Schedule Builder

Building a Perfect Spring Schedule

Presented by the Student Success Center

West Virginia University
INSTITUTE OF TECHNOLOGY

SCHEDULE AN ADVISING APPOINTMENT

- 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

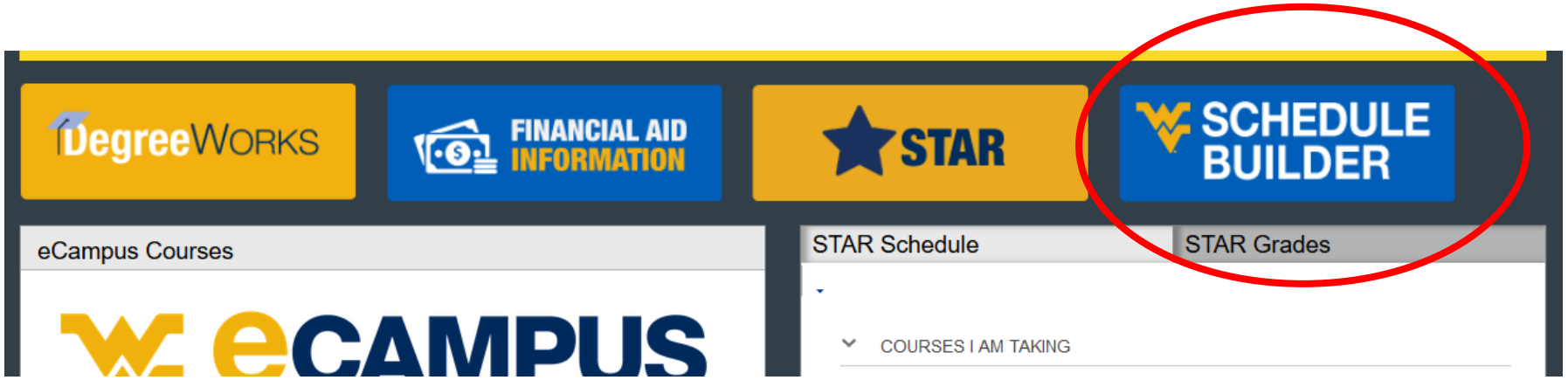
WHAT IS SCHEDULE BUILDER?

- 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) and your Degree Works/major pattern sheet.

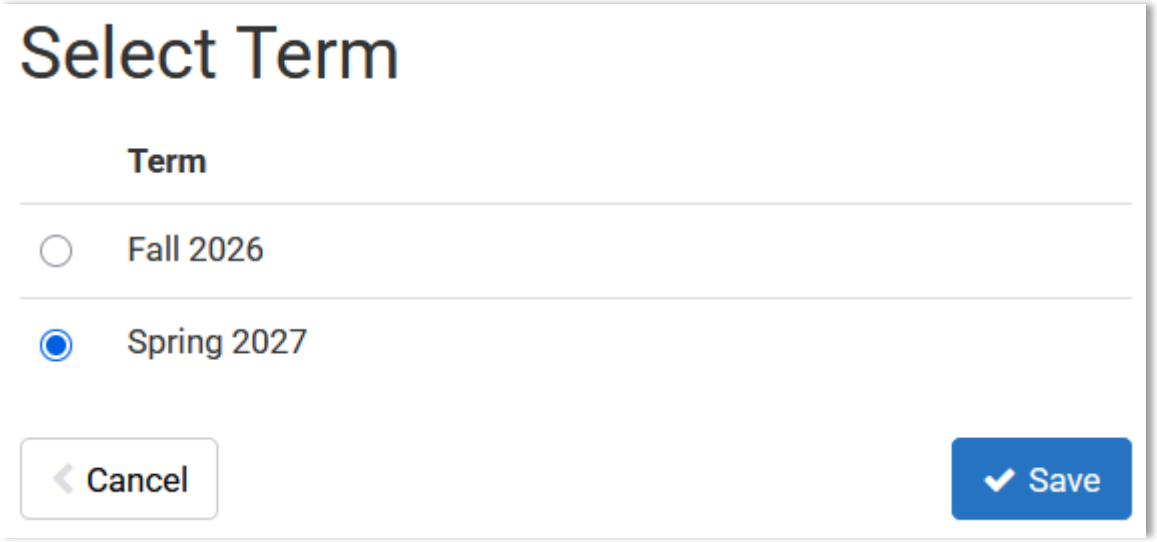
HOW DO I FIND IT?

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



SELECT A TERM

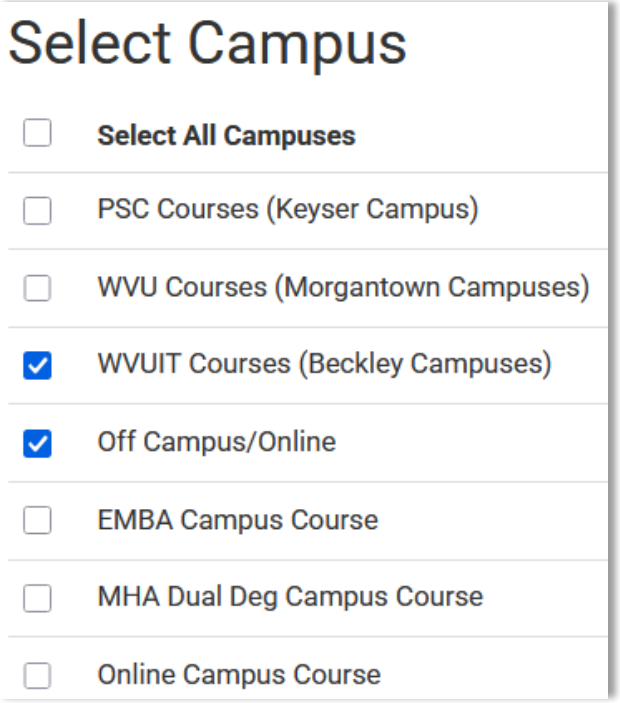
- Choose Spring 2027



- 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***



SET/CHANGE YOUR DEFAULTS

Course Status options:

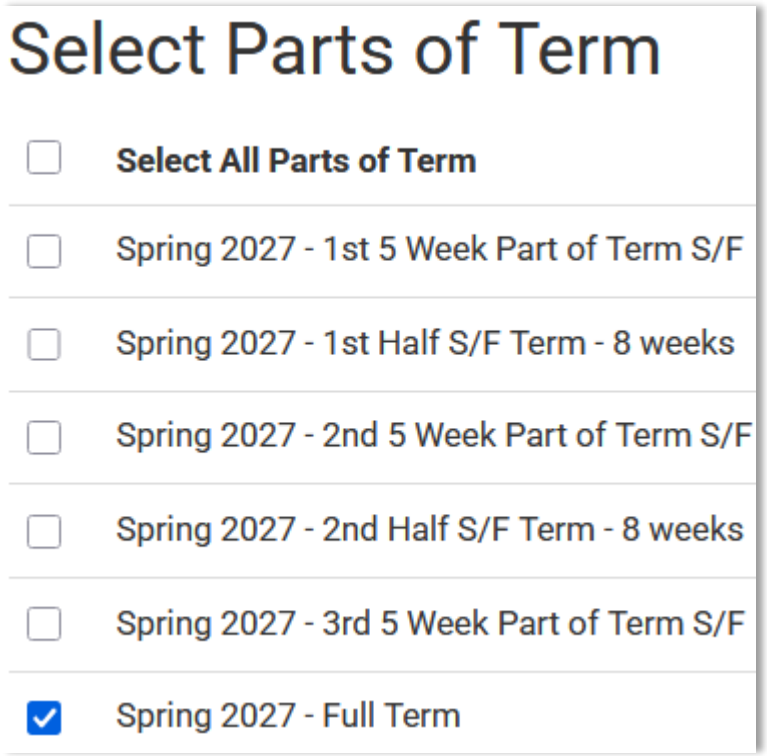
- Open Classes Only (Default)
- Open & Full
- Open & Full w/Waitlist Open (Tech is not using Waitlists)

