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How to Access **Schedule Builder**

01 | Log into CUNYfirst with your credentials.

02 | Using the following CUNYfirst navigation to get to “Student Services Center” and enter the students’ EMPL ID.

    Main Menu » Campus Community » Student Services Center

03 | Once the Student Center opens, click on the “Launch Schedule Builder” link under the Academics tab.
How to Select Terms for Advisement

01 | Once the application opens, select the term.

02 | By default your home college is pre-selected. Next, choose your preferred instruction mode for your classes. Once finished, you can begin to search for classes.

*Note: Be sure to check that you are advising the right student. Your name along with the student’s name and Empl should appear in the top right corner.
How to Search

01 | By default your home college is pre-selected. Next, choose your preferred instruction mode for your classes. Once finished, you can begin to search for classes.
In the **Select Course** field, type the course number, subject name, title or instructor’s name.

Example: *acco 230*, or *biol 201*
Select “Advanced Search” for more search options. Use the ‘Academic Career’ dropdown menu to search for Undergraduate OR Graduate classes. Options are available for you to specify additional requirements to refine your search results.

### Advanced Course Search

<table>
<thead>
<tr>
<th>Selected colleges only (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Career:</td>
</tr>
<tr>
<td>Undergraduate</td>
</tr>
<tr>
<td>Course Subject:</td>
</tr>
<tr>
<td>Chemistry</td>
</tr>
<tr>
<td>Course Attribute:</td>
</tr>
<tr>
<td>College Option</td>
</tr>
<tr>
<td>Course Attribute Value:</td>
</tr>
<tr>
<td>QC Science</td>
</tr>
<tr>
<td>Requirement Designation:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Session:</td>
</tr>
<tr>
<td>2021 Spring - Regular Academ</td>
</tr>
<tr>
<td>Keywords:</td>
</tr>
<tr>
<td>Class Number, Title, Instructor</td>
</tr>
</tbody>
</table>

**CHEM 1011**
Basic Chemistry Laboratory

**CHEM 1013**
Basic Chemistry

**CHEM 1021**
Basic Organic Chemistry Laboratory

**CHEM 1023**
Basic Organic Chemistry

**CHEM 1031**
Basic Biochemistry Laboratory

**CHEM 1033**
Basic Biochemistry
*Note: Classes that are asynchronous will not appear on the grid. ‘This schedule includes online classes’ will display across the calendar grid to alert you of this change.
How to Search for Classes Based on My Student Group

01 To search for classes reserved specifically for a student group, click on ‘Advanced Search’. In the drop-down menu under ‘Course Attribute’, select the desired group, then click ‘Search’. Combine additional requirements such as course subject or session to refine your search results. All classes reserved for this student group for the term will be listed below. Select classes to add to the schedule for your student(s) or classes for which you’d like more information.
*Note: When a course attribute is selected, the search returns ALL sections for that course, not only sections with that attribute. Be sure to check under class details that your student group is attached to your preferred section.

03 | Courses scheduled not to print in course catalog are displayed in Schedule Builder with the word ‘Hidden’. Students are unable to see these courses until an advisor recommends the course directly to the student(s).
Special Topics or Variable Topic Courses

When adding special topics or variable topic courses to your schedule, note that you must open class details to see the title and/or description for each topic class. Simple select the dropdown menu under try specific classes and select each option to determine which topic class and time works best for you.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 7726</td>
<td>Topics In Law</td>
<td>2021 Spring Term: Jan 19 - Apr 21</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Regular Academic Session</td>
<td></td>
</tr>
<tr>
<td>LEC 2</td>
<td>Disability Rts,Justice&amp;the Law</td>
<td>School of Law Online</td>
<td>2.0 - 3.0/2.0 Progress Units</td>
</tr>
<tr>
<td></td>
<td>Seats: 18/35</td>
<td>Sofia Yakren; Natalie Chin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wait List: 0/20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommendations: 0 : 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Attributes: ZERO Textbook Cost</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| LAW 7726    | Topics In Law      | 2021 Spring Term: Jan 19 - Apr 22 |        |
|             |                    | Regular Academic Session      |        |
| LEC 7       | Non-Profit Organizations Semin | School of Law Online | 3.0/3.0 Progress Units |
|             | Seats: 0/20        | Dinesh Khosla                 |         |
|             | Wait List: 0/10    |                               |         |
|             | Recommendations: 0 : 0 |                               |         |
### Law 7726

**School of Law**

**Topics In Law**

**Description:** Topics in Law is a variable topic course designation utilized by CUNY School of Law to denote a new class offered on an experimental basis, that has not been approved by the CUNY Board of Trustees.

