LEHMAN COLLEGE

SCHEDULE ⊙ BUILDER

How to Guide for Advisors

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What is Schedule Builder?

Schedule Builder is a tool that allows students to plan their class schedule and register for classes for the upcoming semester. With this tool, students can arrange selected courses into conflict- free timetable options, making it easier to see what available options best fit into their personal and academic lives.
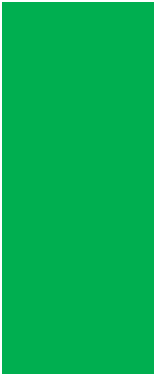
How to Access Schedule Builder

01 | Log into CUNYfirst with your credentials. After logging in, select the Campus Solutions Administrator tile
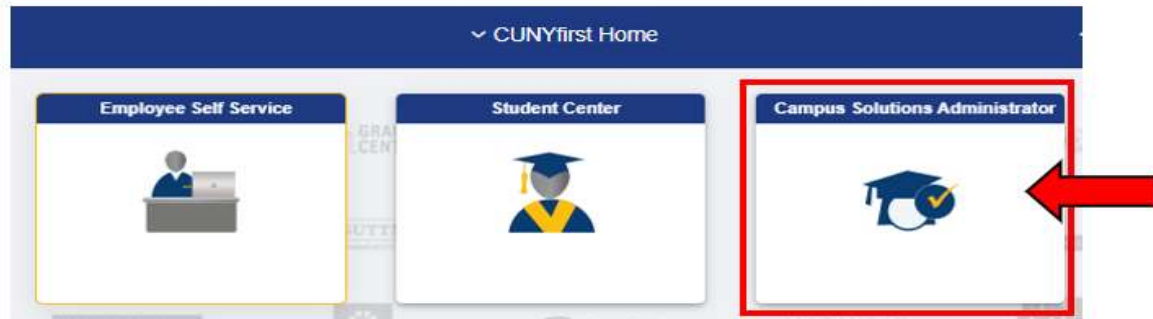
02 | Select the Schedule Builder tile once on the Campus Solutions Administrator page
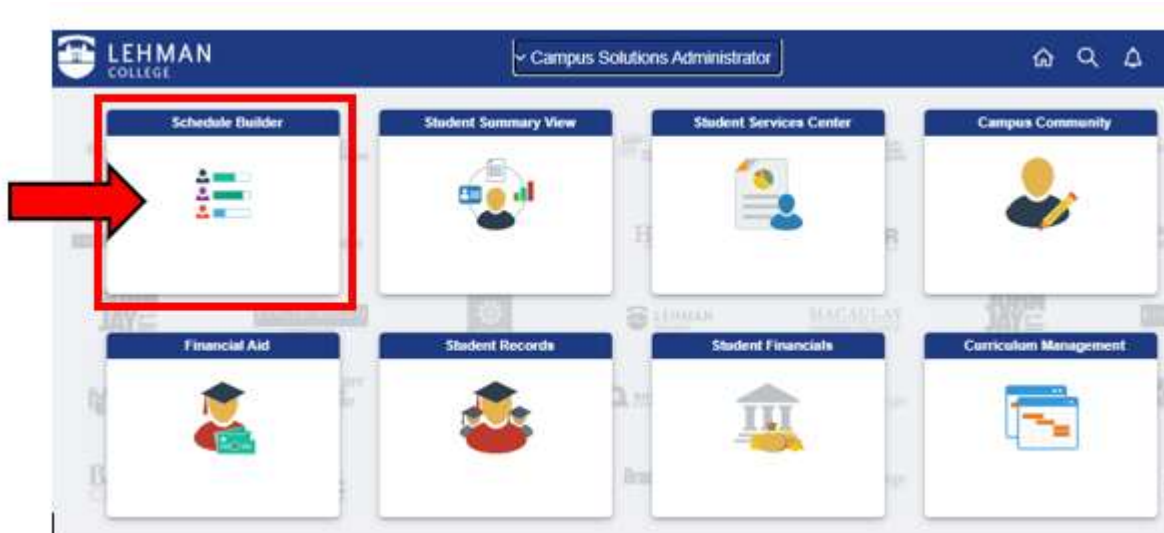
How to Select Terms for Advisement

