



How to Devise a SCARY Good Spring Schedule

Presented by the Student Success Center

SCHEDULE AN ADVISING APPOINTMENT!

Each semester you need to meet with your advisor to approve your selected courses prior to being able to register.

Faculty advised: Follow these tips to select and plan a schedule **before** your meeting.

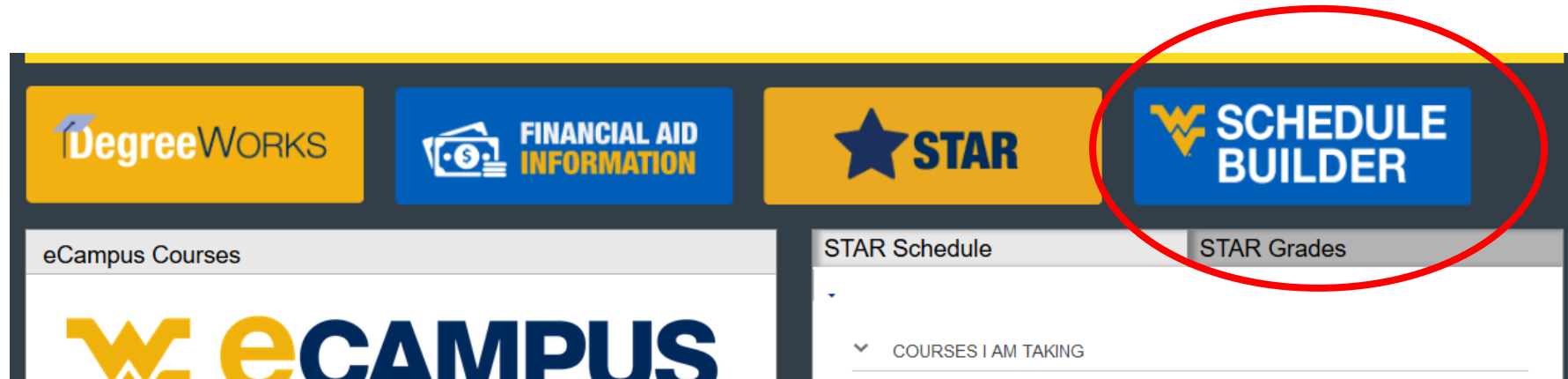


WHAT IS SCHEDULE BUILDER?

- 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) 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 Spring 2025



West Virginia University®

Select Term

Term

☐ Fall 2024

☒ Spring 2025

✓ Save and Continue

- Click ***Save and Continue***

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

Change

Term

Spring 2025

Change

Campuses

1 of 5 Selected

Change

Parts of Term

All Parts of Term Selected

Change

Parts of term:

Choose to see the whole semester
and/or partial term courses

- ☐ Select All Parts of Term
- ☐ Spring 2025 - 1st 5 Week Part of Term S/F
- ☒ Spring 2025 - 1st Half S/F Term - 8 weeks
- ☐ Spring 2025 - 2nd 5 Week Part of Term S/F
- ☒ Spring 2025 - 2nd Half S/F Term - 8 weeks
- ☐ Spring 2025 - 3rd 5 Week Part of Term S/F
- ☒ Spring 2025 - Full Term
- ☐ Spring 2025 - MED/DEN 16 Wk S/F
- ☐ Spring 2025 - MED/DENT 19 Wk S/F
- ☐ Spring 2025 - MED/DENT 1st 8 Wk S/F
- ☐ Spring 2025 - MED/DENT 2nd 8 Wk S/F

