

A large, dark blue ink splatter graphic is centered on a white background. The splatter has irregular, organic edges and contains several smaller, lighter blue droplets and spots scattered around it.

Schedule Builder

Office of the Registrar

What is Schedule Builder?

Time	Mon	Tue	Wed	Thu	Fri
8:00 AM	Math Teacher 1	Arts Teacher 5	Math Teacher 1	Science Lab Teacher 1	Fitness & Sport Teacher 7
8:30 AM	English Teacher 2		Math Teacher 1		Excel Teacher 4
9:00 AM		English Teacher 2		English Teacher 2	
9:30 AM	Excel Teacher 4	Math Teacher 1	Excel Teacher 4	English Teacher 2	Excel Teacher 4
10:00 AM		English Teacher 2			
10:30 AM	Fitness & Sport Teacher 7	Physics Teacher 1	Etiquette Teacher 3	Chemistry Teacher 1	Math Teacher 1
11:00 AM					
11:30 AM	History Teacher 3	none	History Teacher 3	none	History Teacher 3
12:00 PM	History Teacher 3				
12:30 PM	History Teacher 3	none	History Teacher 3	none	History Teacher 3
1:00 PM	History Teacher 3	none	History Teacher 3	none	History Teacher 3

Tool that helps students plan and register for courses that best suit their needs

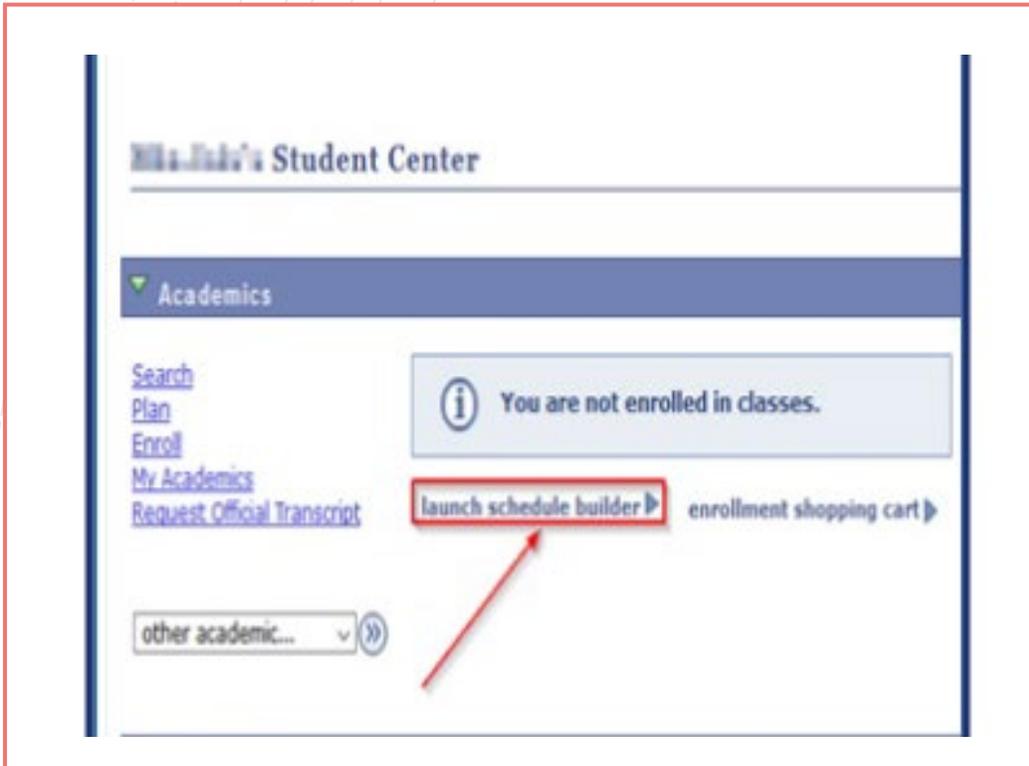
Students can select courses based on:

- Desired time – suit personal and academic lives
- Location
- Availability
- Gives hundreds to thousands of schedule options
- Reduce time for searching for perfect schedule