01 | Once the application opens, Schedule Builder's **"Welcome"** page should populate with the student's information.
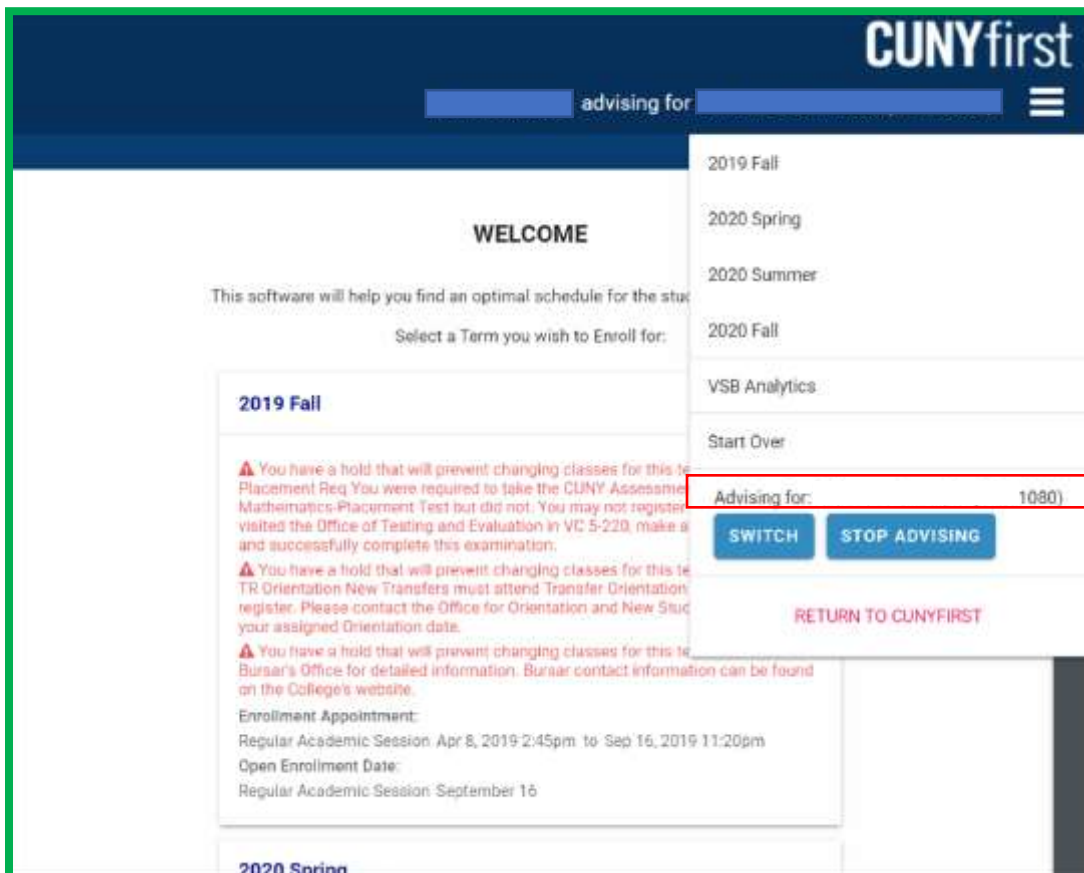
02 | Next, select the term in which you would like to advise the student. This can be done from the Schedule Builder welcome page or by using the drop-down menu.
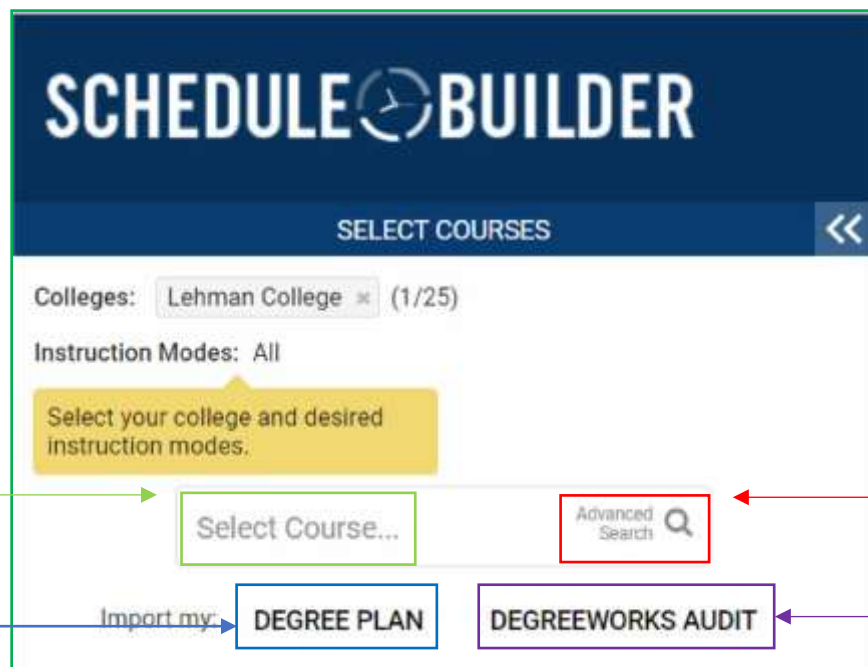
- The Welcome page provides specific term by term information about the student. This may include holds, enrollment appointments and current enrollment status.