SET/CHANGE YOUR DEFAULTS

Course Status	Open & Full	Change	**Term**	Spring 2027	Change
Campuses	2 of 7 Selected	Change	**Parts of Term**	All Parts of Term Selected	Change

Parts of term:

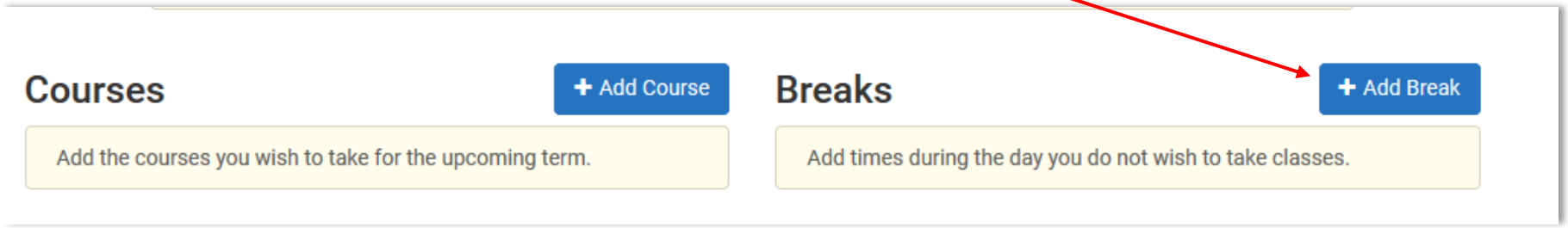
See the whole semester and/or partial term courses



ADD BREAKS

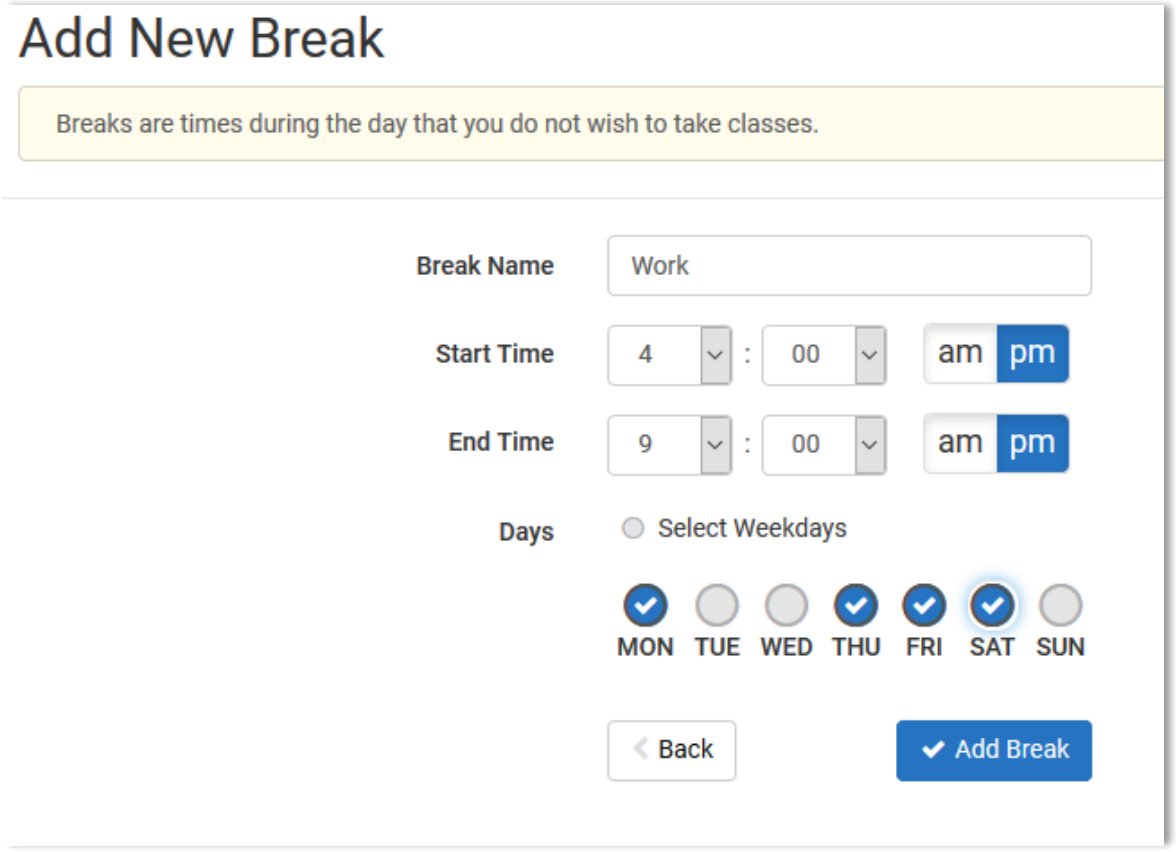
Need to work around a practice or a meal?

