

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

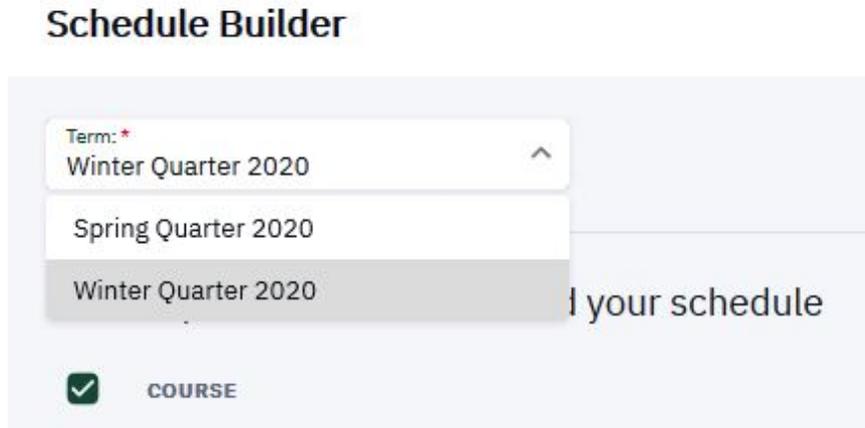
Continue

View Tips

Skip this message in the future

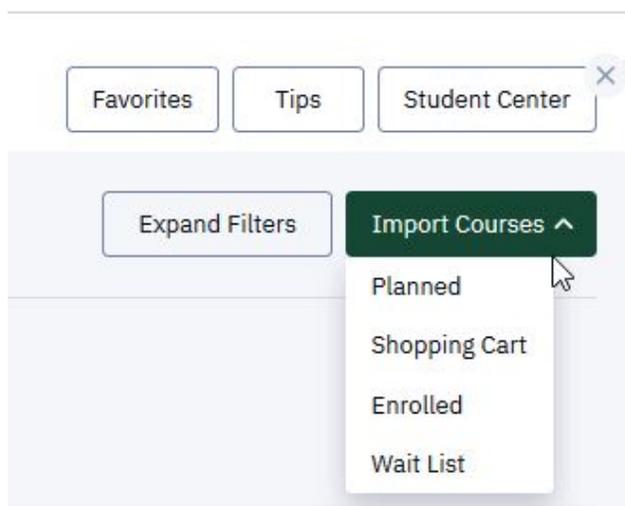
Step 2: Select the correct available term from the Term drop-down menu, view your Planned and/or Enrolled courses for that term

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



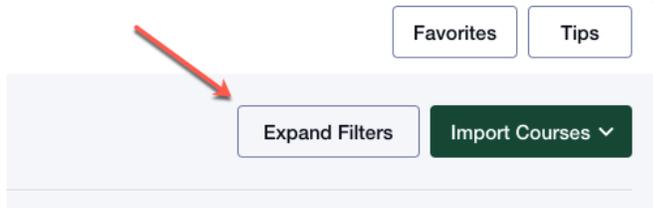
Planned coursework and Enrolled coursework will pull directly into Schedule Builder for that term. Students may elect to pull in coursework from the Shopping Cart, or courses where they are Wait Listed by using the drop down. It is easy to identify where a course pulled from based on the icon in the 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.



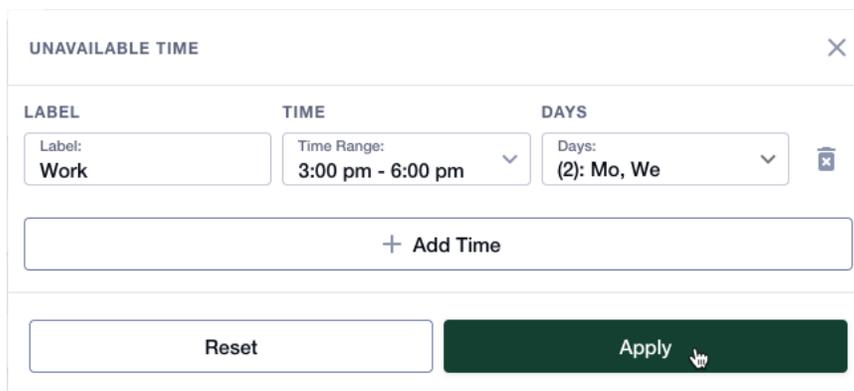
Step 3: Expand Filters, set filter options, and add additional courses

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



Unavailable Time Filter

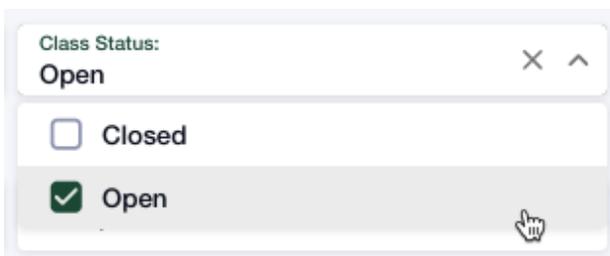
Unavailable Time may be set and used as a Filter when searching for classes. This Filter may be turned off if results are too limited.



