



ACADEMIC ADVISING CENTER

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"PREPARATION ~ PROFESSIONALISM ~ DEDICATION"

SCHEDULE BUILDER



Let's build your course schedule using the

Virtual Schedule Builder

- ✚ Search multiple schedule options based on your preferences
- ✚ Block off days and times you would like to keep free
- ✚ Prioritize schedules that work best for you
- ✚ Speed up course verification and enrolment



Guide for Students

Table of Contents

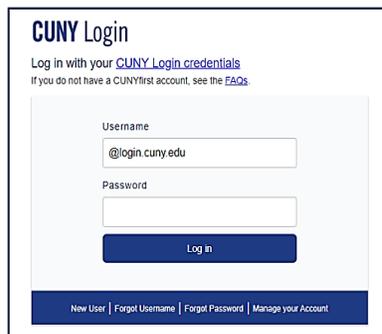
1. What is Schedule Builder?
2. How to access Schedule Builder
3. How to Use Schedule Builder
4. How to do a Search
 - a. How to Search for Classes Based on Session
 - b. How to Search for Classes Based on Student Group
5. How to Use Filters
6. How to view an Academic Advisor's Recommendations
7. E-Permit
8. How to Add Courses from DegreeWorks Using Plan or Worksheet
9. How to Save a Preferred Schedule
10. Special Topics or Variable Topic Courses
11. How to Enroll for Classes
12. How to Validate your Shopping Cart before enrolling
13. How to Adjust your Schedule after Enrolling
 - a. How to Drop a Class
 - b. How to Swap a Course
 - c. How to Swap a Section

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. With this tool, students can arrange selected courses into a conflict-free timetable grid, making it easier to see what available options best fit into their personal and academic lives.

How to Access **Schedule Builder**

1. Go to the following link in your browser: home.cunyfirst.cuny.edu



2. Log into CUNYfirst using your credentials and proceed to **Student Center**.



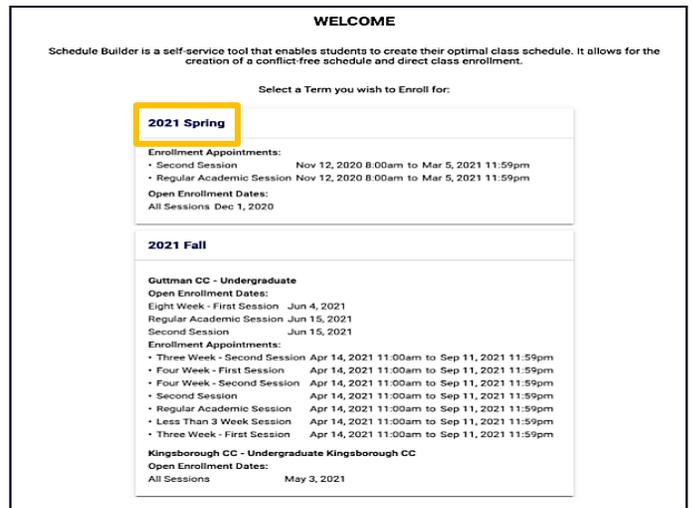
3. Click the **Schedule Builder** tile under the Student Center Tab to access the application.

***Be sure to allow pop-ups in the browser**

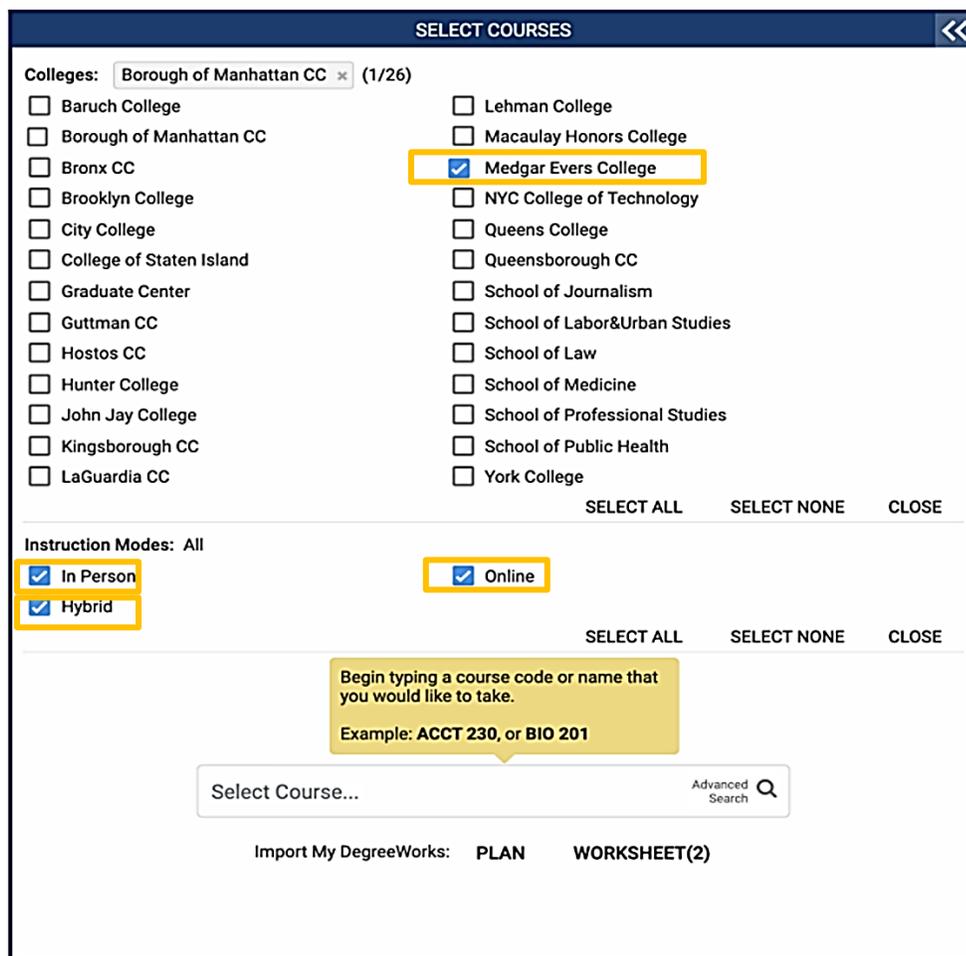


How to Use Schedule Builder

1. Once the application opens select the term in which you would like to search for classes. Scroll Down to find the Upcoming Term