Click on ***Add Break***



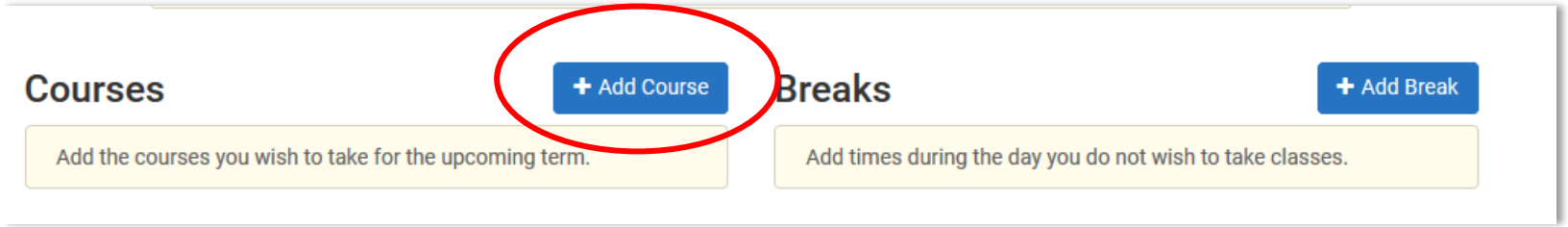
ADD BREAKS

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

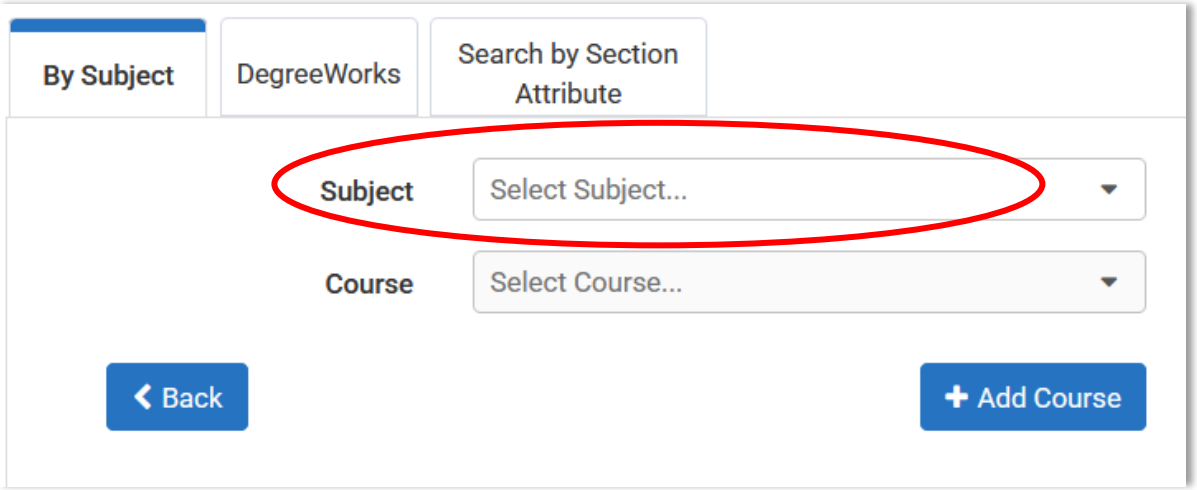


TIME TO BUILD!

- Click on ***Add Course***

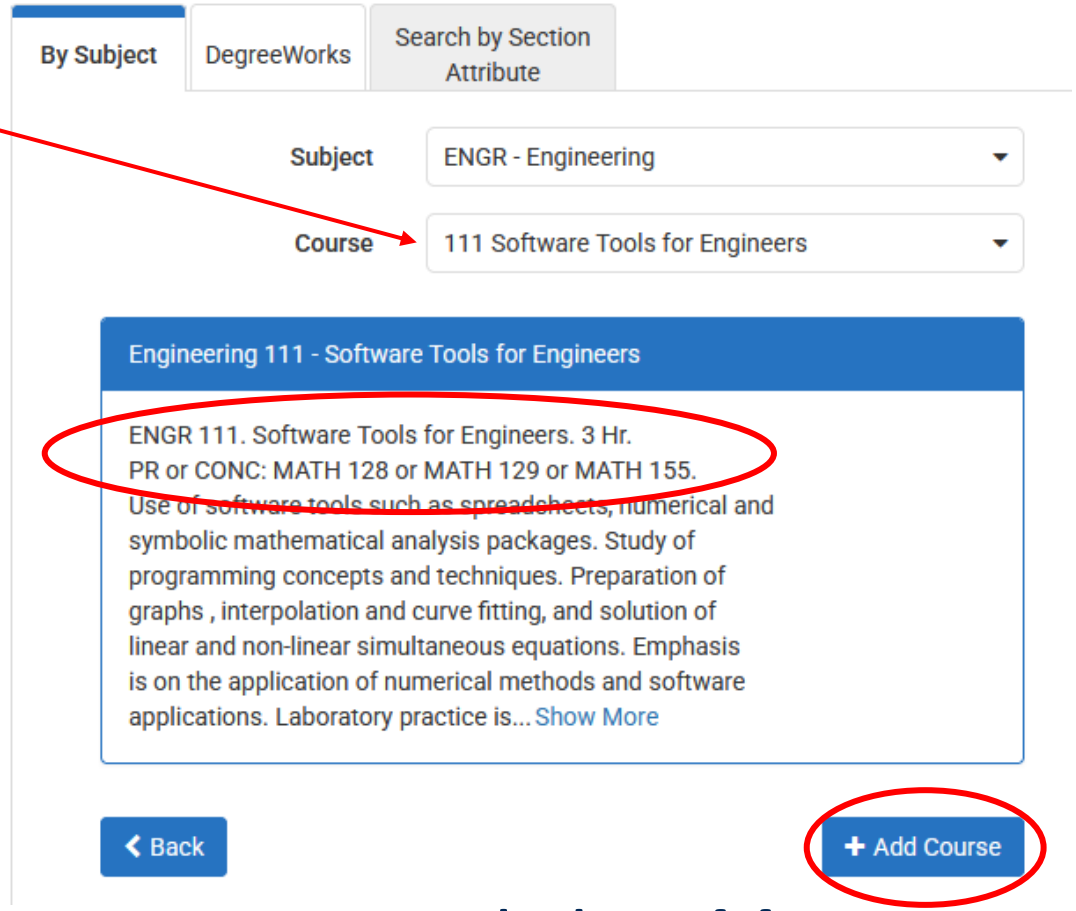


- Begin typing the Subject of the course you want (Ex. ENGR) or use the dropdown and scroll to find it.



CHECK PRE-REQS

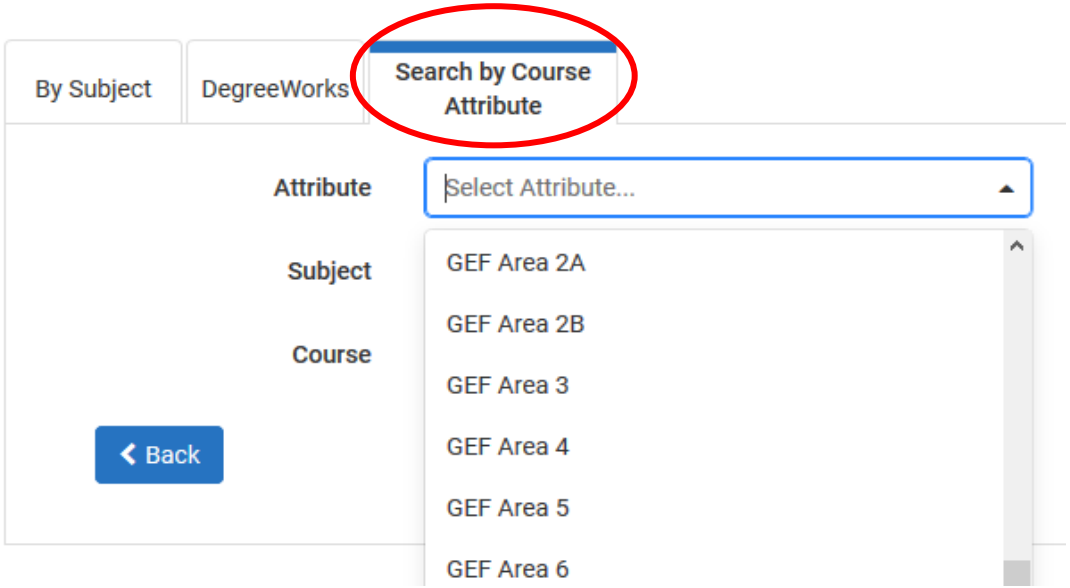
- Select the Course you are looking for.
- Pre-requisite course information is in the description.
  - ➢ PR = pre-requisite
  - ➢ CONC = concurrent
- Note: Sometimes WVU and Tech PRs are different.



