



LEHMAN COLLEGE

SCHEDULE  BUILDER

How to Guide for Advisors

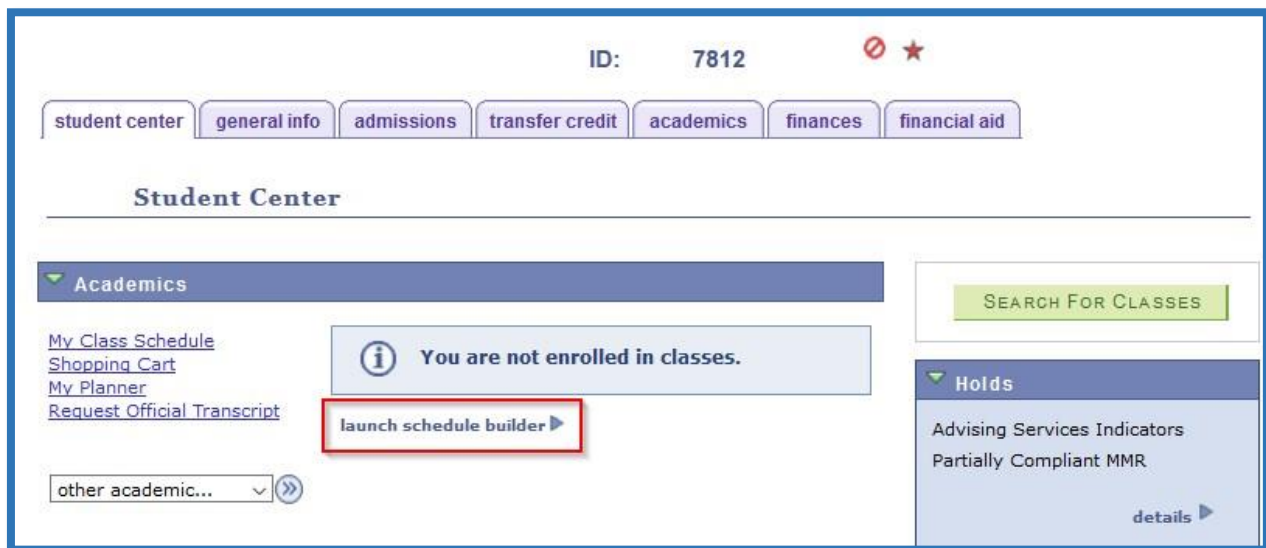
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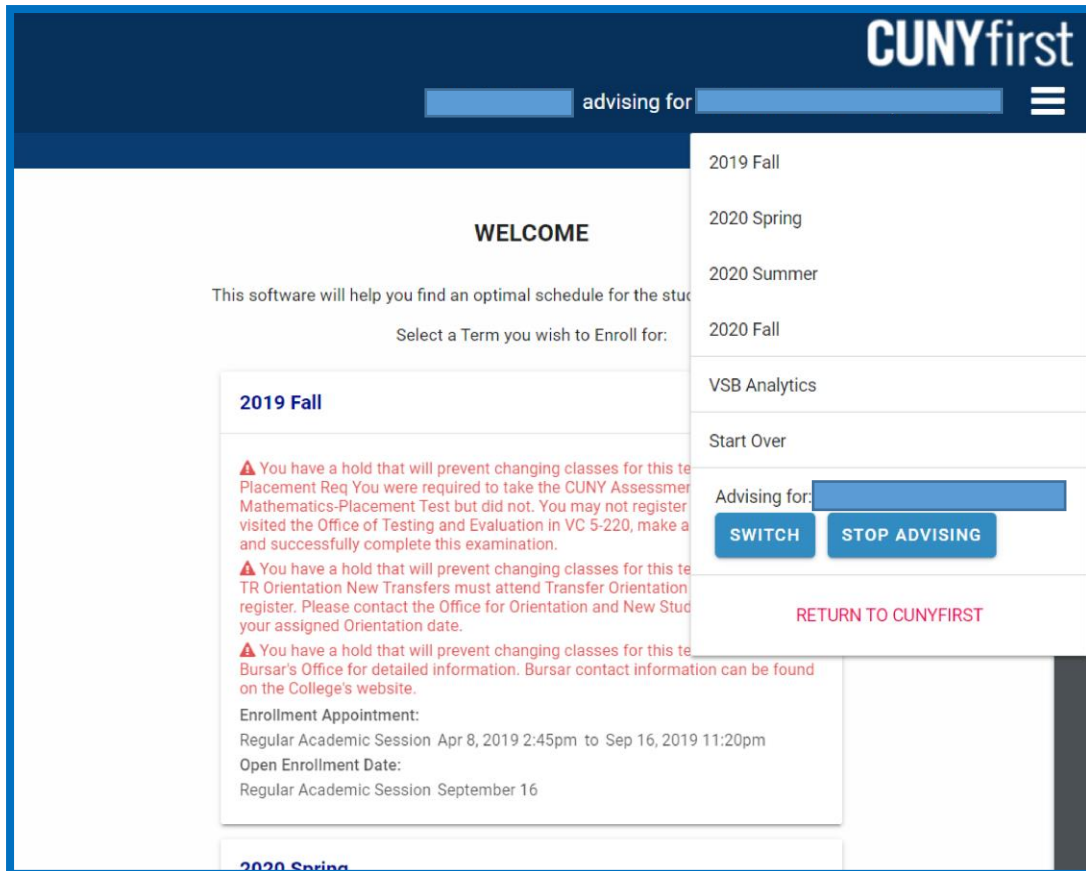
How to Access Schedule Builder