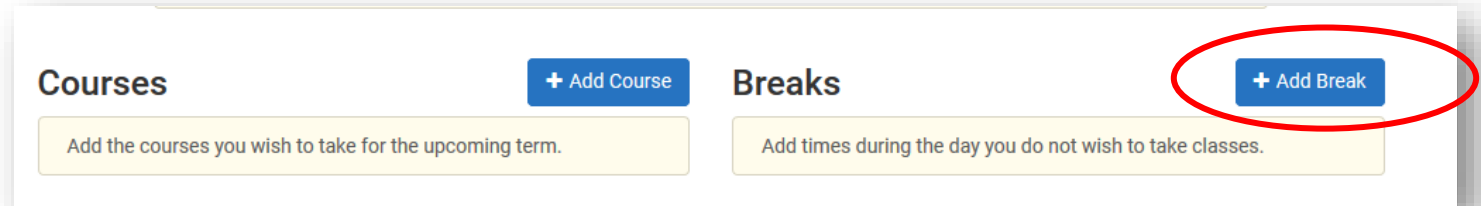
< Cancel

✓ Save

ADD BREAKS

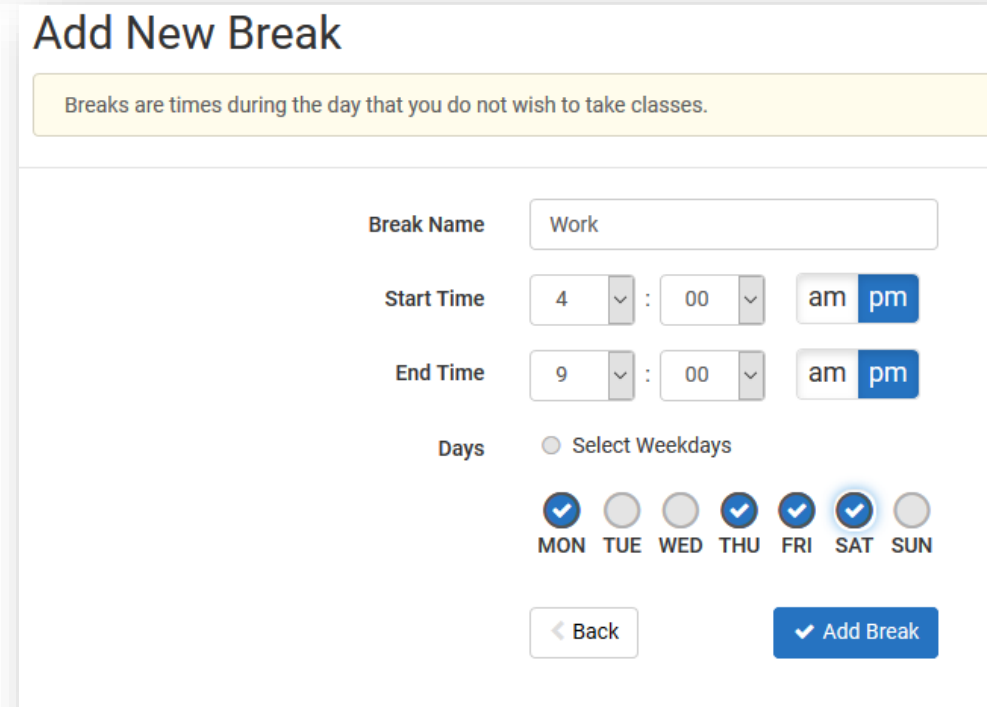
Need to work around a practice or a meal?

- Click on **Add Break**



The screenshot shows a navigation bar with two main sections: 'Courses' and 'Breaks'. Under 'Courses', there is a '+ Add Course' button and a text box that says 'Add the courses you wish to take for the upcoming term.' Under 'Breaks', there is a '+ Add Break' button, which is circled in red, and a text box that says 'Add times during the day you do not wish to take classes.'

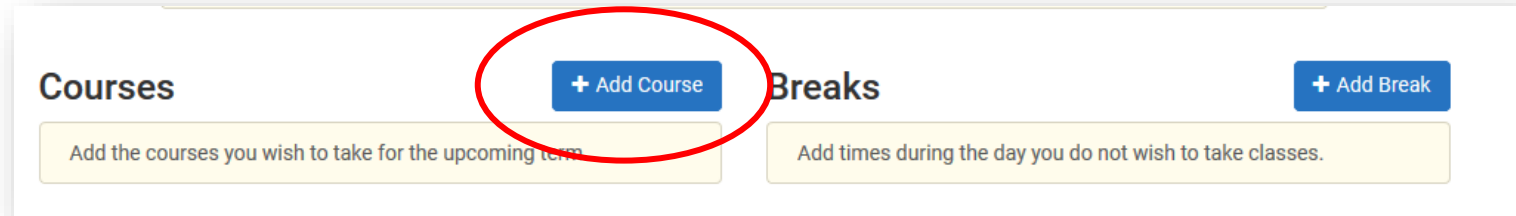
- Enter work, meal, or practice times so classes that interfere won't be shown.



