

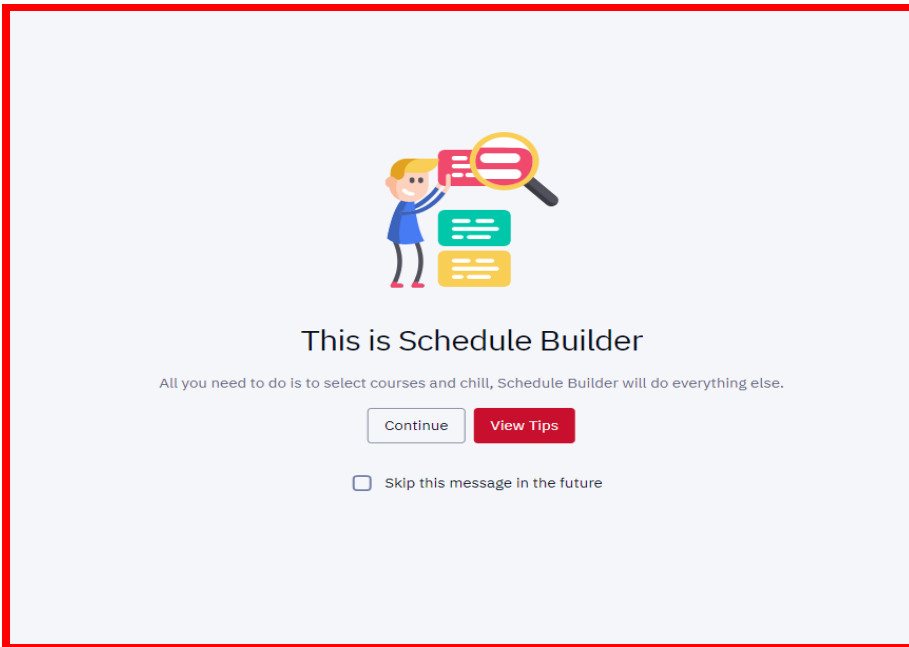
How to Use Schedule Builder

Step 1: Access Schedule Builder through your Student Home page.

Access Schedule Builder through "MyUH"

Manage Classes>Schedule Builder

You will be greeted by the message below.



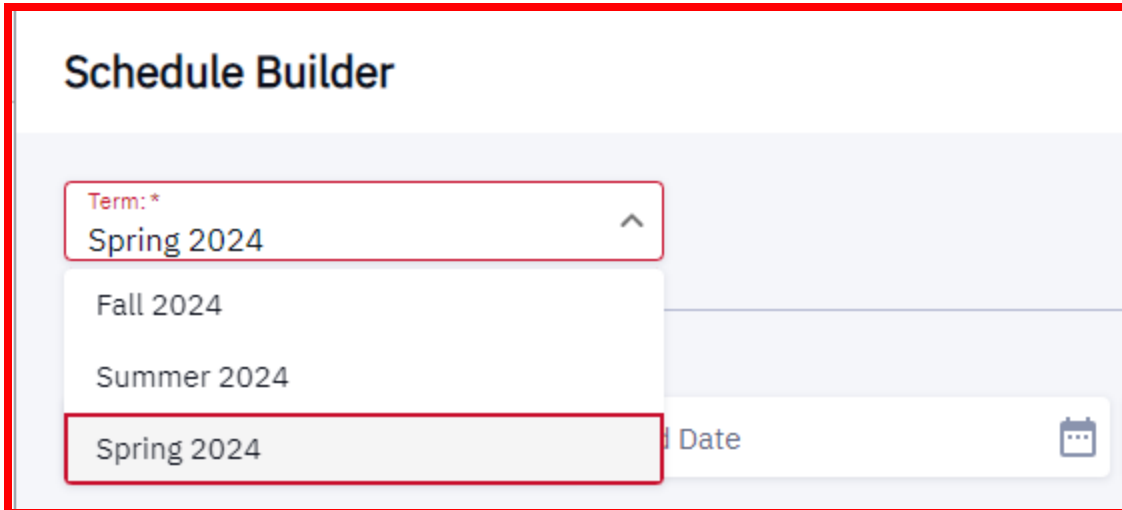
Continue – Will take you directly to the Schedule Builder page.

