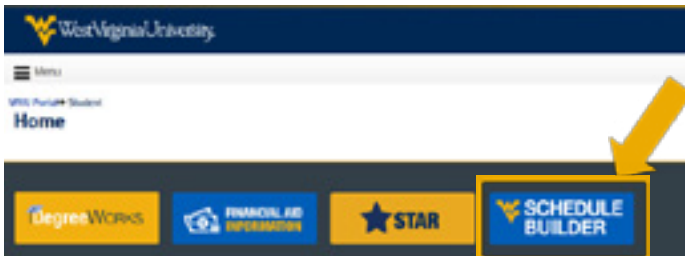


SCHEDULE BUILDER

USER GUIDE

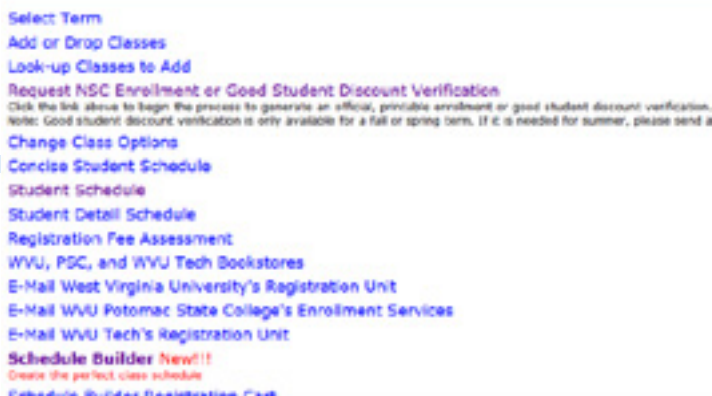
Schedule Builder helps you build a course schedule based on your desired classes and your other activities, like work or extracurriculars. Although you cannot register directly from Schedule Builder, you can export the class sections you've chosen into WVU's registration system.

Schedule Builder allows you to add any course to your schedule, regardless of whether you will be allowed to register for it. Please keep this in mind.



» Start by going to the WVU portal (<http://portal.wvu.edu>)

» After you are in the portal, click on the Schedule Builder icon located at the top of the page



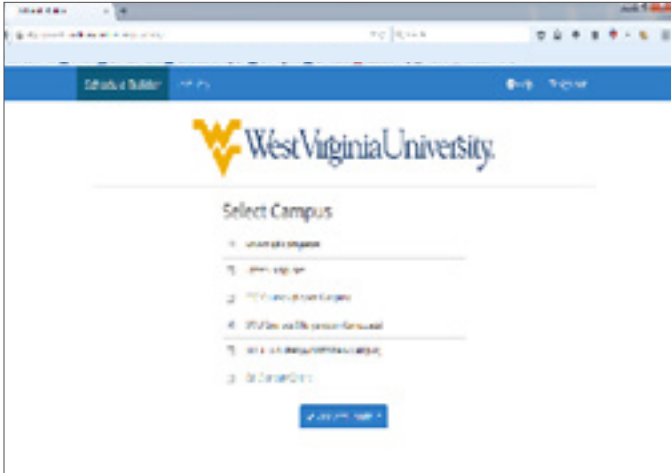
» Or, you can access Schedule Builder from STAR

» Go to Student Services & Housing, then Registration.

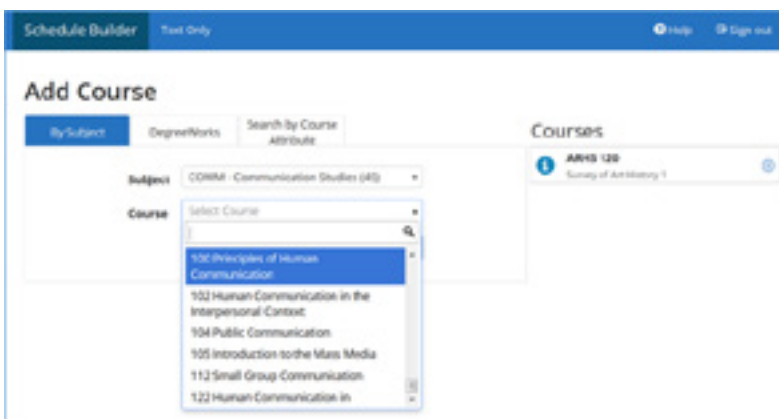
» Schedule Builder can be found at the bottom of the Registration page.