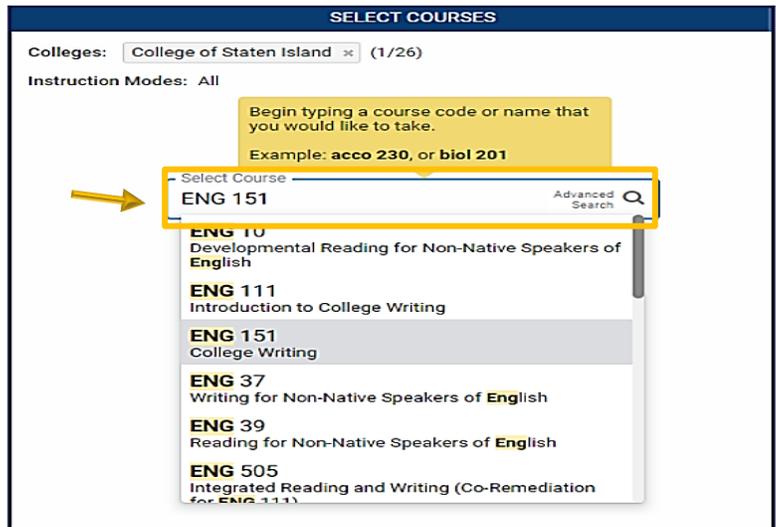


2. By default, your home college is pre-selected. **Ensure that only the college where you wish to enroll is selected**. Next, choose your preferred instruction mode for your classes. Once finished, you can begin to search for classes.



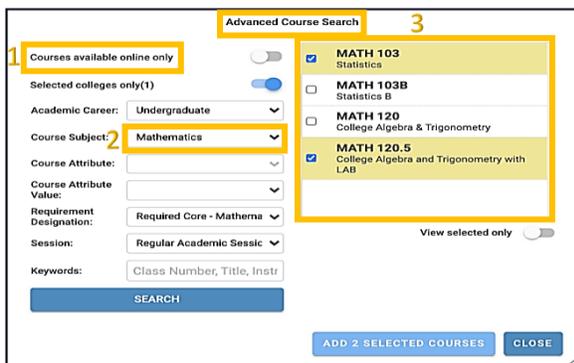
How to Do a Search

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

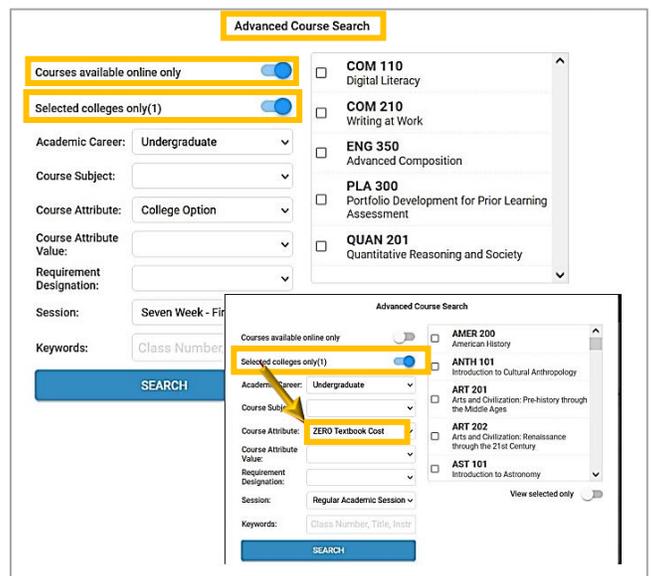


2. Use the **Advanced Search** feature for more search options. Easily search for classes by making or combining selections to adjust your search criteria, such as your academic career, course attribute or preferred session.

Note: Students can save money by selecting Zero Textbook as a course attribute.



OR



Note: Asynchronous Classes will not appear on the grid. “This schedule includes online classes” will be displayed along the calendar grid to alert you of this change. Make sure to turn on the **Class Details** button to see specific class information, such as meeting time, location, instructor, course attributes, and the number of available seats in a class.

The screenshot shows the CU NY Schedule Builder interface. On the left, there is a 'SCHEDULE RESULTS' window with a calendar grid for March 1-7, 2020. On the right, the main interface shows a list of courses with a 'Class Details' button highlighted in a yellow box. A yellow callout box contains the text: "Make sure the date is set to the first day of the semester for which you are scheduling your classes". Below this, a date selector shows 'January 7, 2024' highlighted.

How to Search for Classes Based on Session

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

The screenshot shows the details for the course 'BUS 321 Human Resource Management'. A dropdown menu for 'Sessions' is open, showing three options: 'All Sessions (2)', '2022 Summer Term - Three Week - First', and '2022 Summer Term - Seven Week - First'. The first option is highlighted with a yellow box.

How to Search for Classes Based on Student Group

1. To search for classes reserved specifically for your student group, click on **Advanced Search**. In the drop-down menu under **Course Attribute**, select your student group and click **Search**. Combine additional requirements such as course subject or session to refine your search results. All classes reserved for your student group for the term will be listed below. Select the classes you'd like to add to your schedule or classes for which you'd like more information.

Advanced Course Search

Courses available online only

Selected colleges only(1)

Academic Career: Undergraduate Kingsboro

Course Subject: History

Course Attribute: ASAP

Course Attribute Value:

Requirement Designation:

Session: Regular Academic Sessio

Keywords: Class Number, Title, Instr

SEARCH

HIS 1100 American Civilization I

HIS 3100 Europe: Napoleon to Hitler, 1789 to 1945

HIS 5000 African-American History

HIS 5100 The Ancient World

HIS 5900 Modern America: 1920 to Present

View selected only

ADD SELECTED COURSE CLOSE

Note: When a course attribute is selected, the search returns ALL sections for that course, not only sections with that attribute. Be sure to check under class details that your student group is attached to your preferred section.