View Tips – Will take you directly to the Schedule Builder page with navigation tips.

Skip this message in the future – Select this button and click on continue. This message will no longer appear for the user when accessing the Schedule Builder functionality.

Step 2: Select the correct term

You can select the correct available term from the Term drop-down menu on the left-hand side of the screen. You should click on the term itself instead of using the carrot to access the drop-down menu.



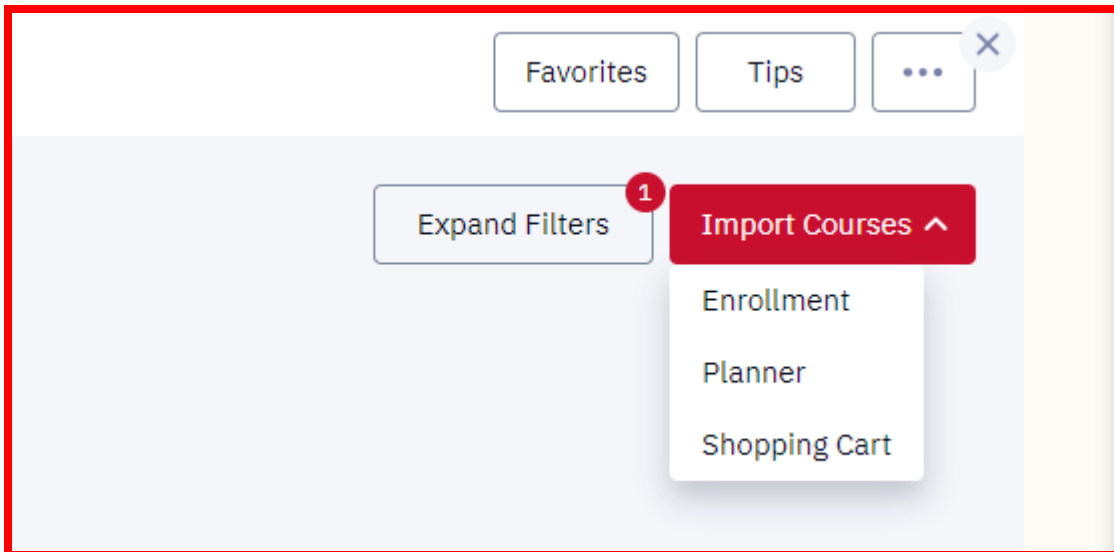
The screenshot shows the 'Schedule Builder' interface. A dropdown menu is open for the 'Term:' field, which currently displays 'Spring 2024'. The dropdown menu lists three options: 'Fall 2024', 'Summer 2024', and 'Spring 2024'. The 'Spring 2024' option is highlighted with a red border. To the right of the dropdown menu, there is a 'Date' field with a calendar icon.

If you are unable to see a future term, it could mean one of two things:

- 1) The term is not yet available.
- 2) You are not term activated for the desired term. This means you are unable to register for classes.

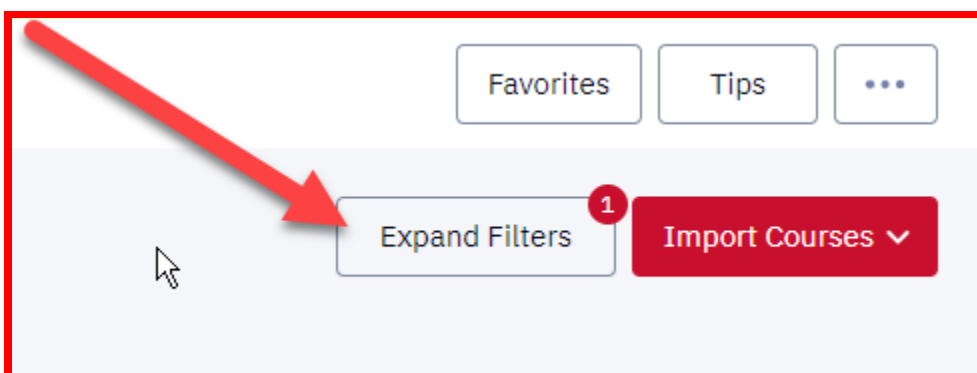
Contact the Office of the Registrar for additional information.

