


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.

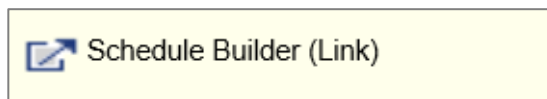
Using Schedule Builder is as easy as following these five steps:

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

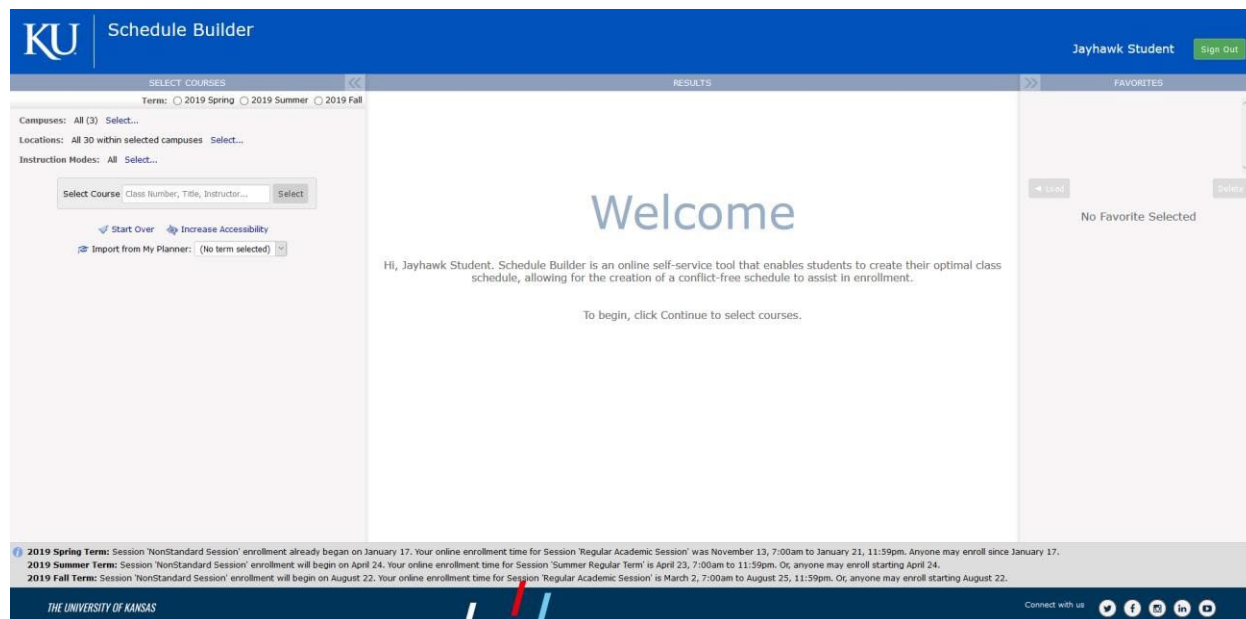
Note: Students with disabilities can access all features of the Schedule Builder by clicking on the  Increase Accessibility icon at any time. This will render all features of Schedule Builder that is accessible via a screen reader.