How to Search for Classes

01 | There are four (4) methods available to search for courses when providing advisement services to your student:

- o Search for classes using the course number, course name, professor name or subject name using the **"Select Course"** field.

- o With the **"Advanced Search"** field, search for classes by requirement designation, course attribute and the course attribute value.

- o Import the student's **"Degree Plan"** from Degree Works, if there is one available.

- o Select the **"DegreeWorks Audit"** link to see what courses your student still needs in order to fulfill their degree requirement.

SCHEDULE BUILDER

SELECT COURSES   «

Colleges: Lehman College ×   (1/25)

Instruction Modes: All

Select your college and desired instruction modes.

Select Course...   Advanced Search 🔍

Import my: DEGREE PLAN   DEGREEWORKS AUDIT

Plan

a. If a student has a SEP plan attached to their record, the "Degree Plan" option allows you to import their plan for the current semester you are building.
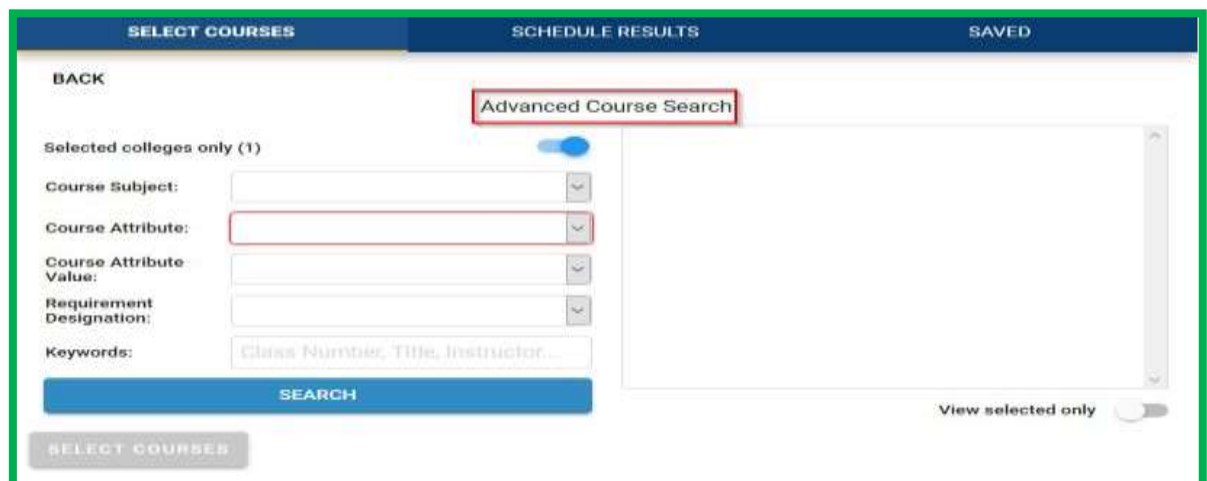
DegreeWorks Audit

b. "Degreeworks Audit" allows you to select classes directly from the student's audit.

Advanced Search

c. The "Advance Search" offers added flexibility when attempting to add a course.

How to Generate Schedules

01 | Once classes have been selected, Schedule Builder will generate schedules for the desired classes that have been selected. To add or remove a class from your list, check or uncheck the box, on the left, in front of the course name. The generated results will show all possible schedules available for your student.

02 | To reduce the total number of generated schedule results for your student, set specific parameters to meet the students' academic needs. The calendar will automatically adjust to show schedules that meet the criteria specified, reducing the total number of schedule results generated.

- o Filter out closed and waitlisted classes.

- o Sort schedule results based on the time of day.

- o Select and/or drag on the schedule form to block out times your student cannot or prefers not to attend classes.

- o Reduce schedule results by choosing the session in which your student would like to take classes in a specific term.

- o Deselect class sections that don't fit into the preselected time constraints. Hover over each class section to see where they fall on the schedule.

03 | "Course Details" provides additional information about each course on the schedule. Click here to view the number of seats available, the class meeting patterns, class times, room numbers, and total credit units.

04 | View the course descriptions, prerequisites and class sections using the drop-down menu for each class.