HIS 3100 Europe: Napoleon to Hitler, 1789 to 1945

2021 Fall Term: Sep 9 - Dec 16 Regular Academic Session

Kingsborough CC Online

Online-Asynchronous Megan Brandow-Faller 3.0/3.0 Progress Units

Course Attributes: ASAP
PREREQUISITE: OPEN ONLY TO ASAP STUDENTS

or

LEC 03 5484
 Seats: 7/29
 Wait List: None
Course Attributes: Campus Honors

or

LEC 05 5482
 Seats: 11/29
 Wait List: None
Open only to Fully-Online Program Students (FLEX)

or

LEC 01 5486
 Seats: 19/29
 Wait List: None

Kingsborough CC Online

Online-Asynchronous Miriam Cohen 3.0/3.0 Progress Units

HIDE SIMILAR OPTIONS ^

2. For **Colleges with multiple sessions**, select the session dropdown menu to pick the session in which you'd like to search for classes.

COMM 102 Introduction to Media Studies
Guttman CC
Try all classes (3)

Description: This course is an introduction to the field of communication studies. This course introduces students to the study of historical and contemporary forms of mediated communication including, but not limited to, print media (incl. book, newspaper, and magazine publishing), visual media (such as film and TV), advertising, and web-based social media. Drawing on historical and contemporary material, the course surveys important and timely topics in the field and introduces students to a variety of analytical perspectives. Issues considered in the course will include the economics of media production; the impact of media on individual and cultural attitudes, values, and behaviors; the role of media professionals working in the news, public relations, and allied industries; and the impact of new media technologies such as social media platforms

Requirements: None

Session:

All Sessions (2)

2021 Fall Term - Regular Academic Session LEC

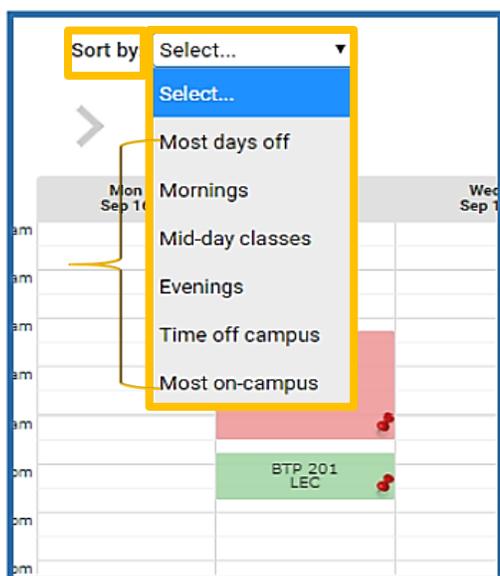
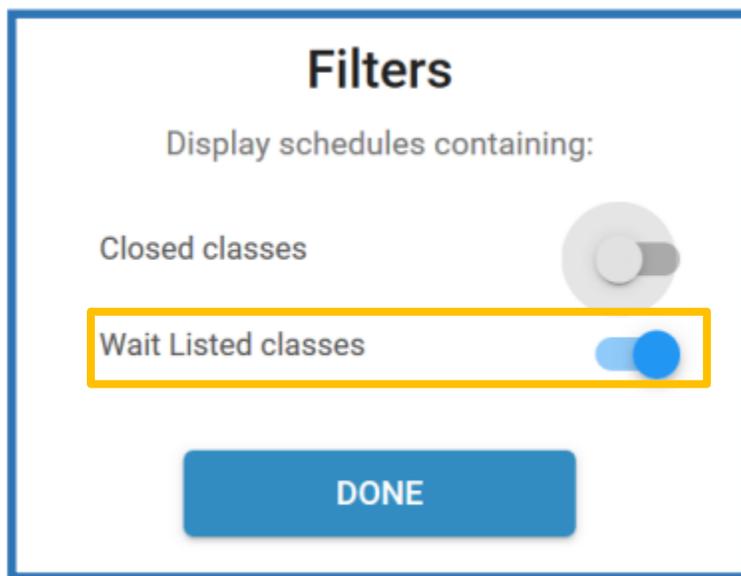
2021 Fall Term - Second Session CT NONE

Course Attributes: Research/ Field Study

Note: If a course is not available for multiple sessions within a term, you will not see this option Available

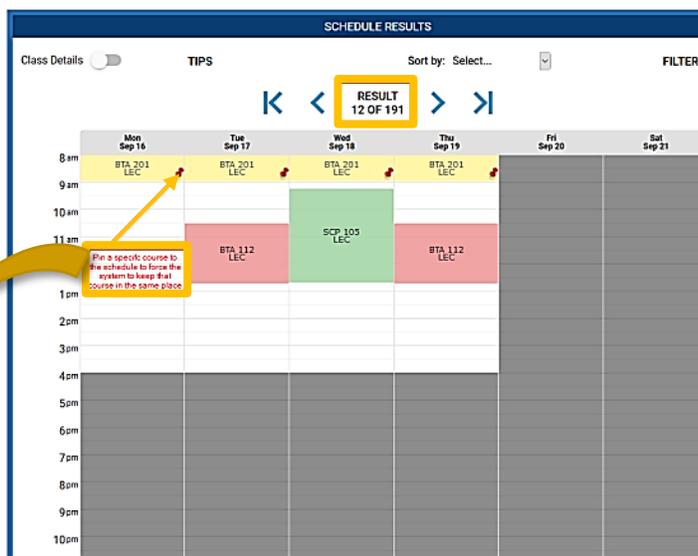
How to Use Filters

1. By default, closed classes are not included in search results. However, *you may choose to include closed and/or wait-listed classes by selecting the filters button.*



2. **Sort by** gives you options for searching classes based on the time of day.

3. Select and/or drag on the schedule form to block out times that you cannot or prefer not to attend classes.



Pin a specific course to the schedule to force the system to keep that course in the same place

4. Reduce your schedule results by choosing the session in which you would like to take classes in a specific term.

5.

At the bottom of the page there is a visual timeline which displays all the added classes in order, based on each session. Select and/or drag on the timeline to see your schedule from week to week.

How to View an Advisor's Recommendations

After selecting the Term for which you wish to add/Drop or Swap a class (Ex.: Fall 2022)

You may see that you have recommendations (which are from your advisor). If so, you can click the clock to see the recommendations once you get into Schedule Builder.