Students may elect to pull in coursework from the Shopping Cart, courses planned in Degree Planner, Enrolled courses, or courses for which they are Waitlisted by using the drop-down menu. It is easy to identify where a course pulled from based on the icon in the Status column (see "Understanding Errors & Symbols" below).



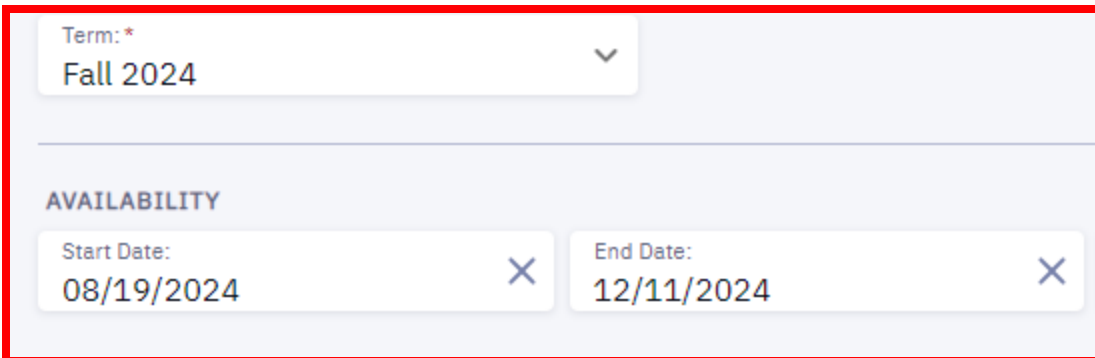
Step 3: Expand Filters, set filter options and add additional courses

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



Start Date and End Date

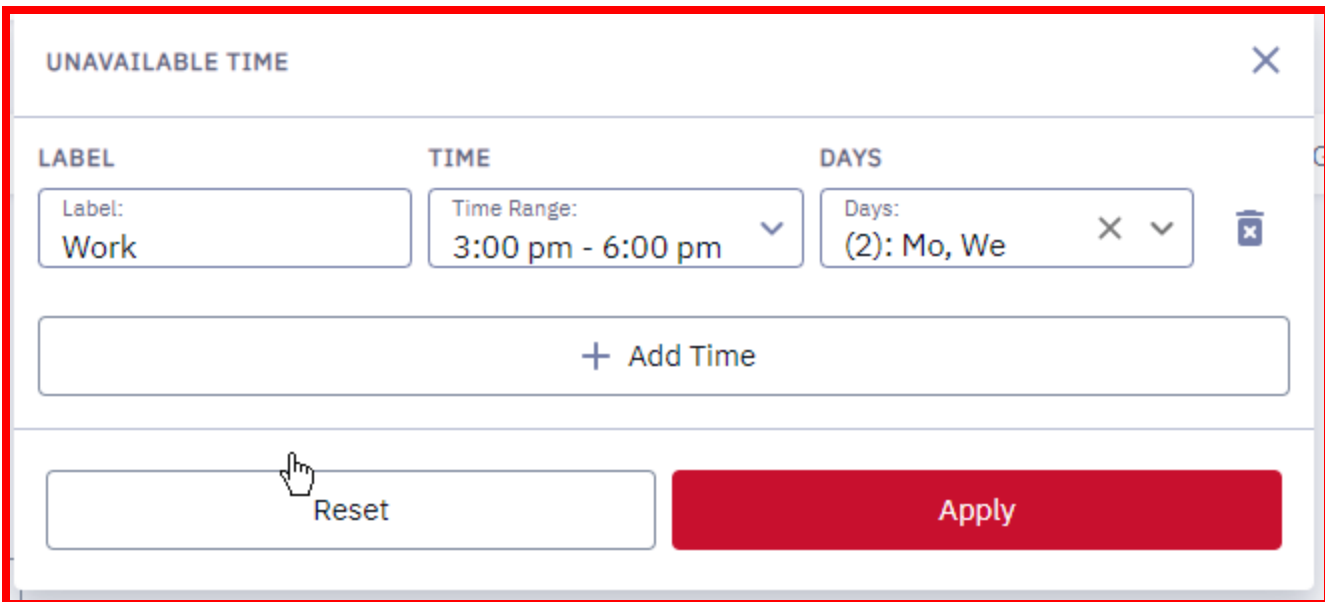
Start Date and End Date may be set and used as a filter when searching by the classes' start and end dates. Users will be able to select dates that are within the term dates for a term.



