YOUR COURSE
YOUR SCHEDULE
YOUR CHOICE

MY SCHEDULE BUILDER: USER GUIDE

STUDENT DEVELOPMENT AND ENROLLMENT SERVICES | REGISTRAR’S OFFICE
mySchedule Builder User Guide

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Introduction:
mySchedule Builder is an application that will generate all possible schedule combinations based on your class selections, allowing you to evaluate which one will work best for you.

With mySchedule Builder you can:

- Add classes
- Build "breaks" into your schedule. For example, if you have a conflict with work on Wednesday mornings, you can input a break for that time so that classes aren't scheduled during that period.
- Schedule travel time between classes. Perhaps you'd like 20 minutes passing-time between classes. You can schedule that through mySchedule Builder's Class Padding feature.
- "Lock" a class such that it is always on your schedule and other classes are scheduled around it, given what's offered during the semester in question.
- Exclude class sections taught by instructors you don’t want.
You **cannot** do the following with mySchedule Builder:

- Determine the classes you need to enroll in. You will need to refer to your myKnight audit or consult with your academic advisor before using mySchedule Builder to decide on the classes that you need for the term.

- Enroll directly in classes from within mySchedule Builder. mySchedule Builder will help you build a schedule of classes that you will then need to import into your Shopping Cart in order to finish enrollment in your Student Center in myUCF.

If you already have classes in your Shopping Cart or weekly schedule, those classes will be included in your mySchedule Builder schedule.

**IMPORTANT!** Note that if you add classes to your shopping cart through Student Center while you have an open browser session of mySchedule Builder running, those additions will not display in mySchedule Builder. You must close the current browser session of mySchedule Builder and reopen it after you make changes in Student Center to see those updates.

The instructional sequence below begins with a student who has already looked at her degree audit and determined which courses she needs for the term.
Navigation to mySchedule Builder

1. To access mySchedule Builder, navigate to your Student Center and click the mySchedule Builder link under the Academics bar.

2. The mySchedule Builder Instructions page appears. Read the instructions, and then click the button in step #1 to access the mySchedule Builder application, which opens in a new window. You must enable pop-ups for mySchedule Builder to open. Leave the previous browser window open. You'll return to it when you have generated and chosen a schedule.
Select Default Settings

1. On mySchedule Builder’s first page, choose the **Term** in which you’d like to enroll. Click the ‘Save and Continue’ button.

![Select Term](image1)

2. On mySchedule Builder’s main page, you must set the defaults for **Course Status**, **Locations**, **Instruction Modes**, **Term** (if you want to change it) and **Sessions**.

![Main Page](image2)

**NOTE**: By default, **ALL** of the options under these items are selected, so you must manually choose only those options that apply to your specific circumstances. For example, click the **Change** button for **Locations**, and you’ll see all nineteen locations are selected. If you only want to take face-to-face classes on the main campus, you must clear the check boxes for all of the other locations. **If you’d like to take online classes, include the ‘Main Off Campus’ location.**
3. Click **Save** each time you set a default. Your chosen defaults remain in place for all subsequent mySchedule Builder sessions unless you adjust them.
Build a Schedule

Add Breaks To Your Schedule

1. First, add any breaks that you need to include in your schedule. In this example, the student has added a break on Wednesday mornings from 8:00 AM to 11:00 AM.

2. Click the Add Break button, and the scheduled block of time appears on mySchedule Builder's main page. Follow the same steps to add any additional breaks as necessary.

NOTE: Click the Edit wheel to edit the break time or the Delete X to delete the break.

TIP! If you add multiple breaks, when you generate your schedule you can experiment by checking or unchecking the box to the left of each break so you can analyze the impact on resulting schedule options.
Change Default Travel Time Between Classes
1. If you want to build in travel time between classes (keeping in mind standard class-meeting times have 10 minute breaks built into the schedule), click the Advanced Options button.

