



# ScheduleBuilder

## How to Guide for Students

Last Updated 4/21/2022. This is a modified version of the Student Guide found [here](#).



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## What is Schedule Builder?

Schedule Builder is a visual tool designed for students to explore, plan and build their class schedule for the upcoming semester.

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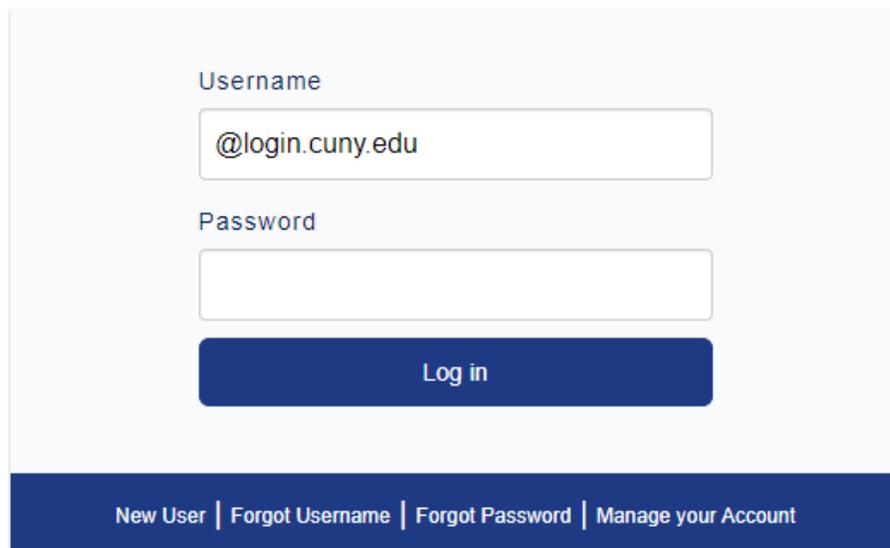
# How to Access Schedule Builder

- 01 Go to the following link into your browser: [home.cunyfirst.cuny.edu](http://home.cunyfirst.cuny.edu)
- 02 Log into CUNYFirst using your credentials and proceed to **Student Center**.

## CUNY Login

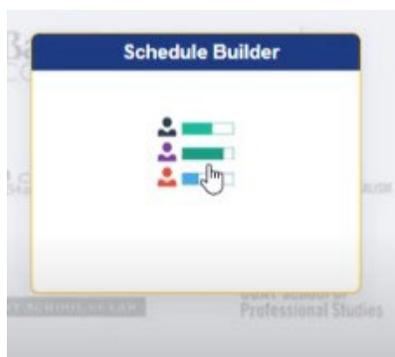
Log in with your [CUNY Login credentials](#)

If you do not have a CUNYfirst account, see the [FAQs](#).



A screenshot of the CUNY Login page. It features a light blue background with a white login form. The form has two input fields: 'Username' and 'Password'. The 'Username' field contains the text '@login.cuny.edu'. Below the password field is a dark blue 'Log in' button. At the bottom of the page, there is a dark blue navigation bar with white text links: 'New User | Forgot Username | Forgot Password | Manage your Account'.

- 03 Click the **Schedule Builder** tile to access the application. \*Be sure to allow pop-ups in browser



# How to Use Schedule Builder

- 01 Once the application opens, select the term in which you would like to search for classes. **Scroll Down to Find the Upcoming Terms.**

## WELCOME

This software will help you find an optimal schedule for the student you are advising.

Select a Term you wish to Enroll for:

### 2022 Spring

#### Graduate

##### Open Enrollment Dates:

Seven Week - Second Session May 14, 2022  
Four Week - Third Session Apr 25, 2022  
Seven Week - First Session Mar 18, 2022  
Four Week - Fourth Session May 23, 2022  
Four Week - First Session Feb 28, 2022  
Four Week - Second Session Mar 28, 2022  
Regular Academic Session May 25, 2022  
Winter Session Jan 25, 2022  
Six Week - Second Session Apr 25, 2022  
Six Week - First Session Mar 7, 2022

##### Enrollment Appointment:

Regular Academic Session Oct 14, 2021 4:00pm to Feb 3, 2022 11:59pm

#### Undergraduate

##### Open Enrollment Dates:

Less Than 3 Week Session Jan 28, 2022  
Winter Session Jan 25, 2022  
Regular Academic Session May 1, 2022  
Seven Week - Second Session May 14, 2022

### 2022 Summer

#### Graduate

##### Open Enrollment Dates:

Six Week - First Session Jul 11, 2022  
Six Week - Second Session Aug 22, 2022

- 02 By default, your home college is pre-selected. Next, choose your preferred instruction mode for your classes. Once finished, you can begin to search for classes.