- Next, click ***Add Course***

SEARCH TIPS

- 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.

CAUTION!

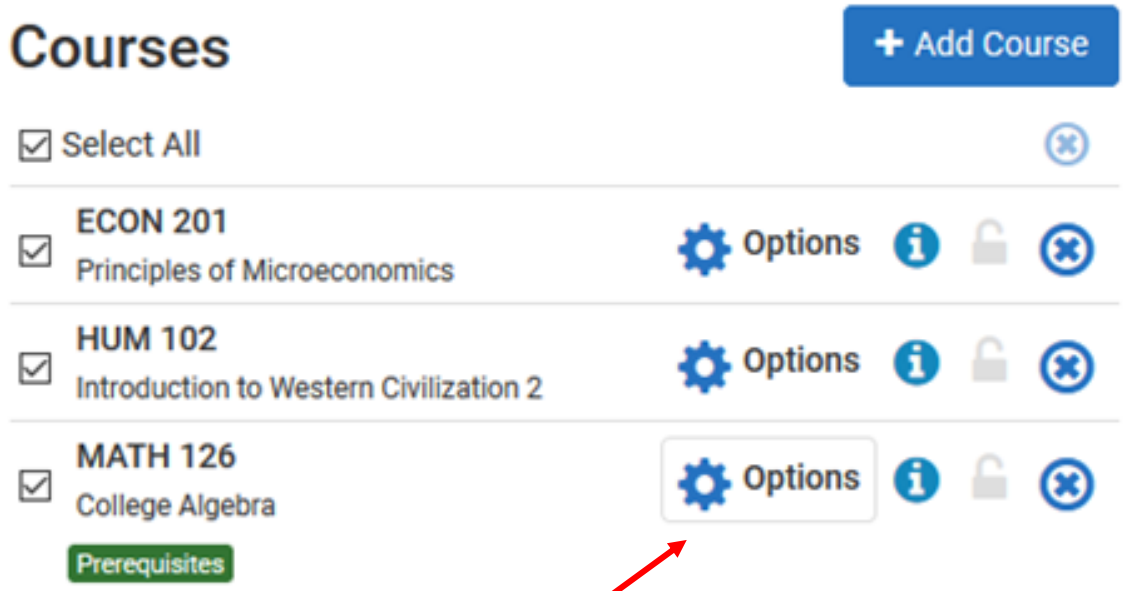
Schedule Builder will allow you to add any course to your schedule, regardless if it is one you are eligible to register for.

- 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.