Step 1: Launch the Schedule Builder

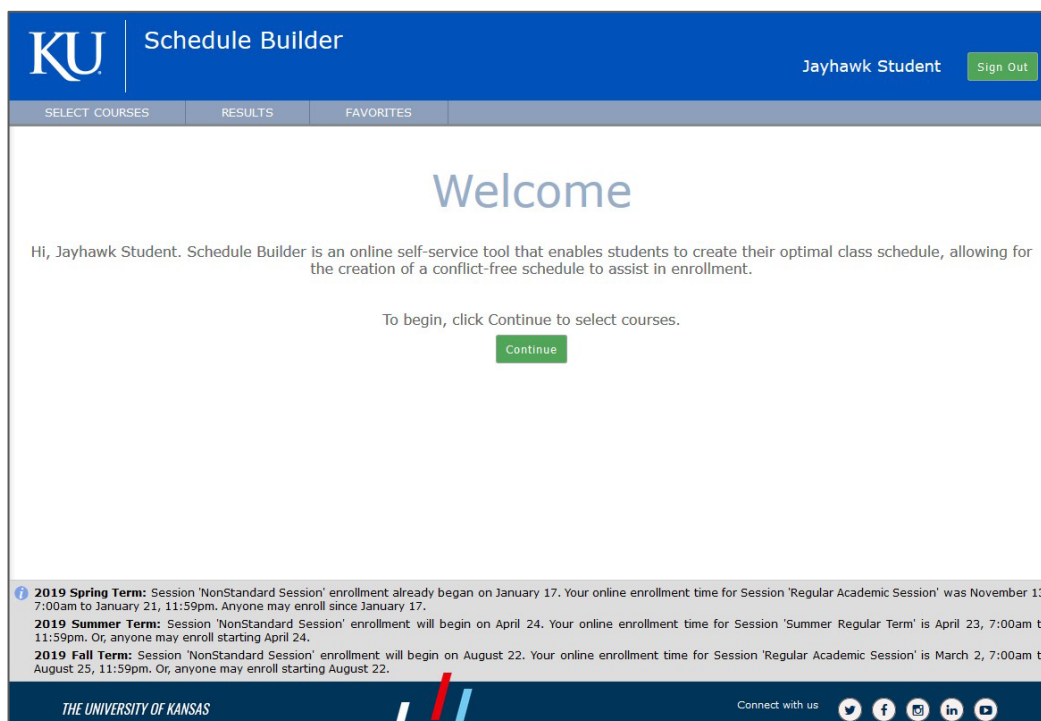
From your Student Homepage, select the Enroll & Manage Classes tile and then the Schedule Builder (Link). The link will open up a separate tab/window.



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.



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.

The screenshot shows the KU Schedule Builder interface. At the top, there's a blue header with the KU logo, "Schedule Builder", and a "Jayhawk Student" profile with a "Sign Out" button. Below the header, there are tabs for "SELECT COURSES", "RESULTS", and "FAVORITES". The "SELECT COURSES" tab is active. On the right, there are radio buttons for "Term: 2019 Spring", "2019 Summer", and "2019 Fall". A yellow box labeled "Step 1" says "Choose a term." Below this, there are filters for "Campuses: All (3) Select...", "Locations: All 30 within selected campuses Select...", and "Instruction Modes: All Select...". A "Select Course" input field with a "Select" button is present. A green "Generate Schedules" button is below it. At the bottom, there are links for "Start Over", "Increase Accessibility", and "Import from My Planner: (No term selected)". A footer section contains enrollment information for the 2019 Spring, Summer, and Fall terms, along with social media icons and the University of Kansas logo.

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


This screenshot shows the KU Schedule Builder interface with the "2019 Fall" term selected. Below the search box, a course titled "PSYC 104 General Psychology" is listed with a checkmark and the word "Enrolled". To the right of the course name, it says "Lawrence Campus Select..." and "Stay enrolled in LEC 1700". A purple arrow points from the text "Previously Enrolled Course" to the "PSYC 104" entry. The rest of the interface, including the filters and buttons, is similar to the previous screenshot.

Previously Enrolled Course

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.

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.