## SELECT COURSES

Colleges: School of Professional Studies × (1/26) [Select...](#)

Instruction Modes: Online × (1/3) [Select...](#)

In Person  Online

Hybrid

[SELECT ALL](#) [SELECT NONE](#) [CLOSE](#)

Begin typing a course code or name that you would like to take.

Example: **ACCT 230**, or **BIO 201**

Select Course... [Advanced Search](#) 

Import My DegreeWorks: **WORKSHEET**

# How to Search

- 01 In the **Select Course** field, type the course number, subject name, title or instructor's name.

The screenshot shows a 'SELECT COURSES' interface. At the top, there is a dark blue header with the text 'SELECT COURSES' and a back arrow icon. Below the header, there are filter sections: 'Colleges:' with a dropdown menu showing 'School of Professional Studies' and '(1/26) Select...'; 'Instruction Modes:' with a dropdown menu showing 'Online' and '(1/3) Select...'. Under 'Instruction Modes', there are three radio button options: 'In Person' (unselected), 'Online' (selected), and 'Hybrid' (unselected). Below the filters are three buttons: 'SELECT ALL', 'SELECT NONE', and 'CLOSE'. A yellow callout box contains the text: 'Begin typing a course code or name that you would like to take. Example: ACCT 230, or BIO 201'. Below the callout is a search input field labeled 'Select Course' containing the text 'BUS 305'. To the right of the input field is an 'Advanced Search' button with a magnifying glass icon. Below the input field is a dropdown list of search results: 'BUS 200 Introduction to Business', 'BUS 210 Business Mathematics', 'BUS 301 Managerial Economics', and 'BUS 305' (highlighted in grey). A vertical scrollbar is visible on the right side of the dropdown list.

- 02** Use the Advanced Search feature for more search options. Easily search for classes by making or combining selections to adjust your search criteria, such as your academic career, course attribute or preferred session. Students can save money by selecting **Zero Textbook Cost** as a course attribute.

**Advanced Course Search**

Courses available online only

Selected colleges only(1)

Academic Career: Undergraduate ▾

Course Subject: ▾

Course Attribute: College Option ▾

Course Attribute Value: ▾

Requirement Designation: ▾

Session: Seven Week - Fir

Keywords: Class Number,

**SEARCH**

**Advanced Course Search**

Courses available online only

Selected colleges only(1)

Academic Career: Undergraduate ▾

Course Subject: ▾

Course Attribute: ZERO Textbook Cost ▾

Course Attribute Value: ▾

Requirement Designation: ▾

Session: Regular Academic Session ▾

Keywords: Class Number, Title, Instr

**SEARCH**

- COM 110**  
Digital Literacy
- COM 210**  
Writing at Work
- ENG 350**  
Advanced Composition
- PLA 300**  
Portfolio Development for Prior Learning Assessment
- QUAN 201**  
Quantitative Reasoning and Society

