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 to Access **Schedule Builder**

01 | Log into CUNYfirst with your credentials.

02 | Using the following CUNYfirst navigation to get to “Student Services Center” and enter the student’s EMPL ID.

    Main Menu > Campus Community > Student Services Center

03 | Once the Student Center opens, click on the “Launch Schedule Builder” link under the Academics tab.
How to Select Terms for Advisement

01 | Once the application opens, Schedule Builder’s “Welcome” page should populate with the student’s information.
Next, select the term in which you would like to advise the student. This can be done from the Schedule Builder welcome page or by using the drop-down menu.

- The Welcome page provides specific term by term information about the student. This may include holds, enrollment appointments and current enrollment status.
01 | There are four (4) methods available to search for courses when providing advisement services to your student:

- Search for classes using the course number, course name, professor name or subject name using the “Select Course” field.
- With the “Advanced Search” field, search for classes by requirement designation, course attribute and the course attribute value.
- Import the student’s “Degree Plan” from Degree Works, if there is one available.
- Select the “DegreeWorks Audit” link to see what courses your student still needs in order to fulfill their degree requirement.
a. If a student has a SEP plan attached to their record, the "Degree Plan" option allows you to import their plan for the current semester you are building.
**DegreeWorks Audit**

b. “Degreeworks Audit” allows you to select classes directly from the student’s audit.

![DegreeWorks Audit screenshot](image1)

**Advanced Search**

c. The “Advance Search” offers added flexibility when attempting to add a course.

![Advanced Search screenshot](image2)
How to Generate Schedules

01 | Once classes have been selected, Schedule Builder will generate schedules for the desired classes that have been selected. To add or remove a class from your list, check or uncheck the box, on the left, in front of the course name. The generated results will show all possible schedules available for your student.
To reduce the total number of generated schedule results for your student, set specific parameters to meet the students’ academic needs. The calendar will automatically adjust to show schedules that meet the criteria specified, reducing the total number of schedule results generated.

- Filter out closed and waitlisted classes.
- Sort schedule results based on the time of day.
- Select and/or drag on the schedule form to block out times your student cannot or prefers not to attend classes.
- Reduce schedule results by choosing the session in which your student would like to take classes in a specific term.
- Deselect class sections that don’t fit into the preselected time constraints. Hover over each class section to see where they fall on the schedule.
“Course Details” provides additional information about each course on the schedule. Click here to view the number of seats available, the class meeting patterns, class times, room numbers, and total credit units.
04 | View the course descriptions, prerequisites and class sections using the drop-down menu for each class.
How to Assign Classes to Students

01 | As an Advisor, you have the ability to “lock” selected classes. This forces your student to register for that particular class.

02 | Class sections may also be locked by selecting the padlock under section details. Classes can also be pinned to a schedule to keep that particular class constant.
How to **Generate a Range of Courses in a Subject**

If you want to recommend a range of courses to a student under a specific subject, you can do so by using the ‘@’ symbol in the Search Bar. Let us try together!

1. Type in the Subject code into the **Search Bar**.
   a. This will only work with the 3 letter Subject Code (ENG, MAT, etc.)
2. Type the first number of the range of courses you would like to pull in.
   a. For example, typing **ENG 3@** will pull all 300 level courses being offered in the term you are advising for.
   b. You can also just type the **ENG @** to pull in ALL English courses offered for that term.
Once you hit enter, this box will show up in the enrollment Cart with a drop-down list.

The student is now able to choose any course from this list to enroll into! All done in one box.
Assigning a **Recommendation** to a Student

Once a schedule has been finalized, select “**Recommend**” to create a recommendation for your student.

03 | Next, provide a title to the recommendation, and formulate a message to the student that you are advising. Select “**Save**”, which shares this recommendation with the student. Once the student logs into Schedule Builder, they will see the recommendation.
- **Permit Additional Courses**: Allows the student to add courses into their cart and remove courses from the recommendation. Students can also ignore the recommendation all together.

- **Mandatory**: Students are not able to add courses into their cart but can remove courses from the recommendation that are not locked. These recommendations cannot be ignored by the student.

- **Permit Additional Courses + Mandatory**: Students cannot ignore the recommendation but are able to add additional courses. Courses from the recommendation that are not locked can be removed.

*You can check one box, or both when creating a recommendation.*

04 | Once the recommendation is saved, the courses are now marked “Recommended”.
Advisors also have the option to recommend classes to multiple students, by inputting the student IDs. There is also the option to select students based on their **Student Groups** or uploading a **Comma-separated Values (CSV)** with the student IDs.