

Schedule Builder

1. **Schedule Builder** is an optional tool that helps students explore multiple possible class schedules at once. First log into your **Student Service Center**. The **Schedule Builder** is available under **Academics**. Click on the link shown below.

Academics

[Student Class Schedule](#)
[Student Planner](#)
[Transcript: View Unofficial](#)
[Academic Requirements](#)
[Schedule Builder](#) ←

other academic... >>

2. This will take you to the **Schedule Builder** front page. Make sure the correct term is selected. From here, you can use the filters shown to narrow your selections.

The screenshot shows the Schedule Builder interface. At the top, there is a 'Term:' dropdown menu set to 'Spring 2020'. Below this are several filter sections:

- AVAILABILITY:** A dropdown menu labeled 'Unavailable Time' with a callout bubble 'A' pointing to it.
- GLOBAL FILTERS:** Four dropdown menus: 'Session' (callout 'B'), 'Class Status' (callout 'C'), 'Career' (callout 'D'), and 'Instruction Mode' (callout 'E').
- SECTION FILTERS:** A dropdown menu labeled 'Course Attribute' (callout 'F') and a text input field labeled 'Course Attribute Value'.
- COURSE SELECTION:** A dropdown menu labeled 'Subject *' (callout 'G') and a text input field labeled 'Catalog Number *'. To the right of these are two buttons: 'Add Course' and 'Reset Filters'.

- A. If you have any restrictions to your schedule use the **Availability** filter.
- B. **Session** allows you to choose between regular semester long and seven week classes.
- C. **Class Status** allows you to search for closed, open, and/or wait listed classes.
- D. **Career** allows you to differentiate undergraduate and graduate classes.
- E. **Instruction Mode** allows you to select from in-person, online, and hybrid classes.
- F. **Section Filters** allows you to select between **General Education** and **University Core Requirements**.
Students who use undergraduate catalogues from 2011 onward follow University Core Requirements.
- G. **Course Selection** allows you to add classes based on **Subject** and **Catalog Number**.

As you continue to add classes, they will appear below the schedule builder filters.

<input checked="" type="checkbox"/>	COURSE	COURSE TITLE	UNITS
<input checked="" type="checkbox"/>	EMF 140	INTRO ELECTRONIC MEDIA & FILM	3
<input checked="" type="checkbox"/>	MATH 105	MATHEMATICAL IDEAS	3

Once you're satisfied with the number of classes you've selected, you will click the **Build Schedule** button at the bottom right corner. Here you can also delete selected classes, or save your search to review later.



Once you click **Build Schedule**, the various options listed are based off your availability and course criteria. Users can navigate between various options using PREV and NEXT.

Select a class to view additional details Show Unavailable

Enroll < PREV 1 NEXT >

	SUN	MON	TUE	WED	THU	FRI
8 AM						
9 AM			9:30 - 10:45 am INTRO ELECTRONIC MEDIA & FILM EMF 140		9:30 - 10:45 am INTRO ELECTRONIC MEDIA & FILM EMF 140	
10 AM						
11 AM		11:00 - 11:50 am INTRODUCTION TO ETHICS PHIL 103	11:00 - 12:15 pm TOWSON SEMINAR TSEM 102	11:00 - 11:50 am INTRODUCTION TO ETHICS PHIL 103	11:00 - 12:15 pm TOWSON SEMINAR TSEM 102	11:00 - 11:50 am INTRODUCTION TO ETHICS PHIL 103
12 PM		12:30 - 1:45 pm INTRO TO MASS COMMUNICATION MCOM 101		12:30 - 1:45 pm INTRO TO MASS COMMUNICATION MCOM 101		
1 PM						
2 PM		2:00 - 3:15 pm MATHEMATICAL IDEAS MATH 105		2:00 - 3:15 pm MATHEMATICAL IDEAS MATH 105		

Once you've found a schedule you like, click the **Enroll** button at the top left of the screen.

Select a class to view additional details

Enroll