The screenshot shows a filter interface with a dropdown menu for "Term:" set to "Fall 2024". Below this is a section titled "AVAILABILITY" containing two input fields: "Start Date:" with the value "08/19/2024" and "End Date:" with the value "12/11/2024". Each input field has a blue 'X' icon to its right for clearing the value.

Unavailable Time Filter

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



The screenshot shows a filter interface titled "UNAVAILABLE TIME" with a close button (X) in the top right corner. It features three columns: "LABEL", "TIME", and "DAYS". The "LABEL" field contains "Work". The "TIME" field is a dropdown menu showing "3:00 pm - 6:00 pm". The "DAYS" field is a dropdown menu showing "(2): Mo, We" with a clear button (X) and a trash icon. Below these fields is a "+ Add Time" button. At the bottom, there are two buttons: "Reset" and "Apply". A mouse cursor is pointing at the "Reset" button.

Class Status

When searching for courses, Schedule Builder will automatically include only open courses (courses with open seats available).

To view all course offerings, including classes that are closed, full, or have formed a waitlist, **uncheck** both Class Status filter options (uncheck both "Open" and "Wait List").

Unavailable Time: (2): Mo, We

Min Break Time

Session

Class Status:

- Closed
- Open
- Wait List



Instruction Mode

There are 9 different instruction modes at the University of Houston. Use the instruction mode filter to search for courses that fit your needs.

Schedule Builder

Term: *
Spring 2024

AVAILABILITY

Start Date  End Date  Unavailable Time: (2): Mo, We

GLOBAL FILTERS

Campus Location Session

Instruction Mode: ^

- Asynchronous - On Campus Exams
- Asynchronous Online
- Directed Research
- Face to Face
- Face-to-Face
- Hybrid
- Hyflex
- Independent Studies
- Synchronous - On Campus Exams
- Synchronous Online

Course Attribute Value

Catalog Number *

Add Course Reset Filters

Section Filters

Section Filters may be used to search for courses in specific categories. You may elect to search by Core Curriculum Area or Open Source Class Materials courses

You can select **multiple** Section Filters, but Section Filters do not overlap. If you select the Core filter and the Open Source filter, Schedule Builder will include all Core courses and all Open Source courses in the search results.

*Note: If a quick view of all courses that fulfill a Core Area is required, [Class Search](#) is an easy tool to use to quickly generate this information.





The image displays two screenshots of a software interface for selecting section filters. The top screenshot shows the 'SECTION FILTERS' section with 'UH-Core Curriculum' selected in the 'Course Attribute' dropdown. The 'COURSE SELECTION' dropdown is set to 'Subject *'. A list of core categories is shown with checkboxes: (10) Core-Communication, (20) Core-Mathematics, (30) Core-Life & Physical Sci, (40) Core-Lang, Phil & Culture, (50) Core-Creative Arts, (60) Core-American History, and (70) Core-Government/Pol Sci. An 'Add Course' button is visible. The bottom screenshot shows the 'SECTION FILTERS' section with 'UH-Core Curriculum' selected. The 'COURSE SELECTION' dropdown is set to 'ENGL - ENGL (English)'. The 'Course Attribute Value' dropdown is set to '(2): (20) Core-Mat...'. The 'Catalog Number: *' dropdown is open, showing '2307 - Intro To Drama' and '2318 - Creation and Perform of Lit'.

Subject and Catalog Number Filters





You may also search directly for a course by entering the Subject and Catalog Number in the drop-down fields. When searching for a course, these two fields are required (note the red asterisk).