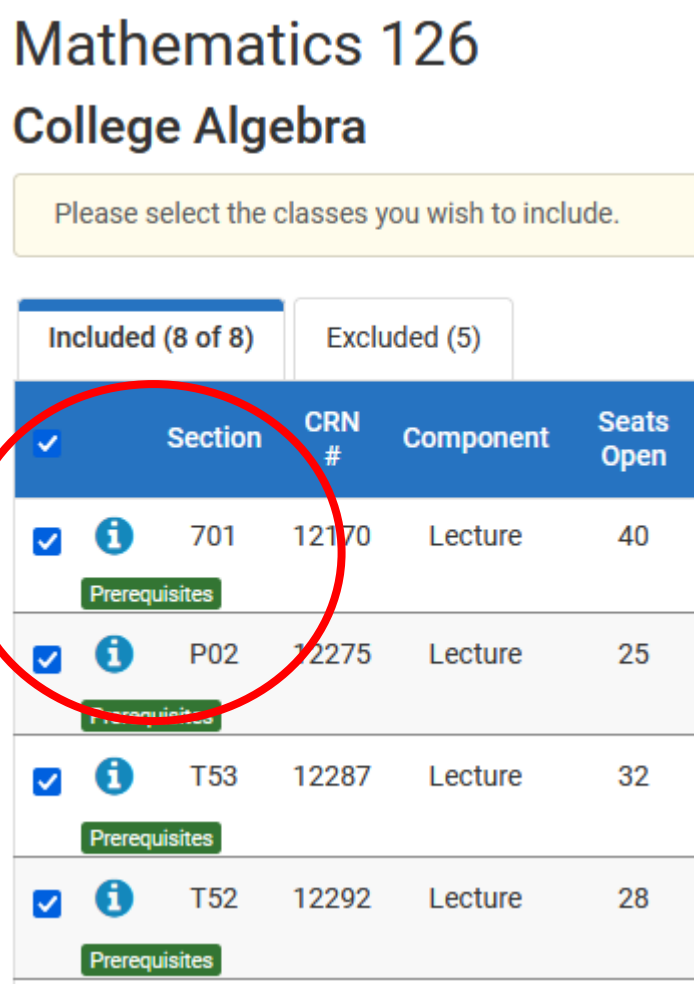


- Click ***Options***

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***

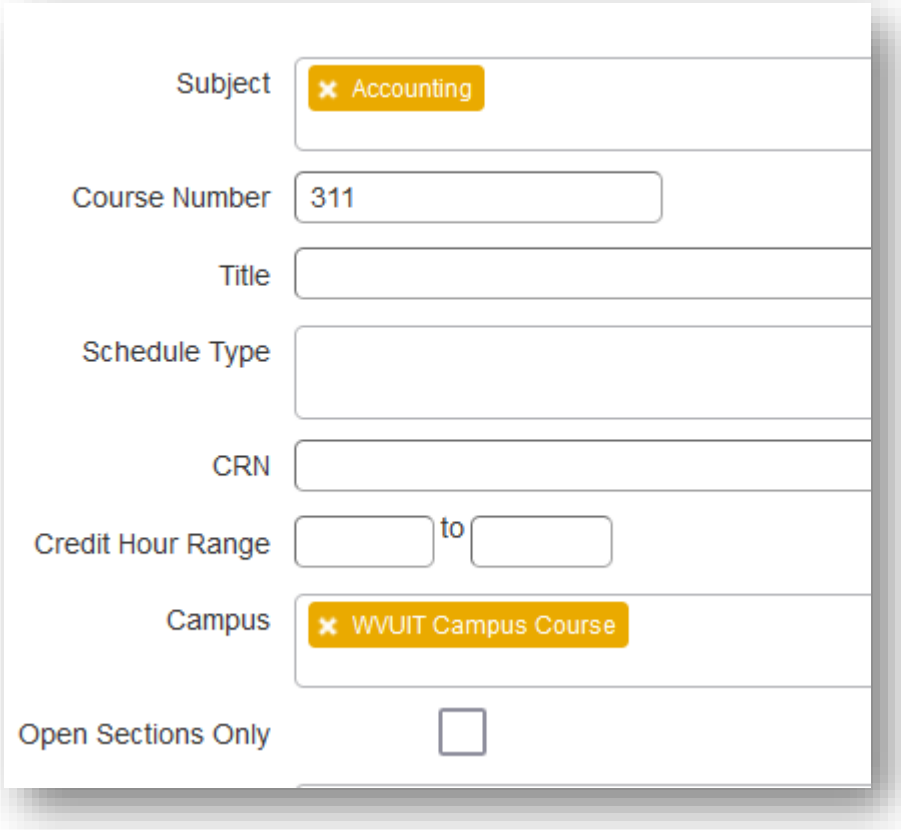


CLASSES OFFERED BY OTHER WVU CAMPUSES

- 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

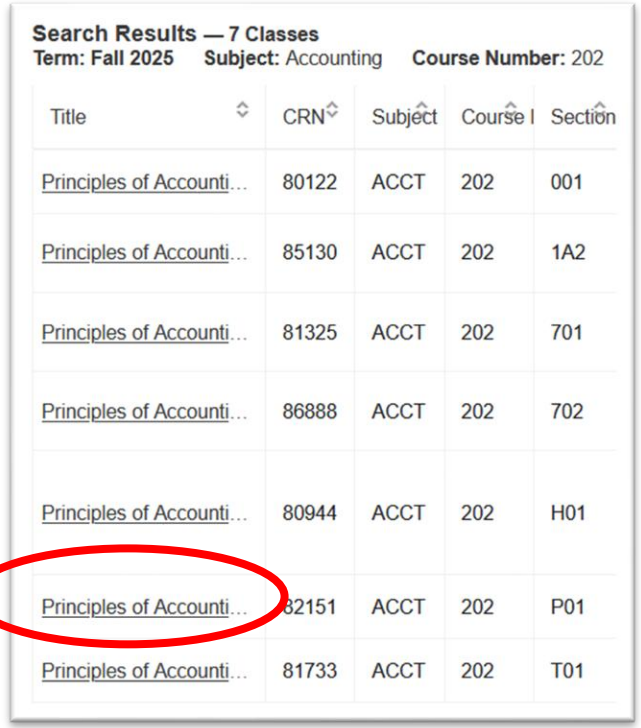
- Open a new tab
- Go to Courses.wvu.edu
- Find Spring 2027 in the drop down and select, click continue.
- Many search options:
  - ✓ Subject field
  - ✓ Enter course number or 1% for just 100 level courses
  - ✓ Pick a campus



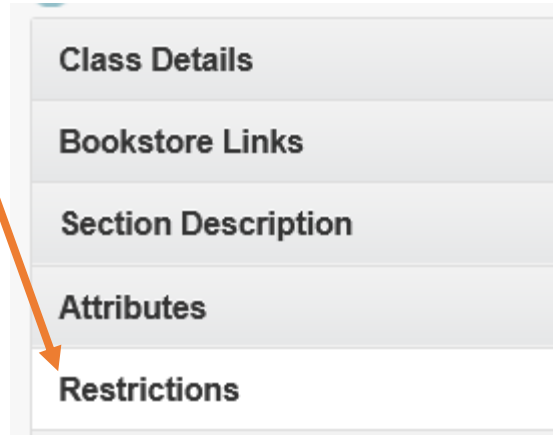
- Click ***Search*** or hit Enter

CHECK RESTRICTIONS IN SCHEDULE OF COURSES

- Click on the title of the course to view details



- Click on the Restrictions Field



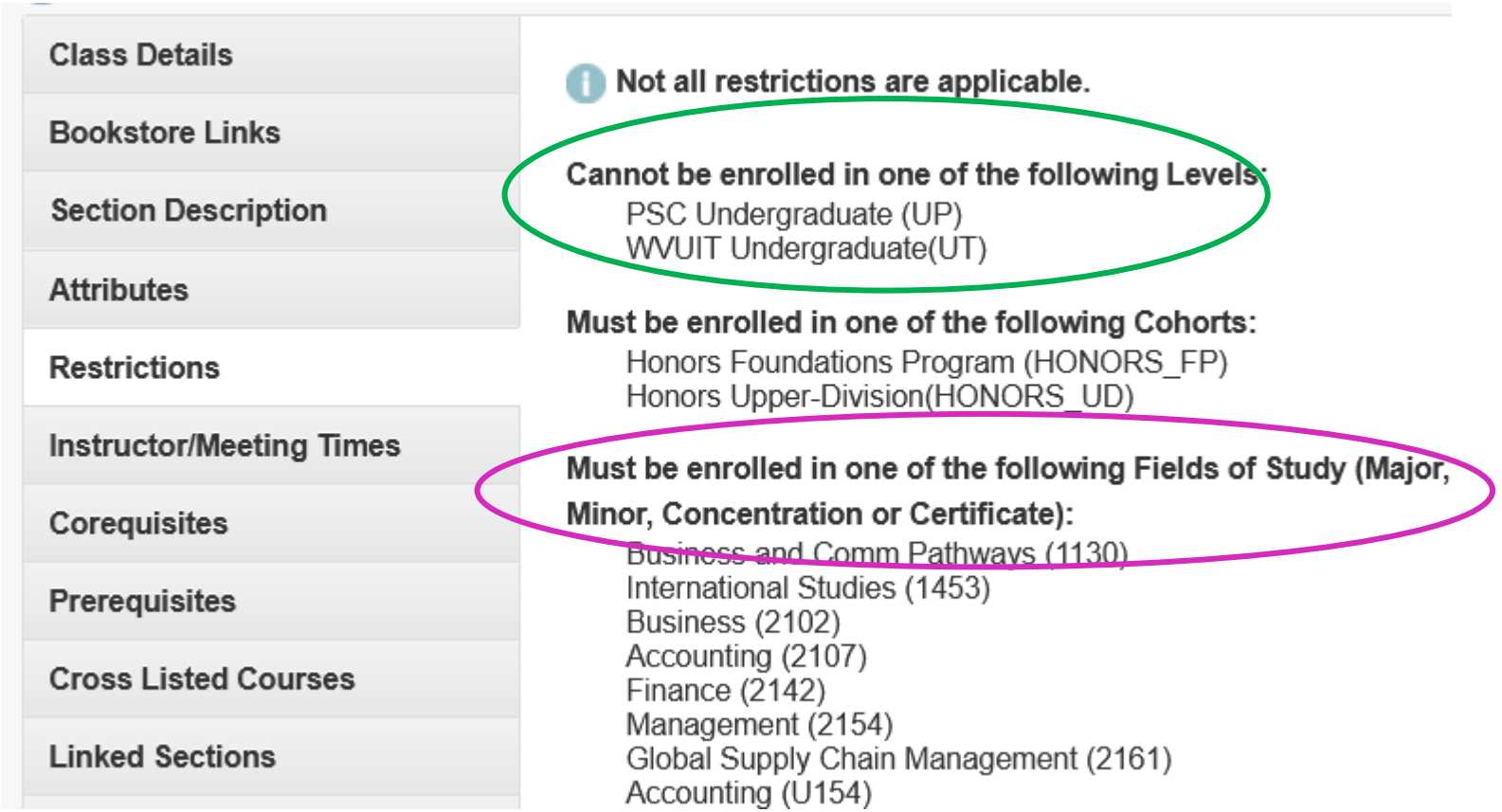
CHECK RESTRICTIONS IN SCHEDULE OF COURSES

Level restriction:

