Schedule Builder

Throw away the pencil and paper! No more searching for class times one by one! Now you can create an ideal class semester schedule with a few clicks of a button with the new web-based Schedule Builder.

Schedule Builder is a web-based schedule planner that seamlessly integrates with CampS. Schedule Builder automates the manual pen and paper process and presents every possible schedule option open and available for registration with real time data. It is intuitive and allows you to easily build a full schedule around competing demands.

Schedule Builder is not a registration system. Registration functionality, such as prerequisites and department consent, are not enforced during the automated schedule building process. These functions are applied in CampS once a preferred schedule is imported to the enrollment shopping cart.

TIP:
Schedule Builder presents every possible schedule option that is open and available for registration, which means if utilized too early the number of generated schedules can be overwhelming. As your registration time approaches, course availability will decrease resulting in fewer generated schedules. For best results, it is recommended to use Schedule Builder a few days prior to your enrollment appointment.

Recommendations for limiting the number of generated schedules:
Use Schedule Builder functionality:
- Add breaks
- Lock specific courses
- Unselect sections to exclude from scheduling option

Select specific section(s) in your enrollment shopping cart in CampS:
- Information you select in your enrollment shopping cart in CampS will display in Schedule Builder

STEP BY STEP INSTRUCTIONS:
1. Access the MyBlugold CampS > Self Service > Student Center
2. Select Schedule Builder on the left hand side of the screen under academics
3. Make sure your pop up blocker is disabled and select Click Here
4. Choose a term from the drop down menu

5. You can filter by the following:

6. To add courses select Add Courses

7. You can search using three options
   a. Search by Subject and Course
   b. Search by Course Attribute
   c. Search by My Planner

Search by Subject and Course
- From the Select Subject pull-down list, select the desired course department.
- From the Select Course pull-down list, select the desired course number.

Search by Course Attribute
- From the Select Attribute pull-down list, select specific categories, such as Cultural Diversity, GE, or Foreign Culture.
- From the Select Subject pull-down list, select the desired course department.
- From the Select Course pull-down list, select the desired course number.

My Planner
- From the My Planner Courses – Planner Term pull-down list, select specific term to add to Schedule Builder.
- Select courses you wish to include in scheduling options.
- Select Add
8. Repeat steps to add all courses.

9. Click View/Edit to view section information and narrow schedule results. Once you’ve added your chosen courses, select generate schedule.

10. A list of available schedules will appear based on your course and break entries. See the tip above for recommendations for limiting the number of schedules generated. Note: You are allowed to Compare up to four schedules at a time.

11. Select View to display more information and a weekly timeline. NOTE: You can narrow schedule results by clicking the lock that appears by a desired section under the timeline view and close. Click Generate Schedules again to view results that contain the locked section.

12. Found the Optimal Schedule? Click Send Schedule to Shopping Cart on the top of the page.
13. At this time, you are leaving Schedule Builder and returning to CampS. In CampS, navigate to your enrollment shopping cart. Select Import Cart.

14. You will be prompted to add each course to your shopping cart. Select Next for each course you have selected.

15. Courses are now in your enrollment shopping cart and you are ready to enroll.

16. Instructions for Validating Your Schedule and Enrolling In Classes in CampS are available here

**ADDITIONAL FEATURES:**

*Add Breaks*
- Select Add Break
- Enter a name for your break
- Select start/end times and days
- Click Save Break and repeat as necessary

*Lock*
You can narrow schedule results by clicking the lock that appears by a desired section under the timeline view and close. Click Generate Schedules again to view results that contain the locked section.
**Edit/View and Unselect Sections**
Under **Courses**, select **View/Edit** to view sections information and narrow course results.

Unselect sections you wish to exclude from scheduling options.

**Info**
Course details are displayed (including prerequisites) if you hover over **Info**, but are not enforced by Schedule Builder to restrict schedule options. To ensure you are eligible to enroll in all selected courses, validate your schedule in your enrollment shopping cart in CampS. Instructions for validating your schedule and enrolling in classes in CampS is available here.

**Student Shopping Cart - 2014-15 Spring Semester**