2. The Advanced Scheduling Options dialog box appears, where the Class Padding drop-down lets you select from a list of five-minute intervals between 0 and 90.

Add Courses To Your Schedule
1. Now it’s time to add classes! Click the Add Courses button to access the Add Course page.

NOTE: On the Add Course page, if you want to look for a particular type of class (for example, Honors), click the Search by Section Attribute tab and select Honors from the Attribute drop-down list.
If you want to search for a particular instructor, click the **Search by Instructor** tab and select the instructor from the **Instructor** drop-down list.

2. In this example, we're going to add four more classes to the schedule: **MAC 1105C**, **BSC 2011C**, **CGS 2100C**, and **ECO 2013**. On the **By Subject** tab, click the **Subject** drop-down arrow and choose **MAC**, then click the **Course** drop-down arrow and select **1105C**.

**NOTE:** The Course Description appears in the box below the Course Name. The description gives:

1. The name of the college and department offering the course,
2. The number of credits with a breakdown of the number of lecture and lab hours required in the course,
3. Details of pre-requisites required,
4. A description of the course,
5. Terms the course is typically offered, and,
6. Lab fees (if any).
3. Click the **Add Course** button. An alert appears confirming your selection, and the class appears under the **Desired Courses** tab at right.

4. Continue adding classes as described in steps #11 and #12 until you’ve added all the classes you want to schedule for the given semester.
Generate And View Schedules

1. When you're finished adding classes, click the ‘Back’ button to return the mySchedule Builder main page. On the main page, click the Generate Schedules button.

NOTE: The generated schedules will include the class (AMH 2010-0002) already in the student’s Shopping Cart. Like the other classes and break(s), this class can be excluded from each schedule by unchecking the box to the left of the class details.

TIP! If you want to experiment, you can check or uncheck the boxes to the left of specific courses to analyze the impact on resulting schedule options.
2. In this instance, 234 unique schedules were generated for you to choose from.
   a) Hover your mouse over the magnifying glass icon of a schedule to get a pop-up view of the weekly schedule
   b) Select up to four schedules to compare side-by-side
      a. Select the schedules by checking the checkboxes and then clicking the ‘Compare’ button
3. Click the 'View' link next to a schedule to open it up to see the weekly schedule and details of the classes.
   a) If comparing schedules, use the ‘Open #...” button to see the details.
4. **Remember** that you **must check the class details for every class** on the generated schedule. To view the details, click on the Information icon to the left of the class number in the Details section of the weekly schedule panel. You must ensure that the class isn’t an online class if you do not intend to take an online class, and you must ensure that the particular section is open to you.

- **The Section Attributes** field tells you if the class is an honors section or if the class is reserved for another student group.
- **The Location** field tells you where the class is being taught. If this were an online section, it would reflect a value of ‘Main Off Campus’.
- **Under the Notes section**, you will see if the class is reserved, or partially reserved, for a particular group of students.
Locking Classes and Filters

1. When viewing a schedule, if you see a class section that you definitely want to use in your class schedule, click the ‘lock’ icon. This will ‘pin down’ that class section and when you regenerate schedules, only schedules with that class section will be shown.
   a) You decide that you don’t want to always have that class section, you can click the ‘lock’ icon to unlock it.
2. Another way to lock a particular class section, or to choose a specific instructor, is to use the ‘Options’ icon on the mySchedule Builder main page. In this example, we’re going to look at options for MAC 1105C. Click on the ‘Options’ link next to MAC 1105C.
Next, we want to take MAC 1105C as an online class, so we’ll uncheck all of the boxes in the left column and then just select the last class, Section Number 0W58. Click the ‘Save & Close’ button and generate schedules. Now only the MAC 1105C-0W58 online class section will be included in the possible schedules.

NOTE: Advanced filters are also available.

