



LEHMAN COLLEGE

SCHEDULE BUILDER

Frequently Asked Questions

Last Updated: February 27, 2020

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What is Schedule Builder?

Schedule Builder is a tool that allows students to plan their class schedule and register for classes for the upcoming semester. With this tool, students can arrange selected courses into conflict-free timetable options, making it easier to see what available options best fits into their personal and academic lives.

How do I access Schedule Builder?

Current students must log into their CUNYfirst account with their credentials and go to their Student Center. On the Student Center landing page, under the “Academics” table click on the link “launch schedule builder” in order to access the Schedule Builder application.

Does Schedule Builder automatically enroll me in the classes I select?

No, Schedule Builder does not automatically enroll you in the classes that you have selected. To fully enroll you into the classes, you must click “GET THIS SCHEDULE” located on the bottom of the Calendar View to see the classes you have chosen and click “DO ACTIONS” to fully enroll into these classes for the upcoming term. (See above for “How do I create a schedule?”).

Can I swap classes using the Schedule Builder application?

Yes, you can swap classes in the “Select Courses” section by selecting “Drop Course” in the drop down menu under the course that you wish to drop. Make sure that you have the new course selected on your schedule before you select “Get This Schedule” The action next to the dropped class on the confirmation page will indicate that you are swapping the dropped course for the class that you are enrolling in.

What does “locking” a class do?

An advisor will “Lock” a class in order to make registration in that class mandatory as a condition for enrollment. If a course is “Locked” on a student’s schedule, the student will be unable to register for any courses without enrolling in the “Locked” class.

What if I do not have a set degree plan?

First, consult with an Academic advisor if you do not have a set degree plan. However, you are able to search and select courses manually in the “Select Courses” section.

Will I be alerted if a wait-listed class becomes available?

Yes, you will receive an email notification.

Is there a limit to what you can put in your shopping cart?

There is no limit to courses that can be added to the shopping cart. However, be mindful of your credit limitations when registering for classes.

If the system times out will I lose all the classes I added to my shopping cart?

The system will only recall registered courses or schedules that have been saved under “Favorites”. Be sure to save your preferred schedule(s) intermittently as you navigate through Schedule Builder.

Will my ePermit courses be visible in Schedule Builder?

Currently, only courses from the pilot schools will be visible in Schedule Builder at this time. Any ePermit courses taken outside the pilot schools will not be visible in Schedule Builder.

Why am I unable to enroll?

There are a few conditions that would prevent a student from enrolling in a course.

- If a class section is full then no further enrollment will be allowed
- If there are still pre-requisites or co-requisites needed to add the course
- If you attempt to enroll in courses beyond your credit limit
- If certain class sections are reserved for students in specific programs