How to Use Schedule Builder

Access Schedule Builder through "*My*UH"

Manage Classes>Schedule Builder

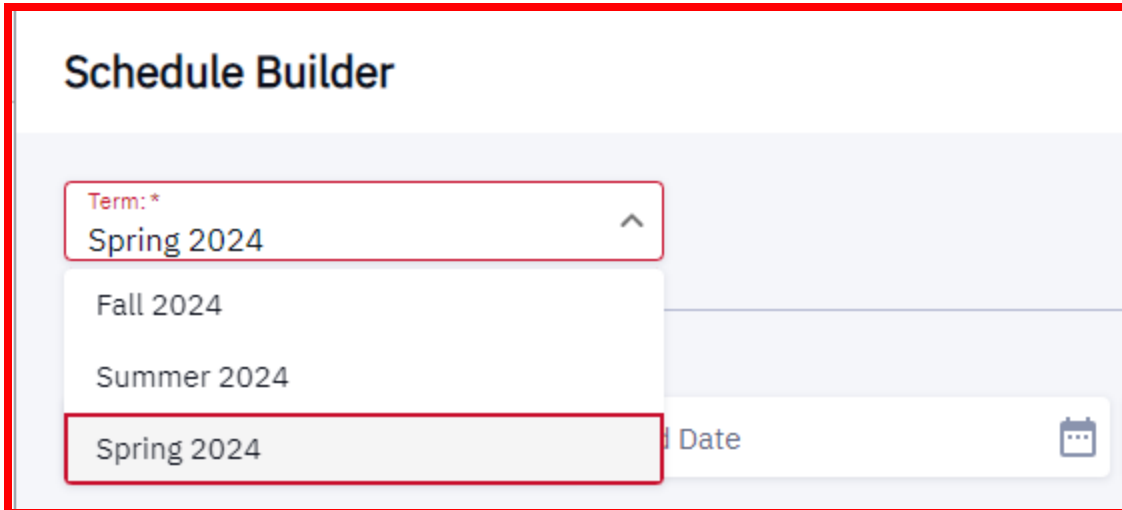You will be greeted by the message below.
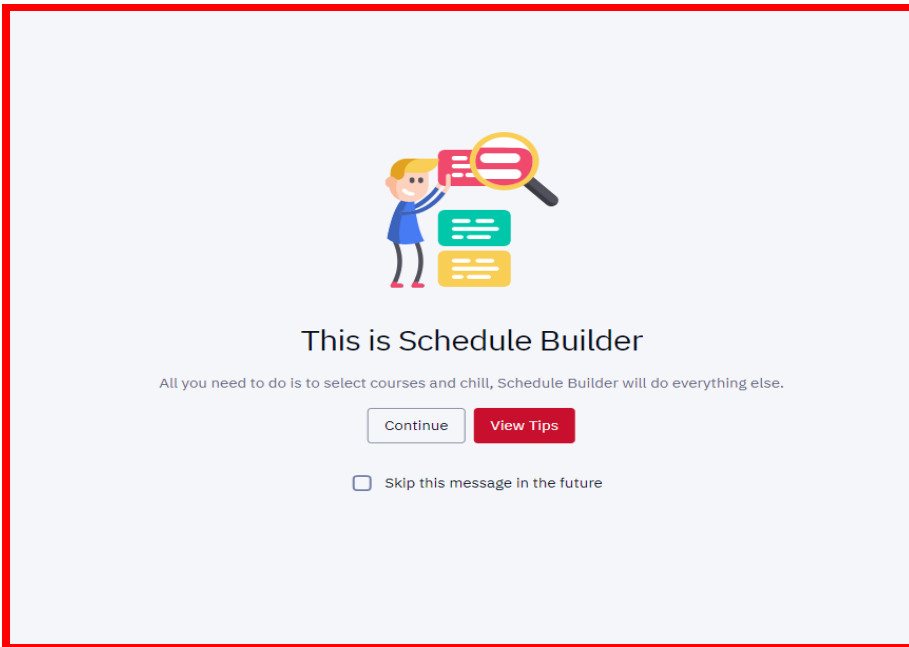
Continue – Will take you directly to the Schedule Builder page.

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.


