

SCHEDULE BUILDER USER GUIDE

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.

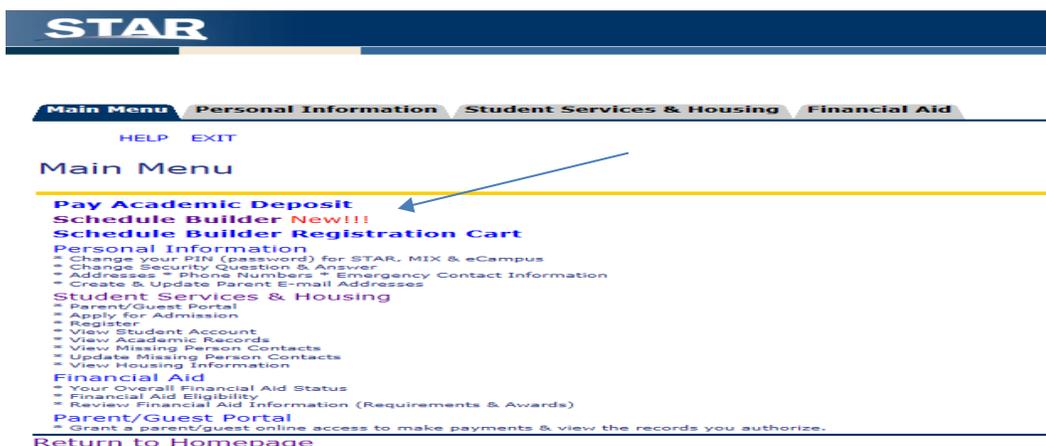
Accessing Schedule Builder:

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:



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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



The screenshot shows the 'Select Term' screen. At the top is a blue navigation bar with 'Schedule Builder' and 'Text Only' on the left, and 'Help' and 'Sign out' on the right. Below the bar is the West Virginia University logo. The main heading is 'Select Term'. Underneath, there is a 'Term' section with two radio button options: 'Summer 2017' and 'Fall 2017'. The 'Fall 2017' option is selected. A blue arrow points to a 'Save And Continue' button located below the radio buttons.

Select Your Campus



The screenshot shows the 'Select Campus' screen. It features the same blue navigation bar and West Virginia University logo as the previous screen. The main heading is 'Select Campus'. Below this, there is a list of checkboxes for campus selection: 'Select All Campuses', 'PSC Courses (Keyser Campus)', 'WVU Courses (Morgantown Campuses)', 'WVUIT Courses (Montgomery & Beckley Campuses)', and 'Off Campus/Online'. The 'WVU Courses (Morgantown Campuses)' checkbox is checked. A blue arrow points to a 'Save And Continue' button at the bottom of the list.

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.

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Schedule Builder Text Only Help Sign out

West Virginia University

Course Status Open Classes Only Change Term Fall 2017 Change
Campuses 1 of 4 Selected Change Parts of Term All Parts of Term Selected Change

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses + Add Course
Add the courses you wish to take for the upcoming term.
Your degree plan shows 3 courses for Fall 2017, [click here](#) to load them into your course list.

Breaks + Add Break
Add times during the day you do not wish to take classes.

Schedules
Generate 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.

Schedule Builder Text Only Help Sign out

West Virginia University

Course Status Open Classes Only Change Term Fall 2017 Change
Campuses 1 of 4 Selected Change Parts of Term All Parts of Term Selected Change

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses + Add Course
CDF5 110 Families Across the Life Span Options
EDUC 100 Education Colloquium Options
EDUC 301 Learning in Educational Settings Options

Breaks + Add Break
Add times during the day you do not wish to take classes.

Schedules
Generate Schedules

If no degree plan has yet been laid out, students may simply begin to "Add Courses".

Schedule Builder Text Only Help Sign out

West Virginia University

Course Status Open Classes Only Change Term Fall 2017 Change
Campuses 1 of 4 Selected Change Parts of Term All Parts of Term Selected Change

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Add times during the day you do not wish to take classes.