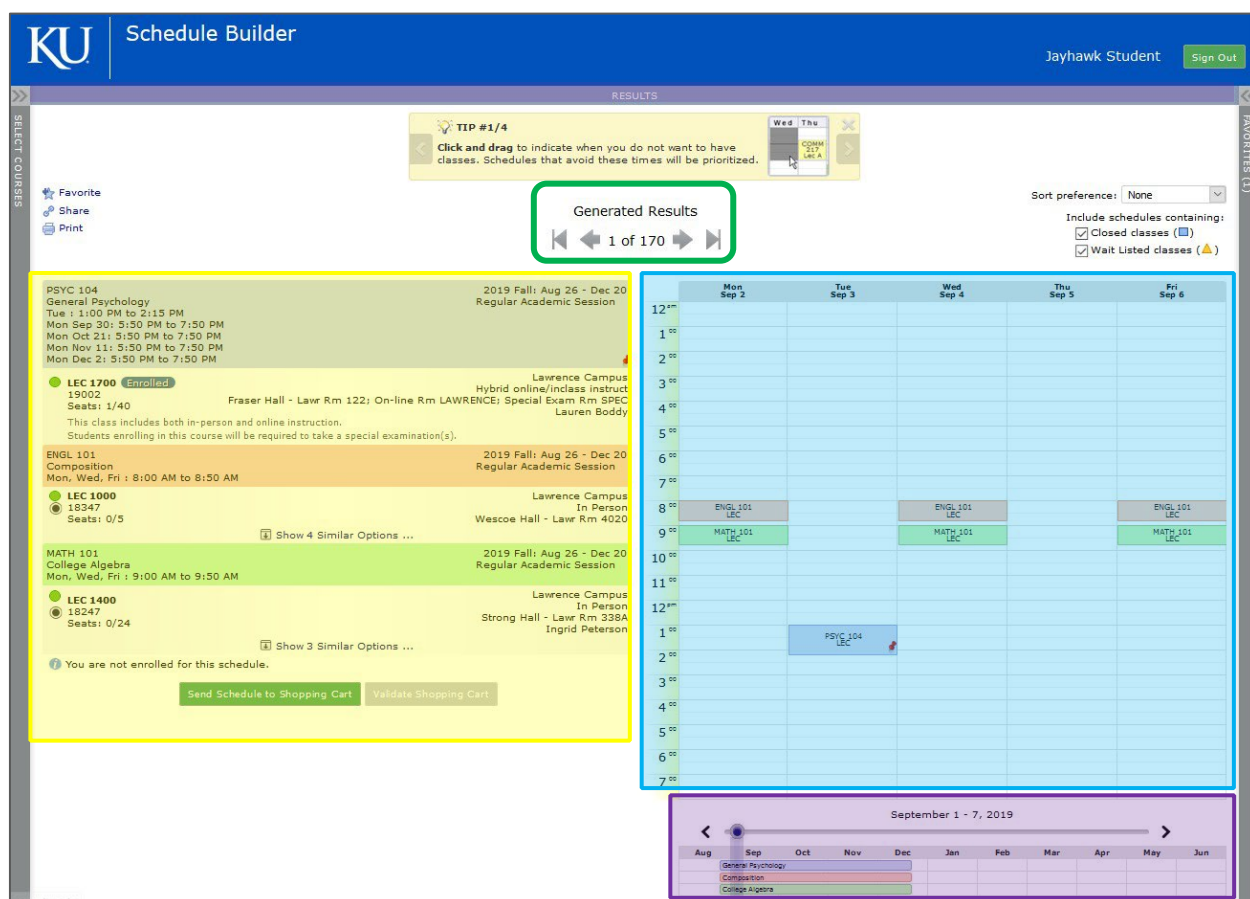
To completely remove a course from your desired classes, click on the 'x' in the upper right hand corner of the box for that section. When you have selected the courses you're ready to view, select on the

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



The screenshot displays the KU Schedule Builder interface. The top navigation bar includes the KU logo, "Schedule Builder", and a "Jayhawk Student" profile with a "Sign Out" button. The main content area is titled "RESULTS" and features a "TIP #1/4" box with instructions on clicking and dragging to indicate class preferences. A "Generated Results" section shows a list of courses on the left and a class schedule grid on the right. The course list includes:

- PSYC 104** General Psychology, 2019 Fall: Aug 26 - Dec 20, Regular Academic Session. LEC 1700 (Enrolled), 19002, 19002, Fraser Hall - Lawr Rm 122; On-line Rm LAWRENCE; Special Exam Rm SPEC. Lauren Boddy. Seats: 1/40. This class includes both in-person and online instruction. Students enrolling in this course will be required to take a special examination(s).
- ENGL 101** Composition, 2019 Fall: Aug 26 - Dec 20, Regular Academic Session. LEC 1000, 18347, 18347, Wescoe Hall - Lawr Rm 4020. Seats: 0/5. Show 4 Similar Options ...
- MATH 101** College Algebra, 2019 Fall: Aug 26 - Dec 20, Regular Academic Session. LEC 1400, 18247, 18247, Strong Hall - Lawr Rm 338A. Ingrid Peterson. Seats: 0/24. Show 3 Similar Options ...

The class schedule grid shows the following classes:

- ENGL 101 LEC** on Mon Sep 2, Wed Sep 4, and Fri Sep 6 at 8:00 AM.
- MATH 101 LEC** on Mon Sep 2, Wed Sep 4, and Fri Sep 6 at 9:00 AM.
- PSYC 104 LEC** on Tue Sep 3 at 12:00 PM.