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).
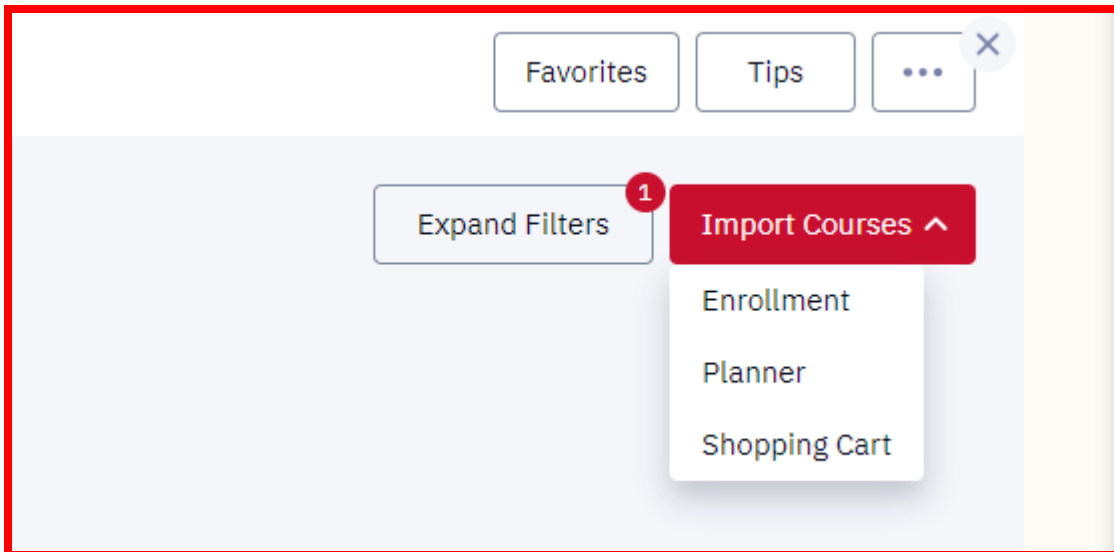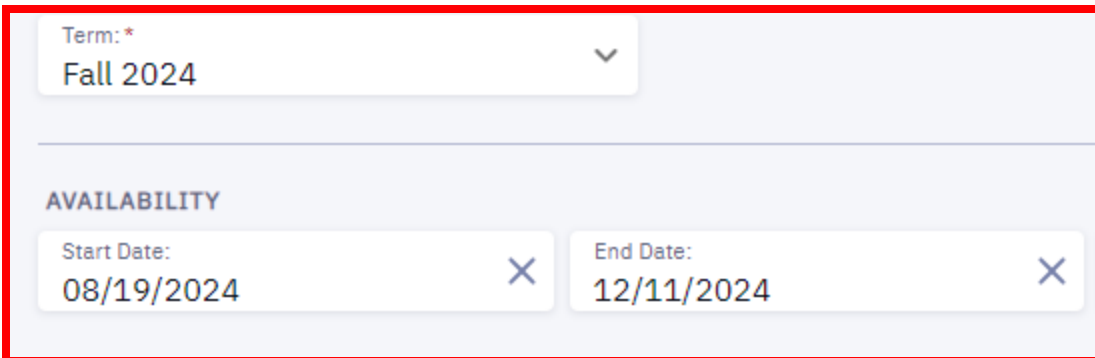