Schedules
Generate Schedules

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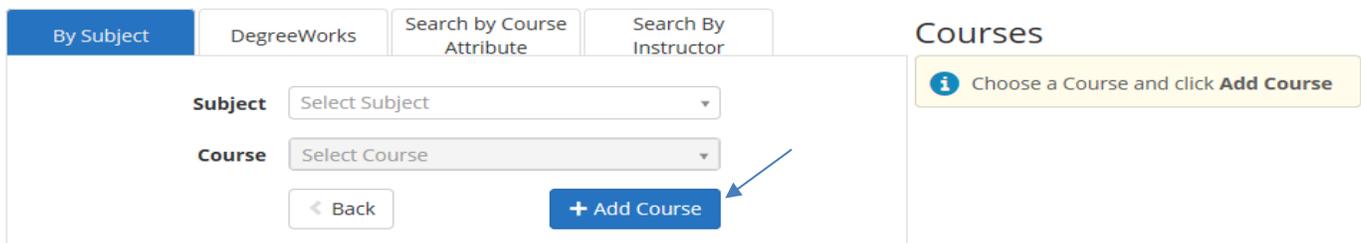
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Adding Courses:

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.



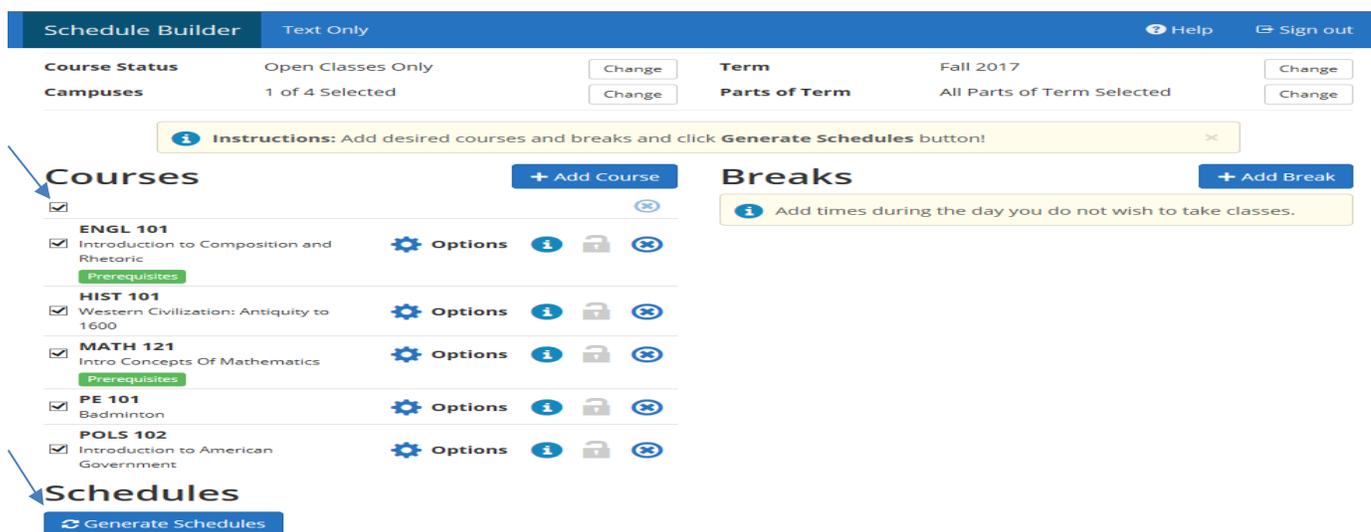
Add Course



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.*



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Adding Breaks:

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

The screenshot shows the 'Schedule Builder' interface. At the top, there are tabs for 'Schedule Builder' and 'Text Only', along with 'Help' and 'Sign out' links. Below this, there are settings for 'Course Status' (Open Classes Only), 'Campuses' (1 of 4 Selected), 'Term' (Fall 2017), and 'Parts of Term' (All Parts of Term Selected). A yellow instruction box reads: 'Instructions: Add desired courses and breaks and click Generate Schedules button!'. The main area is split into two columns: 'Courses' and 'Breaks'. The 'Courses' column lists several courses with checkboxes and icons for options, info, and removal. The 'Breaks' column has a '+ Add Break' button highlighted with a blue arrow. Below the columns is a 'Schedules' section with a 'Generate Schedules' button.

Add New Break

The 'Add New Break' form includes an instruction box: 'Breaks are times during the day that you do not wish to take classes.'. The form fields are: 'Break Name' (Practice), 'Start Time' (8:00 am), and 'End Time' (10:00 am). Under 'Days', there are radio buttons for 'Select Weekdays' and a set of day buttons (MON, TUE, WED, THU, FRI, SAT, SUN). The 'FRI' button is selected and highlighted with a blue arrow. At the bottom, there is a '< Back' button and a '✓ Add Break' button.