**Requirements:** None

**Classes:**

- [ ] 58806-LEC (Closed)
- [ ] 63633-LEC
- [ ] 63635-LEC
- [ ] 63638-LEC
- [ ] 63815-LEC (Wait Listed)
- [ ] 65377-LEC
- [ ] 65702-LEC (Closed)

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- [ ] 65702-LEC (Closed)
How to use Filters

01 | By default, closed classes and waitlisted classes are included in search results. However, you may choose to include/exclude closed and/or wait listed classes by selecting the Filters button as shown in the image below.

![Filters](image)

02 | Sort by gives you options for searching classes based on the time of day.
At the bottom of the page there is a visual timeline which displays all the added classes in order, based on each session. Click and drag the slider across the timeline to view how your schedule changes week by week on the calendar grid.

Enter a time range here to add it manually. Schedule results that avoid personal times will be prioritized.

ADD PERSONAL TIMES

Click and drag on the schedule above, or enter a time range here to add it manually. Schedule results that avoid personal times will be prioritized.

Examples: Friday 2-9pm, MW 8-10, Fri 15-17

Total Progress Units: 6.0/6.0

---

RECOMMEND  SAVE AS FAVORITE  VALIDATE SHOPPING CART  GET THIS SCHEDULE

PRINT  SHARE
How to Add Courses from DegreeWorks Plan or Worksheet

02 | To import courses still needed to fulfill degree requirements, select “Plan” or “Worksheet”.

*Note: Not all CUNY Colleges use “Plan”

*Note: Under the field labeled Select Course, students may have a pre-arranged Plan set up by their college through DegreeWorks. Any courses that have been included as part of a Student’s Education Plan will import into their course list to save time.
Students can view a summary of their degree audit or may select the “Still Needed” tab to view courses necessary to fulfill degree requirements. From here, students are able to select classes that will automatically add to their course list.
Schedule Builder will generate schedules for the desired course(s) that have been selected. To add or remove a course from your list, check or uncheck the box, on the left, in front of the course name. Your generated results will show all possible schedules for the classes you have selected.
03 | Review the generated results. Browse the results by clicking the right and left arrows on the screen or by using the arrows on your keyboard.

04 | If there is a class section you prefer, pin it to ensure class section and specific meeting time is always returned in the generated results. Pin a class to the schedule by selecting it directly on the grid.
04 | Open **Class Details** to see specific class information, such as class time, class location, and the number of available seats in a class.
How to **Recommend Classes**

### Locking a Course

As an Advisor, you have the ability to “lock” courses. This requires your student to include this course in their schedule for the term.
02 | Select the padlock beside the section number to require your student to take this specific class section.

01 | Once the schedule has been finalized, select “Recommend” to create a recommendation for your student.
Verify that the recommendation is going to the correct student. You may choose to title the recommendation or send the student a message concerning their schedule.

- Select “Save” to share this recommendation with the student. Once the student logs into Schedule Builder, they will see your recommendation.

*Note: By making a recommendation mandatory and by not permitting additional courses, the student is forced to see the recommendation and is unable to add any additional courses to their schedule.
Once the recommendation is successfully created, all courses will be marked as ‘Required’ or ‘Recommended’.

How to Recommend Classes to Multiple Students

Advisors also have the option to send a recommendation to multiple students by uploading a Comma-separated Values (CSV) file with student IDs or by selecting students based on their student group.
Under the ‘RECOMMENDATIONS’ tab, you can view ‘All’ recommendations created for this student. ‘Created by me’ shows you recommendations you've personally created for this student, while ‘Modified by me’ shows recommendations in which you’ve made changes.