1. Log into CUNYfirst with your credentials.
2. Kindly follow the CUNYfirst navigation to get to “**Student Services Center**” and enter the students’ EMPL ID.
 - Main Menu → Campus Community → Student Services Center
3. Once the Student Center opens, click on the “**Launch Schedule Builder**” link under the Academics tab.



How to Select Terms for Advisement

1. Once the application opens, Schedule Builder's "Welcome" page should populate with the student's information.



2. Next, select the term in which you would like to advise the student. This can be done from the Schedule Builder Welcome page or by using the drop down menu.
 - o The Welcome page provides specific term by term information about the student. This may include holds, enrollment appointments and current enrollment status.

The screenshot shows the CUNYfirst Schedule Builder interface. At the top, there is a blue header with the CUNYfirst logo. Below the header, there is a navigation bar with a dropdown menu for selecting a term. The dropdown menu is open, showing the following options: 2019 Fall, 2020 Spring, 2020 Summer, and 2020 Fall. The '2019 Fall' option is selected, and its details are displayed in a white box. The details include several red warning messages:

- 2019 Fall**
- ⚠ You have a hold that will prevent changing classes for this term.** Placement Req You were required to take the CUNY Assessment Mathematics-Placement Test but did not. You may not register until you have visited the Office of Testing and Evaluation in VC 5-220, made an appointment, and successfully complete this examination.
- ⚠ You have a hold that will prevent changing classes for this term.** TR Orientation New Transfers must attend Transfer Orientation and register. Please contact the Office for Orientation and New Students for your assigned Orientation date.
- ⚠ You have a hold that will prevent changing classes for this term.** Bursar's Office for detailed information. Bursar contact information can be found on the College's website.

Below the warnings, the following enrollment information is displayed:

- Enrollment Appointment:** Regular Academic Session Apr 8, 2019 2:45pm to Sep 16, 2019 11:20pm
- Open Enrollment Date:** Regular Academic Session September 16

At the bottom of the dropdown menu, there is a 'RETURN TO CUNYFIRST' link. The main content area of the page is partially obscured by the dropdown menu.

How to Search for Classes

1. There are four (4) methods available to search for courses when providing advisement services to your student:

- Search for classes using the course number, course name, professor name or subject name using the **“Select Course”** field.
- With the **“Advanced Search”** field, search for classes by requirement designation, course attribute and the course attribute value.
- Import the student’s **“Degree Plan”** from Degree Works, if there is one available.
- Select the **“DegreeWorks Audit”** link to see what courses your student still needs in order to fulfill their degree requirement.