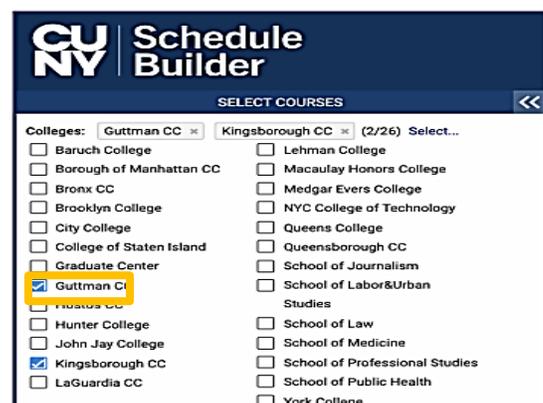
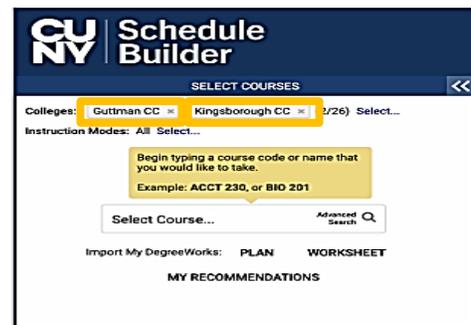
Note: You can always ask questions about your recommendations. If you click [Skip](#), you will go into Schedule Builder without seeing these recommendations.

YOU HAVE A RECOMMENDATION/PLAN/ASSIGNED BLOCKS



EPermit

Once your **ePermit** has been approved, you will receive instructions from the college to which you have applied. Both your Home College and Host College will appear under your list of colleges. To search for classes specific to a college, make sure only that college is selected.

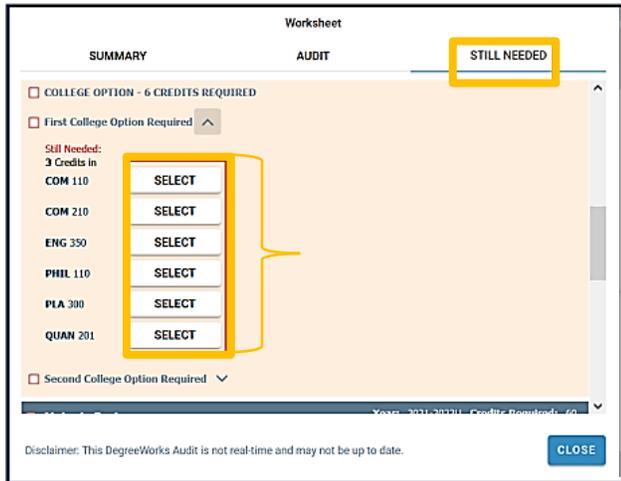


Note: Classes that are asynchronous will not appear on the grid. This schedule includes online classes will display across the calendar grid to alert you of this change

How to Add Courses from DegreeWorks Using Plan or Worksheet

- To import courses still needed to fulfill degree requirements, select **Plan** or **Worksheet**.

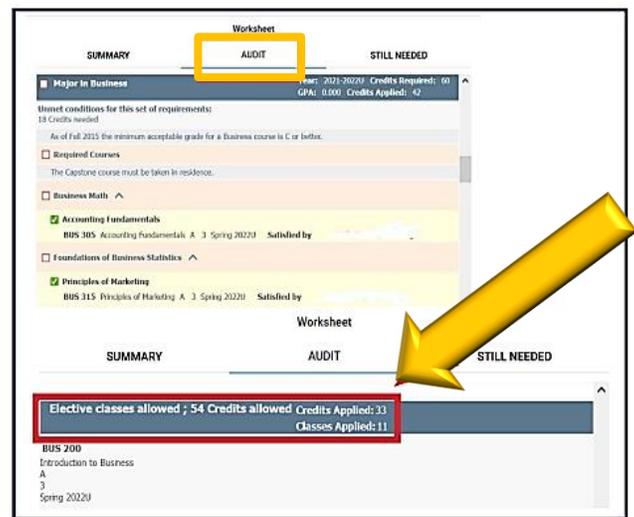
Note: Under the field labelled **Select Course**, students may have a pre-arranged Plan set up by their college advisor through DegreeWorks. Any courses that have been included as part of a Student's Education Plan will be imported into their course list to save time.



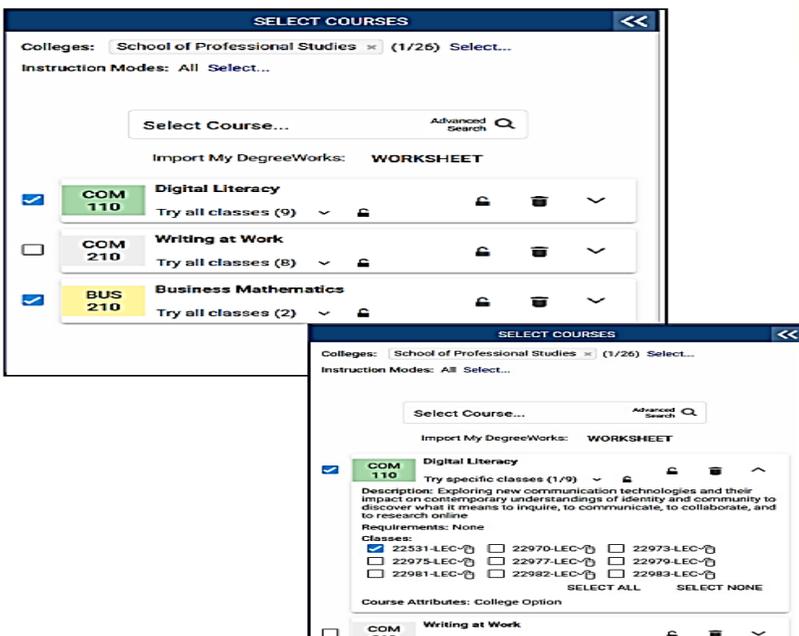
1. Student can view a summary of their degree audit or may select the **Still Needed** tab to view courses necessary to fulfill degree requirements. From here, students can select classes that will automatically be added to their course list.