Term: *
Spring 2024

AVAILABILITY


Start Date  End Date  Unavailable Time: (2): Mo, We  Min Break Time 

GLOBAL FILTERS



Campus  Location  Session  Class Status 

Instruction Mode 

SECTION FILTERS

Course Attribute  Course Attribute Value

COURSE SELECTION

Subject: *
AAS - AAS (African America...  Catalog Number: *
3356 - Africana Thought & ...  [Add Course](#) [Reset Filters](#)

COURSE DESCRIPTION

Prerequisite(s): AAS 2320 or consent of instructor. Political and social philosophies which have shaped the struggle for Black liberation in the United States; strategies and ideologies such as integration, cultural assimilation, nonviolence, passive resistance, direct action, and Pan-Africanism; thoughts and ideas of Africana leadership figures throughout the global diaspora.

Add Course

Use the Add Course button to select the courses Schedule Builder will use to create Class Schedule options. By selecting the Select Section button in the sub-navigation, you may elect to further limit which sections are used to build schedules. If you do not select specific sections of the course, Schedule Builder will create Class Schedule options with all available sections. You may add up to 10 courses to build your schedule.

SECTION FILTERS

Course Attribute: UH-Core Curriculum
Course Attribute Value: (10) Core-Comm...

COURSE SELECTION

Subject: ENGL - ENGL (English)
Catalog Number: 1302 - First Year Writing II

COURSE DESCRIPTION

Prerequisite(s): ENGL 1301 or equivalent. Credit may not be received for both ENGL 1302 and ENGL 1310 or ENGL 1370. Detailed study of the principles of rhetoric as applied to analyzing and writing argumentative and persuasive essays; principles and methods of research, culminating in writing a substantial research paper.

Select up to 10 courses to build your schedule

<input checked="" type="checkbox"/>	COURSE	COURSE TITLE	UNITS	STATUS	
<input checked="" type="checkbox"/>	ENGL 1302	First Year Writing II	3	-	<input type="button" value="Select Sections"/> <input type="button" value="x"/>

View Seat Availability

Once the course has been added, you can either click on the course or the "Select Sections" button to view additional class details and seat availability.

Select up to 10 courses to build your schedule

<input checked="" type="checkbox"/>	COURSE	COURSE TITLE	UNITS	STATUS	
<input checked="" type="checkbox"/>	ENGL 1302	First Year Writing II	3	-	<input type="button" value="Select Sections"/> <input type="button" value="x"/>

Unreserved and reserved seat counts are listed for each section of the class. If you have selected the "Open" Class Status filter, only open sections will appear.

If you select the "Open" Class Status filter and the "Wait List" Class Status filter, all sections will appear. A yellow exclamation point in the "Wait List Open" column indicates that the section has opened the waitlist. The waitlist counts down to zero from the total positions available (for example 89/99 means that 10 waitlist positions have been taken).

GOVT 2305 - US Govt: TEST MAKING A CHANGE

DETAILS

[TCCN-GOVT 2305] Cr. 3. (3-0). (formerly POLS 1337) Introduction to the institutions of government with an emphasis on the congress, the president, and the federal courts. (Introductory category.)