<table>
<thead>
<tr>
<th>Class #</th>
<th>Section</th>
<th>Subject</th>
<th>Component</th>
<th>Instructor</th>
<th>Day(s) &amp; Room(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>90602</td>
<td>0001</td>
<td>MAC</td>
<td>LEC</td>
<td>Rachid Alt Maalem Lahcen</td>
<td>MW 8:30am - 9:45am - MSB 0240</td>
</tr>
<tr>
<td>90603</td>
<td>0002</td>
<td>MAC</td>
<td>LEC</td>
<td>Rachid Alt Maalem Lahcen</td>
<td>MW 10:00am - 11:15am - MSB 0240</td>
</tr>
<tr>
<td>90604</td>
<td>0003</td>
<td>MAC</td>
<td>LEC</td>
<td>Donald Porchla</td>
<td>MW 11:30am - 12:45pm - MSB 0240</td>
</tr>
<tr>
<td>90605</td>
<td>0004</td>
<td>MAC</td>
<td>LEC</td>
<td>Donald Porchla</td>
<td>MW 1:00pm - 2:15pm - MSB 0240</td>
</tr>
<tr>
<td>90701</td>
<td>0005</td>
<td>MAC</td>
<td>LEC</td>
<td>Donald Porchla</td>
<td>MW 2:30pm - 3:45pm - MSB 0240</td>
</tr>
<tr>
<td>91418</td>
<td>0006</td>
<td>MAC</td>
<td>LEC</td>
<td>TTh 2:30pm - 3:45pm MSB 0240</td>
<td></td>
</tr>
<tr>
<td>89982</td>
<td>0301</td>
<td>MAC</td>
<td>LEC</td>
<td>TTh 10:00am - 10:50am BA2 0207</td>
<td></td>
</tr>
<tr>
<td>90175</td>
<td>0302</td>
<td>MAC</td>
<td>LEC</td>
<td>TTh 12:00pm - 12:50pm BA2 0207</td>
<td></td>
</tr>
<tr>
<td>90176</td>
<td>0303</td>
<td>MAC</td>
<td>LEC</td>
<td>TTh 1:00pm - 1:50pm BA2 0207</td>
<td></td>
</tr>
<tr>
<td>90356</td>
<td>0304</td>
<td>MAC</td>
<td>LEC</td>
<td>TTh 9:30am - 10:20am Eng1 0102</td>
<td></td>
</tr>
<tr>
<td>90264</td>
<td>0601</td>
<td>MAC</td>
<td>LEC</td>
<td>MWF 9:30am - 10:20am MSB 0121</td>
<td></td>
</tr>
<tr>
<td>90496</td>
<td>0602</td>
<td>MAC</td>
<td>LEC</td>
<td>MWF 9:30am - 10:20am MSB 0121</td>
<td></td>
</tr>
<tr>
<td>90395</td>
<td>0W58</td>
<td>MAC</td>
<td>LEC</td>
<td>Tammy Muhls</td>
<td>MW 8:30am - 9:45am MSB 0240</td>
</tr>
</tbody>
</table>
Saving Favorite Schedules

1. You may see a schedule you like, but you want to save it and keep on looking at other schedules. Use the ‘Favorites’ icon (heart) at the top of the schedule details page to name and save the schedule. You’ll be able to look at other schedules and come back to the saved schedule.
Send Selected Schedule To Your Shopping Cart
1. When you identify the schedule you want to add to your shopping cart, open it to view the details and click the ‘Send to Shopping Cart’ button.

2. A confirmation message appears. Click OK.

3. Follow the instructions on the "Thank You" page. If you left the window open from Step #2, return to it and click the Course Enrollment button in step #3.
4. When the Student Center **Add Classes** page appears, click the **import cart** button.

---

**Add Classes**

1. **Select classes to add**

   To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

   You have a schedule pending from mySchedule Builder. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

   ![Import Cart button](image)

   Click **Import Cart** to continue with registration.