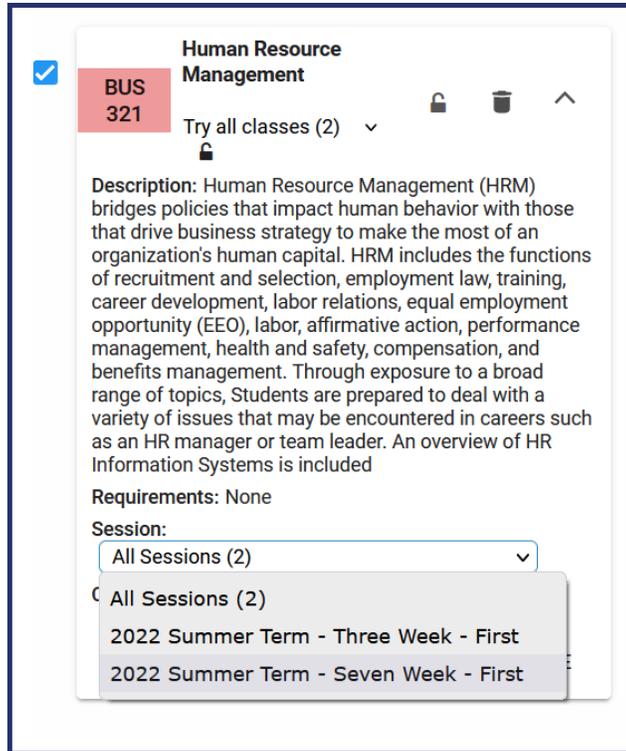
- AMER 200**  
American History
- ANTH 101**  
Introduction to Cultural Anthropology
- ART 201**  
Arts and Civilization: Pre-history through the Middle Ages
- ART 202**  
Arts and Civilization: Renaissance through the 21st Century
- AST 101**  
Introduction to Astronomy

View selected only

## How to Search for Classes Based on Session

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- 01 For semesters with multiple sessions, select the session dropdown menu to pick the session in which you'd like to search for classes. If a course is not available for multiple sessions within a term, you will not see this option available.



## How to Find Textbook Information

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- 01 Visit our [online bookstore](#) by logging in with your CUNYFirst credentials. These instructions will be updated as more information becomes available.

# How to Add Courses from DegreeWorks Using Worksheet

01 To import courses still needed to fulfill degree requirements, select **Worksheet**.

Worksheet

SUMMARY      AUDIT      STILL NEEDED

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**Legend**

<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	<b>TR/CR</b> Transfer Class	<b>IP</b> In Progress
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	<b>@</b> Any course number	

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**Degree in Bachelor of Science**      Year: 2021-2022U    Credits Required: 120  
CUM GPA: 0.000    Credits Applied: 75

**Unmet conditions for this set of requirements:**  
120 credits are required. You currently have 75, you still need 45 more credits.  
A minimum of 15 credits must be taken in residence. You currently have 3.

[Click here to learn about Credit for Prior Learning options to complete degree requirements](#)

- 120 credits are required
- Your GPA is below 2.0 - please see an advisor
- College Option Requirements ▾
- Major Requirements ▾

Disclaimer: This DegreeWorks Audit is not real-time and may not be up to date.

**CLOSE**

**02** Students can view a summary of their degree audit or may select the **Still Needed** tab to view courses necessary to fulfill degree requirements. From here, students are able to select classes that will automatically add to their course list.

The screenshot shows a 'Worksheet' interface with three tabs: 'SUMMARY', 'AUDIT', and 'STILL NEEDED'. The 'STILL NEEDED' tab is active and highlighted with a red box. Below the tabs, there is a section titled 'COLLEGE OPTION - 6 CREDITS REQUIRED'. Underneath, there is a sub-section 'First College Option Required' with an upward arrow. Below this, it says 'Still Needed: 3 Credits in'. A list of courses is shown, each with a 'SELECT' button: COM 110, COM 210, ENG 350, PHIL 110, PLA 300, and QUAN 201. A red box highlights these 'SELECT' buttons. Below the list is a section 'Second College Option Required' with a downward arrow. At the bottom of the worksheet, there is a disclaimer: 'Disclaimer: This DegreeWorks Audit is not real-time and may not be up to date.' and a 'CLOSE' button.

**\*Note: Elective Classes Allowed will NOT appear as "Still Needed".**  
Proceed to the Audit tab & calculate the number of Elective Classes Allowed that you need.