Schedule Builder Class Search Methods Select Course

The screenshot shows the 'Schedule Builder Class Search Methods' interface. At the top, there is a dark blue header with the text 'SCHEDULE BUILDER' and a clock icon. Below the header, there is a 'SELECT COURSES' button with a double left arrow icon. The main content area includes a 'Colleges:' dropdown menu with 'Lehman College' selected and '(1/25)' next to it. Below that, there is an 'Instruction Modes: All' dropdown menu. A yellow callout box points to the 'Instruction Modes' dropdown with the text 'Select your college and desired instruction modes.' Below the dropdowns, there are three search methods: 'Select Course...' (highlighted with a green box and a green arrow), 'Advanced Search' (highlighted with a red box and a red arrow), and 'Import my: DEGREE PLAN' (highlighted with a blue box and a blue arrow) and 'DEGREEWORKS AUDIT' (highlighted with a purple box and a purple arrow).

Degree Plan

- a. If a student has a SEP plan attached to their record, the "Degree Plan" option allows you to import their plan for the current semester you are building.

The screenshot displays the Degree Plan interface. On the left, a list of courses is shown, with a red box highlighting the first four items:

- LEH 352 STUDIES IN LITERATURE (Lehman College, 46 credits)
- ART 101 INTRODUCTION TO ART (Lehman College, 3 credits)
- LEH 351 STUDIES IN SCIENTIFIC AND APPLIED PERSPECTIVES (Lehman College, 10 credits)
- LEH 354 STUDIES IN HISTORICAL STUDIES (Lehman College, 56 credits)

On the right, a class schedule grid is shown for the period August 30 to September 5, 2020. The grid shows the following classes:

- Mon Aug 31: ART 101 LEC (10 am - 11 am), ART 101 LAB (11 am - 12 pm)
- Tue Sep 1: LEH 351 LEC (12 pm - 1 pm)
- Fri Sep 4: LEH 352 LEC (6 pm - 7 pm)

At the bottom of the grid, a summary bar shows the following classes for the period:

- Studies in Literature (green)
- Introduction to Art (red)
- Studies in Scientific and Applied Perspectives (yellow)
- Studies in Historical Studies (purple)

The total units for the plan are 12.0.

Degreeworks Audit

- b. "Degreeworks Audit" allows you to select classes directly from the student's audit.

The screenshot displays the Degreeworks Audit interface. The summary shows:

- Drawing Specialization - (ART-BA)**: Catalog Year: 2019-2020 Undergraduate, Credits Required: 42, GPA: 0.000, Credits Applied: 24
- Unmet conditions for this set of requirements: 42 credits are required; you still need 18 more. Minimum Credits unsatisfied.
- Major Credits in Residence: You have taken 12 credits in Residence.
- REQUIRED ART & ARH COURSES:
- Basic Drawing: ART 100 Basic Drawing A- 3 FALL 2019U Satisfied by - Hostos CC
- Intro to 2-Dimensional Design: ART 101 Intr-2Dimensional Design IP (3) FALL 2019U
- Intro to 3-Dimensional Design: Still Needed: 3 Credits in ART 102

A "SELECT" button is visible next to ART 102. A disclaimer at the bottom states: "Disclaimer: This DegreeWorks Audit is not real-time and may not be up to date." A "CLOSE" button is also present.

Advance Search

- c. The “Advance Search” offers added flexibility when attempting to add a course.

SELECT COURSES SCHEDULE RESULTS SAVED

BACK

Advanced Course Search

Selected colleges only (1)

Course Subject:

Course Attribute:

Course Attribute Value:

Requirement Designation:

Keywords:

SEARCH

View selected only

SELECT COURSES

How to Generate Schedules

1. Once classes have been selected, Schedule Builder will generate schedules for the desired classes that have been selected. To add or remove a class from your list, check or uncheck the box, on the left, in front of the course name. The generated results will show all possible schedules available for your student.

The screenshot displays the 'SELECT COURSES' interface. On the left, a list of courses is shown with checkboxes: LEH 332 (checked), ART 101 (checked), LEH 351 (checked), and LEH 354 (checked). The right side shows a 'SCHEDULE RESULTS' tab with a grid for the week of August 31 to September 5, 2020. The grid shows class times: ART 101 LEC (10 am-11 am), ART 101 Lab (11 am-12 pm), LEH 351 LEC (12 pm-1 pm), and LEH 352 LEC (6 pm-7 pm). A navigation bar at the top right shows 'RESULT 1 OF 3722' with navigation arrows. A calendar view at the bottom shows the schedule for the month of September.