Advisors can use to plan out a student's schedule:

- Cut time for advisement substantially
- Recommend a schedule or specific Major/Gen ed courses

How to Access Schedule Builder



- Log into [CUNYfirst](#)
- Click Student Center
- Launch Schedule Builder under “Academics”

How to Search for Classes

4 methods to search:

- **Select Course** – By course #, course name, professor name, or subject name
- **Advanced Search** – By course subject, course attribute, requirement designation, or keywords
- **Plan** – By importing student educational plan suggested by advisors - TBA
- **Worksheet** – By selecting courses directly from Degree Works Audit

Colleges: NYC College of Technology × (1/25)

Instruction Modes: All

In Person Online

Hybrid

SELECT ALL SELECT NONE CLOSE

Begin typing a course code or name that you would like to take.

Example: ACCT 230, or BIO 201

Select Course... Advanced Search 🔍

Import My DegreeWorks: WORKSHEET

Advanced Search

Advanced Course Search

Selected colleges only (1)

Course Subject: Art

Course Attribute: ZERO Textbook Cost

Course Attribute Value:

Requirement Designation: Flexible Core - Creative Exp

Keywords: Class Number, Title, Instr

SEARCH

HUA 101
Introduction to Art

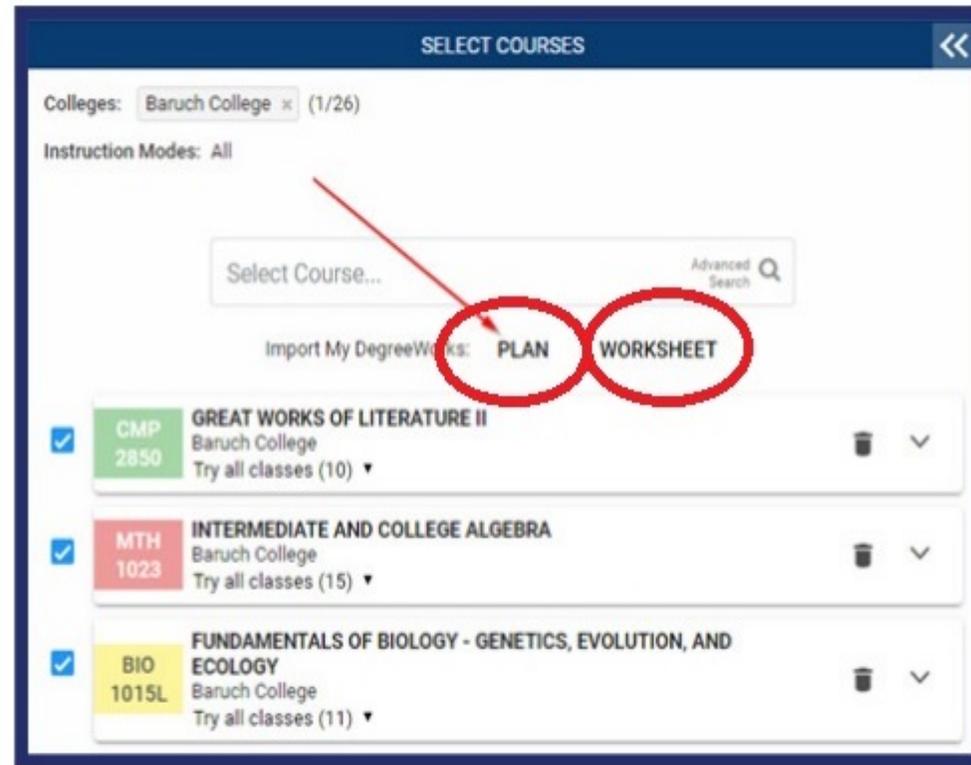
HUA 212
History of Design

View selected only

ADD 2 SELECTED COURSES **CLOSE**

- You can search by course subject, course attribute, requirement designation, or keywords
- You can refine your Search Results by deselecting courses