Step 3: Expand Filters, set filter options and add additional courses

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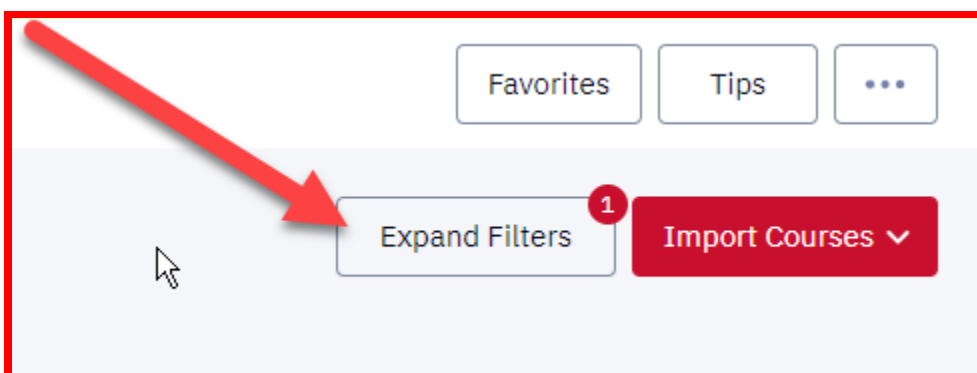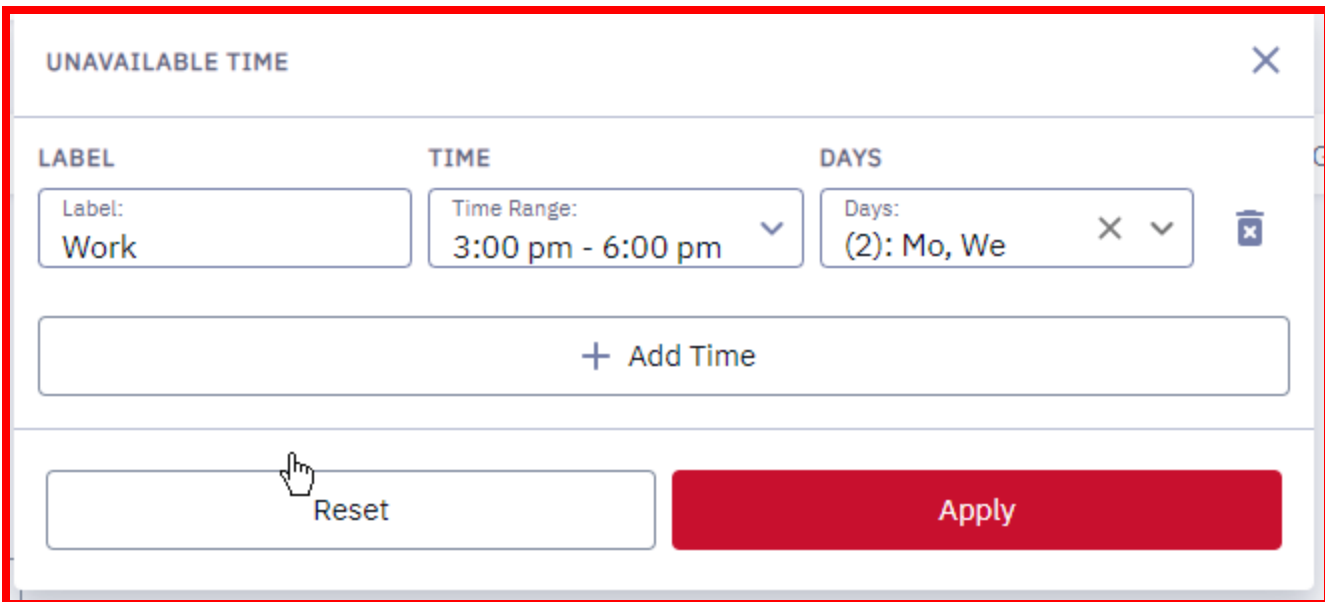
Start Date and End Date

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.

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.

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

urse Attribute Value

talog 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.

SECTION FILTERS

Course Attribute:
UH-Core Curriculum   ✕ ⌄

Course Attribute Value: ⌃

☐ (10) Core-Communication
☐ (20) Core-Mathematics
☐ (30) Core-Life & Physical Sci
☐ (40) Core-Lang, Phil & Culture
☐ (50) Core-Creative Arts
☐ (60) Core-American History
☐ (70) Core-Government/Pol Sci

COURSE SELECTION

Subject *   ⌄   Add Course

SECTION FILTERS

Course Attribute:
UH-Core Curriculum   ✕ ⌄

Course Attribute Value:
(2): (20) Core-Mat...   ✕ ⌄

COURSE SELECTION

Subject: *
ENGL - ENGL (English)   ⌄

Catalog Number: *   ⌃

2307 - Intro To Drama
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).

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.

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.