2. To reduce the total number of generated schedule results for your student, set specific parameters to meet the students' academic needs. The calendar will automatically adjust to show schedules that meet the criteria specified, reducing the total number of schedule results generated.
 - Filter out closed and waitlisted classes.
 - Sort schedule results based on the time of day.
 - Select and/or drag on the schedule form to block out times your student cannot or prefers not to attend classes.

- Reduce schedule results by choosing the session in which your student would like to take classes in a specific term.
- Deselect class sections that don't fit into the preselected time constraints. Hover over each class section to see where they fall on the schedule.

The screenshot displays a course selection interface with two main panels: 'SELECT COURSES' on the left and 'SCHEDULE RESULTS' on the right.

SELECT COURSES Panel:

- Colleges: Lehman College (1/25)
- Instruction Modes: All Select...
- Plan 'ART BA Graduation Plan (9 credits)' imported.
- Search bar: Class Number, Title, Instructi
- Import my: DEGREE PLAN(1) DEGREWORKS AUDIT
- Selected courses:
 - LEH 352: STUDIES IN LITERATURE (46 classes)
 - ART 101: INTRODUCTION TO ART (3 classes)
 - LEH 351: STUDIES IN SCIENTIFIC AND APPLIED PERSPECTIVES (10 classes)
 - LEH 354: STUDIES IN HISTORICAL STUDIES (56 classes)

SCHEDULE RESULTS Panel:

- Class Details: OFF
- TIPS
- Sort by: Evenings
- FILTERS (1)
- RESULT 6 OF 3722
- Calendar view: August 30 - September 5, 2020
- Grid showing class sections:

Time	Mon Aug 31	Tue Sep 1	Wed Sep 2	Thu Sep 3	Fri Sep 4	Sat Sep 5
9 am - 11 am	Red starburst	Red starburst	Red starburst	Red starburst	Red starburst	Red starburst
11 am - 12 pm	Red arrow	Red arrow	Red arrow	Red arrow	Red arrow	Red arrow
12 pm - 1 pm						
1 pm - 2 pm						
2 pm - 3 pm						
3 pm - 4 pm						
4 pm - 5 pm						
5 pm - 6 pm						
6 pm - 7 pm	LEH 351 LEC	ART 101 LEC		LEH 354 LEC	LEH 352 LEC	
7 pm - 8 pm		ART 101 LAB				
8 pm - 9 pm						

3. **“Course Details”** provides additional information about each course on the schedule. Click here to view the number of seats available, the class meeting patterns, class times, room numbers, and total credit units.

SCHEDULE RESULTS

Class Details TIPS Sort by: Evenings FILTERS (1)

K < RESULT 6 OF 3722 > >K

	Mon Aug 31	Tue Sep 1	Wed Sep 2	Thu Sep 3	Fri Sep 4	Sat Sep 5
9 am						
10 am						
11 am						
12 pm						
1 pm						
2 pm						
3 pm						
4 pm						
5 pm						
6 pm		ART 101 LEC			LEH 352 LEC	
7 pm	LEH 351 LEC			LEH 354 LEC		
8 pm		ART 101 LAB				
9 pm						

August 30 - September 5, 2020

Aug	Sep	Oct	Nov	Dec	Jan
				Studies in Literature	
				Introduction to Art	

LEH 352 2020 Fall Term: Aug 26 - Dec 20
Studies in Literature Regular Academic Session
Fri : 6:00 PM to 6:50 PM

- LEC A01** Lit of Narrative&Consciousness Lehman College Fully Online
63700 Elizabeth Wolske 3.0 Units
Seats: 0/22 Wait List: 0/10
Recommendations: 1 : 0
Class Attributes: Writing Intensive, College Option
LEH-60 cr. or CO06 or COAX + Declared Major

