# Using Schedule Builder to Find and Enroll for Classes

Schedule Builder helps students efficiently navigate the complex and often-frustrating schedule planning and enrollment process by allowing you to graphically view schedule options based on your personal and academic needs.

Using Schedule Builder is as easy as following these five steps:

- 1. Launch the Schedule Builder
- 2. Select Your Courses
- 3. View Results and Refine Your Search
- 4. Save/Favorite Your Work
- 5. Proceed With Enrollment

Note: Students with disabilities can access all features of the Schedule Builder by clicking on the Increase Accessibility icon at any time. This will render all features of Schedule Builder that is accessible via a screen reader.

## Step 1: Launch the Schedule Builder

From your Student Homepage, select the Manage Classes tile and then the Schedule Builder (Link). The link will open up a separate tab/window.





Schedule Builder has three distinct panels: Select Courses, Results, and Favorites. When the screen is expanded, you will see all three spread across the screen.



You can also elect to view the minimized screen and toggle through each area of Schedule Builder by clicking on the corresponding heading.



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## Step 2: Select Your Courses

Since your course selection is dependent on the term you wish to enroll in, you will be asked to **select a term** using the corresponding radio button.



If you have previously enrolled in classes for that particular term, they will appear below the search box:

KU. Schedule I	Builder	Jayhawk Student Sign Out	
SELECT COURSES RESULT	S FAVORITES		
	Term:	: 🔿 2019 Spring 🔿 2019 Summer 🖲 2019 Fall	
Campuses: All (3) Select			
Locations: All 30 within selected campuse	s Select		
Instruction Modes: All Select			
	Select Course Class Number, Title, Instructor Select		
PSYC 104 Enrolled		Lawrence Campus Select 🗙	Previously Enrolled
General Psychology		💰 Stay enrolled in LEC 1700 🔽	Course
Description: A basic introduction to the sci	ance of psychology.	Show More	Course
🛷 Start Ov	Generate Schedules	an 🛩	

Once you have selected a term and filtered your options (as appropriate), you can start to **search for courses** in the search bar. You can search by course, course description, or instructor and the search bar will display all courses that match your criteria. Once selected, the course is added to the possible list of courses you wish to take. Repeat the course search and selection for all desired courses for the term.

KU. Visual S	chedu	le Builder	Jayhawk Student Sign Out
SELECT COURSES RES	SULTS	FAVORITES	
			Term: 🔘 2019 Spring 🔘 2019 Summer 💿 2019 Fall
Campuses: All (3) Select Locations: All 30 within selected camp Instruction Modes: All Select	ouses Select	t	
Sele	ect Course E		Select
SYC 104 Enrolled		nposition	Lawrence Campus Select 🗙
General Psychology Description: A basic introduction to the	science Criti	GL 102 ical Reading and Writing	Stay enrolled in LEC 1900 •
🧹 Start Over 🛛 💩 In	Hon EN ICREASE . First	GL 105 ors Introduction to English GL 177 t Year Seminar: GL 203	r: Select plan •
<ul> <li>2019 Spring Term: Session 'NonStar 'Regular Academic Session' was Noven 2019 Summer Term: Enrollment will 2010 Fall Term: Session 'NonStand'</li> </ul>	begin c	ics in Reading and Writing: GL 205 shman-Sophomore Honors	ary 17. Your online enrollment time for Session e may enroll since January 17.

Schedule Builder will generate schedules for the desired course(s) that have been selected. To adjust which courses are checked in the system, you can check or uncheck the box next to the course name.