The screenshot shows a 'Worksheet' interface with three tabs: 'SUMMARY', 'AUDIT', and 'STILL NEEDED'. The 'AUDIT' tab is active and highlighted with a red box. Below the tabs, there is a section titled 'Major in Business' with a red box around it. To the right of this section, it says 'Year: 2021-2022U Credits Required: 60' and 'GPA: 0.000 Credits Applied: 42'. Below this, it says 'Unmet conditions for this set of requirements: 18 Credits needed'. There are several conditions listed, some with checkboxes: 'Required Courses', 'Business Math', 'Accounting Fundamentals' (checked), and 'Foundations of Business Statistics'. Below the conditions, there is a section 'Elective classes allowed ; 54 Credits allowed' with a red box around it. To the right of this section, it says 'Credits Applied: 33' and 'Classes Applied: 11'. A red arrow points from the 'Elective classes allowed' section to the 'STILL NEEDED' tab. Below the 'Elective classes allowed' section, there is a list of courses: BUS 200, Introduction to Business, A, 3, Spring 2022U.

- 03** Schedule Builder will generate schedules for the desired course(s) that have been selected. To add or remove a course from your list, check or uncheck the box, on the left, in front of the course name. Your generated results will show all possible schedules for the classes you have selected.

The screenshot displays the 'SELECT COURSES' interface. At the top, it shows 'Colleges: School of Professional Studies (1/26) Select...' and 'Instruction Modes: All Select...'. Below this is a search bar labeled 'Select Course...' with an 'Advanced Search' icon. The 'Import My DegreeWorks' section is set to 'WORKSHEET'. A list of courses is shown:

- COM 110 Digital Literacy** Try all classes (9) [lock icon] [trash icon] [dropdown icon]
- COM 210 Writing at Work** Try all classes (8) [lock icon] [trash icon] [dropdown icon]
- BUS 210 Business Mathematics** Try all classes (2) [lock icon] [trash icon] [dropdown icon]

The detailed view for 'COM 110 Digital Literacy' is expanded, showing:

- COM 110 Digital Literacy** Try specific classes (1/9) [lock icon] [trash icon] [up arrow icon]
- Description:** Exploring new communication technologies and their impact on contemporary understandings of identity and community to discover what it means to inquire, to communicate, to collaborate, and to research online
- Requirements:** None
- Classes:**
  - 22531-LEC [lock icon]  22970-LEC [lock icon]  22973-LEC [lock icon]
  - 22975-LEC [lock icon]  22977-LEC [lock icon]  22979-LEC [lock icon]
  - 22981-LEC [lock icon]  22982-LEC [lock icon]  22983-LEC [lock icon]
- SELECT ALL** **SELECT NONE**
- Course Attributes:** College Option

Below the detailed view, the 'COM 210 Writing at Work' course is partially visible with an unchecked checkbox.

04 Open **Class Details** to see specific class information, such as meeting time, location, instructor, course attributes, and the number of available seats in a class.

**SCHEDULE**

Class Details  TIPS Sort by: Sel...

RESU  
1 OF

**COM 110** 2022 Fall Term: Aug 25 - Dec 21  
Digital Literacy Regular Academic Session

**LEC 003** School of Professional Studies  
22531 Online  
Seats: 1/25 Online-Asynchronous  
Wait List: None Staff  
Recommendations: 0 : 0 3.0/3.0 Progress Units  
Course Attributes: ZERO Textbook Cost; College Option

**BUS 210** 2022 Fall Term: Aug 25 - Dec 21  
Business Mathematics Regular Academic Session

**LEC 002** School of Professional Studies  
22849 Online  
Seats: 7/25 Online-Asynchronous  
Wait List: None Staff  
Recommendations: 0 : 0 3.0/3.0 Progress Units  
Course Attributes: ZERO Textbook Cost  
Prereq: MATH 102 OR MATH 215

Classes that are asynchronous will not appear on the calendar grid. 'This schedule includes online classes' will display across the calendar grid to alert you of this change.

**SCHEDULE RESULTS**

Class Details  <sup>6</sup> TIPS Sort by: Select... FILTERS

RESULT  
1 OF 1

	Mon Aug 29	Tue Aug 30	Wed Aug 31	Thu Sep 1	Fri Sep 2
10 am					No Classes
11 am					
12 pm					
1 pm					
2 pm					
<i>i</i> This schedule includes online classes					
August 28 - September 3, 2022					
	Aug	Sep	Oct	Nov	Dec
		Special Topics in Business (online)			
		Principles of Marketing (online)			

# How to Enroll for Classes

- 01 If you are ready to enroll, and you've found a schedule that you like, select **Get This Schedule**. Be sure that your actions are all set to **Enroll**, then click on **Do Action**.