---

<table>
<thead>
<tr>
<th>Class</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH</td>
<td>TuTh 12:00PM - 1:15PM</td>
<td>VAB 0132</td>
<td>J. Sacher</td>
<td>3.00</td>
<td>Green</td>
</tr>
</tbody>
</table>

---

**Add to Cart:**

- **Enter Class Nbr**
  - Enter class number
  - Enter

- **Find Classes**
  - **Class Search**
  - **My Requirements**

---

**Fall 2017 Shopping Cart**

- **Delete**
- **Class**
- **Days/Times**
- **Room**
- **Instructor**
- **Units**
- **Status**

---

**Fall 2017 | Undergraduate | University of Central Florida**

- **change term**

---

**Open** | **Closed** | **Wait List**

---

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5. Click **Next** until all of the classes from mySchedule Builder have been added to the Shopping Cart.
1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Cart Import from complete. Add more classes or click Proceed to Step 2 to continue processing your enrollment.

### Fall 2017 Shopping Cart

<table>
<thead>
<tr>
<th>Delete</th>
<th>Class</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>AMH</td>
<td>TuTh</td>
<td>VAB</td>
<td>0132</td>
<td>J. Sacher</td>
<td>3.00</td>
</tr>
<tr>
<td>01</td>
<td>AMH</td>
<td>1010-0002</td>
<td>TuTh</td>
<td>12:00PM -</td>
<td>VAB</td>
<td>J. Sacher</td>
</tr>
<tr>
<td>01</td>
<td>AMH</td>
<td>(80435)</td>
<td>1:15PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>BSC</td>
<td>MoWeFr</td>
<td>CB2</td>
<td>0101</td>
<td>G. Klowden</td>
<td>4.00</td>
</tr>
<tr>
<td>01</td>
<td>BSC</td>
<td>2011-C-0001</td>
<td>MoWeFr</td>
<td>2:30PM -</td>
<td>CB2</td>
<td>G. Klowden</td>
</tr>
<tr>
<td>01</td>
<td>BSC</td>
<td>(87552)</td>
<td>3:20PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>BSC</td>
<td>2011-C-0023</td>
<td>Tu</td>
<td>2:00PM -</td>
<td>BIO</td>
<td>K. Yeargain</td>
</tr>
<tr>
<td>01</td>
<td>BSC</td>
<td>(90449)</td>
<td>3:50PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>CGS</td>
<td>We 6:00PM-7:50PM</td>
<td>CB2</td>
<td>0106</td>
<td>S. Freund, J. Lazar</td>
<td>3.00</td>
</tr>
<tr>
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<td>CGS</td>
<td>2100-C-0004</td>
<td>We 6:00PM-7:50PM</td>
<td>CB2</td>
<td>0106</td>
<td>S. Freund, J. Lazar</td>
</tr>
<tr>
<td>01</td>
<td>CGS</td>
<td>(83320)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>CGS</td>
<td>2100-C-0042</td>
<td>Th 2:30PM-3:20PM</td>
<td>ENG1</td>
<td>0187</td>
<td>Staff</td>
</tr>
<tr>
<td>01</td>
<td>CGS</td>
<td>(85158)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>ECO</td>
<td>MoWe</td>
<td>BA1</td>
<td>0206</td>
<td>N. Underwood-Caputo</td>
<td>3.00</td>
</tr>
<tr>
<td>01</td>
<td>ECO</td>
<td>2013-H-0213</td>
<td>MoWe</td>
<td>12:00PM -</td>
<td>BA1</td>
<td>N. Underwood-Caputo</td>
</tr>
<tr>
<td>01</td>
<td>ECO</td>
<td>(83398)</td>
<td>1:15PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>MAC</td>
<td>MoWe</td>
<td>MSB</td>
<td>0240</td>
<td>Staff</td>
<td>3.00</td>
</tr>
<tr>
<td>01</td>
<td>MAC</td>
<td>1105-C-0002</td>
<td>MoWe</td>
<td>10:00AM -</td>
<td>MSB</td>
<td>Staff</td>
</tr>
<tr>
<td>01</td>
<td>MAC</td>
<td>(90603)</td>
<td>11:15AM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PROCEED TO STEP 2 OF 3
Finish The Enrollment Process