Note: Elective Classes Allowed will NOT appear as "Still Needed"

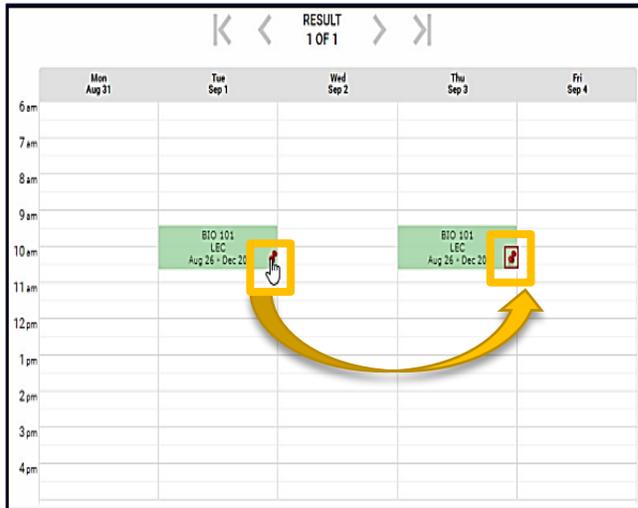
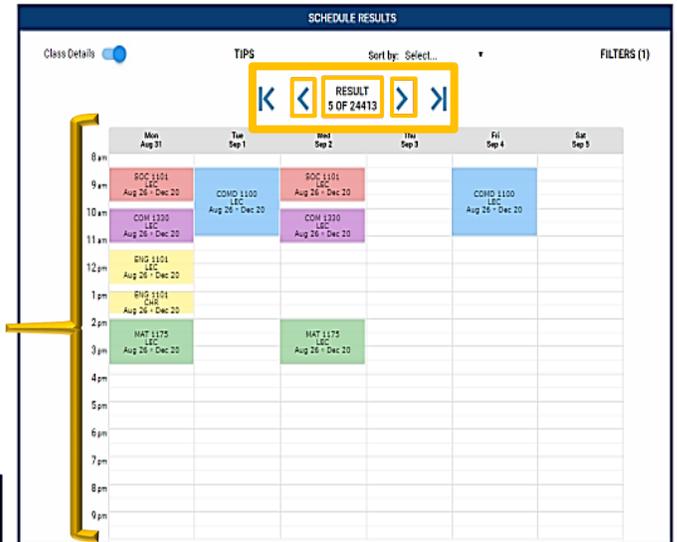
Proceed to the **Audit** tab & calculate the number of Elective Classes Allowed that you need.



2. **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.

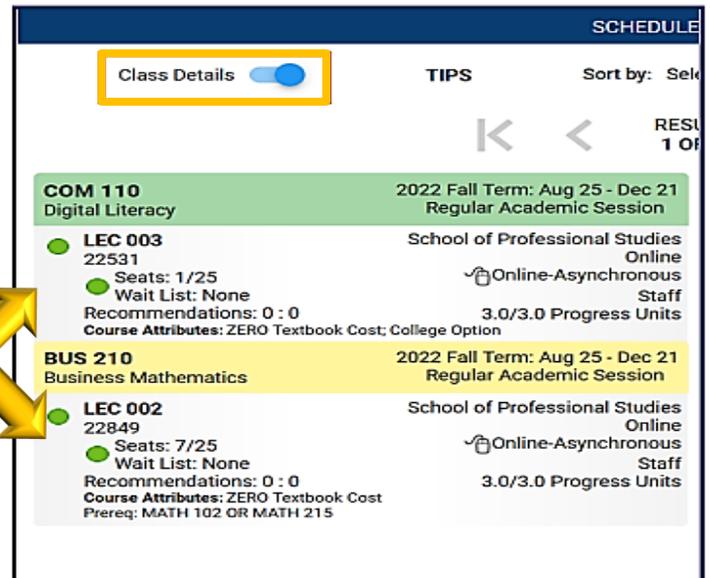


- Review the generated results. Browse the results by clicking the right and left arrows on the screen or by using the arrows on your keyboard.

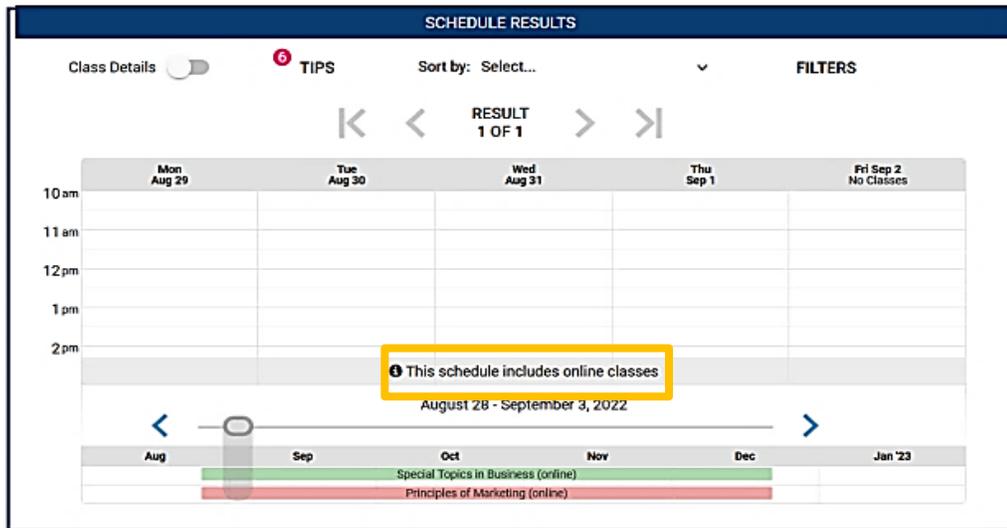


- If there is a class section you prefer, **Pin** it to ensure the class section and specific meeting time are always returned in the generated results. Pin a class to the schedule by selecting it directly on the grid.