The 'Add New Break' form includes a header with the title 'Add New Break' and a subtitle 'Breaks are times during the day that you do not wish to take classes.' The form fields are: 'Break Name' (text input with 'Work'), 'Start Time' (time picker set to 4:00 pm), 'End Time' (time picker set to 9:00 pm), and 'Days' (radio button for 'Select Weekdays' and checkboxes for days of the week: MON, TUE, WED, THU, FRI, SAT, SUN). The 'MON' and 'SAT' checkboxes are checked. At the bottom, there are 'Back' and 'Add Break' buttons.

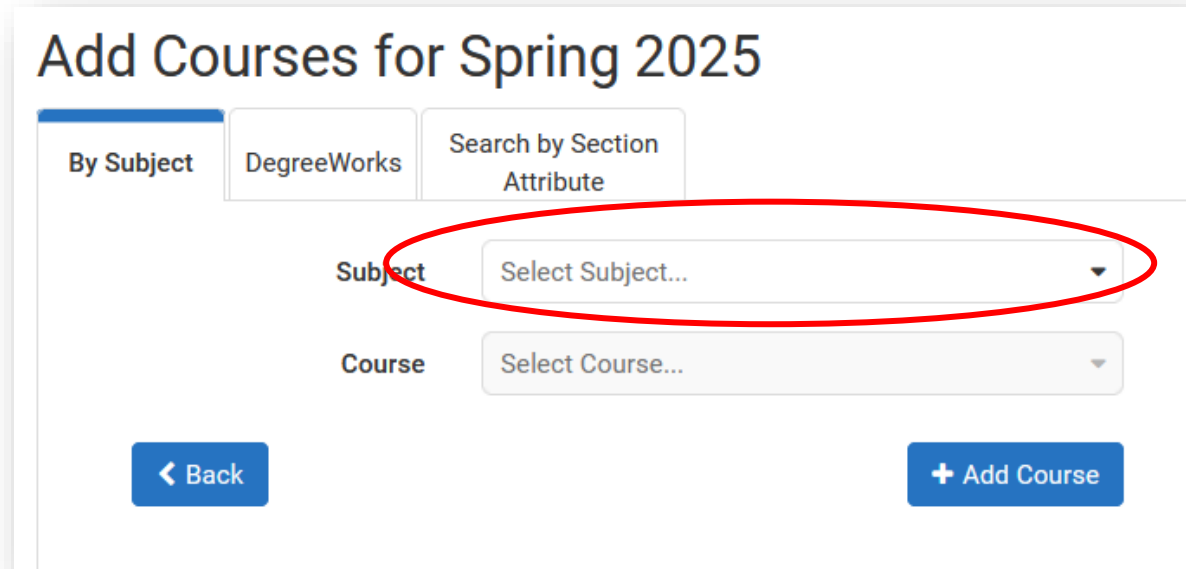
TIME TO BUILD!

- Click on **Add Course**



The screenshot shows a navigation bar with two main sections: 'Courses' and 'Breaks'. Under 'Courses', there is a text input field with the placeholder 'Add the courses you wish to take for the upcoming term'. To the right of this field is a blue button labeled '+ Add Course', which is circled in red. Under 'Breaks', there is a text input field with the placeholder 'Add times during the day you do not wish to take classes.' and a blue button labeled '+ Add Break'.