KU Sche	edule Build	er		i	layhawk Stu	dent	Sign O	ut
SELECT COURSES	RESULTS	FAVORITES						
				Term: 🔾	2019 Spring () 2	019 Summ	er 🖲 20	19 Fall
Campuses: All (3) Select								
Locations: All 30 within sele	ected campuses Sele	ct						
Instruction Modes: All Se	lect							
	Select Co							
	Class Nu	mber, Title, Instructor	Select					
ENGL 101 Enrolled					Lawrenc	e Campus	Select	V
Composition				Stay opro	led in LEC 3950	e compos	Juleum	$\hat{}$
Description: Instruction and	practice in writing in a	a variety of rhetorical cor	texts, includ				Show M	lore
PSYC 104 Enrolled					Lawrenc	e Campus	Select	×
General Psychology						enrolled in		
Description: A basic introduc	tion to the science of	psychology.			- ocuy	cinolog in	Show M	
MATH 101 Enrolled					Lawrenc	e Campus	Select	×
This course contains some		ust be taken together wi	h MATH-197	. To get more				
list of courses. College Algebra								
Requirement: Students must	t have successfully co	mpleted Math 002 or hav	e an ACT so		led in LEC 3380	ore of 540	Show M	~
_	,							
GEOL 302 Oceanography						e Campus		×
Description: An introduction	to the origin pattern	and dumperion of the world	d'a sesses i	including page		Try all class		~
Search priorit. An introduction	to the origin, nature,	and dynamics of the wor	a a occaris, i	merading aspe	icas or geology, cl	normaci y, D	anow M	ore
		Generate Sch	dules					
🐳 Star	t Over 🛛 🗄 Increase	Accessibility 🎓 Impor	t from My Pl	anner: Selec	t plan 🗸	]		

To completely remove a course from your desired classes, click on the 'x' in the upper right hand corner of the box for that section. When you have selected the courses you're ready to view, select on the

Generate Schedules button. You can clear your search by selecting *start Over* at any time.

#### Step 3: View Results and Refine Search

Once you have completed your course selection, you can turn your attention to viewing schedule options, which are displayed in the **Results Panel**.

Class Information
Class Schedule Option Grid
Class Timeline
Generated Results

	KU	Schedule B	uilder						Jayhawk S	Student Sign C	Dut
>>				RESU	LTS						<
SELECT COURSES	★ Favorite Share ⊖ Print			Click and drag to indicate when you do classes. Schedules that avoid these ti Generated	mes will be	to have a prioritized.	COMMAND		Clos	n: None ✓ schedules containing: sed classes (■) t Listed classes (▲)	
	PSYC 104	rebalagy		2019 Fall: Aug 26 - Dec 20		Mon Sep 2	Tue Sep 3	Wed Sep 4	Thu Sep 5	Fri Sep 6	
	Mon Sep 30 Mon Oct 21: Mon Nov 11 Mon Nov 11 Mon Nov 11 This clas Students ENGL 101 Compositior Mon, Wed, 19 LEC 100 I 18347 Seats: C	PM to 2:15 PM : 5:30 PM to 7:50 PM : 5:30 PM to 7:30 PM : 1/40 Fra : 5: includes both in-person a : 5: includes both includes both in-person a : 5: includes both includes both includes both includes both includes b		2019 Fall: Aug 26 - Dec 20 Regular Academic Session Lawrence Campus In Person Wescoe Hall - Lawr Rm 4020  2019 Fall: Aug 26 - Dec 20	12*** 1 *** 2 *** 3 *** 3 *** 5 *** 6 *** 7 *** 8 *** 9 *** 10 *** 10 ***	ENGL 101 LEC MATLOS		8101,101 122 Marga01		ENGLISS LEC MATHISS	
	College Alge Mon, Wed, F	ebra Fri : 9:00 AM to 9:50 AM		Regular Academic Session	11 00						
	<ul> <li>LEC 140</li> <li>18247</li> <li>Seats: 0</li> </ul>		I Show 3 Similar Options	Lawrence Campus In Person Strong Hall - Lawr Rm 338A Ingrid Peterson	12° <sup>m</sup> 1°°		PSYC 104				
	👔 You are	not enrolled for this sche		e Shopping Cart	3 °° 4 °° 5 °°						
					7 **	Aug Sep General Psycholog Composition College Algebra	Oct Nov I	jeptember 1 - 7, 203 Dec Jan Fe		Nay Jun	

The results panel displays all schedule options in a list with detailed information as well as a graphical timetable view so you can make the most informed decision about the schedule that will work best for you. Students can also easily navigate through the generated schedule results by clicking on the left and right arrows or by swiping left or right on a mobile device.