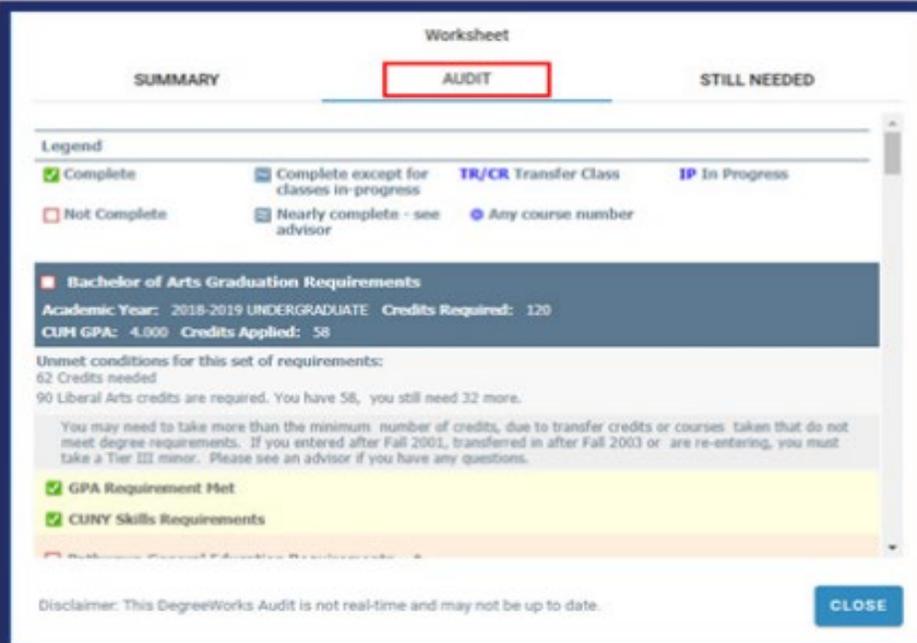
Plan or Worksheet



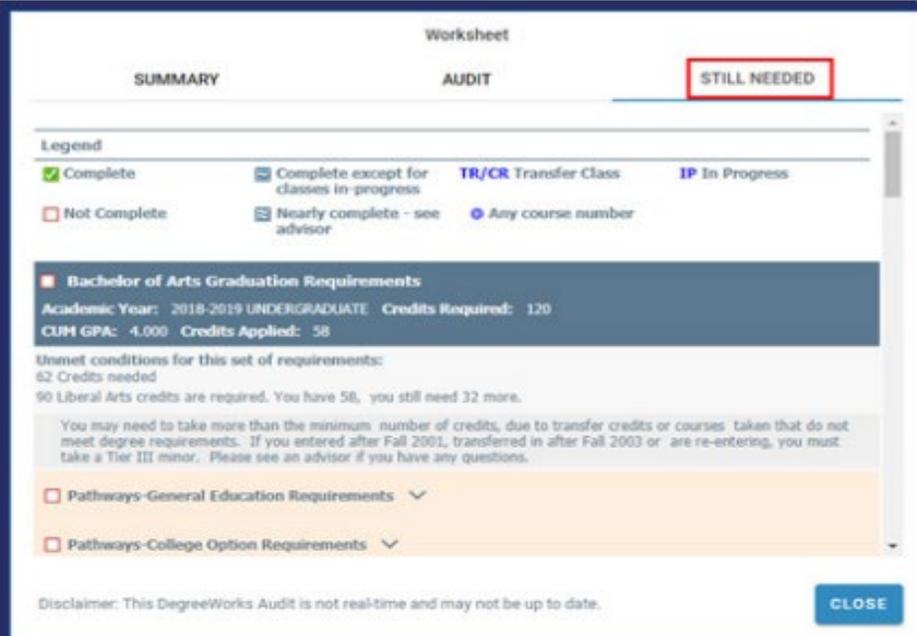
- Plan allows you to select a preset-up plan set by an advisor via the Student Educational Planner- TBA
- Worksheet allows you to select courses right from your audit in DegreeWorks

Worksheet

- Worksheet imports your audit from DegreeWorks
- Click on “Still Needed”
- As you click “Select”, the classes will populate to Schedule Builder and generate schedule options