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



The screenshot shows a form titled 'Add Courses for Spring 2025'. At the top, there are three tabs: 'By Subject' (which is selected), 'DegreeWorks', and 'Search by Section Attribute'. Below the tabs, there are two dropdown menus. The first is labeled 'Subject' and has a placeholder 'Select Subject...'. This dropdown is circled in red. The second is labeled 'Course' and has a placeholder 'Select Course...'. At the bottom left, there is a blue button labeled '< Back'. At the bottom right, there is a blue button labeled '+ Add Course'.

WILD WILD WEST

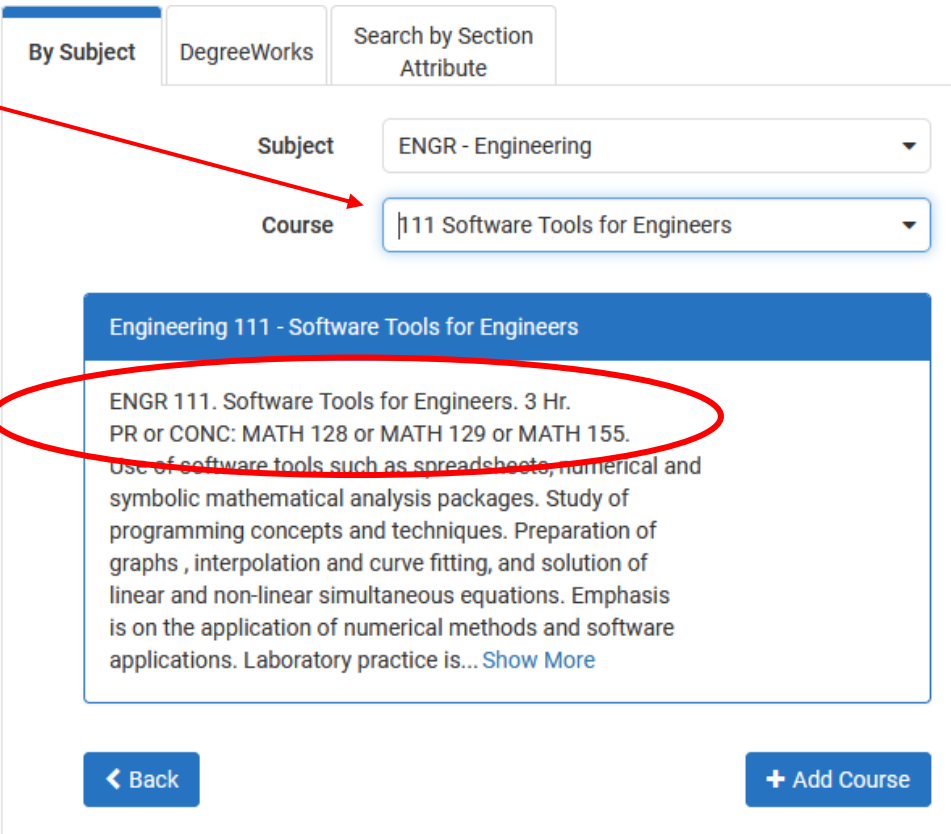
Caution!

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!**

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 the DegreeWorks interface. At the top, there are three tabs: "By Subject", "DegreeWorks", and "Search by Section Attribute". Below these, there are two dropdown menus: "Subject" and "Course". The "Subject" dropdown is set to "ENGR - Engineering". The "Course" dropdown is set to "111 Software Tools for Engineers". A red arrow points from the first bullet point of the text to the "Course" dropdown. Below the dropdowns, there is a blue header bar that reads "Engineering 111 - Software Tools for Engineers". Below this header, the course description is displayed: "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 the pre-requisite information: "PR or CONC: MATH 128 or MATH 129 or MATH 155". At the bottom of the interface, there are two buttons: "< Back" and "+ Add Course".

- 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 selected and circled in red. Below the tabs, there is a form with a label 'Attribute' next to a dropdown menu. The dropdown menu is open, showing a list of attributes: 'GEF Area 2A', 'GEF Area 2B', 'GEF Area 3', 'GEF Area 4', 'GEF Area 5', and 'GEF Area 6'. Below the dropdown, there are labels for 'Subject' and 'Course'. A blue button with a left arrow and the text 'Back' is located at the bottom left of the form.

