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 allows you to easily and intuitively build a full schedule around your competing demands.

Step 1:
In CampS go to Manage Classes > Schedule Builder (on the left).

Step 2
Open Schedule Builder. You may need to disable your pop-up blocker to use Schedule Builder.

Step 3
Select a term and which campus(es) you would like.

Step 4
You may use filters to refine your search

Step 5
To add courses select "Add Courses"

Step 6
You can search using the following options:

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 Section Attribute: from the Select Attribute pull-down list, select specific
categories, such as service learning (can choose more than 1 attribute); 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 (if you have classes in your CampS 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

**Search by Liberal Education:** select specific LE attribute (can choose more than 1); select course department from subject pull-down; from the course pull-down, select the desired course number.

Click Add Course after choosing the course. Repeat steps to add all courses.

![Add Courses for 2022-23 Fall Semester](image)

**Step 7**

Click ‘Back to Generate Schedules’ after adding all courses

**Step 8**

Click Sections to view section information and narrow schedule results.

![Courses](image)

Click on the "i" icon to view expanded course information:

**Step 9**

Once you’ve chosen your courses, click generate schedule. A list of available schedules will appear based on your course and break entries. See the tip below for recommendations for limiting the number of schedules generated. Note: You are allowed to compare up to four schedules at a time.
Step 10

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.

Step 11

Review the potential schedules. If multiple options, you can arrow through to view the next potential schedule.

Step 12

Found the Optimal Schedule?

Click Send to Shopping Cart on the top of the page. Confirm your class preferences as displayed. You may update grading basis (only change this if your instructor or advisor has told you to do this), number of credits if a variable credit course, and also select to join the Waitlist if the class is full. Then click ‘Finish’

Potential Schedule for 2022 Summer Session

This will add your courses to your CampS shopping cart and the Schedule Builder shopping cart. If your enrollment appointment is in the future, you can stop here for now and return to your shopping cart on your registration day. If your enrollment appointment has passed, continue with step 14.

Step 13

On or after your enrollment appointment time, click ‘Shopping Cart’ at the top of the page.

Then click ‘Register’. Then click continue.

Step 14

You are now registered for your courses. Be sure to check your schedule in CampS and your
degree audit to make sure that you are registered for the correct courses.

**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 Sections 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. To ensure you are eligible to enroll in all selected courses, validate your schedule in your enrollment shopping cart in CampS or in Schedule Builder by clicking the validate button at the top of each schedule.

**Swap/Edit or Drop Classes:** You can drop classes in Schedule Builder by clicking ‘Current Schedule’ and clicking on the "Swap" or "Edit or Drop Classes" buttons. Follow prompts.

**Notes:** 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 the best results, it is recommended to use the schedule builder a few days prior to your enrollment appointment.

For more information, you can view videos on **Using the Schedule Builder**, **Selecting Parts of a Term**, **Using Locks**, and **Individual Course Options**.