The screenshot shows the 'Worksheet' interface with the 'AUDIT' tab selected. The 'SUMMARY' and 'STILL NEEDED' tabs are also visible. A legend defines the status icons: Complete (green check), Complete except for classes in-progress (blue check), TR/CR Transfer Class (blue circle), IP In Progress (blue circle), Not Complete (red X), Nearly complete - see advisor (blue check), and Any course number (blue circle). The main content area displays 'Bachelor of Arts Graduation Requirements' for the 2018-2019 Undergraduate year, with 120 credits required and 58 applied. It notes that 62 credits are still needed, specifically 32 Liberal Arts credits. A disclaimer at the bottom states that the audit is not real-time and may not be up to date. A 'CLOSE' button is in the bottom right corner.

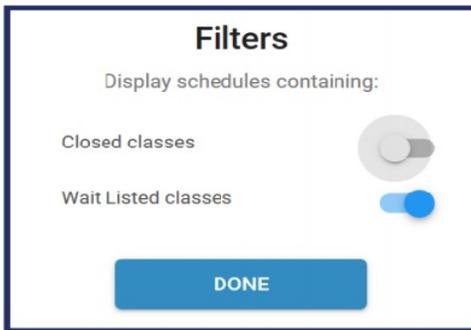


The screenshot shows the 'Worksheet' interface with the 'STILL NEEDED' tab selected. The 'SUMMARY' and 'AUDIT' tabs are also visible. The legend is identical to the previous screenshot. The main content area displays the same 'Bachelor of Arts Graduation Requirements' but highlights the 'Unmet conditions' section in orange. It lists 'Pathways-General Education Requirements' and 'Pathways-College Option Requirements' as unmet. A disclaimer at the bottom states that the audit is not real-time and may not be up to date. A 'CLOSE' button is in the bottom right corner.

Creating Schedules

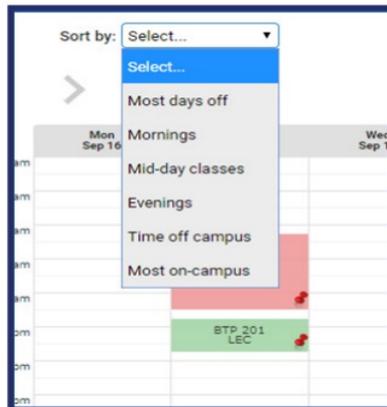
Use Filters to Narrow Down

1



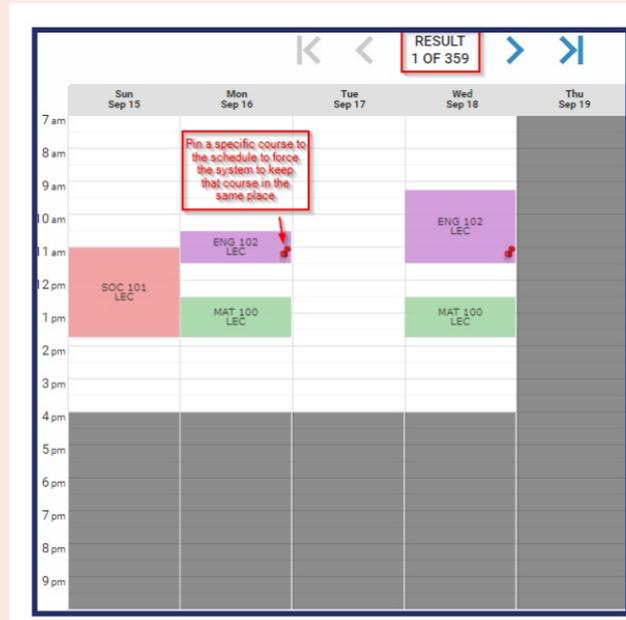
by gives you options for searching classes based on the time of

2



lder

3



1. Filters allows you to: Include Closed or Waitlist classes (waitlist classes are not available at City Tech)

2. Sort by allows you to sort by time of day- morning, afternoon, evening, day classes etc.

3. Drag and drop directly on the schedule to block out times you do not want to attend. Pin down classes you want to keep while exploring other options.