This is helpful when looking for GEF courses.

Be sure to not select GECs.

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)

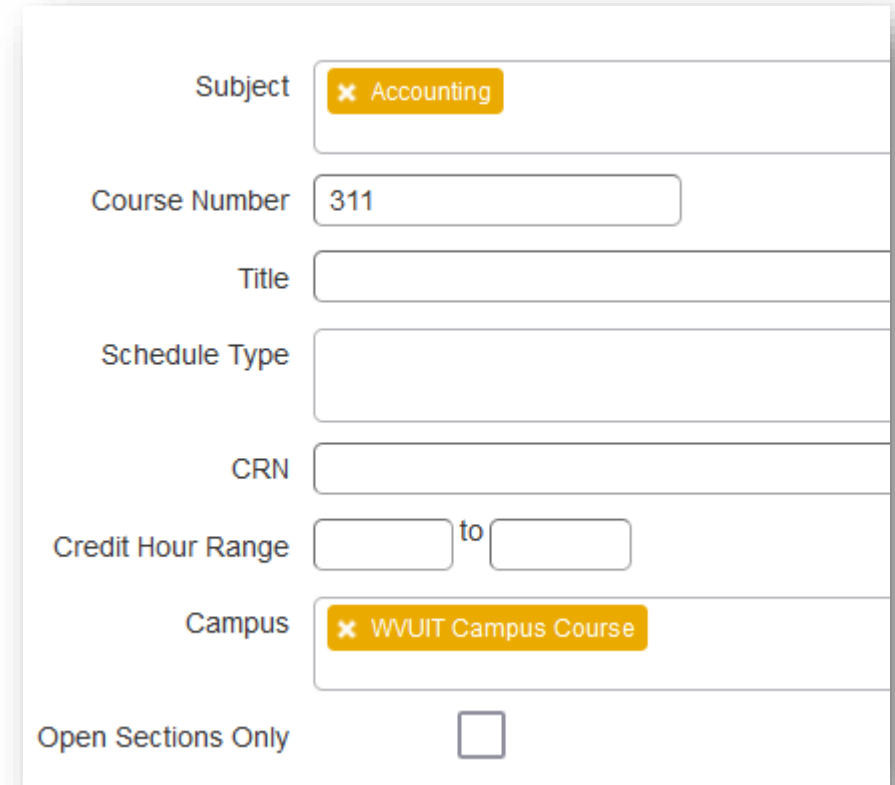
<input checked="" type="checkbox"/>		Section	CRN #	Component	Seats Open
<input checked="" type="checkbox"/>		701	12170	Lecture	40
		Prerequisites			
<input checked="" type="checkbox"/>		P02	12275	Lecture	25
		Prerequisites			
<input checked="" type="checkbox"/>		T53	12287	Lecture	32
		Prerequisites			
<input checked="" type="checkbox"/>		T52	12292	Lecture	28
		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
- Find Spring 2025 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



A screenshot of a web form for searching courses. The form has several input fields and a checkbox. The 'Subject' field contains a yellow tag with 'Accounting' and a close button. The 'Course Number' field contains '311'. The 'Title' field is empty. The 'Schedule Type' field is empty. The 'CRN' field is empty. The 'Credit Hour Range' field has two empty boxes separated by 'to'. The 'Campus' field contains a yellow tag with 'WVUIT Campus Course' and a close button. At the bottom, there is a checkbox labeled 'Open Sections Only' which is currently unchecked.