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.

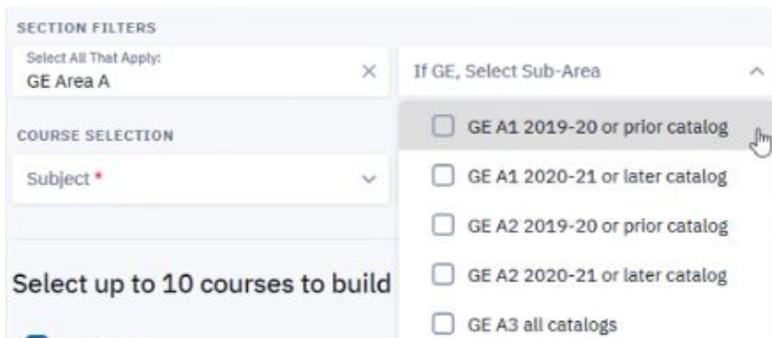


Section Filters

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.



SECTION FILTERS

Select All That Apply: GE Area A

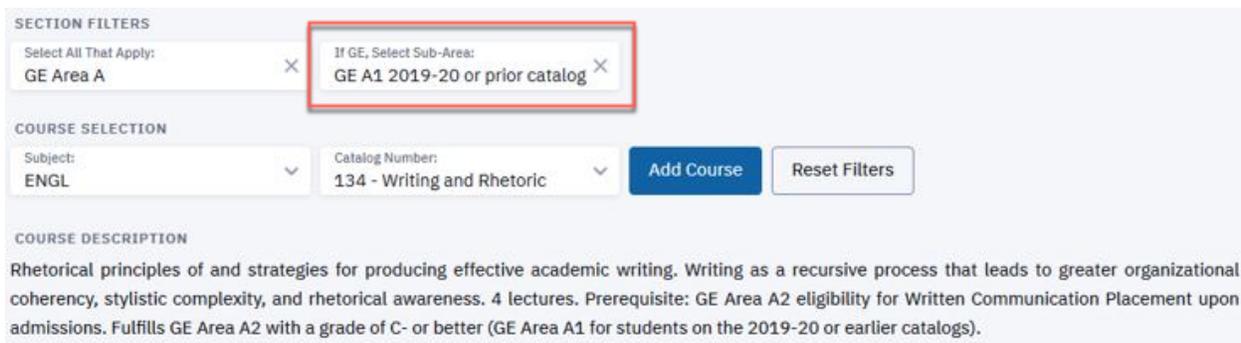
COURSE SELECTION

Subject *

Select up to 10 courses to build

If GE, Select Sub-Area

- GE A1 2019-20 or prior catalog
- GE A1 2020-21 or later catalog
- GE A2 2019-20 or prior catalog
- GE A2 2020-21 or later catalog
- GE A3 all catalogs



SECTION FILTERS

Select All That Apply: GE Area A

If GE, Select Sub-Area: GE A1 2019-20 or prior catalog

COURSE SELECTION

Subject: ENGL

Catalog Number: 134 - Writing and Rhetoric

Add Course

Reset Filters

COURSE DESCRIPTION

Rhetorical principles of and strategies for producing effective academic writing. Writing as a recursive process that leads to greater organizational coherency, stylistic complexity, and rhetorical awareness. 4 lectures. Prerequisite: GE Area A2 eligibility for Written Communication Placement upon admissions. Fulfills GE Area A2 with a grade of C- or better (GE Area A1 for students on the 2019-20 or earlier catalogs).

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).

Term: *
Winter Quarter 2020

AVAILABILITY
Unavailable Time

GLOBAL FILTERS
Session Class Status

SECTION FILTERS
Select GE; GWR; USCP; ... If GE, Select Area

COURSE SELECTION
Subject: * ENGL Catalog Number: * 135 - Writing and Rhetor Add Course Reset Filters

COURSE DESCRIPTION
Guided discussion and practice of writing strategies for students seeking support for first-year composition-related coursework. Weekly, individualized hour-long sessions with a peer writing consultant offering feedback based on the audience, purpose, and context of a writing task. Open to all students enrolled in ENGL 129, ENGL 131, ENGL 133, or ENGL 134; required of all students enrolled in ENGL 130 or ENGL 132. Total credit limited to 2 units. Credit/No Credit grading only. 1 activity. Corequisite: ENGL 129, ENGL 130, ENGL 131, ENGL 132, ENGL 133, or ENGL 134.

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.