Course Attribute

Course Attribute Value

Instructor

SELECT CLASS SECTIONS

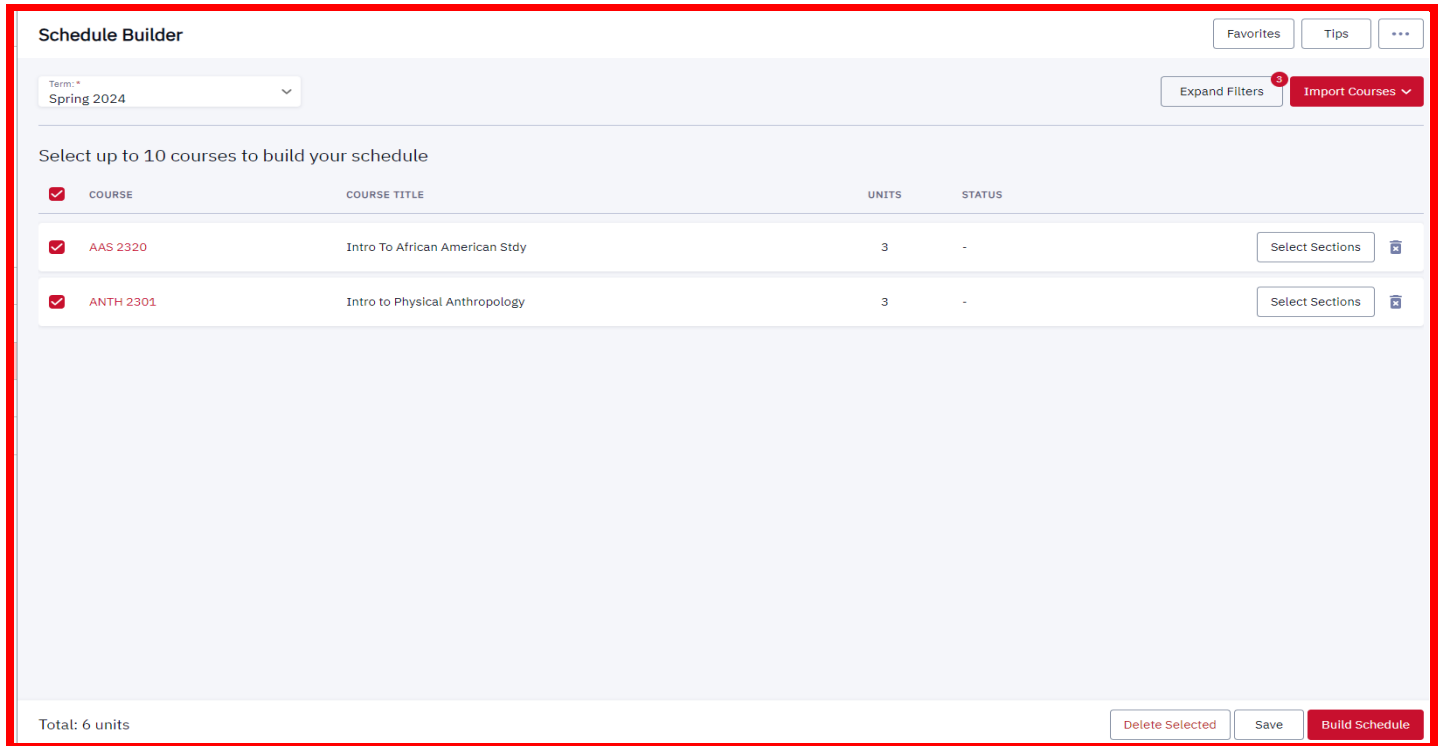
Apply Global Filters

Please select the classes you wish to include. One or more enrollment sections must be selected. These are denoted with an asterisk (*) beside the section number. When the Apply Filters button is toggled off, all sections will display including any sections that were filtered out previously. These filters will still apply when the schedules are generated.

