

SCHEDULE BUILDER

STUDENTS



HOW TO USE SCHEDULE BUILDER

REGISTRATION

SCHEDULE

BALANCE

REALTIME



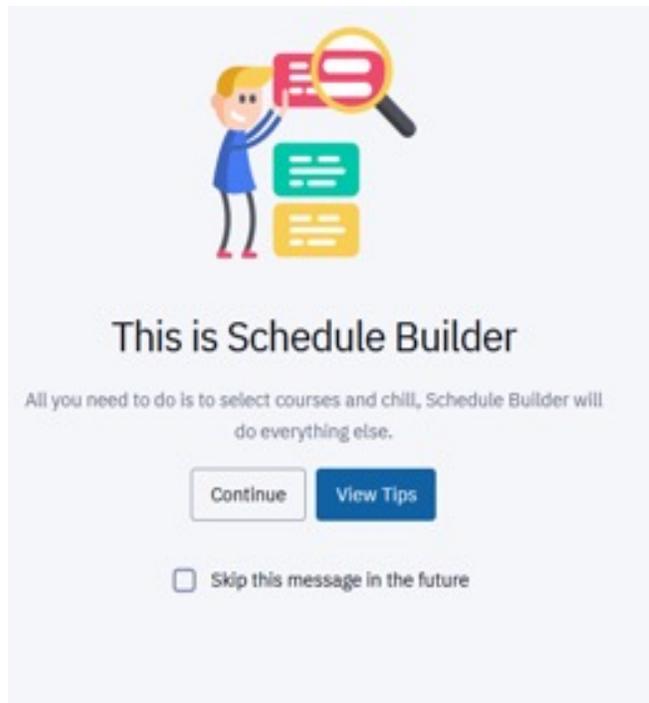
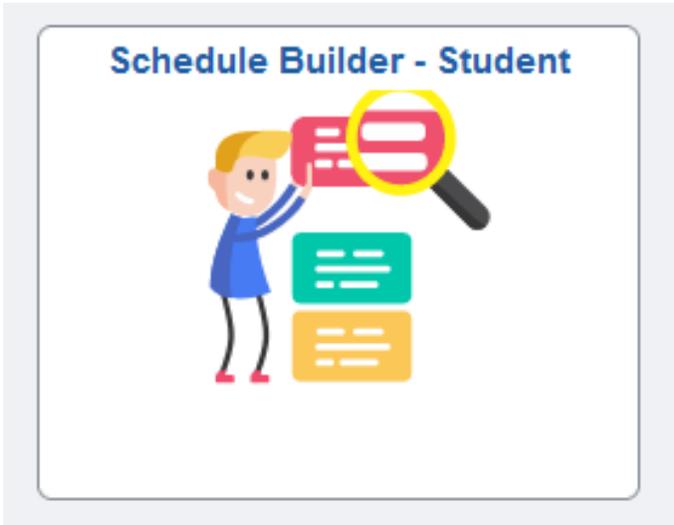
Students now have the option to build a schedule that suits their specific needs! Why use Schedule Builder? View schedules at a glance to balance work, life, and school. Check for registration holds and errors. Make course scheduling easy and reduce frustration.

Schedule Builder is an addition to the suite of tools students use to register for classes within OPUS to create a seamless user experience. Schedule Builder is only accessible to students eligible to register for classes. Students who are not eligible to register for classes can still view Emory's schedule of classes by visiting Course Atlas.

You will be greeted by "This is Schedule Builder – All you need to do is select courses and chill. The tool will do everything else." The message will refresh should the content change. Selecting "Skip this message in the future" will suppress the message for future visits.

How to use Schedule Builder?

Access Schedule Builder through OPUS
OPUS > Schedule Builder - Student >
Schedule Builder-View Tips



Schedule Builder is a web-based program that allows students to build their class schedules much quicker and easier.



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Term: *

Spring 2023

Fall 2023

Summer 2023

Spring 2023

Planned coursework and enrolled coursework will pull directly into Schedule Builder for that term. Students may elect to pull in coursework from the shopping cart or courses where they are wait listed by using the drop-down.

Import Courses ^

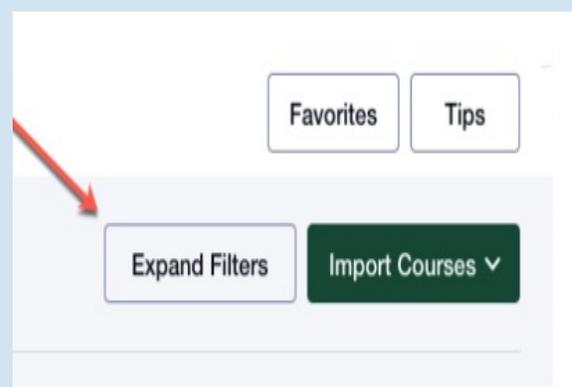
Enrollment

Shopping Cart

Wait List

Planner

In order to search for courses, select Expand Filters in the upper right-hand corner of the screen.