SCHEDULE RESULTS

Class Details

TIPS

Sort by: Select...

FILTERS (1)

RESULT 59 OF 3381

AFR 1304 African American Art
2020 Fall Term: Aug 26 - Dec 20
Regular Academic Session
Fri : 11:30 AM to 2:00 PM

LEC D833 25507
NYC College of Technology
Namm Hall Rm N-605
3.0/3.0 Progress Units
Seats: 0/29
Wait List: None
Recommendations: 0 : 0
CERTIFICATION READING&WRITING

MAT 1475 Calculus I
2020 Fall Term: Aug 26 - Dec 20
Regular Academic Session
Mon, Wed : 10:00 AM to 11:40 AM

LEC D604 27765
NYC College of Technology
Namm Hall Rm N-710
4.0/4.0 Progress Units
Seats: 0/35
Wait List: None
Recommendations: 0 : 0
PREREQUISITE OF MAT 1375 OR PLACEMENT, MUST NOT HAVE PASSED MAT 1575, 2675

COMD 1100 Graphic Design Principles I
2020 Fall Term: Aug 26 - Dec 20
Regular Academic Session
Tue, Fri : 8:30 AM to 11:00 AM

LEC D102 26318
NYC College of Technology
Namm Hall Rm N-710
3.0/3.0 Progress Units
Seats: 0/25
Wait List: None
Recommendations: 0 : 0
Class Attributes: ZERO Textbook Cost
COMPUTER AIDED
MATH CERTIFICATION & READING & WRITING CERTIFICATION OR CO-REQUISITE OF ENG 092R, ESOL 022R or 032R, ENG 092W, ESOL021W, or ESOL 031W; MAT063 or MAT065 as required

COMD 1123 Foundation Drawing
2020 Fall Term: Aug 26 - Dec 20
Regular Academic Session
Wed : 12:00 PM to 3:20 PM

LEC D114 26414
NYC College of Technology
Namm Hall Rm N-1121
3.0/3.0 Progress Units
Seats: 0/25
Wait List: None
Recommendations: 0 : 0
MATH CERTIFICATION & READING & WRITING CERTIFICATION OR CO-REQUISITE OF ENG 092R, ESOL 022R or 032R, ENG 092W, ESOL021W, or ESOL 031W; MAT063 or MAT065 as required

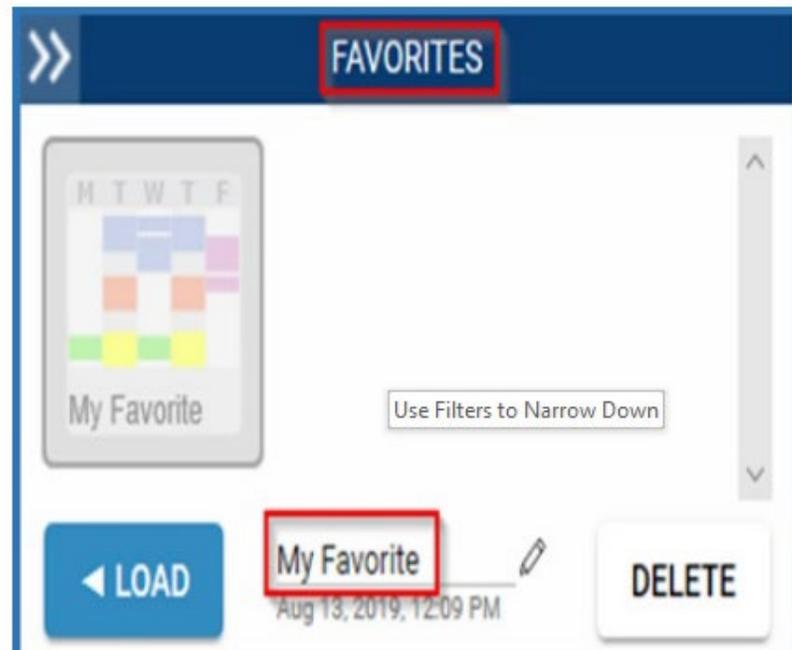
ENG 1121 2020 Fall Term: Aug 26 - Dec 20