The bottom of the interface shows a calendar view for September 1 - 7, 2019, with tabs for Aug, Sep, Oct, Nov, Dec, Jan, Feb, Mar, Apr, May, and Jun. The "Sep" tab is selected, showing the schedule for the month.

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.

	Mon Sep 2	Tue Sep 3	Wed Sep 4	Thu Sep 5	Fri Sep 6
12 ^{am}					
1 ⁰⁰					
2 ⁰⁰					
3 ⁰⁰					
4 ⁰⁰					
5 ⁰⁰					
6 ⁰⁰					
7 ⁰⁰					
8 ⁰⁰					
9 ⁰⁰					
10 ⁰⁰					
11 ⁰⁰					
12 ^{pm}	ENGL 101 LEC		ENGL 101 LEC		ENGL 101 LEC
1 ⁰⁰	MATH 101 LEC	PSYC 104 LEC	MATH 101 LEC		MATH 101 LEC
2 ⁰⁰					
3 ⁰⁰					
4 ⁰⁰					
5 ⁰⁰					
6 ⁰⁰					
7 ⁰⁰					

Desired Blocked Time

Pinned class

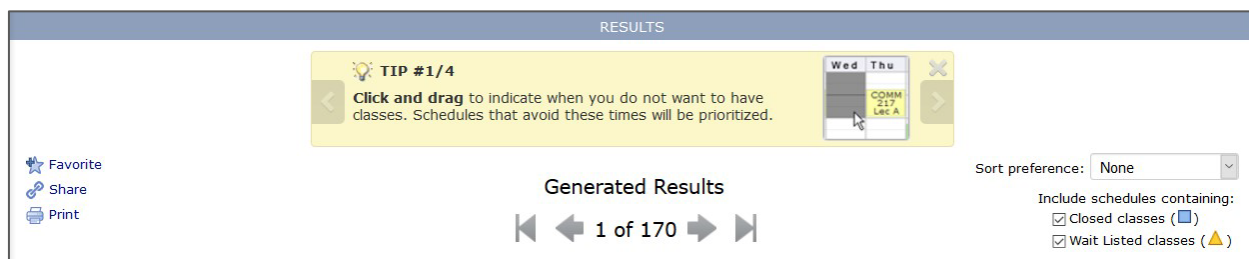
September 1 - 7, 2019

< | >

Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	General Psychology									
	Composition									
	College Algebra									

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.



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.

Back to search

Favorite

Share

Print

Generated Results

Sort preference: None

Include schedules containing:

☒ Closed classes (blue square)

☒ Wait Listed classes (yellow triangle)

ENGL 101 Composition
2019 Fall: Aug 26 - Dec 20
Regular Academic Session
Mon, Wed, Fri : 12:00 PM to 12:50 PM
LEC 4700
17939
Seats: 0/18
Lawrence Campus
In Person
J R Pearson - Lawr Rm 144
Meeyoung Kang
Show 6 Similar Options ...

MATH 101 College Algebra
2019 Fall: Aug 26 - Dec 20
Regular Academic Session
Mon, Wed, Fri : 1:00 PM to 1:50 PM
LEC 3380
24035
Seats: 0/24
Lawrence Campus
In Person
Strong Hall - Lawr Rm 309
Ingrid Peterson
Show 3 Similar Options ...

PSYC 104 General Psychology
2019 Fall: Aug 26 - Dec 20
Regular Academic Session
Tue : 4:00 PM to 5:15 PM
LEC 1900
12982
Seats: 1/40
Lawrence Campus
Hybrid online/inclass instruct
Fraser Hall - Lawr Rm 122; On-line Rm LAWRENCE
Justin Preddie
This class includes both in-person and online instruction.

Send Schedule to Shopping Cart

Validate Shopping Cart

You are not signed in

September 1 - 7, 2019

Aug Sep Oct Nov Dec Jan Feb Mar Apr May

Composition

College Algebra

General Psychology

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.

RESULTS

TIP #1/4
Click and drag to indicate when you do not want to have classes. Schedules that avoid these times will be prioritized.