There are several tools to narrow your search results to find your optimal schedule. In the Class Schedule Option Grid, you can pin classes that you'd like to keep by clicking on the class. You can also click and drag to block out times where you do not want to take classes.



### Step 4: Save Your Work

You have a number of options to save your work if your Enrollment Appointment hasn't begun. You can save your schedule as a favorite, create a shared link or print the schedule option. Each of these options can be accessed by selecting the corresponding link in the top left hand corner of the Results window.

	RESULTS		
	Click and drag to indicate when you do not want to have classes. Schedules that avoid these times will be prioritized.	Wed Thu COMM 217 Lec A	
☆ Favorite ♂ Share 를 Print	Generated Results		Sort preference: None Include schedules containing: ✓ Closed classes (□) ✓ Wait Listed classes (▲)

**Saving a Favorite** - You can review or compare favorites at any time by clicking on the Favorites panel of your screen. These favorites are particularly useful since you can retrieve them easily at your enrollment appointment, see if seats are available, and then proceed with enrollment.

**Sharing Link** – By clicking on the Share link, you will receive a shareable URL. You can use this link to pull up the schedule prior to enrollment or to share with others. When the link is clicked, the schedule will appear in a browser with the desired breaks highlighted all of the courses pinned.



Print Schedule – Click here to create a printable copy of the selected schedule with class information.

# **Step 5: Proceed With Enrollment**

Students are able to transfer classes from Schedule Builder directly to the Shopping Cart in Enroll & Pay when they are ready to enroll. Once you click on **Send Schedule to Shopping Cart**, the Schedule Builder will validate your selection and check for open seats.

		RESU	LTS							
		TIP #1/4 Click and drag to indicate when you d classes. Schedules that avoid these prioritized.	o not want 1 times will b	to have						
Favorite								Sort prefer	noe: None	
<sup>0</sup> Share		Generated	d Results						include schedules	containi
j) Print		🔰 💠 1 of	170 🌩						Closed class	
SYC 104 ieneral Psychology		2019 Fell: Aug 26 - Dec 20 Regular Academic Session		Mon Sep 2	Tue Sep 3	Wed Sep 4		Thu Sep S	Fri	6
e : 1:00 PM to 2:15 PM on Sep 30: 5:50 PM to 7:50 PM on Oct 21: 5:50 PM to 7:50 PM			12***							
on Nov 11: 5:50 PM to 7:50 PM on Dec 2: 5:50 PM to 7:50 PM										
		Lawrence Campus	2.00							
LEC 1700 Enrolled 19002 Seats: 1/40	Fraser Hall - Lawr Rm 122; Or	Hybrid online/inclass instruct i-line Rm LAWRENCE; Special Exam Rm SPEC Lauren Boddy	3 00							
This class includes both in-person and online instr										
Students enrolling in this course will be required b	o take a special examination(s).	2019 Fall: Aug 26 - Dec 20	5.00							
imposition on, Wed, Fri : 12:00 PM to 12:50 PM		Regular Academic Session	6 **							
LEC 3950 17220 Seats: 0/5		Lawrence Campus In Person Wescoe Hall - Lawr Rm 4051	7 °°							
	E Show 4 Similar Options		9.00							
ATH 101 ollege Algebra on, Wed, Fri : 1:00 PM to 1:50 PM		2019 Fall: Aug 26 - Dec 20 Regular Academic Session	10**							
LEC 3380		Lawrence Campus	11 00							
24035 Seata: 0/24		In Person Strong Hall - Lawr Rm 309 Ingrid Peterson	12=	ENGL 101		ENGL JOI			EVG.	101
	Show 3 Similar Options		1 00	MATH 101	PSYC 104	MATH 201			MATH	101
You are not enrolled for this schedule.			2.00							
Send Sched	dule to Shopping Cart Validate Shopping	Cart	3							
			4							
			5.00							
			6.00							
			7							
				September 1 - 7, 2019		2019				
				Aug Sep	Oct Nov	Dec Jan	Feb	Mar Apr	May	Jur
				General Payshele Composition						
				College Algebra						