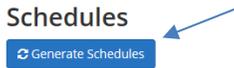
This screenshot shows the 'Schedule Builder' interface after a break has been added. The 'Breaks' tab is active, and a new break named 'Practice' is listed with the time 'MWF - 8:00am to 10:00am'. The 'Courses' list remains the same. The 'Schedules' section still has the 'Generate Schedules' button.

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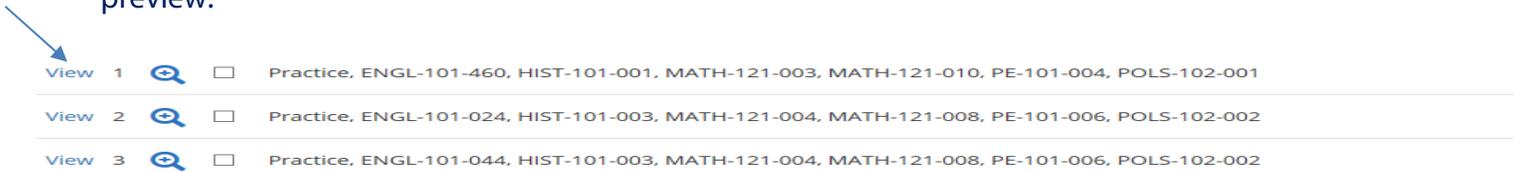
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Generating Schedules

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

	Monday	Tuesday	Wednesday	Thursday	Friday	
8am	Practice		Practice		Practice	
8:15						
8:30						
8:45						
9am						
9:15						
9:30						
9:45						
10am						
10:15		MATH-121 ARM-D 209 Cole, Seth Lichfield		MATH-121 ARM-D 209 Cole, Seth Lichfield		
10:30						
10:45						
11am						
11:15						
11:30	MATH-121 ARM-D 421 Goodykoontz, Erin	POLS-102 BUE-D 459 Hickey, Patrick Thomas		POLS-102 BUE-D 459 Hickey, Patrick Thomas		
11:45						
12pm						
12:15						
12:30	HIST-101 HOD-D 309 McNellis, Lindsey		HIST-101 HOD-D 309 McNellis, Lindsey	HIST-101 HOD-D 309 McNellis, Lindsey		
12:45						
1pm						
1:15						
1:30						
1:45						
2pm		ENGL-101 PER-E 335 Alvarez, Amy M		ENGL-101 PER-E 335 Alvarez, Amy M		
2:15						
2:30						
2:45						
3pm						

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).

	Monday	Tuesday	Wednesday	Thursday	Friday	
8am	Practice		Practice		Practice	
8:15						
8:30						
8:45						
9am						
9:15						
9:30						
9:45						
10am						
10:15		MATH-121 ARM-D 209 Cole, Seth Lichfield		MATH-121 ARM-D 209 Cole, Seth Lichfield		
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11:45						
12pm						
12:15						
12:30	HIST-101 HOD-D 309 McNellis, Lindsey		HIST-101 HOD-D 309 McNellis, Lindsey	HIST-101 HOD-D 309 McNellis, Lindsey		
12:45						
1pm						
1:15						
1:30						
1:45						
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2:15						
2:30						
2:45						
3pm						

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Locking courses allows students to regenerate fewer Schedules.

[Generate Schedules](#)

Generated 49 Schedules

View 1 Practice, ENGL-101-460, HIST-101-001, MATH-121-003, MATH-121-010, PE-101-004, POLS-102-001

View 2 Practice, ENGL-101-035, HIST-101-001, MATH-121-003, MATH-121-010, PE-101-004, POLS-102-002

View 3 Practice, ENGL-101-029, HIST-101-001, MATH-121-003, MATH-121-010, PE-101-004, POLS-102-002

Lock all courses and send to Shopping Cart:



Individual locked courses may also be sent to the Shopping Cart:

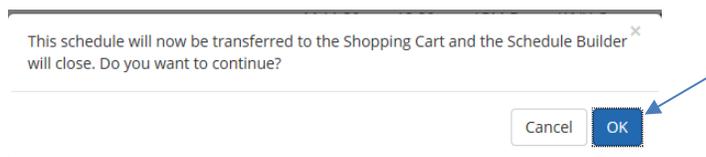
[Back](#) [Send to Shopping Cart](#) Schedule 12 of 49

You are viewing a potential schedule only and you must still register.

