Preparing Your Class Schedule in Schedule Builder
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Schedule Builder helps you build an optimized course schedule based on your desired classes and your other activities, such as work or extracurricular activities, and then register for those classes.

Schedule Builder allows you to add any course to your schedule, regardless of whether you will be allowed to register for it. Please keep this in mind and determine your eligibility to enter a particular section by searching pre-requisite information and restrictions for certain sections.

Schedule Builder is a tool that is intended to assist students in registration. The tool is most effectively used in combination with the Schedule of Courses found at courses.wvu.edu. The official listing of courses contains class details and restrictions that a student will need to be aware of when building a schedule in Schedule Builder.

**Accessing Schedule Builder**

1. Log in at portal.wvu.edu
2. Click **Schedule Builder**.

After you have logged in, you are ready to begin creating a schedule.
1. On the first screen you see after logging in, select a campus.

2. In the Schedule Builder, you can:
   a. Change defaults for course status, campus, term, and parts of term.
   b. Add Courses.
   c. Add Breaks to your schedule for activities such as a job or meal.
Adding Courses

After clicking Add Course, you will see a search box containing four tabs. The default is to search by Subject, but you can click a different tab to search by other criteria.

**Subject** - Begin typing or click the dropdown arrow to see choices.

**Degree Works** - Displays your plan.

**Course Attribute** - Click the Attribute field to see choices.

**Instructor** - Click the Instructor field to see choices.

**Note:**
The course description contains any prerequisites. Pay close attention to any Prerequisites/Restrictions/Notes or Section Comments to avoid registration errors. (Below, the prerequisite is noted by PR.)

Continue clicking Add Course until you have added all courses and the courses appear on the Desired Courses list on the right side of the page.

Click **Back** when you have added all courses.
After your courses have been added, you may click on the *Options* icon within each course and view section level information. This can be especially helpful when including or excluding courses designated as Honors, finding sections offered for specific groups of students (for example: level, major, or college restrictions), or selecting a desired delivery method.

From the Options view, you can select which specific sections of a course will be included in your search. Here we can see that only the in-person section is included and not the online or Honors section.

Click *Save and Close* and then click *Back* when all courses have been added and any necessary section requirements have been filtered utilizing *Options*.

**Reminder!**

In conjunction with adding courses through Schedule Builder and narrowing down sections through the options, please again be sure to always review the Schedule of Courses at Courses.wvu.edu. The official listing of courses will include all restrictions, prerequisites and important information that a student should know about a course section. Utilizing the combination of Schedule Builder and the Schedule of Courses, a student will have less of a possibility of encountering errors in registration due to their eligibility to enroll in each section.
Adding Breaks

If you need a break built into your schedule, click Add Break.

Steps:

1. Name the break
2. Add Start and stop times.
3. Select the days of the week.
4. Click Add Break.
5. Click Back.
Generating a Schedule

Steps:
1. Click **Generate Schedules**.
2. Schedules populate, with the number of schedules generated displayed in a green bar.

- Hovering over the magnifying glass provides only a preview.
- Click **View** to see the schedule.

- When scheduling your courses, allot 40 minutes when traveling between Morgantown campuses.
- Schedule designates the campus by letter:
  - **D** = Downtown
  - **E** = Evansdale
  - **H** = Health Sciences
Comparing Schedules

Steps:

1. Check the box to the right of the magnifying glass of at least two schedules.

2. Click the **Compare** button at the top of the list.

3. The schedules appear as a preview.

4. Hover over any block to see the class name.

5. Click **Open** to view any schedule in detail.
“Locking” a Course

Narrow down possible schedules by “locking” in courses to a certain time. Locking allows the Schedule Builder to build the remaining course around the locked course(s).

Note: Locking a course does not mean you are registered for the course!

Steps:

1. Click the lock icon for any course for which the time and day you wish to keep.

2. Click the lock again if you decide to unlock the course.

3. Click the Back button in the upper left corner to see the schedules built around the locked class.
Sending Shopping Cart to STAR

Steps:

1. When you locate the schedule you wish to keep, lock all courses.

2. Click **Send to Shopping Cart**.

3. Click **OK**.

4. In Registration in STAR, click **Schedule Builder Registration Cart**.

5. Click **Register**.