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

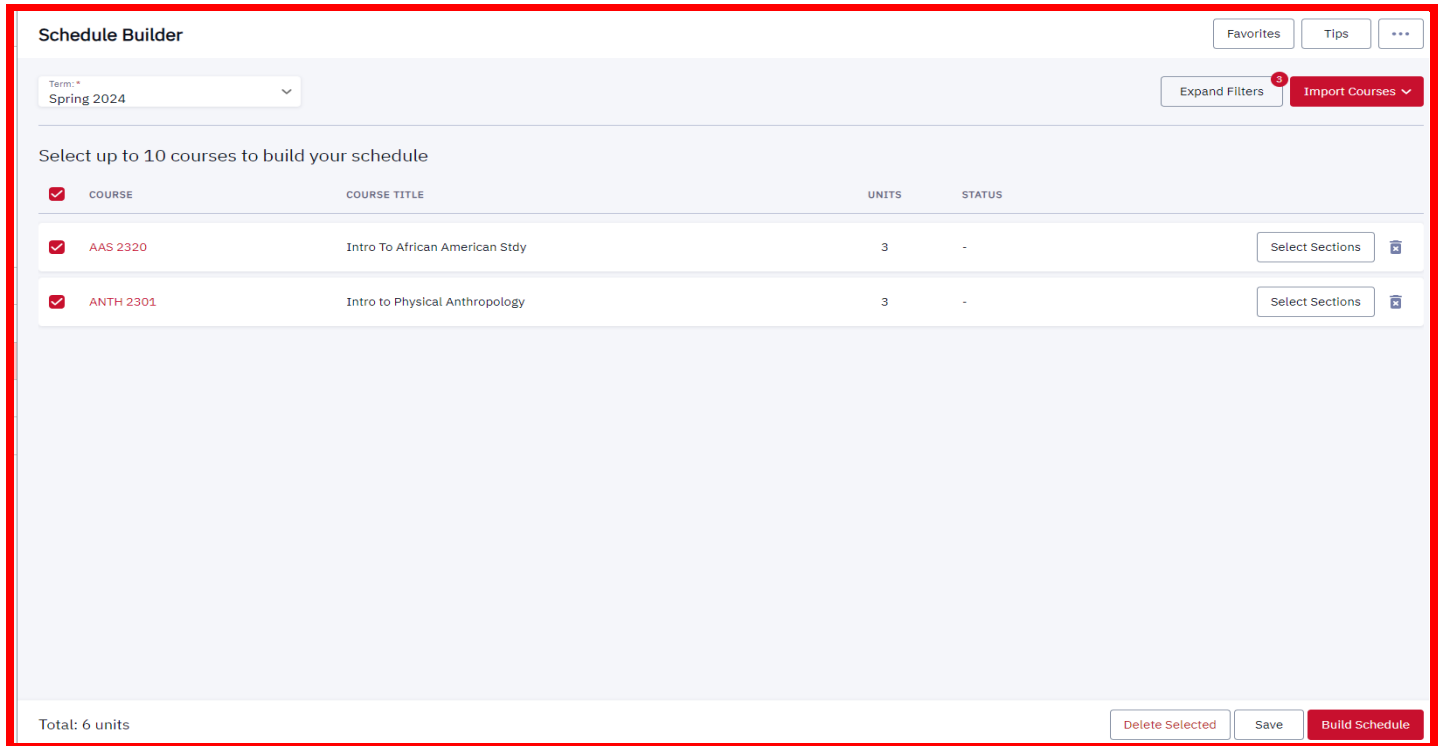| Instructor |
|---|

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	-		☐

> CLASS NOTES
> | 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.

SECTION	TOPIC	UNRESERVED SEATS OPEN	RESERVED SEATS OPEN	WAIT LIST OPEN	INSTRUCTOR	DAYS	START	END	ROOM	STATUS	☐
02-LEC* (11601)	-	40/40	0/0	10/10	Kelley G Littlepage	Arrange	12:00 am	12:00 am	-		☐

> CLASS NOTES
> | 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.

SECTION	TOPIC	UNRESERVED SEATS OPEN	RESERVED SEATS OPEN	WAIT LIST OPEN	INSTRUCTOR	DAYS	START	END	ROOM	STATUS	☐
03-LEC* (11919)	-	80/80	0/0	10/10	Kenneth Wayne ...	MoTuWeThFr	10:00 am	12:00 pm	-		☐
05-LEC* (11252)	-	0/1	0/0	⚠ 9/10	Shelby Davis	MoTuWeThFr	12:00 pm	2:00 pm	-	👤✓	☑

Step 4: Build schedule options

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

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.

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.

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.

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
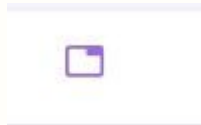
Enrolled - Section in which the student is enrolled

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...		✔

> **CLASS NOTES**
> 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.