	CRN #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
<input type="checkbox"/>	80959	024	ENGL	101	17	MWF 1:30pm - 2:20pm - CKH-D 404	WVU Courses (Morgantown Campuses)	3
<input type="checkbox"/>	85705	001	HIST	101	25	MWF 12:30pm - 1:20pm - HOD-D 309	WVU Courses (Morgantown Campuses)	3
<input type="checkbox"/>	80397	003	MATH	121	29	TTh 10:00am - 11:15am - ARM-D 209	WVU Courses (Morgantown Campuses)	3
<input type="checkbox"/>	86983	010	MATH	121	23	M 11:30am - 12:20pm - ARM-D 421	WVU Courses (Morgantown Campuses)	0
<input type="checkbox"/>	81615	004	PE	101	21	MWF 10:00am - 11:15am - SRC-E	WVU Courses (Morgantown Campuses)	1
<input type="checkbox"/>	84937	002	POLS	102	53	TTh 1:00pm - 2:15pm - CKH-D 112	WVU Courses (Morgantown Campuses)	3
								13

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.



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Click Register:

Adding courses after courses were already registered:

- Check all courses in the “Current Schedule” section

Current Schedule

<input checked="" type="checkbox"/>	Status	Subject	Course
<input checked="" type="checkbox"/>	Enrolled	ENGL	101
<input checked="" type="checkbox"/>	Enrolled	HIST	101
<input checked="" type="checkbox"/>	Enrolled	MATH	121
<input checked="" type="checkbox"/>	Enrolled	MATH	121
<input checked="" type="checkbox"/>	Enrolled	PE	101
<input checked="" type="checkbox"/>	Enrolled	POLS	102
<input checked="" type="checkbox"/>	Enrolled	SOCA	105

- 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.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Web on Jun 06, 2017	None	80397	MATH	121	003	Undergraduate	3.000	Normal	Grading Mode	Intro Concepts Of Mathematics
Registered on Web on Jun 06, 2017	None	80959	ENGL	101	024	Undergraduate	3.000	Normal	Grading Mode	Intro. Composition & Rhetoric
Registered on Web on Jun 06, 2017	None	84937	POLS	102	002	Undergraduate	3.000	Normal	Grading Mode	Intro American Government
Registered on Web on Jun 06, 2017	None	85705	HIST	101	001	Undergraduate	3.000	Normal	Grading Mode	W Civilization:Antiquity-1600
Registered on Web on Jun 06, 2017	None	86983	MATH	121	010	Undergraduate	0.000	No	Grade	Intro Concepts Of Mathematics
Registered on Web on Jun 06, 2017	None	81615	PE	101	004	Undergraduate	1.000	Normal	Grading Mode	Badminton

Total Credit Hours: 13.000
Billing Hours: 13.000
Minimum Hours: 0.000
Maximum Hours: 20.000
Date: Jun 06, 2017 09:31 am

After registering through STAR, a student can view their current schedule

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To print a schedule, return to the main STAR menu under "Registration"
Print the "Concise Student Schedule".

The screenshot shows the STAR Registration menu. At the top, there are navigation tabs: Main Menu, Personal Information, Student Services & Housing, and Financial. Below these are links for RETURN TO MENU, HELP, and EXIT. The main heading is 'Registration'. A list of options follows: Select Term, Add or Drop Classes, Look-up Classes to Add, Request NSC Enrollment or Good Student Discount Verification (with a note about good student discount verification), Change Class Options, Concise Student Schedule (highlighted with a blue arrow), Student Schedule, Student Detail Schedule, Registration Fee Assessment, WVU, PSC, and WVU Tech Bookstores, E-Mail West Virginia University's Registration Unit, E-Mail WVU Potomac State College's Enrollment Services, E-Mail WVU Tech's Registration Unit, Schedule Builder New!!! (with a sub-link 'Create the perfect class schedule'), and Schedule Builder Registration Cart.

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.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
College Restriction	83546	WVUE	191	409	Undergraduate	1.000	Normal	Grading Mode	First Year Seminar

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