Class Details

Drill down to the class information by clicking detail to see:

- Number of seats available
- When class meets
- Building and room number
- Instructor Mode: Online, Hybrid, In person
- Total credits for class

Saving Schedule



Once you find a schedule you like:

- You can save schedule in favorites
- Share schedule with friends
- Print schedule for your records

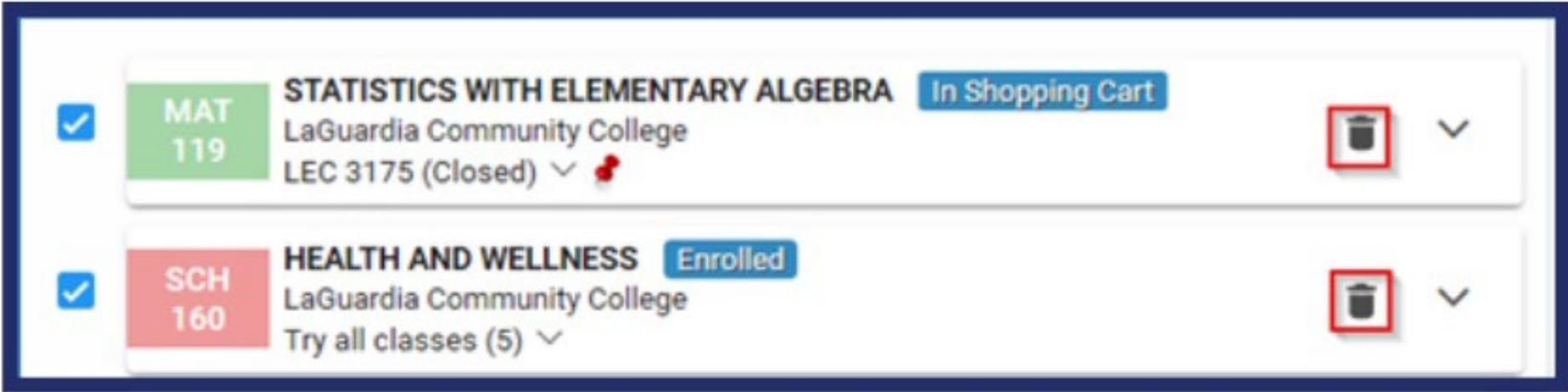
How to Register

Class	Action	Options	Result
SCP 105 Life in the Universe 2019 Fall Term: Sep 10 - Dec 19 Regular Academic Session Tue: 9:15 AM to 11:30 AM Thu: 10:30 AM to 11:30 AM	<input type="button" value="Enroll"/>	None	Added Success - This class is added to your schedule. Pre-requisites of BTA 112 AND MAT 96 or CUNY MATH pass/exemption are required. The pre-requisite has been met conditionally. The enrollment is allowed with the condition of satisfying the pre-requisite before the start of the class. Pre-requisites of BTA 112 AND MAT 96 or CUNY MATH pass/exemption are required.
LEC 0560 58365 Seats: 20/22 Wait List: None Pre-requisites of ENG 99 AND CSE 99 AND MAT 96 OR passing scores/exemptions on the CUNY Reading, Writing & Math tests are required. LaGuardia Community College In Person C - Center 3 Building Rm C-207, C - Center 3 Building Rm C-245 3.0 Units	<input type="button" value="Enroll"/>	None	Added Success - This class is added to your schedule. Pre-requisites of BTA 112 AND MAT 96 or CUNY MATH pass/exemption are required.
BTA 112 Principles of Accounting II 2019 Fall Term: Jan 6 - Feb 26 Second Session	<input type="button" value="Enroll"/>	None	Added Success - This class is added to your schedule. Pre-requisites of BTA 112 AND MAT 96 or CUNY MATH pass/exemption are required.
LEC 7009 46176 Seats: 4/22 Wait List: None SECTION MEETS ONLINE Pre-requisites of CSE 99 and ENG 99 and BTA 111 are required. LaGuardia Community College Fully Online Online Andres Francis 3.0 Units	<input type="button" value="Enroll"/>	None	Failed Unable to add this class - requisites have not been met. Pre-requisites of BTA 112 AND MAT 96 or CUNY MATH pass/exemption are required.
BTA 201 Intermediate Accounting I 2019 Fall Term: Sep 10 - Dec 19 Regular Academic Session Mon, Tue, Wed, Thu: 8:00 AM to 9:00 AM	<input type="button" value="Enroll"/>	None	Failed Unable to add this class - requisites have not been met. Pre-requisites of BTA 112 AND MAT 96 or CUNY MATH pass/exemption are required.
LEC 0031 42963 Seats: 24/34 Wait List: None Pre-requisites of BTA 112 AND MAT 96 or CUNY MATH pass/exemption are required. LaGuardia Community College In Person LGCC-B Rm B-302 Ahmed Abdelhalim 3.0 Units	<input type="button" value="Enroll"/>	None	

