Schedule Builder

Navigation:
Home > Advising Resource Center tile > Schedule Builder Student Search
OR
Compass > Navigator > High Point > Schedule Builder > Schedule Builder Student Search

1. Enter in the Student ID number and click Search

![Student ID search interface]

2. Select the term for which you want to schedule classes.

![Term selection interface]
3. **Availability (OPTIONAL)**
   a. Click the dropdown menu arrow.

   ![Unavailability Time Menu]

   b. **Label**: title your break time.
   c. **Time**: enter a reasonable start and end time for your break.
   d. **Days**: Select the day(s) you wish for the break time.
   e. Click the **Apply** button.
   f. Click the **+ Add Time** button.

4. **Campus (Required)**: Select the campus(es) where you’d like to take courses.
5. Location (Optional): Select the location(s) where you’d like to take courses.

- Hattiesburg
- Online Course

6. Session (Optional): Select the session types for which you’d like to take courses.

- Eight Week - First
- Eight Week - Second
- Regular Academic Session
7. Click the “Add Classes” button to select the courses you wish to take.

OPTION A: Search for courses
   a. searching each subject code
   b. searching each course number
   c. clicking the “Add Course” button after each course.

OPTION B: Add classes according to your Planner, what’s already registered, or what is in your shopping cart
   a. clicking the “Import Courses” button at the top-right of the page
   b. selecting the appropriate option
   c. clicking the class(es) you wish to add to the Schedule Builder
   d. clicking the “Import” button

8. Once courses are added to the Builder, click the Build Schedule button at the bottom-right of the page.

Narrow Down Options and Add to Shopping Cart
1. The Builder will provide an **overview** of the schedule and you can use the arrows at the top to view other schedules.

2. You can **pin specific sections** by (a) clicking on the course listing and (b) clicking the Pin button.

   **ANT 101 - Human Experience**

   ![Ant 101 course pin]

   Then, click the “Schedule Builder” will display a “pin” at the top-right of the section of that particular course.

3. How to move forward:
   a. Enroll by clicking the “Enroll” button.
   b. Save the schedule as a “Favorite” by clicking the heart icon.
4. To enroll:
   a. Click the classes you wish to add
   b. Click the Enroll button.

*NOTE: The Validate button checks your holds, pre-requisites prior to attempting registration.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Days</th>
<th>Time 1</th>
<th>Time 2</th>
<th>Type</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>GWY 104 - Weather &amp; Climate</td>
<td>TBA</td>
<td>ONLINE HBG</td>
<td>6:00 pm</td>
<td>6:00 pm</td>
<td>ONLINE HBG</td>
<td>0/0</td>
</tr>
<tr>
<td>GWY 104 - Voca &amp; ECI Lab</td>
<td>TBA</td>
<td>ONLINE HBG</td>
<td>6:00 pm</td>
<td>6:00 pm</td>
<td>ONLINE HBG</td>
<td>0/0</td>
</tr>
<tr>
<td>PS 101 - Amer. Government</td>
<td>TBA</td>
<td>ONLINE HBG</td>
<td>1:00 pm</td>
<td>2:15 pm</td>
<td>LAB 101</td>
<td>0/0</td>
</tr>
</tbody>
</table>