Schedule Builder for Advisors

Navigation: Home > Advising Resource Center tile > Student Services Ctr (Student)

Enter Courses and Generate Schedules

1. Enter the ID number of the student and click the Search button.

2. Click the Schedule Builder link.

3. Click the “Continue” button.

NOTE: You can check the box to “skip this message in the future.”
4. Select the term for which you want to schedule classes.

5. At this point, there are several directions you can go depending on what the student has done:
   A. review the course selections
   B. delete a course from the selection
   C. add a course to the selection

5A If the list automatically displays the student’s schedule, you can review the course selections the student has made.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 101</td>
<td>Human Experience</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CM111</td>
<td>Public Speaking</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENG 393</td>
<td>Technical Writing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GYM 104</td>
<td>Weather &amp; Climate</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GYM 104L</td>
<td>WIA &amp; OL Lab</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PS 101</td>
<td>Amer Government</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total: 16 units

5B If you need to delete a course from the selection (depending on the size of your screen and font):
   1. Click the trash can icon on the far-right of the line
   OR
   2. the triple-dot menu and select Delete

NOTE: If the student is ENROLLED in the class already, deleting the course will only remove it from the advisor view. It will not unenroll the student from the course.
To **add a course to the selection**:

1. Click the **Expand Filters** button.

2. Select the course by:
   a. searching each subject code
   b. searching each course number
   c. clicking the **Add Course** button after each course.

6. Once courses are added to the Builder, click the **Build Schedule** button at the bottom-right of the page.
Narrow Down Options and Make Suggestions to Students

1. The Builder will provide an overview of the schedule and you can use the arrows at the top to view other schedules.

   ![Schedule Builder Image]

   The Builder will provide an overview of the schedule. You can use the arrows at the top to view other schedules.

2. Click the ♥ on a schedule to add it to the favorites for the student to review (aka. suggest it to the student).