Subject	✕ Accounting
Course Number	311
Title	
Schedule Type	
CRN	
Credit Hour Range	<input type="text"/> to <input type="text"/>
Campus	✕ WVUIT Campus Course
Open Sections Only	<input type="checkbox"/>

- 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 — 6 Classes
Term: Spring 2025 Subject: Accounting Course Number: 202

Title	CRN	Subject	Course N	Section
Principles of Accounting 2	10527	ACCT	202	P01
Principles of Accounting 2	13042	ACCT	202	P02
Principles of Accounting 2	13984	ACCT	202	T02
Principles of Accounting 2	11441	ACCT	202	004

Term: 202501 | CRN: 13984

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

Term: 202501 | **CRN:** 14635

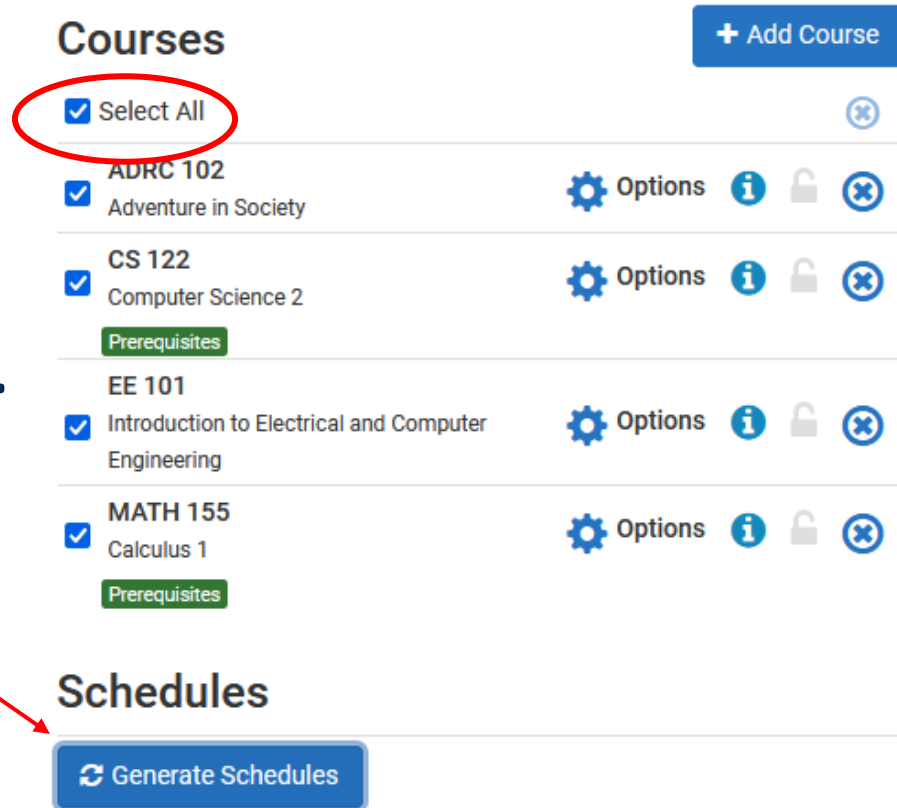
Class Details	<p>Not all restrictions are applicable.</p> <p>Cannot be enrolled in one of the following Levels: PSC Undergraduate (UP) WVUIT Undergraduate(UT)</p> <p>Must be enrolled in one of the following Fields of Study (Major, Minor, Concentration or Certificate): High School Special (1102)</p>
Bookstore Links	
Section Description	
Attributes	
Restrictions	

BACK TO SCHEDULE BUILDER!



GENERATE SCHEDULES

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

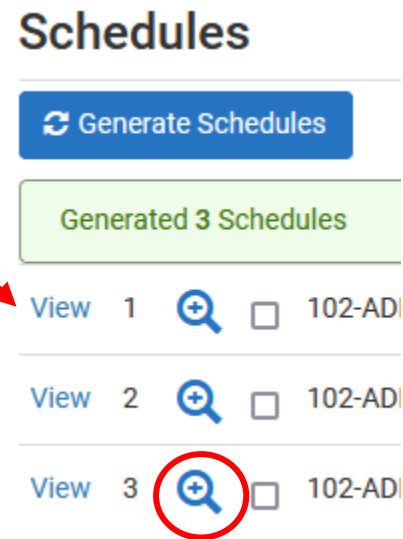


The screenshot shows a web interface for selecting courses. The 'Courses' section has a 'Select All' checkbox checked and circled in red. Below it are five course entries, each with a checked checkbox, course ID, name, and a set of icons (gear, info, lock, and a red X). A red arrow points from the text 'Click *Generate Schedules*' to the 'Generate Schedules' button in the 'Schedules' section.