[RETURN TO 'SELECT COURSES'](#)

- Choose your schedule and click “Get this Schedule”
- Must click “Do Actions” and choose “Enroll”
- You will get message “added” or “failed”

Schedule Changes: Dropping



The screenshot displays a list of two courses within a blue-bordered box. Each course entry includes a checkmark, a colored box with the course code, the course title, the institution name, and a status label. A trash can icon is highlighted with a red square next to each course, indicating the action to drop the class.

<input checked="" type="checkbox"/>	MAT 119	STATISTICS WITH ELEMENTARY ALGEBRA	In Shopping Cart		▼
<input checked="" type="checkbox"/>	SCH 160	HEALTH AND WELLNESS	Enrolled		▼

Course 1: **MAT 119** STATISTICS WITH ELEMENTARY ALGEBRA (In Shopping Cart) at LaGuardia Community College, LEC 3175 (Closed). Status: In Shopping Cart.

Course 2: **SCH 160** HEALTH AND WELLNESS (Enrolled) at LaGuardia Community College, Try all classes (5). Status: Enrolled.

To drop your classes, click the trash can icon next to course

Schedule Changes: Swapping “Plan to Drop”

Class	Action	Options	Result
SSE 103 Introduction to Microeconomics Tue, Thu : 6:00 PM to 7:30 PM 2019 Fall Term: Sep 10 - Dec 19 Regular Academic Session			
LEC 6812 43133 Enrolled Seats: 4/38 Wait List: None Class Attributes: Introduction to Microeconomics, Introduction to Microeconomics LaGuardia Community College In Person C - Center 3 Building Rm C-207; C - Center 3 Building Rm C-318 3.0 Units	Drop* *Swapping for ELS 101	N/A	N/A
BTP 203 Family Law Mon, Wed : 5:45 PM to 9:05 PM 2019 Fall Term: Jan 6 - Feb 26 Second Session	None (Already enrolled in this class)	N/A	How to save schedule
LEC 8027 Enrolled 56562 Seats: 3/25 Wait List: None LaGuardia Community College In Person LGCC-B Rm B-321 Howard Jusbrig 3.0 Units			
ELS 101 Elementary Spanish I Tue : 10:30 AM to 12:45 PM Thu : 10:30 AM to 11:30 AM Thu : 11:45 AM to 12:45 PM 2019 Fall Term: Sep 10 - Dec 19 Regular Academic Session		None	Swapped Success - This class is added to your schedule.
LEC 0426 57335 Seats: 1/21 Wait List: None LaGuardia Community College In Person LGCC-B Rm B-210; LGCC-B Rm B-322; C - Center 3 Building Rm C-222 3.0 Units	Enroll		

1. Search for a new class
2. Select new class
3. Select the open trash can icon for the class you want to drop
4. Select “get this schedule” and then “do action”
5. Check message under “result” – success or failure
6. Previous class won’t drop if its closed= same as Cunyfirst

TOOLS

Videos, FAQ's, Glossary, How to, Student guides

- [Schedule Builder Page](#)

Email us at

- Schedulebuilder@citytech.cuny.edu