Generated Results
1 of 170

Sort preference: None

Include schedules containing:
☒ Closed classes (■)
☒ Wait Listed classes (▲)

Class List:

- PSYC 104** General Psychology
 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 Nov 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
 Lawrence Campus
 Hybrid online/inclass instruct
 Fraser Hall - Lawr Rm 122; On-line Rm LAWRENCE; Special Exam Rm SPEC
 Lauren Boddy
 Seats: 1/40
 This class includes both in-person and online instruction.
 Students enrolling in this course will be required to take a special examination(s).
- LEC 1700** 19002
 Seats: 1/40
 This class includes both in-person and online instruction.
 Students enrolling in this course will be required to take a special examination(s).
- ENGL 101** Composition
 Mon, Wed, Fri : 12:00 PM to 12:50 PM
 2019 Fall: Aug 26 - Dec 20
 Regular Academic Session
 Lawrence Campus
 In Person
 Wescoe Hall - Lawr Rm 4051
 Seats: 0/5
 Show 4 Similar Options ...
- LEC 3950** 17220
 Seats: 0/5
 Show 3 Similar Options ...
- MATH 101** College Algebra
 Mon, Wed, Fri : 1:00 PM to 1:50 PM
 2019 Fall: Aug 26 - Dec 20
 Regular Academic Session
 Lawrence Campus
 In Person
 Strong Hall - Lawr Rm 309
 Ingrid Peterson
 Seats: 0/24
 Show 3 Similar Options ...
- LEC 3380** 24035
 Seats: 0/24
 You are not enrolled for this schedule.
 Show 3 Similar Options ...

Send Schedule to Shopping Cart **Validate Shopping Cart**

Calendar View: September 1 - 7, 2019

Legend:
 General Psychology: ■
 Composition: ■
 College Algebra: ■

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

RESULTS

Getting 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 Oct 21: 5:50 PM to 7:50 PM Mon Nov 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 Lawrence Campus Hybrid online/inclass instruct Fraser Hall - Lawr Rm 122; On-line Rm LAWRENCE; Special Exam Rm SPEC Lauren Boddy Seats: 1/40 This class includes both in-person and online instruction. Students enrolling in this course will be required to take a special examination(s).	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 Lawrence Campus In Person Wescoe Hall - Lawr Rm 4051 Seats: 0/5	Add to Cart	None	
MATH 101 College Algebra Mon, Wed, Fri : 1:00 PM to 1:50 PM 2019 Fall: Aug 26 - Dec 20 Regular Academic Session Lawrence Campus In Person Strong Hall - Lawr Rm 309 Ingrid Peterson Seats: 0/24	Add to Cart	None	
LEC 3380 24035 Seats: 0/24			

Cancel **Do Actions**

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

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 Oct 21: 5:50 PM to 7:50 PM Mon Nov 11: 5:50 PM to 7:50 PM Mon Dec 2: 5:50 PM to 7:50 PM ● LEC 1700 ● Enrolled 19002 Seats: 1/40 This class includes both in-person and online instruction. Students enrolling in this course will be required to take a special examination(s).	2019 Fall: Aug 26 - Dec 20 Regular Academic Session None (Already enrolled in this class)	N/A	N/A
ENGL 101 Composition Mon, Wed, Fri : 12:00 PM to 12:50 PM ● LEC 3950 ● 17220 Seats: 0/5	2019 Fall: Aug 26 - Dec 20 Regular Academic Session Add to Cart	None	Added to Shopping Cart IMPORTANT: You are not yet enrolled in this class. This class has been added to your shopping cart for further action.
MATH 101 College Algebra Mon, Wed, Fri : 1:00 PM to 1:50 PM ● LEC 3380 ● 24035 Seats: 0/24	2019 Fall: Aug 26 - Dec 20 Regular Academic Session Add to Cart	None	Added to Shopping Cart IMPORTANT: You are not yet enrolled in this class. This class has been added to your shopping 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.



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.

2019 Fall | Undergraduate change term

☒ Open
 ☐ Closed
 ☐ Wait List

Add to Cart:

Enter Class Nbr enter

Find Classes

☒ Class Search
 ☐ My Planner

search schedule builder

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ENGL 101-3950 (17220)	MWF 12:00PM - 12:50PM	Wescoe 4051	Staff	3.00	<input checked="" type="radio"/>
	MATH 101-3380 (24035)	MWF 1:00PM - 1:50PM	Strong 309	I. Peterson	3.00	<input checked="" type="radio"/>

PROCEED TO STEP 2 OF 3

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