
10:30					
10:45					
11am	 CHEM-111 INN-B 110 El Rifai, Hasan Moustafa 	 ENGL-102 CAR-B 203 Clough, William Edward 	 CHEM-111 INN-B 110 El Rifai, Hasan Moustafa 	 ENGL-102 CAR-B 203 Clough, William Edward 	 CHEM-111 INN-B 110 El Rifai, Hasan Moustafa 
11:15					
11:30					
11:45					
12pm					
12:15					
12:30					

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***.



< Back **Send to Shopping Cart**

**i** You are viewing a potential schedule only and you must

			CRN #	Section	Subject	Course	S	O
	<b>i</b>		80959	024	ENGL	101		
	<b>i</b>		85705	001	HIST	101		
	<b>i</b>		80397	003	MATH	121		
	<b>i</b>		86983	010	MATH	121		
	<b>i</b>		81615	004	PE	101		
	<b>i</b>		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](mailto:Amanda.Baker2@mail.wvu.edu)
  - Carla Meredith: [Carla.Meredith@mail.wvu.edu](mailto:Carla.Meredith@mail.wvu.edu)

*Thank you!*