What is Schedule Builder?

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 use Schedule Builder

Select a term

Select college and instruction mode
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
Advanced Search

- 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
Creating Schedules

Use Filters to Narrow Down

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.
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
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

• 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

To drop your classes, click the trash can icon next to course
Schedule Changes: Swapping “Plan to Drop”

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

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TOOLS

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

- Schedule Builder Page

Email us at

- Schedulebuilder@citytech.cuny.edu