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 Menu]

   - **Student Class Schedule**
   - **Student Planner**
   - **Transcript View Unofficial**
   - **Academic Requirements**
   - **Schedule Builder**

   ![Schedule Builder Front Page]

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.

   ![Schedule Builder Filters]

   - **Availability**
   - **Session**
   - **Class Status**
   - **Career**
   - **Instruction Mode**
   - **Course Attribute**
   - **Subject**
   - **Catalog Number**

   ![Schedule Builder Filters List]

   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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMF 140</td>
<td>INTRO ELECTRONIC MEDIA &amp; FILM</td>
<td>3</td>
</tr>
<tr>
<td>MATH 105</td>
<td>MATHEMATICAL IDEAS</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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