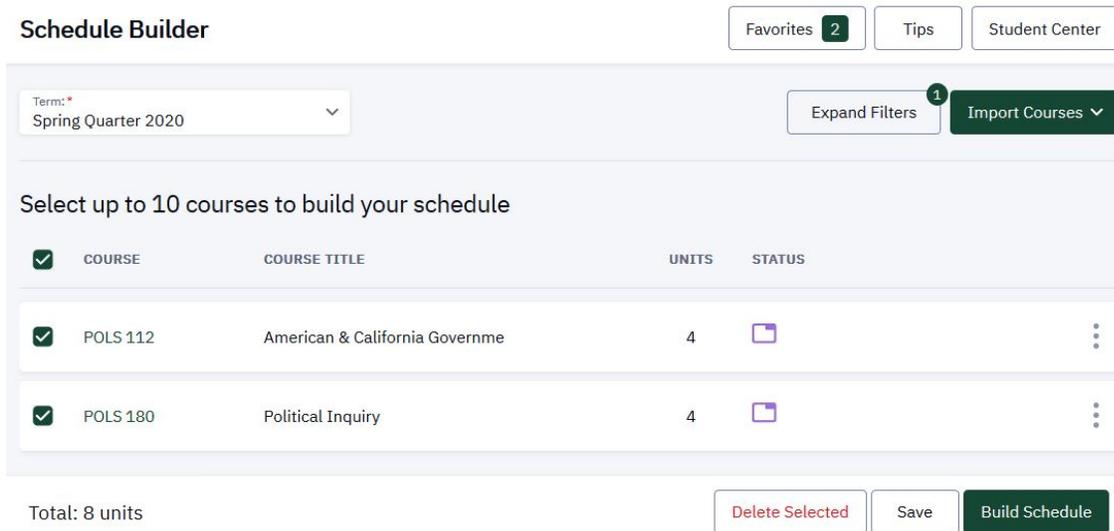
SECTION FILTERS
Select GE; GWR; USCP; Online: GE Area C If GE, Select Area: GE Area C2

COURSE SELECTION
Subject: * PHIL Catalog Number: * 230 - Phil Classi... Add Course Reset Filters
Add course

COURSE DESCRIPTION
Critical examination of primary philosophical texts, from the ancient and modern periods, with focus on the nature of reality and the sources and limits of human knowledge. Course may be offered in classroom-based or online format. 4 lectures. Prerequisite: Completion of GE Area A with grades of C- or better; or for PHIL majors GE Area A3 with a grade of C- or better. Recommended: PHIL 126. Crosslisted as HNRS/PHIL 230. Fulfills GE Area C2.

Step 4: Build schedule options

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



The screenshot shows the 'Schedule Builder' interface. At the top, there are buttons for 'Favorites' (with a count of 2), 'Tips', and 'Student Center'. Below these is a dropdown menu for 'Term' set to 'Spring Quarter 2020', an 'Expand Filters' button (with a notification badge of 1), and an 'Import Courses' button. The main area is titled 'Select up to 10 courses to build your schedule' and contains a table with the following data:

<input checked="" type="checkbox"/>	COURSE	COURSE TITLE	UNITS	STATUS
<input checked="" type="checkbox"/>	POLS 112	American & California Governme	4	
<input checked="" type="checkbox"/>	POLS 180	Political Inquiry	4	

At the bottom of the table, it says 'Total: 8 units'. To the right of this are three buttons: 'Delete Selected', 'Save', and 'Build Schedule'.

**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.



The screenshot shows a course detail view titled 'Select a class to view additional details'. A heart icon is highlighted with a mouse cursor, and a tooltip with the text 'Add to favorites' is displayed. Below the heart icon, the course name 'Healthy Living' and 'HLTH 250' is visible. The interface shows a calendar grid with columns for 'SUN' and 'MON' and a row for '7 AM'.

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.