1. Click **Proceed to Step 2 of 3** to continue the enrollment process.

---

### Add Classes

#### 2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

**Fall 2017 | Undergraduate | University of Central Florida**

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH 2010-0002 (80435)</td>
<td>U.S. HISTORY: 1492-1877 (Lecture)</td>
<td>TuTh 12:00PM - 1:15PM</td>
<td>VAB 0132</td>
<td>J. Sacher</td>
<td>3.00</td>
<td><img src="open.png" alt="Open" /></td>
</tr>
<tr>
<td>BSC 2011C-0001 (87652)</td>
<td>BIOLOGY II (Lecture)</td>
<td>MoWeFr 2:30PM - 3:20PM</td>
<td>CB2 O101</td>
<td>G. Klowden</td>
<td>4.00</td>
<td><img src="wait_list.png" alt="Wait List" /></td>
</tr>
<tr>
<td>BSC 2011C-0023 (90449)</td>
<td>BIOLOGY II (Laboratory)</td>
<td>Tu 2:00PM - 3:50PM</td>
<td>BIO O205</td>
<td>K. Yeargain</td>
<td><img src="open.png" alt="Open" /></td>
<td></td>
</tr>
<tr>
<td>CGS 2100C-0004 (83920)</td>
<td>COMPUTER FUND FOR BUSINESS (Lecture)</td>
<td>We 6:00PM - 7:50PM</td>
<td>CB2 O106</td>
<td>S. Freund, J. Lazar</td>
<td>3.00</td>
<td><img src="open.png" alt="Open" /></td>
</tr>
<tr>
<td>CGS 2100C-0042 (85158)</td>
<td>COMPUTER FUND FOR BUSINESS (Laboratory)</td>
<td>Th 2:30PM - 3:20PM</td>
<td>ENG1 O187</td>
<td>Staff</td>
<td><img src="open.png" alt="Open" /></td>
<td></td>
</tr>
<tr>
<td>ECO 2013H-0213 (83098)</td>
<td>HONORS PRIN OF MACROECONOMICS (Lecture)</td>
<td>MoWe 12:00PM - 1:15PM</td>
<td>BA1 O206</td>
<td>N. Underwood-Caputo</td>
<td>3.00</td>
<td><img src="wait_list.png" alt="Wait List" /></td>
</tr>
<tr>
<td>MAC 1105C-0002 (90603)</td>
<td>COLLEGE ALGEBRA (Lecture)</td>
<td>MoWe 10:00AM - 11:15AM</td>
<td>MSB 0240</td>
<td>Staff</td>
<td>3.00</td>
<td><img src="open.png" alt="Open" /></td>
</tr>
</tbody>
</table>
2. Click **Finish Enrolling** to complete the process.

![Add Classes]

3. **View results**

View the following status report for enrollment confirmations and errors:

2016 Spring | Undergraduate | Florida State University

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2086</td>
<td><strong>Success</strong>: This class has been added to your schedule.</td>
<td>✔</td>
</tr>
<tr>
<td>CGS 2100</td>
<td><strong>Success</strong>: This class has been added to your schedule.</td>
<td>✔</td>
</tr>
<tr>
<td>ECO 2013</td>
<td><strong>Message</strong>: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.</td>
<td>✔</td>
</tr>
<tr>
<td>MAC 1105</td>
<td><strong>Message</strong>: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.</td>
<td>✔</td>
</tr>
<tr>
<td>REL 1300</td>
<td><strong>Message</strong>: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.</td>
<td>✔</td>
</tr>
</tbody>
</table>

![MAKE A PAYMENT | MY CLASS SCHEDULE | ADD ANOTHER CLASS]

**Congratulations!** You've just built a customized academic schedule with mySchedule Builder.