How to Use Schedule Builder:

Step 1: Access Schedule Builder through your Student Center

Self Service > Student Center > Schedule Builder

You will be greeted by a Welcome Message that displays pertinent information and timely messaging associated with the registration process.

Selecting "Skip this message in the future" will suppress the message for future visits. The message will refresh should the content change.

What's New in Schedule Builder

Do you know your Cal Poly catalog?
1. Log in to your My Cal Poly Portal
2. Click on your Academics Tab
3. Your Cal Poly catalog is listed at the top of the page

Continue View Tips

Skip this message in the future
Step 2: Select the correct available term from the Term drop-down menu, view your Planned and/or Enrolled courses for that term

You can select the correct available term from the Term drop-down menu on the left-hand side of the screen.

Planned coursework and Enrolled coursework will pull directly into Schedule Builder for that term. Students may elect to pull in coursework from the Shopping Cart, or courses where they are Wait Listed by using the drop down. It is easy to identify where a course pulled from based on the icon in the Status column (see "11. What do the symbols on the main page in Schedule Builder mean?" in the FAQs below).

If a course does not pull in from either Planned, Enrolled, Shopping Cart, or Wait Listed coursework, the Import Courses option may be used to manually refresh the page.
Step 3: Expand Filters, set filter options, and add additional courses

In order to search for courses, select Expand Filters in the upper right-hand corner of the screen.

Unavailable Time Filter

Unavailable Time may be set and used as a Filter when searching for classes. This Filter may be turned off if results are too limited.

Class Status

When searching for courses, Schedule Builder will automatically include both open courses and closed courses (allowing students the option to wait list).

To only view courses that have open seats, students should select "Open" in the "Class Status" field.
Section Filters

Section Filters may be used to search for courses in specific categories. Students may elect to search by GE (General Education) Area, US Cultural Pluralism (USCP) courses, Graduation Writing Requirement (GWR) courses, or Fully Online courses.

Students have the ability to select multiple Section Filters, but Section Filters do not overlap. If a student selects the GWR filter and the USCP filter, Schedule Builder will include all GWR courses and all USCP courses in the search results.

*Note: If a quick view of all courses that fulfill a specific GE Area is required, Class Search is an easy tool to use to quickly generate this information.

When searching for General Education (GE) courses, students must know their Cal Poly catalog.

*To find your catalog, visit the My Academics tab of your student portal.
Subject and Catalog Number Filters

Students may also search directly for a course by entering the Subject and Catalog Number in the drop down fields. When searching for a course, these two fields are required (note the red asterisk).

Add Course

Use the Add Course button to select the courses Schedule Builder will use to create Class Schedule options. By selecting the course in the subnavigation, a student may elect to further limit which sections are used to build schedules. If the student does not select specific sections of the course, Schedule Builder will create Class Schedule options with all available sections.
Step 4: Build schedule options

Up to ten (10) courses may be used when building a schedule. Select Build Schedule to see options.

*Results will return up to 100 schedules

Step 5: Evaluate schedule options

Set Favorites

Students may elect to save up to five (5) Favorite schedules. Indicate that a schedule is a "Favorite" by clicking the heart icon.
A pop up will allow you to name each Favorite schedule.

Adding to Favorites

Name your favorited schedule

Schedule Title:
Third Choice

Cancel  Confirm

Compare Schedule Options

Student may compare multiple schedules using the Add to compare function.
View Maps

From the schedule, students may view class locations on a map by clicking the three (3) dots in the upper right-hand corner of the screen:

The map feature will allow students to view the distance between their classes:
Step 6: Enroll in classes and review important messaging

Once the desired schedule has been identified, a student may Validate the schedule, Add the classes to their Shopping Cart, or Enroll directly in the classes. Select the green "Enroll" button to view these options.
Validate Schedule

This option is helpful prior to the student's enrollment appointment. The Validate function will check that the student meets requisites for the selected courses. If a permission number will be needed during the registration process, the student will know prior to their enrollment appointment.

Add to Shopping Cart

This option allows the student to move classes directly to the Shopping Cart in their Student Center. From there, they may complete the registration process.

Enroll in Classes

Students have the option to Enroll directly in classes from Schedule Builder.

If Enrolling directly in classes, the student will select each class and fill in any necessary information related to the enrollment transaction.
Option: Change Grading Basis

Option: Add Permission number

Option: Select Waitlist

Review Messaging

After options have been saved and the Enroll transaction has been processed, students will receive messages associated with each transaction. It is important to read all messages to ensure that the enrollment process was successful.

Green: Success

Red: Errors that need to be reviewed

Yellow: Success, but with messages. It is important to review each message (wait list placement, course repeat notification, etc.).
## Enrollment results

Enrollment results of 2 classes for the term Spring Quarter 2020.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS 112 (01-9965)</td>
<td>Added to your schedule.</td>
<td></td>
</tr>
</tbody>
</table>
| This class has been added to your schedule.  
You are required to take this requirement designation for this class. The requirement designation option has been set to yes.  
You have already taken this class. When graded this course may be subject to repeat rules. Verify that the class will apply toward your course of study. |
| POLS 180 (01-9581) | Added to your schedule. |
| This class has been added to your schedule. |

[OK]