WHAT IS SCHEDULE BUILDER?

Schedule Builder is a tool that enables you to plan and register for courses that meet your scheduling needs.

Schedule Builder allows you to graphically view schedule options based on desired time, availability, location, and other factors that work best for you.

Schedule Builder generates schedules in seconds!
WHERE CAN I ACCESS IT?

1. Log into CUNYfirst
2. Click on Student Center tile
3. Click on Schedule Builder tile
GETTING STARTED

1. Toggle between semesters
2. Select multiple campuses (great for students applying for permit)
3. Select instruction modes
4. Select multiple sessions (perfect for the summer and winter)
5. Search area
6. Schedule area
7. Favorite schedules
HOW DO I SEARCH FOR CLASSES?

1. Course Search Bar
2. Advance Search
3. DegreeWorks/Degree Audit
COURSE SEARCH BAR

Allows you to search by course code (ACCT. 3001), course title (Principles of Accounting I), or by instructor.
ADVANCED SEARCH

Allows you to do advance searches such as days, time, or by requirement designation (creative expression).
DEGREEWORKS/DEGREE AUDIT

Allows you to select the courses needed right from your degree audit.
SCHEDULE OPTIONS

• As you add courses to the Search Area, the right panel populates with a combination of schedules.
• The arrows allow you to browse the available schedules.

**Tips to Remember**
• Online synchronous courses will display on schedule with a mouse next to it.
• Online asynchronous course will **not** display on schedule but will have a note on the bottom.
NARROW DOWN SEARCHES

The combination of schedules can be large. You can narrow down your options by:

- Sorting it by preferred days and time.
- Blocking out the time right on the schedule by click and drag.
- Or filtering closed, waitlisted, or online courses.
Found the schedule that you love? Make sure to review the class details before enrolling.

- You can click on class details on the schedule or the search area.

**Tips to Remember**

- When enrolling in a closed course, check the waitlist information.
- Review section notes to avoid registering for a section reserved for a certain population (SEEK, HONORS, HIGH SCHOOL).
SAVING AND SHARING

Want to save or share your schedule?

• Schedule Builder allows you to save your schedule to your favorites and come back to it when you are ready to register.

• Sharing your schedule with friends or family is now easy with the share feature.

• The print options allows you to print your schedule as well.
HOW DO I REGISTER?

• Once you find a schedule you like, select Get This Schedule and then Do Actions.

• Upon enrolling, in the results column, you should see the word Added. If not, try to resolve the issue in the displayed message or contact an academic advisor.

Tips to Remember

You must click on Do Actions to finish enrolling.
HOW DO I DROP?

• To drop a course, you click on the trash can to initiate a drop.
• You have not finished dropping the course until you click on Get This Schedule and Do Actions.

Tips to Remember

If you see a red message indicating that you have not finished dropping, you must click on Get This Schedule and Do Actions.
**HOW DO I SWAP?**

- To swap a course, you must click on the trash can icon for the course you wish to swap and add the new course you wish to replace it with in the search area.

- Repeat the steps on registering:
  - Get This Schedule
  - Do Actions
Tools

Videos, FAQ’s, Glossary, How to, Student guides - Schedule Builder Page

Email us at - Registrar@brooklyn.cuny.edu