LEHMAN COLLEGE

SCHEDULE BUILDER

How to Guide for Advisors
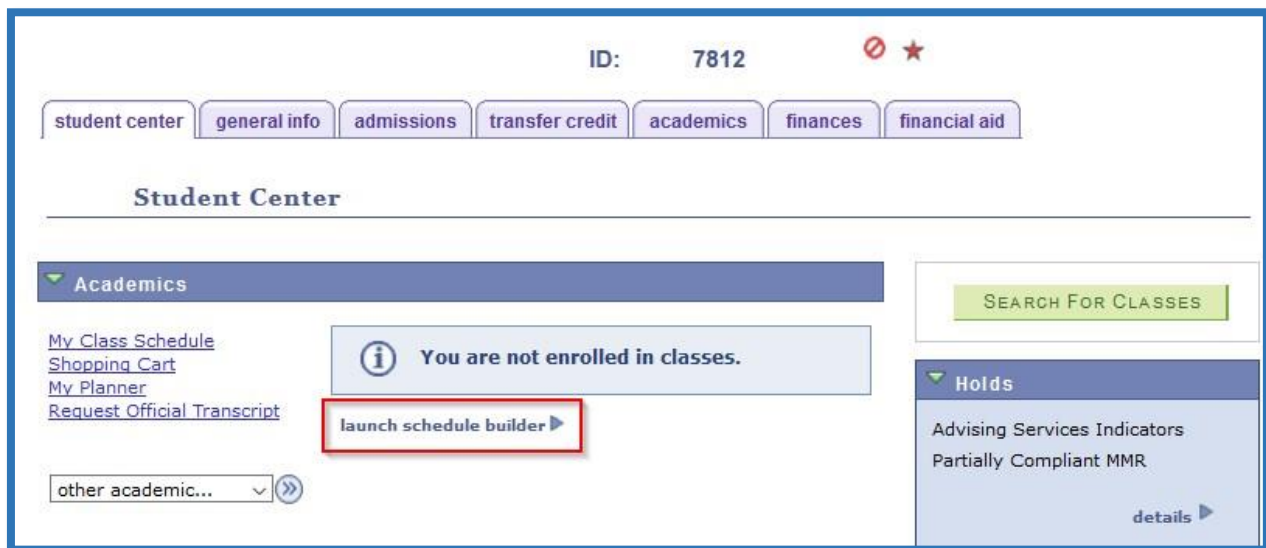
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How to Access Schedule Builder

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.

   o 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.
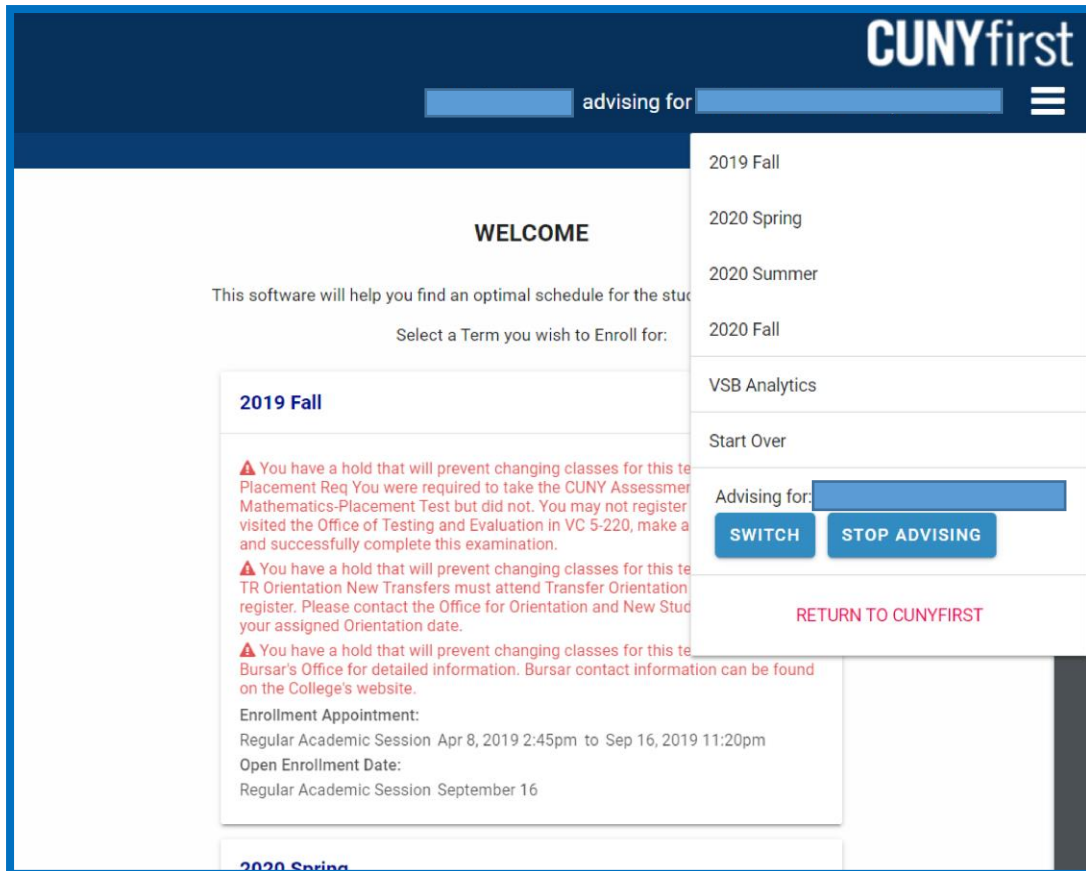
2. Next, select the term in which you would like to advise the student. This can be done from the Schedule Builder Welcome page or by using the drop down menu.

   o The Welcome page provides specific term by term information about the student. This may include holds, enrollment appointments and current enrollment status.

How to Search for Classes

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

   o Search for classes using the course number, course name, professor name or subject name using the **"Select Course"** field.

   o With the **"Advanced Search"** field, search for classes by requirement designation, course attribute and the course attribute value.

   o Import the student's **"Degree Plan"** from Degree Works, if there is one available.

   o 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

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.

Degreeworks Audit

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

Advance Search

c. The "Advance Search" offers added flexibility when attempting to add a course.

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.

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.

    o   Filter out closed and waitlisted classes.

    o   Sort schedule results based on the time of day.

    o   Select and/or drag on the schedule form to block out times your student cannot or prefers not to attend classes.

o Reduce schedule results by choosing the session in which your student would like to take classes in a specific term.

o 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.

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.

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

How to Assign Classes to Students

1. As an Advisor, you have the ability to **"lock"** selected classes. This forces your student to register for that particular class.

2. 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.

3. Once the schedule has been finalized, select **"Recommend"** to create a recommendation for your student.

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.

   o You can opt to make the recommendation mandatory or permit the student to take additional courses including what was recommended.

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