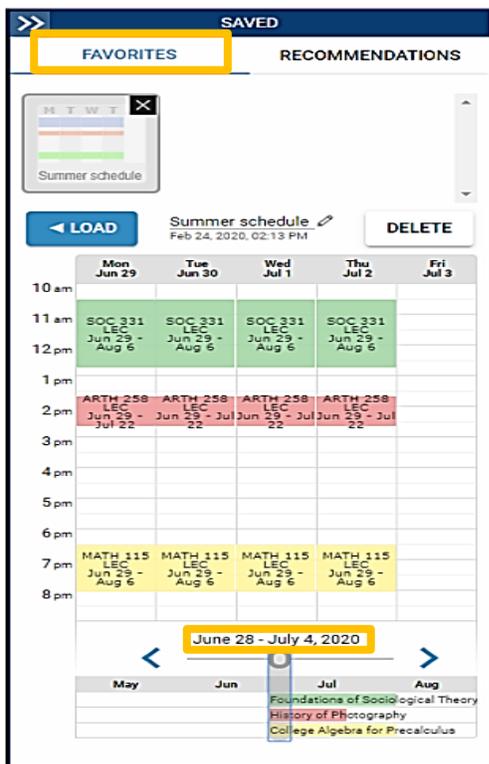
- Open **Class Details** to see specific class information, such as meeting time, location, instructor, course attributes, and the number of available seats in a class.



Asynchronous classes will not appear on the calendar grid. **"This schedule includes online classes"** will be displayed across the calendar grid to alert you of this change.



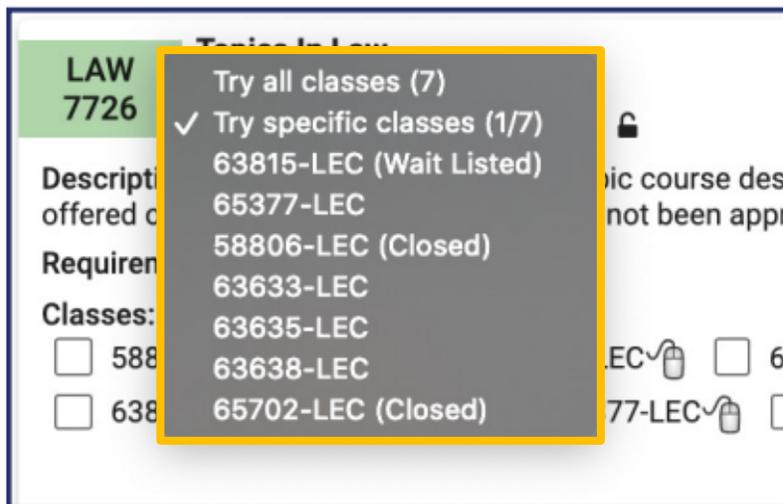
How to Save a Preferred Schedule



If you are unable to enroll immediately, save your preferred schedule as **Favorite**. You can have up to five (05) favorites saved under different names. Options are available for you to share this link with others as well as yourself. You may also print the schedule and keep it for your records.

Special Topics or Variable Topic Courses

- When adding special topics or variable topic courses to your schedule, note that you must open class details to see the title and/or description for each topic class. Simply select the dropdown menu under **Try specific classes** and select each option to determine which topic class and time works best for you.



How to Find Classes Based on Specific Course Attributes

When users select a specific course attribute (Ex: Writing Intensive – Zero Textbook Cost (OERS) or Learning Communities, etc.) using **Advanced Search**, the system will generate a result that contains all courses with that attribute on the right-hand side of the screen.

The screenshot displays the 'Advanced Course Search' interface. On the left, a search filter panel is shown with a yellow box around the 'Course Attribute' dropdown, which is set to 'Writing Intensive'. A yellow arrow points from this dropdown to the search results on the right. The search results panel, also highlighted with a yellow box, lists several courses, with 'ECO 201 Macroeconomics' selected. The interface includes various filters such as 'Selected colleges only(3)', 'Academic Career', 'Course Subject', 'Course Attribute Value', 'Requirement Designation', 'Session', 'Days Permitted' (with checkboxes for Sun, Mon, Tues, Wed, Thurs, Fri, Sat), 'Start After Time', 'End Before Time', and 'Keywords'. A 'SEARCH' button is at the bottom of the filter panel. At the bottom right, there are 'ADD SELECTED COURSE' and 'CLOSE' buttons. A 'View selected only' toggle is also present.

Advanced Course Search

1

2

Selected colleges only(3)

Academic Career:

Course Subject:

Course Attribute: Writing Intensive

Course Attribute Value:

Requirement Designation:

Session:

Days Permitted: Sun Mon Tues Wed Thurs Fri Sat

Start After Time: : 00

End Before Time: : 00

Keywords: Class Number, Title, Instruc

SEARCH

View selected only

ADD SELECTED COURSE CLOSE

CRJ 101 Introduction to Criminal Justice

ECO 201 Macroeconomics

ECO 201H Macroeconomics (Honors)

EDU 201 Observing Children and their Development

EDU 202 Urban Schools in a Diverse American Society

ENG 250 Introduction to Literary Studies

ENG 320 Environmental Literature and Film

ENG 333 The Short Story

From there, users can:

1. Select the courses they are interested in.
2. Use the **View Selected Only** toggle if they want to filter the list down even further.
3. Click **Add Selected Course(s)** to add those courses to their schedule list.