The screenshot shows the 'Getting Schedule' interface with two classes listed. Each class has an 'Enroll' action and 'None' options. The 'Result' column is empty for both.

Class	Action	Options	Result
<b>NURS 350</b> 2022 Summer Term: May 31 - Jul 18 Seven Week - First Principles of Nursing Research School of Professional Studies Online LEC 003 6887 Seats: 0/20 Wait List: None Recommendations: 0 : C Prerequisite: MATH 215	Enroll	None	
<b>NURS 461</b> 2022 Summer Term: May 31 - Jul 18 Seven Week - First Global Health and Policy Issues: A Nursing Perspective School of Professional Studies Online LEC 003 6890 Seats: 13/20 Wait List: None Recommendations: 0 : C NURS 303	Enroll	None	

Buttons: CANCEL, DO ACTIONS

- 02 Upon enrolling, you should see the word **Success** in the **Results** column. If not, try to resolve the issue in the displayed message or contact an Academic Advisor.

The screenshot shows the 'Getting Schedule' interface with two classes listed. Each class has an 'Enroll' action and 'None' options. The 'Result' column shows 'Failed' for both classes, with a message: 'You have a hold on your record. The hold on your record must be removed before this transaction can be processed.'

Class	Action	Options	Result
<b>NURS 350</b> 2022 Summer Term: May 31 - Jul 18 Seven Week - First Principles of Nursing Research School of Professional Studies Online LEC 003 6887 Seats: 0/20 Wait List: None Recommendations: 0 : 0 Prerequisite: MATH 215	Enroll	None	Failed You have a hold on your record. The hold on your record must be removed before this transaction can be processed.
<b>NURS 461</b> 2022 Summer Term: May 31 - Jul 18 Seven Week - First Global Health and Policy Issues: A Nursing Perspective School of Professional Studies Online LEC 003 6890 Seats: 13/20 Wait List: None Recommendations: 0 : 0 NURS 303	Enroll	None	Failed You have a hold on your record. The hold on your record must be removed before this transaction can be processed.

Buttons: RETURN TO 'SELECT COURSES'

Click this button to view the latest state of your courses.

# How to Adjust your Schedule after Enrolling

## How to Drop a Class

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- 01 To drop a class, select the trash can to the right of each course you plan to drop.

The screenshot shows a web interface titled "SELECT COURSES" with a back arrow in the top right. Below the title, there are filters for "Colleges: School of Professional Studies x (1/26) Select..." and "Instruction Modes: All Select...". A search bar contains "Select Course..." and "Advanced Search" with a magnifying glass icon. Below the search bar, it says "Import My DegreeWorks: WORKSHEET". There are two course entries, each with a checkbox on the left and a trash can icon on the right. The first course is "ORGD 341 Organizational Behavior and Change" with a blue "Enrolled" tag and a "Drop Course" dropdown menu. The second course is "BUS 331 Global Business" with a blue "Enrolled" tag and a "Drop Course" dropdown menu. Both courses have a red warning message: "⚠ You have not finished dropping this course."

- 02 Select **Get This Schedule**. Beside each course you plan to drop, the word **Drop** should be in the Action column.
- 03 Results will show that the course is removed from your schedule.

# How to Swap a Course

## 01 Select the trash can beside the course you would like to drop.

Colleges: School of Professional Studies (1/26) Select...  
 Instruction Modes: All Select...  
 Select Course... Advanced Search  
 Import My DegreeWorks: WORKSHEET

- ORGD 341** Organizational Behavior and Change **Enrolled** [Trash Icon] [Dropdown]
- BUS 331** Global Business **Enrolled** [Trash Icon] [Dropdown]  
 Drop Course [Dropdown] [Lock Icon]  
 ⚠ You have not finished dropping this course.
- ECO 201** Microeconomics [Trash Icon] [Dropdown]  
 Try all classes (2) [Dropdown] [Lock Icon]