ART 101 2020 Fall Term: Aug 26 - Dec 20
Introduction to Art Regular Academic Session
Tue : 6:00 PM to 7:40 PM
Tue : 7:50 PM to 9:30 PM

- LEC 81LC** Lehman College In Person
65891 Katherine Fischer 3.0 Units
Seats: 0/18 Wait List: None
Recommendations: 0 : 0
- LAB 81LB** Lehman College In Person
65892 Katherine Fischer
Seats: 0/18 Wait List: None
Recommendations: 0 : 0

LEH 351 2020 Fall Term: Aug 26 - Dec 20
Studies in Scientific and Applied Perspectives Regular Academic Session
Mon : 6:00 PM to 8:40 PM

- LEC XM81** Lehman College In Person
63698 Restorative Practices &Justice

Mon Aug 31 Tue Sep 1 Wed Sep 2 Thu Sep 3 Fri Sep 4 Sat Sep 5

9 am 10 am 11 am 12 pm 1 pm 2 pm 3 pm 4 pm 5 pm 6 pm 7 pm 8 pm 9 pm

August 30 - September 5, 2020

Aug Sep Oct Nov Dec Jan

Studies in Literature

Introduction to Art

- View the course descriptions, prerequisites and class sections using the drop down menu for each class.

The screenshot displays the 'SELECT COURSES' and 'SCHEDULE RESULTS' interface. On the left, the 'SELECT COURSES' panel shows a list of courses with checkboxes and icons. A red arrow points to the 'ART 101' course. The 'SCHEDULE RESULTS' panel on the right shows a grid of class sections for the 2020 Fall Term, with a red arrow pointing to the 'ART 101' section.

How to Assign Classes to Students

- As an Advisor, you have the ability to “lock” selected classes. This forces your student to register for that particular class.

The screenshot displays the 'SELECT COURSES' and 'SCHEDULE RESULTS' interface. On the left, the 'SELECT COURSES' panel shows a list of courses with checkboxes and icons. A red arrow points to the 'ART 101' course, and another red arrow points to the 'lock' icon. The 'SCHEDULE RESULTS' panel on the right shows a grid of class sections for the 2020 Fall Term, with a red arrow pointing to the 'ART 101' section.

- Class sections may also be locked by selecting the padlock under section details. Classes can also be pinned to a schedule to keep that particular class constant.

The screenshot shows the 'SELECT COURSES' and 'SCHEDULE RESULTS' interface. On the left, under 'Import my:', there are two options: 'DEGREE PLAN(1)' and 'DEGREEWORKS AUDIT'. Below that, two course cards are visible: 'STUDIES IN LITERATURE' (LEH 352) and 'INTRODUCTION TO ART' (ART 101). The 'ART 101' card has a red box around its title and a padlock icon. The main area shows a weekly schedule grid from Monday, August 31 to Saturday, September 5. The 'ART 101' classes are highlighted with red boxes, and a padlock icon is visible next to the 'INTRODUCTION TO ART' course name.

- Once the schedule has been finalized, select **“Recommend”** to create a recommendation for your student.

The screenshot shows the 'SCHEDULE RESULTS' interface. The main area displays a weekly schedule grid from Monday, August 31 to Saturday, September 5. The 'ART 101' classes are highlighted with red boxes, and a padlock icon is visible next to the 'INTRODUCTION TO ART' course name. At the bottom of the interface, there is a 'RECOMMEND' button highlighted with a red box, along with other buttons: 'SAVE AS FAVORITE', 'VALIDATE SHOPPING CART', and 'GET THIS SCHEDULE'. The 'Total Units: 12.0' indicator is also visible.

4. Next, provide a title to the recommendation, and formulate a message to the student that you are advising. Select **“Save”**, which shares this recommendation with the student. Once the student logs into Schedule Builder, they will see the recommendation.
 - You can opt to make the recommendation mandatory or permit the student to take additional courses including what was recommended.