SECTION	TOPIC	UNRESERVED SEATS OPEN	RESERVED SEATS OPEN	WAIT LIST OPEN	INSTRUCTOR	DAYS	START	END	ROOM	STATUS
01-LEC* (10892)	-	40/40	0/0	10/10	Kelley G Littlepage	MoTuWeThFr	8:00 am	10:00 am	-	<input type="checkbox"/>
<p>CLASS NOTES</p> <p>> This section is offered entirely or with a significant portion online. Most online classes will use Canvas, which can be accessed by navigating to the URL https://canvas.uh.edu/. For more information, copy/paste/navigate to the URL http://www.uh.edu/online or contact the office of Online & Special Programs at UHOnline@uh.edu or 713-743-3327. Update Computer and internet access required for course. For the current list of minimum technology requirements and resources, copy/paste/navigate to the URL http://www.uh.edu/online/tech/requirements. For additional information, contact the office of Online & Special Programs at UHOnline@uh.edu or 713-743-3327. Students may be required to pay for proctoring services for their exams. For more information, copy/paste/navigate to the URL https://uh.edu/casa/testing-services/#proctoring or contact Testing Services via email ets@uh.edu or phone at 713 743 5444.</p>										
02-LEC* (11601)	-	40/40	0/0	10/10	Kelley G Littlepage	Arrange	12:00 am	12:00 am	-	<input type="checkbox"/>
<p>CLASS NOTES</p> <p>> This section is offered entirely or with a significant portion online. Most online classes will use Canvas, which can be accessed by navigating to the URL https://canvas.uh.edu/. For more information, copy/paste/navigate to the URL http://www.uh.edu/online or contact the office of Online & Special Programs at UHOnline@uh.edu or 713-743-3327. Update Computer and internet access required for course. For the current list of minimum technology requirements and resources, copy/paste/navigate to the URL http://www.uh.edu/online/tech/requirements. For additional information, contact the office of Online & Special Programs at UHOnline@uh.edu or 713-743-3327. Students may be required to pay for proctoring services for their exams. For more information, copy/paste/navigate to the URL https://uh.edu/casa/testing-services/#proctoring or contact Testing Services via email ets@uh.edu or phone at 713 743 5444.</p>										
> 03-LEC* (11919)	-	80/80	0/0	10/10	Kenneth Wayne ...	MoTuWeThFr	10:00 am	12:00 pm	-	<input type="checkbox"/>
> 05-LEC* (11252)	-	0/1	0/0	9/10	Shelby Davis	MoTuWeThFr	12:00 pm	2:00 pm	-	<input checked="" type="checkbox"/>

Step 4: Build schedule options

Up to ten (10) courses may be used when building a schedule. Select Build Schedule to see options



The screenshot shows the 'Schedule Builder' interface. At the top, there is a 'Term' dropdown set to 'Spring 2024'. To the right are buttons for 'Favorites', 'Tips', and a menu icon. Below this is an 'Expand Filters' button with a red notification badge showing '3', and an 'Import Courses' button. The main area is titled 'Select up to 10 courses to build your schedule'. It contains a table with the following data:

<input checked="" type="checkbox"/>	COURSE	COURSE TITLE	UNITS	STATUS	
<input checked="" type="checkbox"/>	AAS 2320	Intro To African American Stdy	3	-	Select Sections
<input checked="" type="checkbox"/>	ANTH 2301	Intro to Physical Anthropology	3	-	Select Sections

At the bottom left, it says 'Total: 6 units'. At the bottom right, there are buttons for 'Delete Selected', 'Save', and 'Build Schedule'.

*Results will return up to 100 schedules

Conflicts

If there are conflicts between the courses the user selected which causes there to be no possible schedules, the course(s) that are causing the conflict will display next to the applicable courses under Add Classes. This information allows users to easily identify which course(s) are causing an issue and resolve any conflicts

Validation

As part of the Build process, the courses will be run through PeopleSoft's validation engine to check pre/co-requisites, unit limits and repeat rules. If one or more of the courses fails validation, a modal will display to the user informing them of the issue(s) and asking them how they would like to proceed. Users have a couple of choices for how to proceed:

1. The user can choose to remove the offending course(s) by deselecting the checkbox(es) and then selecting the Continue button. If they choose to uncheck the course(s), the course(s) will be removed from Add Classes and the schedules will be built without those courses.



2. The user can proceed with viewing the possible schedules by selecting the Continue button. If they choose to continue, the build will include all the courses under Add Classes including any that failed validation.
3. The user Cancel the build by selecting the Cancel button.

Step 5: Evaluate schedule options

Set Favorites

Up to five (5) Favorite schedules may be saved. Indicate that a schedule is a "Favorite" by clicking the heart icon.

Select a class to view additional details

Add To Cart  

Add to favorites MON

12 AM			

Adding to Favorites

Name your favorited schedule

Schedule Title:
schedule 1

Cancel **Confirm**

Compare Schedule Options

You may compare multiple schedules using the Add to compare function.