Class Details [Toggle] TIPS Sort by: Sel  
 RESI 1 OI

**ORGD 341** Organizational Behavior and Change 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session

- LEC 001** 22434 **Enrolled** School of Professional Studies Online  
 Seats: 12/25 Wait List: None Laura Sywulak  
 Recommendations: 0 : 0 3.0/3.0 Progress Units  
 Course Attributes: ZERO Textbook Cost

SHOW 1 SIMILAR OPTION

**ECO 201** Microeconomics 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session

- LEC 002** 22963 School of Professional Studies Online  
 Seats: 2/25 Wait List: None  
 Recommendations: 0 : 0 3.0/3.0 Progress Units  
 Course Attributes: Introduction to Microeconomics; ZERO Textbook Cost; Introduction to Microeconomics

or

- LEC 001** 22966 School of Professional Studies Online  
 Seats: 4/25 Wait List: None  
 Recommendations: 0 : 0 3.0/3.0 Progress Units  
 Course Attributes: introduction to Microeconomics; ZERO Textbook Cost; introduction to Microeconomics

HIDE SIMILAR OPTIONS

- 02 Search for the new course you would like to add and select your preferred section.
- 03 Select **Get This Schedule** and then **Do Actions**.

Class	Action	Options	Result
<b>ORGD 341</b> 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session Organizational Behavior and Change School of Professional Studies Online <b>LEC 001</b> 22434 <b>Enrolled</b> Seats: 13/25 Wait List: None Recommendations: 0 : 0 Course Attributes: ZERO Textbook Cost	None (Already enrolled in this class)	N/A	N/A
<b>BUS 331</b> 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session Global Business School of Professional Studies Online <b>LEC 001</b> 36019 <b>Enrolled</b> Seats: 3/25 Wait List: None Recommendations: 0 : 0 Prerequisite: BUS 315 or BUS 325	Drop* *Swapping for ECO 201	N/A	N/A
<b>ECO 201</b> 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session Microeconomics School of Professional Studies Online <b>LEC 002</b> 22963 Seats: 2/25 Wait List: None Recommendations: 0 : 0 Course Attributes: Introduction to Microeconomics; ZERO Textbook Cost; Introduction to Microeconomics	Enroll	None	

**Swapped**  
 Success - This class is added to your schedule.

**RETURN TO 'SELECT COURSES'**

Click this button to view the latest state of your courses.

**DO ACTIONS**

# How to Swap a Section

01 Click on the dropdown beside the section number.

The screenshot shows the 'SELECT COURSES' interface. At the top, there are filters for 'Colleges: School of Professional Studies (1/26)' and 'Instruction Modes: All'. A search bar is present. Below, two courses are listed: 'BUS 470 Strategic Management' (In Shopping Cart) and 'COM 110 Digital Literacy' (Enrolled). The 'COM 110' course has a dropdown menu open, showing options: 'Stay enrolled in 22973-LEC', 'Drop Course', 'Try all classes (9)', and 'Try specific classes (9/9)'. To the right, a 'Class Details' view for 'COM 110 Digital Literacy' is shown, including a calendar for the 2022 Fall Term (Aug 25 - Dec 21) and buttons for 'RECOMMEND', 'SAVE AS FAVORITE', 'VALIDATE SHOPPING CART', and 'GET THIS SCHEDULE'.

02 Choose the section you would like to swap for.

03 Select **Get This Schedule** and then **Do Action**.

The screenshot shows the 'Getting Schedule' dialog box. It has a table with columns: 'Class', 'Action', 'Options', and 'Result'. The table contains one row for 'COM 110 Digital Literacy' with a 'Swap' action. Below the table are 'CANCEL' and 'DO ACTIONS' buttons. To the right, a success message box says 'Swapped' and 'Success - This class is added to your schedule.' Below this is a 'RETURN TO 'SELECT COURSES'' button and a yellow callout box: 'Click this button to view the latest state of your courses.'

Class	Action	Options	Result
COM 110 Digital Literacy 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session School of Professional Studies Online LEC 002 22982 Seats: 5/25 Wait List: None Recommendations: 0 : 0 Course Attributes: College Option; ZERO Textbook Cost	Swap	None	