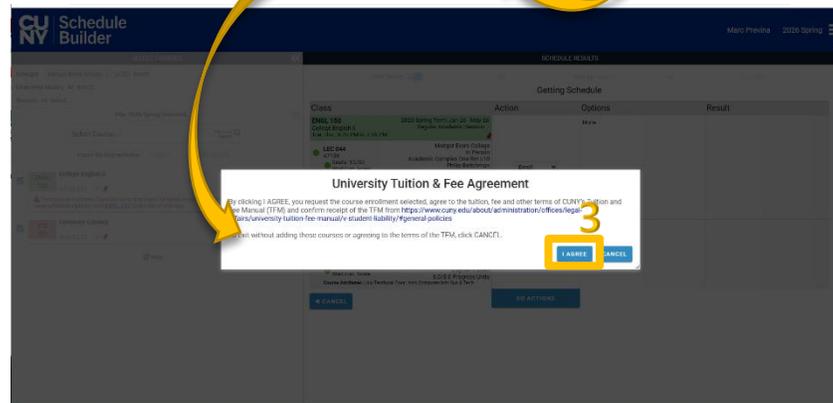
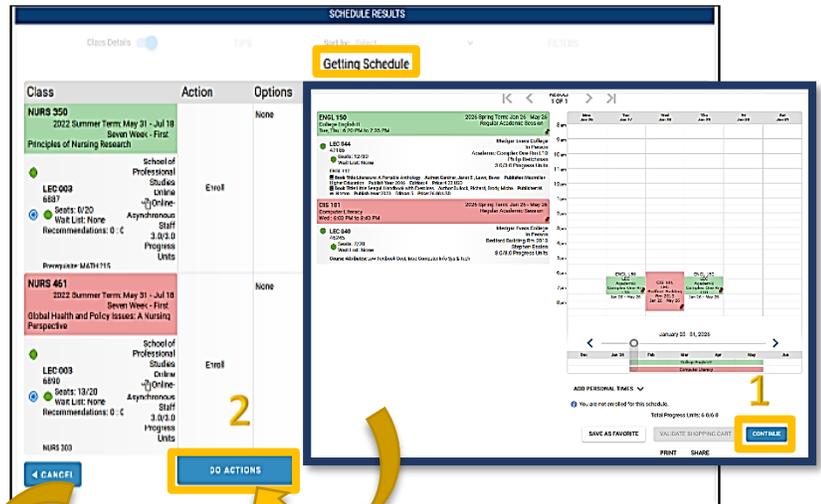
Once added, users can expand a course to view available sections. At this stage, **only sections that contain the selected attribute will be selected by default**. If you open class details, only these sections are included in the schedule results.

The screenshot shows a user interface for selecting courses. At the top, there is a search bar labeled "Select Course..." with an "Advanced Search" button. Below the search bar are two tabs: "Import My DegreeWorks: PLAN" and "DEGREE AUDIT". The main content area displays details for the course "ECO 201 Macroeconomics". The course description states: "This course is intended primarily for those students who intend to pursue professional careers in fields such as economics, finance, management and administration. It is also open to highly motivated students in other areas. Topics include: national income and national product; saving, consumption, investment, the multiplier theory, fiscal policy, inflation, employment and business cycles. The student will also be acquainted with money, banking, and central bank monetary policies, as well as some of the more significant theories of international trade and economic development". The requirements are listed as: "Prerequisite: English Proficiency Index 55+ or ESL 94 or higher and Math Proficiency Index of 60+". Under the "Session:" heading, there is a dropdown menu set to "All Sessions (2)". Below this, under the "Classes:" heading, there is a list of sections with checkboxes: 1108-LEC (Wait Listed), 1109-LEC (Wait Listed), 1110-LEC, 1111-LEC, 1112-LEC, 1113-LEC, 1114-LEC, and 1798-LEC. The "1110-LEC" checkbox is highlighted with a yellow box. At the bottom right of the class list are two buttons: "SELECT ALL" and "SELECT NONE".

How to Enroll for Classes

1. If you are ready to enroll and you have found a schedule that you like, select **Continue**. Be sure that your actions are all set to enroll, then click on **Do Action**.

You will then be prompted to another pop-up screen where you will have to **Agree** with the **University Tuition & Fee Agreement**.



Class	Class	Action	Options	Result
	NURS 350 2022 Summer Term: May 31 - Jul 18 Principles of Nursing Research Seven Week - First	Enroll	None	Failed You have a hold on your record. The hold on your record must be removed before this transaction can be processed.
	NURS 461 2022 Summer Term: May 31 - Jul 18 Global Health and Policy Issues: A Nursing Perspective	Enroll	None	Failed You have a hold on your record. The hold on your record must be removed before this transaction can be processed.

2. Upon enrolling, you should see the word **Added** in the **Results column**. If you see the word **Failed** try to resolve the issue in the displayed message or contact your academic advisor or the Registrar.

3. Once you enroll with 12 credits, an **Enrollment Encouragement** selection may be displayed under your classes.

How to Validate your Shopping Cart before Enrolling

Class	Action	Options	Result
8CC 252 Organic Chemistry II 2020 Spring Term: Mar 3 - Jun 12 Regular Academic Session Tue: 1:00 PM to 4:25 PM Tue: 5:45 PM to 10:15 PM		None	
LEC 256A 300/93 Seats: 11/22 Wait List: None Prerequisite of 8CC 251 is required	LaGuardia CC In Person C- Center 3 Building Rm C-246 Janet Gonzalez 5.0/5.0 Progress Units	<input type="button" value="Add to Cart"/>	
LAB 256B 300/93 Seats: 11/22 Wait List: None	LaGuardia CC In Person E- E Building Rm E-314 Janet Gonzalez		

1. Before enrolling in classes, you may choose the option **Add to Cart** to add courses to your shopping cart. After completing the action, click on **Do Actions**.

2. To validate the shopping cart, click on **Return to Select Courses** and select **Validate Shopping Cart**.

Class	Result
DATA 334 Applied Research 2020 Summer Term: Jun 29 - Aug 6 Six Week - Second Mon, Wed, Thu, 10:30 AM to 12:45 PM	
LEC 1 In Shopping Cart 5862 Seats: 6/20 Wait List: None Recommendations: 0 : 0	Queens College Hybrid Kiely Hall Rm 317 Vibha Gokhale 4.0/4.0 Progress Units The Requirement Designation Options was set to 'YES' by the enrollment process. This course has been taken previously. You may add this class but you have reached the repeatable limit. Verify that the class will apply toward your course of study.
LAB 1A In Shopping Cart 5863 Seats: 6/20 Wait List: None Recommendations: 0 : 0 Hybrid course	Queens College Hybrid Kiely Hall Rm 317 Vibha Gokhale

3. Check your results to ensure you can enroll in the class in your Shopping Cart.

Note: Not all CUNY Schools will have Enrollment Encouragement as an option

SELECT COURSES

Colleges: LaGuardia CC (1/26)

Instruction Modes: All

Note: You are also registered for 'ADV-MFD 001' however this class is not enabled for display in this tool.