SCHEDULE BUILDER

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» Select your term and then your campus.



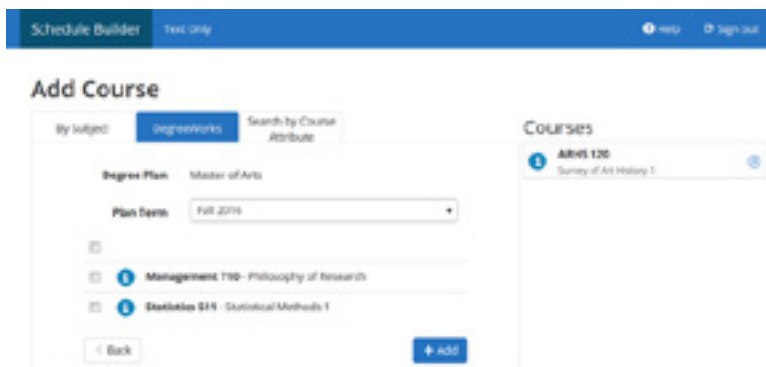
» Start adding courses:

» Add specific courses by course number, or

» Choose them by course attribute (such as GEC courses or Honors courses).

» The courses will be added to the Desired Courses list to the right.

» When you've added all the courses you want to, click the [Back](#) button.



» You may also add courses directly from your Degree Works Plan

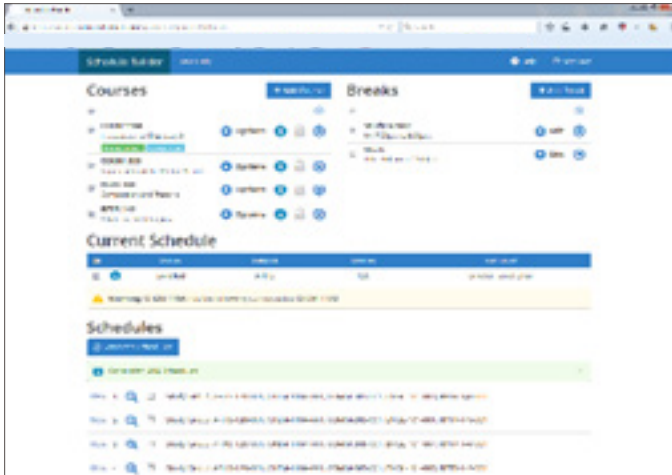
» Select the Degree Works tab, then select your plan term.

» Next, select the courses from your plan and click add to your courses list.

» When you've added all the breaks you want, click the Back button.

WV SCHEDULE BUILDER

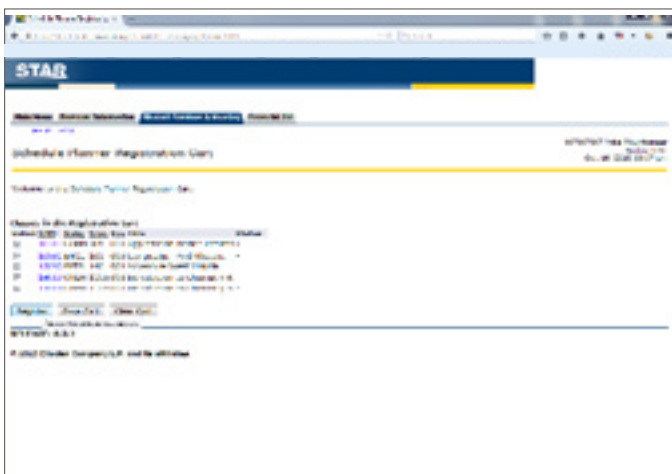
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- » Click Generate Schedules to get every possible schedule combination.
- » Check if your courses have prerequisites, co-requisites, or restrictions (noted by Warnings under Current Schedule).
- » Look up prerequisites and restrictions in the Schedule of Classes (registrar.wvu.edu/courses).