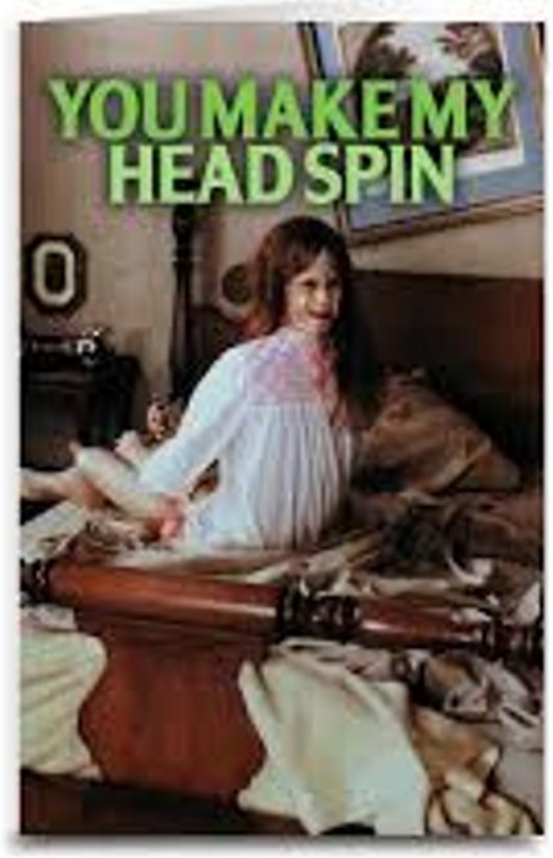
Dual campus request is required

Field of Study restrictions:

Identifies major and/or minor required



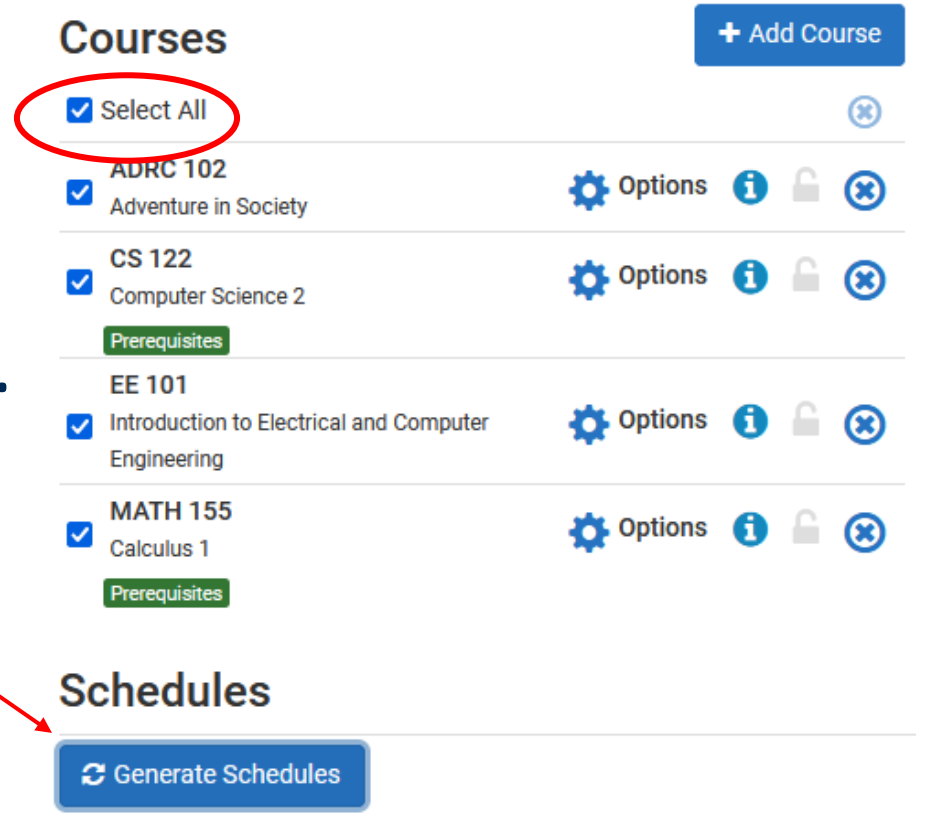
BACK TO SCHEDULE BUILDER!



GENERATE SCHEDULES

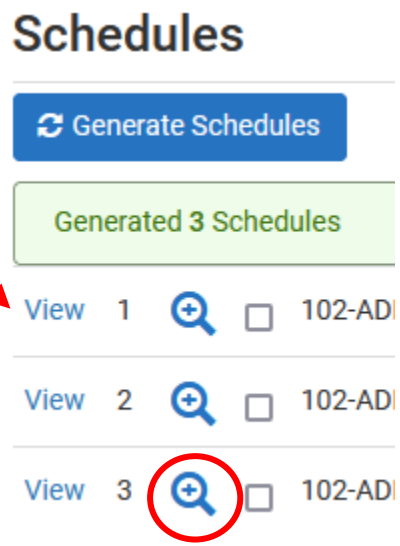
- Make sure **Select All** is checked in your list of Courses.

- Click ***Generate Schedules***.



REVIEW SCHEDULES

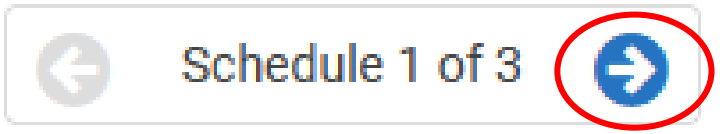
- Click ***View*** to see the schedule.



Note: Hovering above the magnifier only provides a preview.

REVIEW SCHEDULES

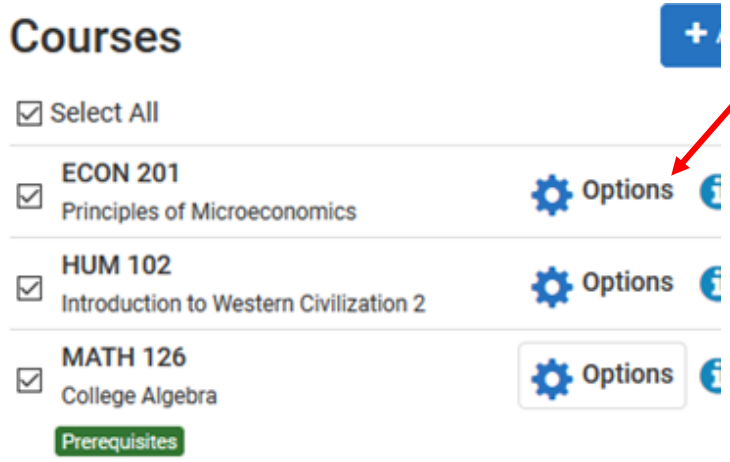
- You can now scroll through the schedule options using your keyboard ◀ ▶ arrow keys.