Schedule Builder > Schedules

Compare **3** Favorites Tips Student Center

Select a class to view additional details Show Unavailable Sort Type ▼

Add To Cart

< PREV **1** 2 3 4 5 6 7 NEXT >

	MON	TUE	WED	THU	FRI	SAT
11 AM						
12 PM						
1 PM			1:00 - 2:30 pm AAS 2320 Intro To African American Study University of Houston H 28			
2 PM						
3 PM						
4 PM		4:00 - 5:30 pm ANTH 2301 Intro to Physical Anthropology University of Houston GAR 0202		4:00 - 5:30 pm ANTH 2301 Intro to Physical Anthropology University of Houston GAR 0202		
5 PM						

Schedule Builder > Schedules > Compare

Favorites Student Center

Schedule 1 **...** Schedule 2 **...** Schedule 3 **...**

	SUN	MON	TUE	WED	THU	FRI	SAT
11 AM							
12 PM							
1 PM				1:00 - 2:30 pm AAS 2320 Intro To African American Study University of Houston H 28 3	1:00 - 2:30 pm AAS 2320 Intro To African American Study University of Houston GAR 0202 2		
2 PM							
3 PM							
4 PM			4:00 - 5:30 pm ANTH 2301 Intro to Physical Anthropology University of Houston GAR 0202 1 2 3		4:00 - 5:30 pm ANTH 2301 Intro to Physical Anthropology University of Houston GAR 0202 1 2 3		
5 PM							
6 PM					5:30 - 7:30 pm AAS 2320 Intro To African American Study University of Houston S 120 1		
7 PM							

Step 6: Add classes to the shopping cart and review important messages

Once the desired schedule has been identified, you may Validate the schedule and add the classes to your Shopping Cart. Select the red "Add to Cart" button to view these options.

Schedule Builder > Schedules

Favorites Tips Student Center

Select a class to view additional details Show Unavailable Sort Type ▼

Add To Cart

< PREV 1 2 3 4 5 6 7 NEXT >

	SUN	MON	TUE	WED	THU	FRI	SAT
12 PM							
1 PM					1:00 - 2:30 pm AAS 2320 Intro To African American Study University of Houston GAR G202		
2 PM							
3 PM							
4 PM			4:00 - 5:30 pm ANTH 2301 Intro to Physical Anthropology University of Houston GAR G202		4:00 - 5:30 pm ANTH 2301 Intro to Physical Anthropology University of Houston GAR G202		
5 PM							

Select Classes

<input checked="" type="checkbox"/>	SECTION	DAYS	START	END	ROOM	WAIT LIST OPEN
All classes - Intro To African American Study						
<input checked="" type="checkbox"/>	7-LEC (25026)	Th	1:00 pm	2:30 pm	GAR G202	99/99
ANTH 2301 - Intro to Physical Anthropology						
<input checked="" type="checkbox"/>	1-LEC (17632)	TuTh	4:00 pm	5:30 pm	GAR G202	99/99

Validate Add To Cart

Validate Schedule

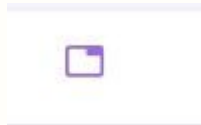
This option is helpful prior to your registration appointment. The Validate function will verify whether you meet requisites for the selected courses. Validating prior to your registration appointment will inform you whether a permission number will be needed during the registration process.

Add to Shopping Cart

This option allows you to move classes directly to the Shopping Cart in your Student Center. From there, you may complete the registration process.

Various symbols in the class section information

Planned - Courses are brought over from Degree Planner, planned coursework



Enrolled - Section in which the student is enrolled




Wait List - Section in which the student is on the waitlist



Shopping Cart - Section that has been added directly into the Shopping Cart



Zero Cost Course materials or Open Education Resources

SECTION	TOPIC	UNRESERVED SEATS OPEN	RESERVED SEATS OPEN	WAIT LIST OPEN	INSTRUCTOR	DAYS	START	END	ROOM	STATUS
01-LEC (6117)		5/35	0/0	99/99	Nicholas S...	TuTh	8:10 am	9:30 am	Frank E. Pi...	<input checked="" type="checkbox"/>
<p>> CLASS NOTES</p> <p>Seats are reserved for Computer Engineering, Computer Science, Liberal Arts and Engineering Studies & Software Engineering majors during the registration rotations. Any remaining seats will be made available to all students on the first day of open enrollment.</p>										