The screenshot displays the 'SCHEDULE RESULTS' interface. The main area shows a weekly grid for the week of August 31 to September 5, 2020. Courses are scheduled as follows:

Time	Mon Aug 31	Tue Sep 1	Wed Sep 2	Thu Sep 3	Fri Sep 4	Sat Sep 5
9 am - 5 pm						
6 pm - 7 pm	LEH 351 LEC	ART 101 LEC		LEH 354 LEC	LEH 352 LEC	
7 pm - 8 pm		ART 101 LAB				
8 pm - 9 pm						

Below the weekly grid is a monthly overview for August 30 to September 5, 2020, showing course blocks for 'Studies in Literature', 'Introduction to Art', 'Studies in Scientific and Applied Perspectives', and 'Studies in Historical Studies'.

The right sidebar, titled 'Create Recommendation', is under the 'RECOMMENDATIONS' tab. It shows the user 'Daniel Nicasio (10979202)' and a student selection dropdown with '53' selected. Below this are buttons for 'SELECT ALL', 'REMOVE', and 'SPICE TO NEW'. The 'Title' field is labeled with a red arrow, and the 'Message' field is also labeled with a red arrow. There are checkboxes for 'Mandatory' (unchecked) and 'Permit additional courses' (checked). A 'Tags' field is present. At the bottom, the 'SAVE' button is highlighted with a red box, along with 'DUPLICATE' and 'CANCEL' buttons.

5. Once the recommendation is saved, the courses are now marked “Recommended”.

6. Advisors also have the option to recommend classes to multiple students, by inputting the student IDs. There is also the option to select students based on their **Student Groups** or uploading a **Comma-separated Values (CSV)** with the student IDs.

Schedule Builder Glossary

Class Details: Provides a full description of what each course cover, details the number of credit hours each course is offered for, the method by which it is taught, prerequisites, registration restrictions as well as any other class-specific information.

Class Remarks: Additional information given to users about class and sections.

Co-requisites: Course must be taken at the same time or can be completed prior.

Course Attributes: These attributes pull directly from the Course Catalog (e.g., Fieldwork, ESL, Writing Intensive, etc.)

Cross-listed: Same course is listed under more than one course number/dept.

Degree Audit: A report pulled from a student's Degreeworks, by which students or staff can determine EXACTLY where a student is in the process of completing the requirements for their degree.

Degree Plan: Also known as the Student Educational Planner (SEP) in Degreeworks. This is a recommended roadmap that students may choose to utilize for planning their academic careers on a term-by-term basis. The Degree Plan looks at a program the way a student does: "What do I take each term in order to finish?"

Drop: If a student decides to stop participating in a course BEFORE the withdrawal deadline, it is defined as dropping a course.

Enrolled: Means that you have reserved your classes for the upcoming semester online.

Favorites: If you are creating your optimal schedule, but it is not your time to register, you can save schedules by clicking "Add to Favorites" within the Results panel. These will appear in the Favorites panel and can be loaded to the Results panel at a later time.

Fully Online: 100% of scheduled class meetings are replaced with online activities or virtual meetings. All of the class work, including exams, is online.

Generate Schedules: Allows users to view all possible schedules based on selected criteria

Get This Schedule: After you have added courses and breaks, click the Generate Schedules button view your possible schedules.

Hybrid: Between 33% and 80% of scheduled class meetings are replaced with online activities or virtual meetings

In-Person: The class meets face-to-face on a regular schedule. No course assignments and no required activities delivered online.

Instruction Modes: Mode in which the class will be taught.

Instructor Consent: Any student needs a permission number from the instructor to enroll in the class.

Online: More than 80% but less than 100% of scheduled class meetings are replaced with online activities or virtual meetings.

Partially Online: Up to 32% of scheduled class meetings are replaced with online activities or virtual meetings.

Pin: To pin a section, select a section of a course(s) on your Calendar View and a red pin will appear on it. Pinning a section will save the section only on your calendar view. Once a section is pinned, as you select and drag days and times to block out, this will not move that section you have pinned. Only the other section(s) of course(s) on the Calendar View will be changed and will view the next available section(s) for the course(s) that you plan to schedule for.

Plan to Drop: Functionality used for swapping classes or dropping classes with co-requisites.

Pre-requisites: A course or class required in order to be eligible to enroll in a class. A prerequisite course must be completed prior to starting the class in which you are enrolling.