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

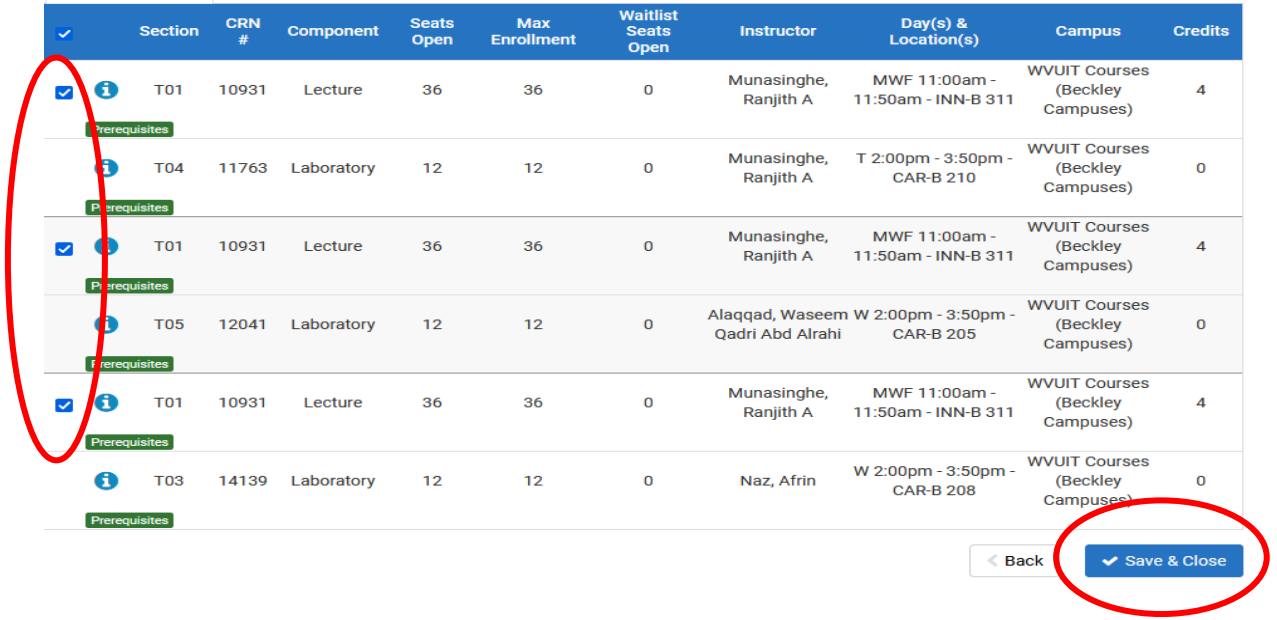
TOO MANY CHOICES?

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



NARROW DOWN YOUR OPTIONS

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



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

Prerequisites

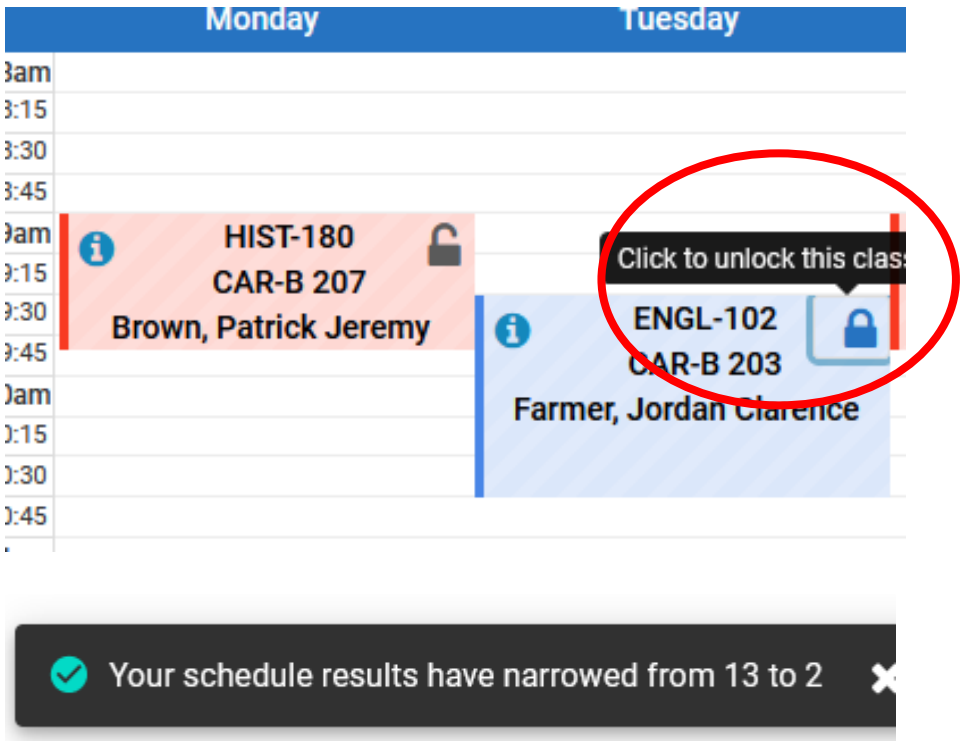
Back | Save & Close

- 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

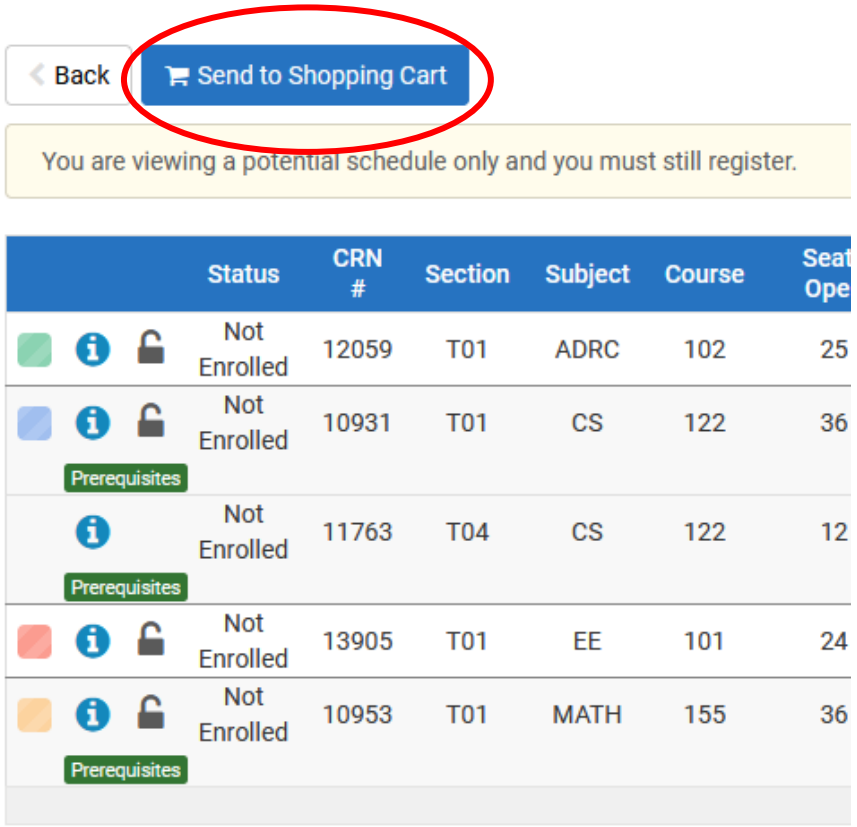
	Status	CRN #	Section	Subject	Course
	Not Enrolled	10919	T01	BIOL	112
	Not Enrolled	11749	T04	BIOL	112
Prerequisites	Not Enrolled	10974	T01	ENGL	102
	Not Enrolled	10981	T02	HIST	180
Prerequisites	Not Enrolled	10952	T03	MATH	128



SEND IT TO YOUR CART

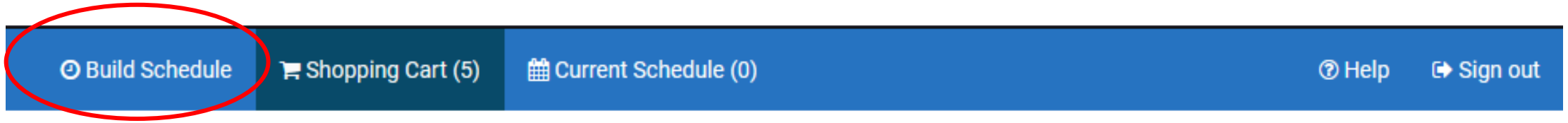
Once you have identified your preferred schedule, click

Send to Shopping Cart.