Schedule Builder > Schedules Favorites 2 Tips Student Center

Select a class to view additional details Show Unavailable Sort Type v

Enroll ♥ 📄< PREV 1 2 3 4 NEXT >⋮ ☰ 🗓

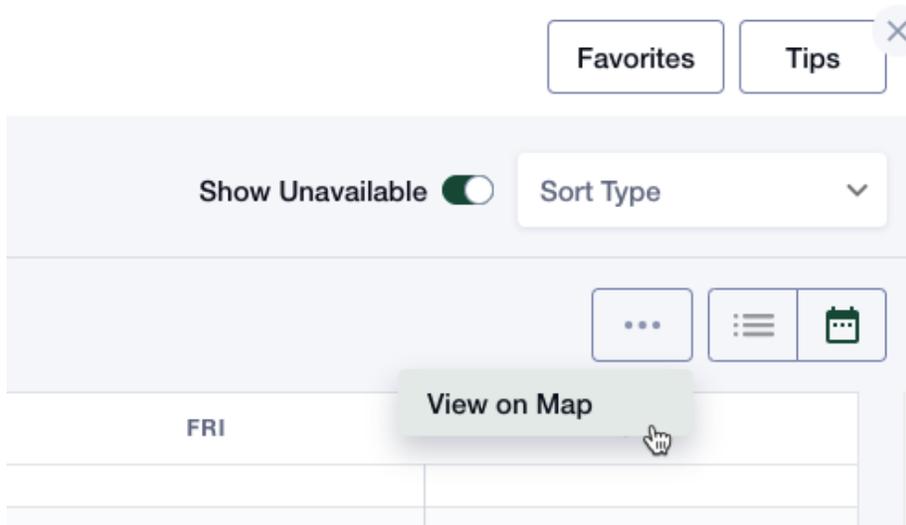
	S	MON	TUE	WED	THU	FRI	SAT
7 AM							
8 AM							
9 AM			9:10 - 11:00 am American & California Governme POLS 112		9:10 - 11:00 am American & California Governme POLS 112		
10 AM							
11 AM							

■ Schedule 1 ... ■ Schedule 2 ...

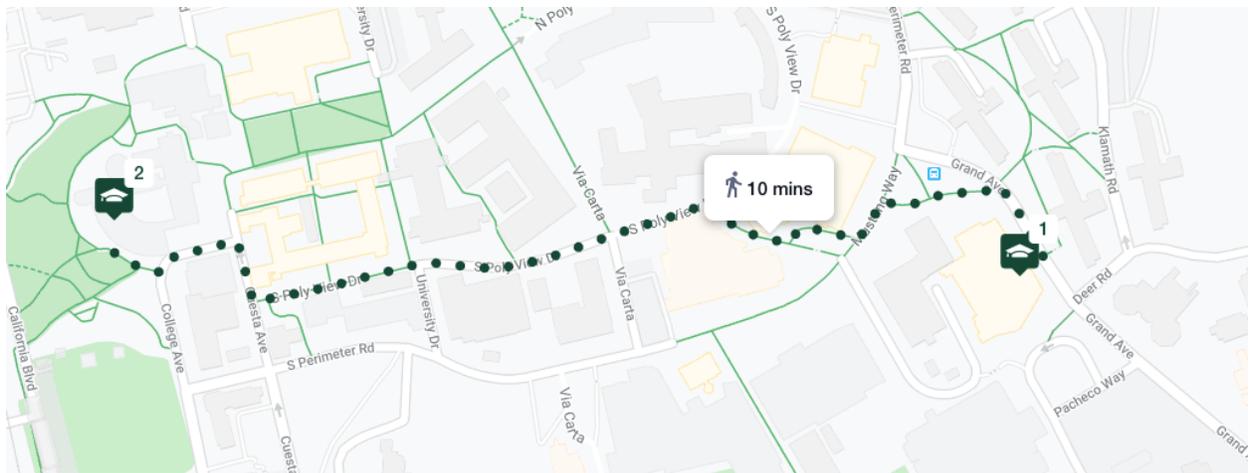
	SUN	MON	TUE	WED	THU	FRI	SAT
7 AM							
8 AM		8:10 - 10:00 am Political Inquiry POLS 180 2		8:10 - 10:00 am Political Inquiry POLS 180 2			
9 AM			9:10 - 11:00 am American & California Governme POLS 112 1 2		9:10 - 11:00 am American & California Governme POLS 112 1 2		
10 AM							
11 AM							

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.

Schedule Builder > Schedules

Favorites **2** Tips Student Center

Select a class to view additional details Show Unavailable Sort Type ▼

Enroll

< PREV **1** 2 3 4 NEXT > ⋮ ☰ 🗨️

	SUN	MON	TUE	WED	THU	FRI	SAT
7 AM							
8 AM		8:10 - 10:00 am Political Inquiry POLS 180		8:10 - 10:00 am Political Inquiry POLS 180			
9 AM							
10 AM							
11 AM							

Select Classes



<input checked="" type="checkbox"/>	SECTION	DAYS	START	END	ROOM	WAIT LIST OPEN
All classes - American & California Governme						
<input checked="" type="checkbox"/>	01-LEC (3965)	TuTh	9:10 am	11:00 am	Baker Center S...	99/99
POLS 180 - Political Inquiry						
<input checked="" type="checkbox"/>	01-LEC (8581)	MoWe	8:10 am	10:00 am	Constr Innovati...	99/99

Validate Schedule

This option is helpful prior to the student's enrollment appointment. The Validate function will check that the student meets prerequisites 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.

Enrollment options



POLS 112: American & California Governme | 01 - 3965

Grading: *
Graded



Permission Number

Wait list if class is full

Cancel

Save

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.

POLS 112 (01-3965)

 Added to your schedule.

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 (01-8581)

 Added to your schedule.

This class has been added to your schedule.

OK