Use Global and Section Filters to narrow your search.

- Class Status
- Requirement Designation
- Instruction Mode
- Session
- Campus

GLOBAL FILTERS

Campus

Location

SECTION FILTERS

Course Attribute

Course Attribute Value

View real-time class availability to make up-to-the-minute scheduling decisions!





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Students can quickly build as many schedules as they like based on their specific needs, save them to their favorites, and then view them all to make the best scheduling decision.

Unavailable Time Filter:

Unavailable time may be set and used as a filter when searching for classes. This filter may be turned off if results are too limited.

UNAVAILABLE TIME ✕

LABEL	TIME	DAYS	
Label: <input type="text" value="Work"/>	Time Range: <input type="text" value="3:00 pm - 6:00 pm"/>	Days: <input type="text" value="(2): Mo, We"/>	✕
+ Add Time			
<input type="button" value="Reset"/>		<input type="button" value="Apply"/>	

Subject and Catalog Number Filters:

Students may also search directly for a course by entering the subject and catalog number in the drop-down. Use the Add Course button to select the courses Schedule Builder will use to create class schedule options. If the student does not select specific sections in the sub-navigation, Schedule Builder will create class schedule options with all available sections. Up to 10 courses may be used when building a schedule.

COURSE SELECTION

Subject * ▼

Catalog Number *

Add Course





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Students select the classes they wish to take, and Schedule Builder shows them all the possible schedule options — all at the click of a button.

Select Build Schedule to see schedule options. From this screen, students can enroll, create favorites and compare schedules. Select the Enroll button to view the options to validate the schedule, Add the classes to their shopping cart, or enroll directly in the classes. From this screen, students can also Create Favorites and Compare Schedules.

	SUN	MON	TUE	WED	THU
8 AM					
9 AM					
10 AM					
11 AM					
12 PM					
1 PM					
2 PM					
3 PM					
4 PM					
5 PM					

	SUN	MON	TUE	WED	THU
12:00 - 12:45 pm		AMST 385 (LEC) Special Top: American Studies (Densside in World History) Rish Building 104		AMST 385 (LEC) Special Top: American Studies (Densside in World History) Rish Building 104	
2:00 - 2:15 pm		BIOL 542 (LEC) Foundations of Modern Biol II O 3462 Clifton Rd 308		BIOL 542 (LEC) Foundations of Modern Biol II O 3462 Clifton Rd 308	
2:30 - 5:30 pm		BIOL 542L (LAB) Found. of Modern Biol II Lab O 3462 Clifton Rd TBA	AAS 385 (LEC) Topics in Afr Amer Studies (Black Culture and Capitalism) MODERN LANGUAGE_12B		AAS 385 (LEC) Topics in Afr Amer Studies (Capitalism) MODERN LANGUAGE_12B

ADDING TO THE CART:

Once the user has decided on a schedule, they can select the Add to Cart button to add the sections to their cart. When the Add to Cart button is selected, a modal will display a list of the classes the user can add to the cart. Enrolled classes and classes that are already in the cart will not be included in the modal. If a class has a wait list, the class will be marked with a warning icon, and the wait list total and capacity will display.



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Important messages ensure students are aware of conflicts, holds, and requirements to create a desired schedule successfully.

After options have been saved and the Enroll transaction has been processed, students will receive messages associated with each transaction.

Green: Success

Red: Errors that need to be reviewed

Yellow: Success, but with messages. It is important to review each message (wait list placement, course repeat notices, etc.).

Enrollment results

Enrollment results of 3 classes for the term **Summer 2023**.

ANT 207 (1-1363)	Added to your schedule.
This class has been added to your schedule.	
EAS 232 (1-1640)	Added to your schedule.
You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	
REL 331 (900-2330)	Error
Department Consent Required. You must obtain permission to take this class. If you have a permission number, select Add Another Class , select the class link, enter the number and resubmit.	

OK



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Schedule Builder helps students through the registration process and allows them to create a schedule based on their unique circumstances while keeping them on track to graduate!

WAYS TO SEARCH, CREATE, & REGISTER FOR CLASSES



ALL SYSTEMS

- CLASS SEARCH
- ADD TO SHOPPING CART
- VALIDATE SCHEDULE
- ADD TO WAITLIST
- ORDER BOOKS

OPUS

- ENROLL IN CLASS
- DROP CLASS
- SET UP SWAP

ATLAS

- SYLLABI
- INTERACTIVE MAP
- INSTRUCTOR EMAILS
- DETAILED SEARCH FEATURE
- PROMOTED COURSES

SCHEDULE BUILDER

- ENROLL IN CLASS
- SET UP SWAP
- ACADEMIC ADVISOR FEATURE
- UNAVAILABLE TIMES FEATURE
- BUILD MULTIPLE SCHEDULES
- SAVE FAVORITES
- COMPARE SCHEDULES

Office of the University Registrar