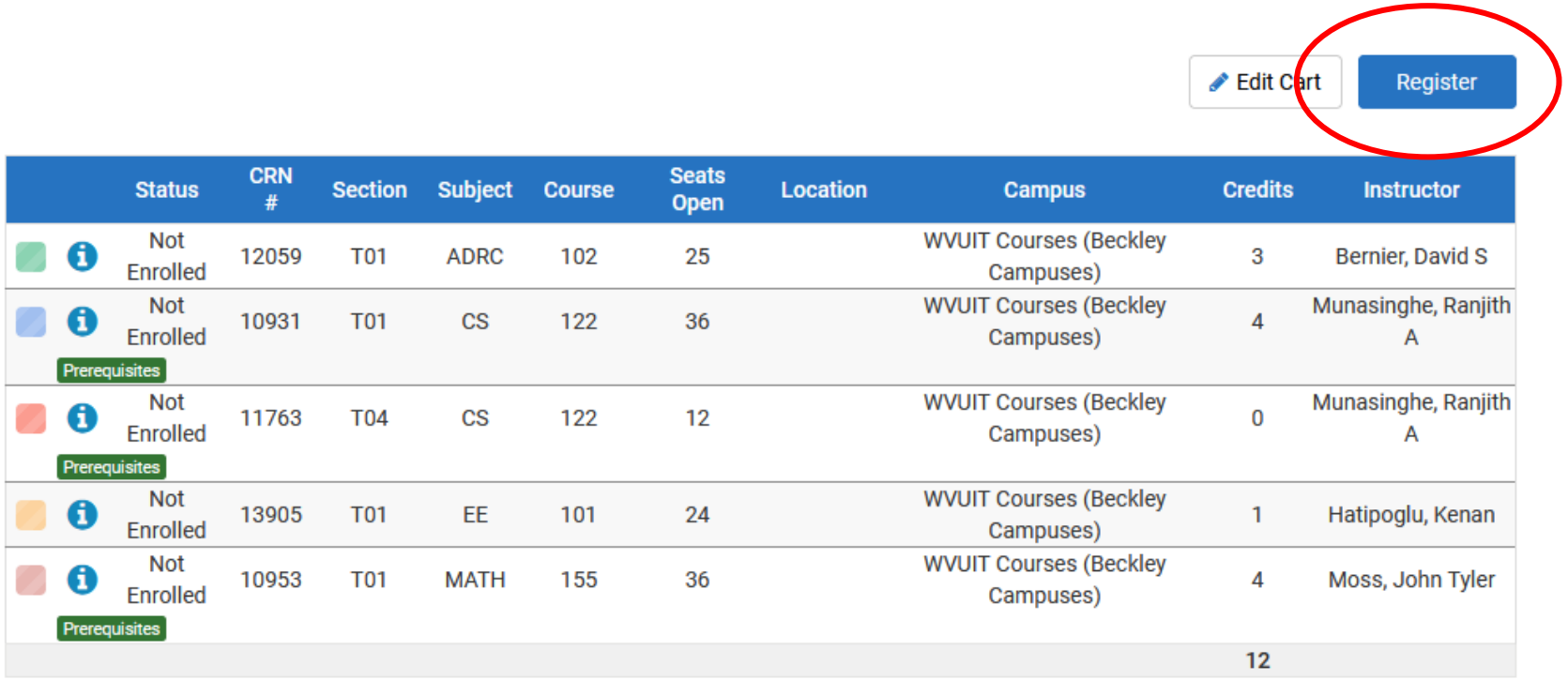
WANT TO MAKE A CHANGE?

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



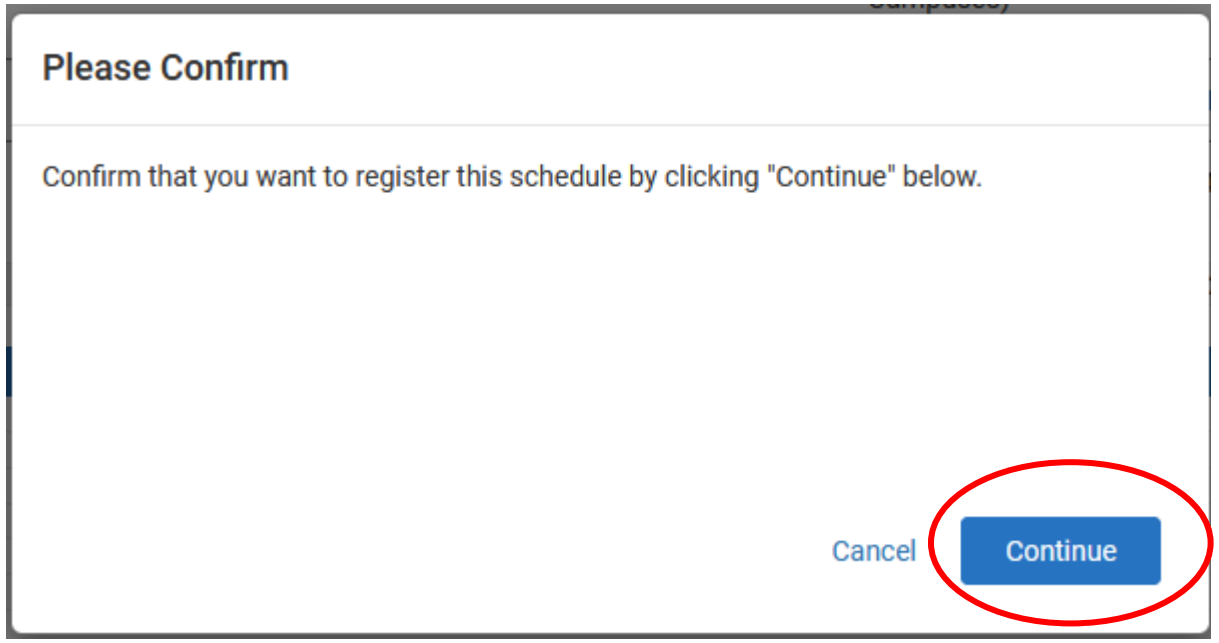
ALMOST DONE!

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
Prerequisites	Not Enrolled	10931	T01	CS	122	36		WVUIT Courses (Beckley Campuses)	4	Munasinghe, Ranjith A
Prerequisites	Not Enrolled	11763	T04	CS	122	12		WVUIT Courses (Beckley Campuses)	0	Munasinghe, Ranjith A
	Not Enrolled	13905	T01	EE	101	24		WVUIT Courses (Beckley Campuses)	1	Hatipoglu, Kenan
Prerequisites	Not Enrolled	10953	T01	MATH	155	36		WVUIT Courses (Beckley Campuses)	4	Moss, John Tyler
									12	

LAST STEP


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

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!