Schedule Builder helps you build an optimized course schedule based on your desired classes and your other activities, like work or extracurricular activities. Although you cannot register directly from Schedule Builder, if you are satisfied with your schedule, 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. Please determine your eligibility to enter a particular section by searching pre-requisite information and restrictions for certain sections within the WVU Schedule of Courses found on the Office of the University Registrar website at http://registrar.wvu.edu.

The Schedule Builder Tool is meant to accompany the Schedule of Courses to create a schedule. It is best practice to have both Schedule Builder as well as the Schedule of Courses on your Screen in order to properly create an accurate Schedule.

Pay close attention to any Prerequisites/Restrictions/Notes or Section Comments in the Schedule of Courses to avoid Registration Errors that may occur.

**Accessing Schedule Builder:**

Accessing Schedule Builder can be accomplished 2 ways: through the WVU portal or directly through STAR.

Through the **WVU PORTAL** (portal.wvu.edu) students will first need to Login and Select the SCHEDULE BUILDER ICON located at the top of the page.

Through **STAR** (star.wvu.edu) students will Login and Select Schedule Builder:
Now that a student is logged in to Schedule Builder through either the Portal or through Star, they are ready to begin creating their perfect schedule!

It is important to note that after 20 minutes of inactivity on either Star or Schedule Builder that a session will timeout. Ensure that constant activity is taking place or selected sections are sent to the shopping cart in order to avoid building a schedule from scratch.

Select Your Term

Select Your Campus

The Main Dashboard will display a header with selected Campus/Term and defaulted items (searching only open classes and All Parts within a Term) above and the options to “Add Courses” or “Add Breaks” in order to begin generating possible schedules.
Note in the highlighted blue section, students may have a pre-planned degree plan set up by their college or school through Degree Works. By clicking to load the course list, any courses that have been included as part of a student’s plan will auto generate to save time and searching.

If no degree plan has yet been laid out, students may simply begin to “Add Courses”.
Adding Courses:

When “Adding Courses”, students have the option to add by subject, by their preplanned Degree Works Plan, by searching by a “Course Attribute” (which consists of all GEC/GEF/or other specific type of course, or by searching by instructor: The simplest way to begin searching is by Subject (ex. ENGL/MATH etc.) or by a specific attribute (ex. GEF Requirements) consisting of a variety of different subjects.

Students can continue to add courses until all courses have been added and appear on the courses list on the right side of the page. Once all courses are loaded, select the back button to return to the menu screen.

Select all courses to register for and “Generate Schedules”.

Note before Generating Schedules: Often students are only permitted to take a specific version of a course (ex. Registering for only a WVUE 191 section between 100 and 109). To narrow searching to specific section(s), click on options for the specific course(s) and check only courses that fit the criteria. Save, Close, and Generate Schedules.
Adding Breaks:

If any breaks are needed for building a schedule around, select the breaks tab to “Add Break”. 
Generating Schedules

Once all courses and breaks are entered and boxes clicked, the student is ready to begin by clicking “Generating Schedules”.

Click view to begin creating a schedule. Hovering above the magnifier only provides a preview.

It is important to note that courses that appear include the location of the course. Students should plan a schedule that allows for ample travel time between campuses. The University recommends at least 40 minutes when traveling between campuses. Campus codes are designated in between the building and room.

D=Downtown/ E=Evansdale / H= Health Sciences Campus

For Example: ARM – D – 209 Indicates Armstrong Hall / Downtown Campus / Room 209

Narrow down possible schedules by “locking” in courses to a certain time. Locking allows courses to remain in place and build the remaining courses around them. (Note: locking a course does not mean a student has registered/ locks can be unlocked which allows the course to move on the schedule again).
Locking courses allows students to regenerate fewer Schedules.

By clicking “OK”, Schedule Builder will transfer the courses over to STAR where the student can “Register”

Note: There is no fee for utilizing the Schedule Builder Shopping Cart. It is a simple way to export courses to STAR to register.
Click Register:

Adding courses after courses were already registered:

- Check all courses in the “Current Schedule” section

- Check only new courses that are to be added from the “Courses” section

Generate a new schedule that includes the current schedule and any courses that were added.

Once the new course fits into a schedule, it can be sent to the “Shopping Cart” and registered via STAR.

After registering through STAR, a student can view their current schedule
To print a schedule, return to the main STAR menu under “Registration”
Print the “Concise Student Schedule”.

Registration Errors:
A registration error may come up when registering. If the error shows on STAR, students will
need to return to Schedule Builder and select an alternative section of the same course in
order to register.

Return to Schedule Builder, uncheck the restricted course and add an appropriate section

If a student no longer wishes to register for any course(s) in the Shopping Cart or already has
registered through STAR, removing courses from the Shopping Cart prevents the possibility
of searching for duplicate sections.

If a student is simply dropping an already registered course, this is done directly through STAR

Some Helpful Hints:
• As a reminder, Schedule Builder is a tool to accompany the Schedule of Courses.
  Please ensure pre-requisites and restrictions have been viewed on the Schedule of
  Courses to avoid errors when utilizing Schedule Builder.

• If you know the CRN (Course Registration Number) for the section you are looking to
  register, go directly to STAR to add. Direct CRN’s should be done first in order to “build”
  a schedule from Schedule Builder around courses already enrolled.

Questions or concerns? Contact:
Office of the University Registrar at registrar@mail.wvu.edu / 304.293.5355