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

REVIEW SCHEDULES

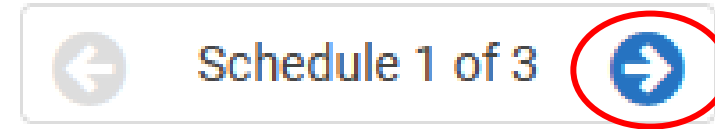
- Click **View** to see the schedule.



Note: Hovering above the magnifier only provides a preview.

REVIEW SCHEDULES

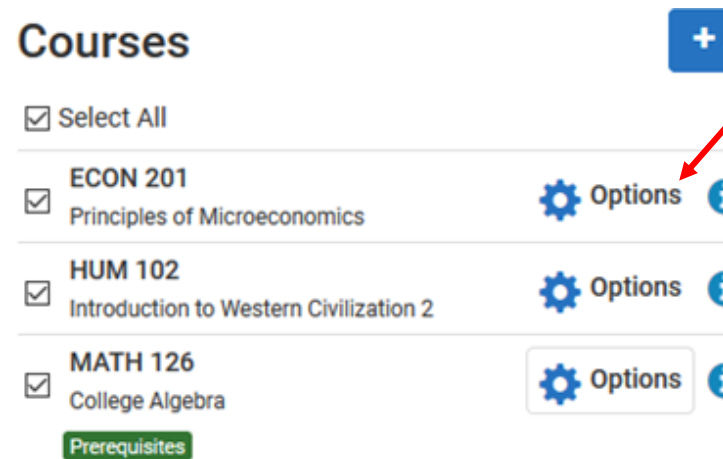
- You can now scroll through the schedule options using your keyboard
◀ ▶ arrow keys.



- 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***.



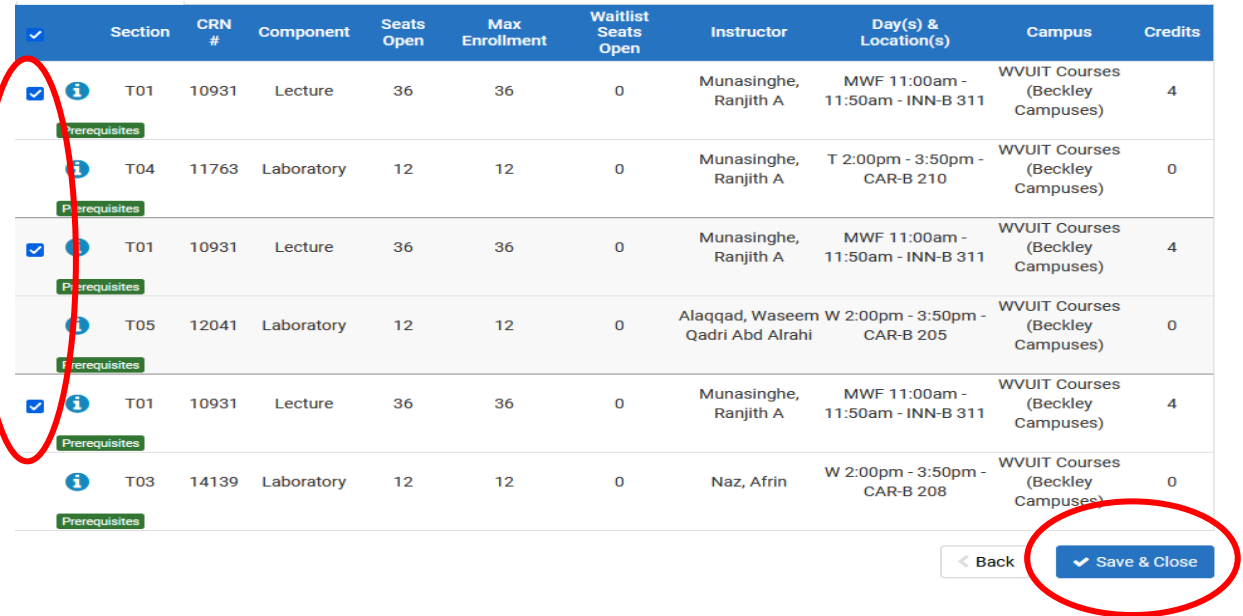
The screenshot shows a web interface for selecting courses. At the top, the word "Courses" is displayed next to a blue square button with a white plus sign. Below this, there is a "Select All" checkbox. A list of three courses follows, each with a checkbox, the course name and number, a description, and an "Options" button (represented by a gear icon). A red arrow points from the word "Options" in the second bullet point of the text above to the "Options" button for ECON 201. At the bottom of the list, there is a green button labeled "Prerequisites".