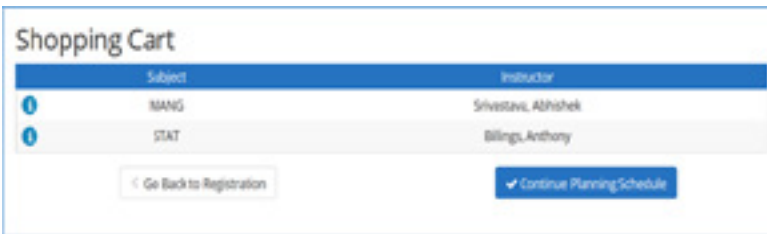
- » Under the Schedules heading, click [View](#) (View) to see one of the potential schedules.
- » Click the [Information](#) button to view course details.
- » When you find a course time you like, click the [Lock](#) button to “lock” that course into your schedule.
- » Narrow down your schedule options by locking course times you like.



- » When you've found your preferred schedule, click [Send to Shopping Cart](#) (Send to Shopping Cart).
- » **Important:** There is no fee to use Schedule Builder. The Shopping Cart exports your course schedule into STAR for registration.
- » You'll be taken to your STAR account, where you can register for your courses.

WV SCHEDULE BUILDER

USER GUIDE



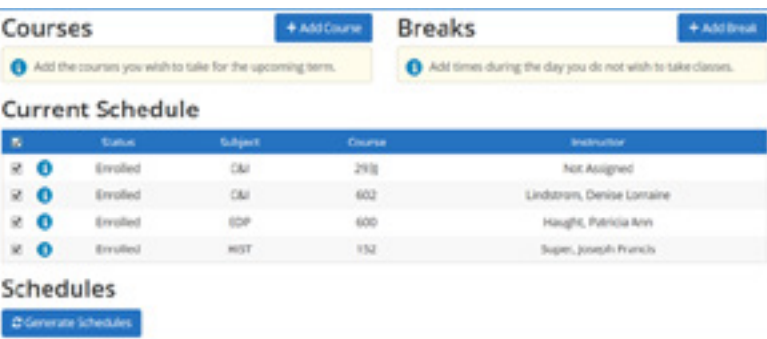
» To edit the Shopping Cart, select Go Back to Registration.



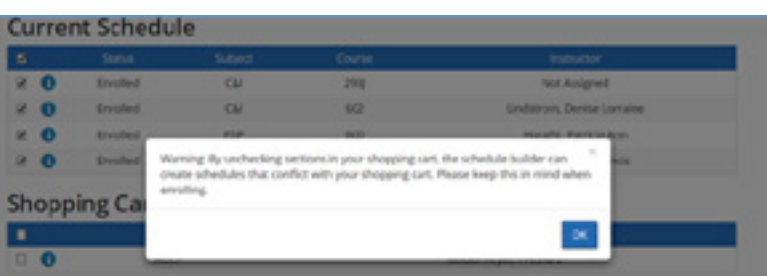
» To remove these courses from your cart, select clear cart.

» You may also save this cart for a future attempt at registration.

» You can edit the Shopping Cart at any time directly from the Registration Menu in STAR



» Reminder: To schedule additional courses for your current schedule, make sure the courses in your current schedule are checked. Not including these courses may generate duplicate subsequent course registrations.



» Reminder: If you have courses in your Shopping Cart, you will need to check those sections to avoid further scheduling conflicts. If you no longer wish to register for any course in your Shopping Cart, you will need to remove those courses (see previous section regarding Shopping Cart) then proceed to search for new courses to add.

Questions or concerns?
Contact the
Office of the University Registrar
at registrar@mail.wvu.edu
or 304-293-5355.