# Click on the **Do Actions** button to add classes from Schedule Builder to the Enroll & Pay Shopping Cart.

		RES	JLTS	
		Getting S	Schedule	
Class		Action	Options	Result
PSYC 104 General Psychology Tue : 1:00 PM to 2:15 PM Mon Sep 30: 5:50 PM to 7:50 PM Mon Not 11: 5:50 PM to 7:50 PM Mon Not 11: 5:50 PM to 7:50 PM Mon Dec 2: 5:50 PM to 7:50 PM	2019 Fall: Aug 26 - Dec 20 Regular Academic Session	Nore		
		None (Already enrolled in this class)	N/A	N/A
ENGL 101 Composition Mon, Wed, Fri : 12:00 PM to 12:50 PM	2019 Fall: Aug 26 - Dec 20 Regular Academic Session	Add to Cart	None	
<ul> <li>LEC 3950</li> <li>17220</li> <li>Seats: 0/5</li> </ul>	Lawrence Campus In Person Wescoe Hall - Lawr Rm 4051	Add to Cart		
MATH 101 College Algebra Mon, Wed, Fri : 1:00 PM to 1:50 PM	2019 Fall: Aug 26 - Dec 20 Regular Academic Session		None	
<ul> <li>LEC 3380</li> <li>24035 Seats: 0/24</li> </ul>	Lawrence Campus In Person Strong Hall - Lawr Rm 309 Ingrid Peterson	Add to Cart		
◄ Cancel		Do Actions		

Schedule Builder will give you additional notes on the class in the "Results" column.

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Class	Action	Options	Result
PSYC 104 2019 Fall: Aug 26 - Dec 2 General Psychology Regular Academic Session Tue : 1:00 PM to 2:15 PM Mon Sep 30: 5:50 PM to 7:50 PM Mon Oct 21: 5:50 PM to 7:50 PM Mon Dec 2: 5:50 PM to 7:50 PM Mon Dec 2: 5:50 PM to 7:50 PM	None		
LEC 1700     Lemonia Control Contro Control Control Control Control Control Control Contr	s (Already enrolled in this class) t	N/A	N/A
ENGL 101 2019 Fall: Aug 26 - Dec 2 Composition Regular Academic Session Mon, Wed, Fri : 12:00 PM to 12:50 PM	) Add to Cart	None	Added to Shopping Cart IMPORTANT: You are not yet enrolled in this class. This class has been added to your shop-
● LEC 3950 Lawrence Campu ● 17220 In Person Seats: 0/5 Wescee Hall - Lawr Rm 405	s 1		ping cart for further action.
MATH 101 2019 Fall: Aug 26 - Dec 21 College Algebra Regular Academic Session Mon, Wed, Fri : 1:00 PM to 1:50 PM	2	None	Added to Shopping Cart IMPORTANT: You are not yet enrolled in this class. This class has been added to your shop-
LEC 3380 Lawrence Campu     In Perso     Seats: 0/24 Strong Hall - Lawr Rm 30     Seats: 0/24	1		ping cart for further action.
			Return to 'Select Courses
			Click this button to view the latest state of your courses.

In order to complete enrollment, the student will still need to go to Enroll & Pay and enroll using the classes listed in their Shopping Cart.

	11 0	<ol> <li>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.     </li> </ol>							
		2019 Fall   Undergradua	te		ch	ange term			
					Open	Closed	▲Wait List		
Jayhawk's Student (	Center	Add to Cart:	2019 F	all Shopping	Cart				1
		Enter Class Nbr	Delete	Class	Days/Times	Room	Instructor	<u>Units</u>	<u>Status</u>
Academics	Deadlines	Find Classes	Û	ENGL 101-3950 (17220)	MWF 12:00PM - 12:50PM	Wescoe 4051	Staff	3.00	•
lan nroll Iv Academics	This Week's	My Planner	â	<u>MATH</u> 101-3380 (24035)	MWF 1:00PM - 1:50PM	Strong 309	I. Peterson	3.00	•
other academic V	BBA 620 LEC (71:	schedule builder	J			Pro	CEED TO ST	ЕР 2 0	IF 3

Additional assistance for enrollment can be found here: <u>http://sis.ku.edu/enrollpay-student</u>.