Select Course... Advanced Search

Import My DegreeWorks: **PLAN** WORKSHEET

- ELL 101** Introduction to Language Enrolled
 LaGuardia CC
 Stay enrolled in 29093-LEC
- ELS 101** Elementary Spanish I Enrolled
 LaGuardia CC
 Stay enrolled in 29129-LEC
- LIF 101** First Year Seminar for Liberal Arts Enrolled
 LaGuardia CC
 Stay enrolled in 29805-LEC - 29806-LAE
- MAT 115** College Algebra and Trigonometry Enrolled
 LaGuardia CC
 Stay enrolled in 47363-LEC

⚠ This course contains some class sections that must be taken together with SCB-201. To get more schedule options, add SCB-201 to the list of courses.

Speed up and Save!

By registering for at least 12 credits across Spring I and II, you are full-time for flat-rate tuition, and potentially for financial aid. Registering for only 12 credits, however, costs you money at the end by extending your time and semesters to completion. Register now for more credits at NO EXTRA TUITION COST across the two sessions, and save money now, save money and time later, and build momentum towards your goals.

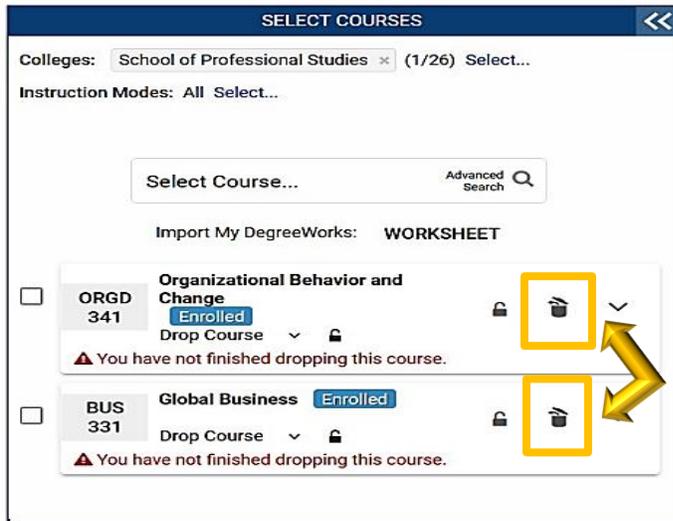
IMPORTANT: You may enroll in up to 18 credits in Session I, and two classes (or a total of 9 credits/equated credits for basic skills courses, whichever limit is reached first) in Session II. If you are enrolled in or need to enroll in a Remedial Reading, Writing, Math or ESL class, please speak with an advisor before you add additional classes.

If you need any assistance with registration, please email us at Springregistration@lagcc.cuny.edu. Please include your name and EMPL ID.

How to Adjust Your Schedule After Enrolling

How to Drop a Class

1. To Drop a class, select the **Trash Can** to the right of each course you plan to drop.

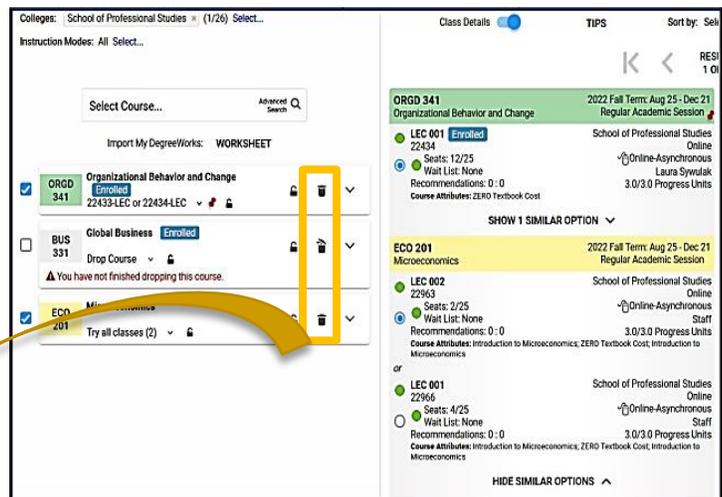


2. Select **Get This Schedule**. Beside each course you plan to drop, the word **Drop** should be in the **Action Column**.

3. If the class is successfully dropped, you will see the word **Success** to the right of the course under the results column which will show that the course has been removed from your schedule

How to Swap a Class

1. Search and select the course you would like to enroll in.
2. Next, select the open **Trash Can** icon beside the course you would like **Swap** to Drop it.



3. Select **Get this Schedule** and then **Do Actions**.

How to Swap a Section

1. Click on the dropdown button beside the section number.

The screenshot shows the 'SELECT COURSES' interface. On the left, a list of courses is shown: 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)', 'Try specific classes (9/9)', and '22531-LEC or 22970-LEC... 2-LEC or 22983-LEC'. An arrow points from this dropdown to the 'Class Details' view on the right. The 'Class Details' view shows the details for COM 110 Digital Literacy, including the term (2022 Fall Term: Aug 25 - Dec 21), session (Regular Academic Session), and a list of sections: LEC 002 (22982) and LEC 001 (22973). The LEC 001 section is highlighted as 'Enrolled'. A yellow box highlights the 'Enrolled' status, and an arrow points from it to the 'DO ACTIONS' button in the next screenshot.

2. Choose the section you would like to swap for.

3. Select **Get this Schedule** and then **Do Actions**.

The screenshot shows the 'Class Details' interface for COM 110 Digital Literacy. The 'Action' column shows a 'Swap' button. A yellow box labeled 'Getting Schedule' is positioned above the 'Swap' button. An arrow points from the 'Swap' button to the 'DO ACTIONS' button. A yellow box labeled 'Swapped' is positioned above the 'DO ACTIONS' button. An arrow points from the 'DO ACTIONS' button to a success message box that says 'Success - This class is added to your schedule.' Below the success message is a 'RETURN TO 'SELECT COURSES'' button and a note: 'Click this button to view the latest state of your courses.'

Note: For any questions, concerns or issues contact your academic advisor.

Use the link below to access
the **SCHEDULE BUILDER** Online Training
<https://www.youtube.com/watch?v=9q6OgggRDzc&t=12s>