Preferences: Allows you to create specific schedules based on what you prefer. Builder will auto generate schedules based on what your preferences are. You can adjust the preferred amount of time between classes, what days of the week you want to have classes, which classes you prefer over another and even which instructor you prefer over another instructor.

Recommendations: Classes or schedules suggested to students from an advisor.

Schedule Builder: A real-time class scheduling tool that allows students to plan their class schedule and register for classes by arranging selected courses into conflict-free timetable options and displaying them in an easy-to-read schedule.

Validate Shopping Cart: Student-specific planner from which students have courses ready to enroll from. It does not mean you are enrolled or waitlisted for the class. You may add as many courses to your shopping cart as you wish. You may add multiple sections of the same class to your shopping cart.

Web Enhanced: No scheduled class meetings are replaced, but some of the course content and assignments, as well as required or optional activities, are online.

Schedule Builder Video Tutorials

How to add classes in the Schedule Builder:

URL: <https://www.youtube.com/watch?v=gPa5r2HpRA0#action=share>

How to drop classes in the Schedule Builder:

URL: https://www.youtube.com/watch?v=v_MVGr0NSxw#action=share

How to swap classes in the Schedule Builder:

URL: <https://www.youtube.com/watch?v=bDIgo9Tp9OM#action=share>

How to add classes using DegreeWorks Audit:

URL: https://www.youtube.com/watch?v=q_MpQB_aVXk&feature=youtu.be

How to add classes using DegreeWorks Plan:

URL: <https://www.youtube.com/watch?v=MTgeame6MGk&feature=youtu.be>

Frequently Asked Questions

What is Schedule Builder?

Schedule Builder is a tool that allows students to plan their class schedule and register for classes for the upcoming semester. With this tool, students can arrange selected courses into conflict-free timetable options, making it easier to see what available options best fits into their personal and academic lives.

How do I access Schedule Builder?

Current students must log into their CUNYfirst account with their credentials and go to their Student Center. On the Student Center landing page, under the “Academics” table click on the link “launch schedule builder” in order to access the Schedule Builder application.

Does Schedule Builder automatically enroll me in the classes I select?

No, Schedule Builder does not automatically enroll you in the classes that you have selected. To fully enroll you into the classes, you must click “GET THIS SCHEDULE” located on the bottom of the Calendar View to see the classes you have chosen and click “DO ACTIONS” to fully enroll into these classes for the upcoming term. (See above for “How do I create a schedule?”).

Can I swap classes using the Schedule Builder application?

Yes, you can swap classes in the “Select Courses” section by selecting “Drop Course” in the drop down menu under the course that you wish to drop. Make sure that you have the new course selected on your schedule before you select “Get This Schedule” The action next to the dropped class on the confirmation page will indicate that you are swapping the dropped course for the class that you are enrolling in.

What does “locking” a class do?

An advisor will “Lock” a class in order to make registration in that class mandatory as a condition for enrollment. If a course is “Locked” on a student’s schedule, the student will be unable to register for any courses without enrolling in the “Locked” class.

What if I do not have a set degree plan?

First, consult with an Academic advisor if you do not have a set degree plan. However, you are able to search and select courses manually in the “Select Courses” section.

Will I be alerted if a wait-listed class becomes available?

Yes, you will receive an email notification.

Is there a limit to what you can put in your shopping cart?

There is no limit to courses that can be added to the shopping cart. However, be mindful of your credit limitations when registering for classes.

If the system times out will I lose all the classes I added to my shopping cart?

The system will only recall registered courses or schedules that have been saved under “Favorites”. Be sure to save your preferred schedule(s) intermittently as you navigate through Schedule Builder.

Will my ePermit courses be visible in Schedule Builder?

Currently, only courses from the pilot schools will be visible in Schedule Builder at this time.

Any ePermit courses taken outside the pilot schools will not be visible in Schedule Builder.

Why am I unable to enroll?

There are a few conditions that would prevent a student from enrolling in a course.

- If a class section is full then no further enrollment will be allowed
- If there are still pre-requisites or co-requisites needed to add the course
- If you attempt to enroll in courses beyond your credit limit
- If certain class sections are reserved for students in specific programs