Course	Description	Options
<input checked="" type="checkbox"/> ECON 201	Principles of Microeconomics	Options
<input checked="" type="checkbox"/> HUM 102	Introduction to Western Civilization 2	Options
<input checked="" type="checkbox"/> MATH 126	College Algebra	Options

[Prerequisites](#)

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
	Prerequisites									
	T04	11763	Laboratory	12	12	0	Munasinghe, Ranjith A	T 2:00pm - 3:50pm - CAR-B 210	WVUIT Courses (Beckley Campuses)	0
	Prerequisites									
<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
	Prerequisites									
	T05	12041	Laboratory	12	12	0	Alaqqad, Waseem Qadri Abd Alrahi	W 2:00pm - 3:50pm - CAR-B 205	WVUIT Courses (Beckley Campuses)	0
	Prerequisites									
<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
	Prerequisites									
	T03	14139	Laboratory	12	12	0	Naz, Afrin	W 2:00pm - 3:50pm - CAR-B 208	WVUIT Courses (Beckley Campuses)	0
	Prerequisites									

[< Back](#) [✓ Save & Close](#)

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

STILL TOO MANY CHOICES?

- When viewing a schedule, click the lock either in the top of the page or in the schedule itself to choose a section you prefer

	Status	CRN #	Section	Subject	Course
  	Not Enrolled	10919	T01	BIOL	112
	Not Enrolled	11749	T04	BIOL	112
  	Not Enrolled	10974	T01	ENGL	102
Prerequisites					
  	Not Enrolled	10981	T02	HIST	180
  	Not Enrolled	10952	T03	MATH	128
Prerequisites					

Monday Tuesday

3am

3:15

3:30

3:45

4am

4:15

4:30

4:45

5am

5:15

5:30

5:45

HIST-180
CAR-B 207
Brown, Patrick Jeremy

ENGL-102
CAR-B 203
Farmer, Jordan Clarence

Click to unlock this class

✓ Your schedule results have narrowed from 13 to 2














SEND IT TO YOUR CART

Once you have identified your preferred schedule, click

Send to Shopping Cart.


[< Back](#) [Send to Shopping Cart](#)


You are viewing a potential schedule only and you must still register.


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


WANT TO MAKE A CHANGE?


Click ***Build Schedule*** at the top of the page to go back and make changes.

 Build Schedule

 Shopping Cart (5)

 Current Schedule (0)

 Help

 Sign out

Shopping Cart for Spring 2025

 Edit Cart

Register

Status	CRN #	Section	Subject	Course	Seats Open	Location	Campus	Credits	Instructor
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ALMOST DONE!

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

Shopping Cart for Spring 2025

 [Edit Cart](#)

[Register](#)

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
<div>Prerequisites</div>										
	 Not Enrolled	11763	T04	CS	122	12		WVUIT Courses (Beckley Campuses)	0	Munasinghe, Ranjith A
<div>Prerequisites</div>										
	 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
<div>Prerequisites</div>										
									12	

LAST STEP

Please Confirm

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

CancelContinue



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
 - 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?

**Who ya gonna call?
...your Advisor!**



Thank you!