How to Assign Classes to Students

01 | As an Advisor, you have the ability to **"lock"** selected classes. This forces your student to register for that particular class.
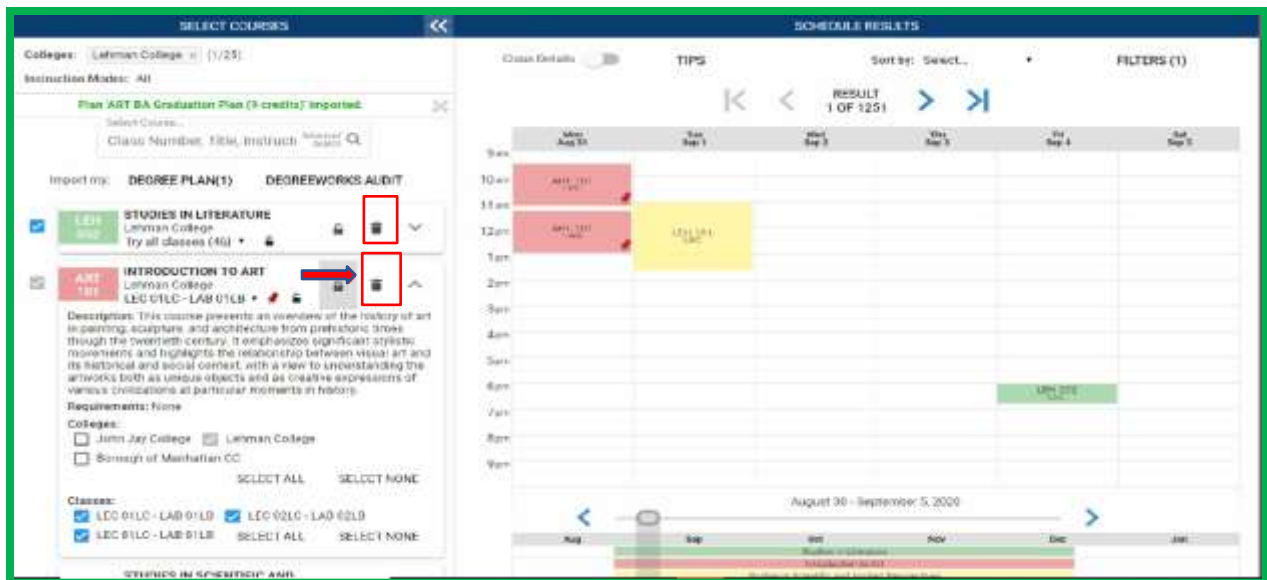
02 | Class sections may also be locked by selecting the padlock under section details. Classes can also be pinned to a schedule to keep that particular class constant.
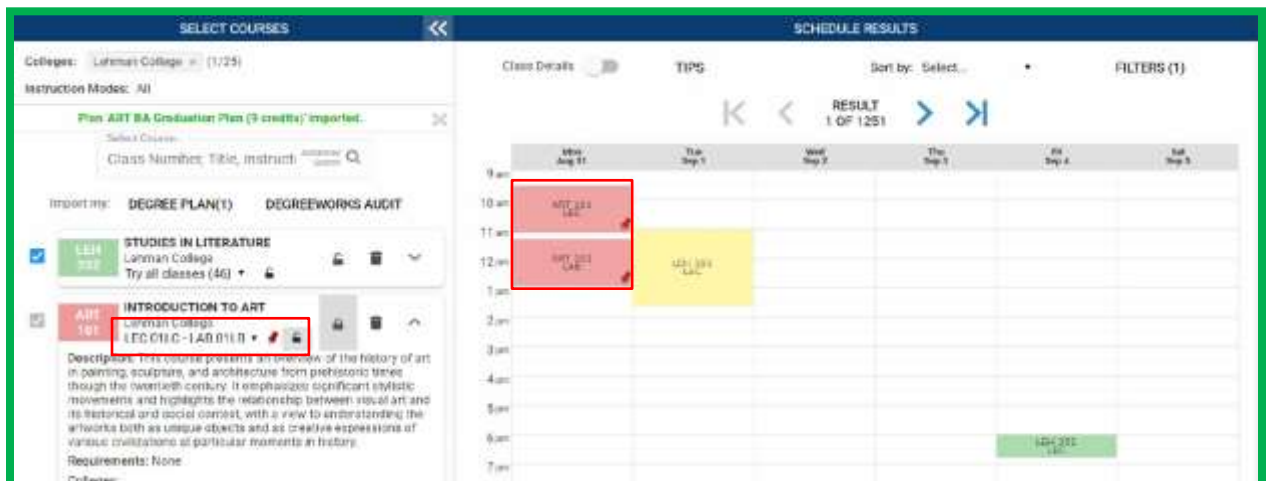
How to **Generate** a **Range** of **Courses** in a **Subject**

If you want to recommend a range of courses to a student under a specific subject, you can do so by using the '**@**' symbol in the Search Bar. Let us try together!
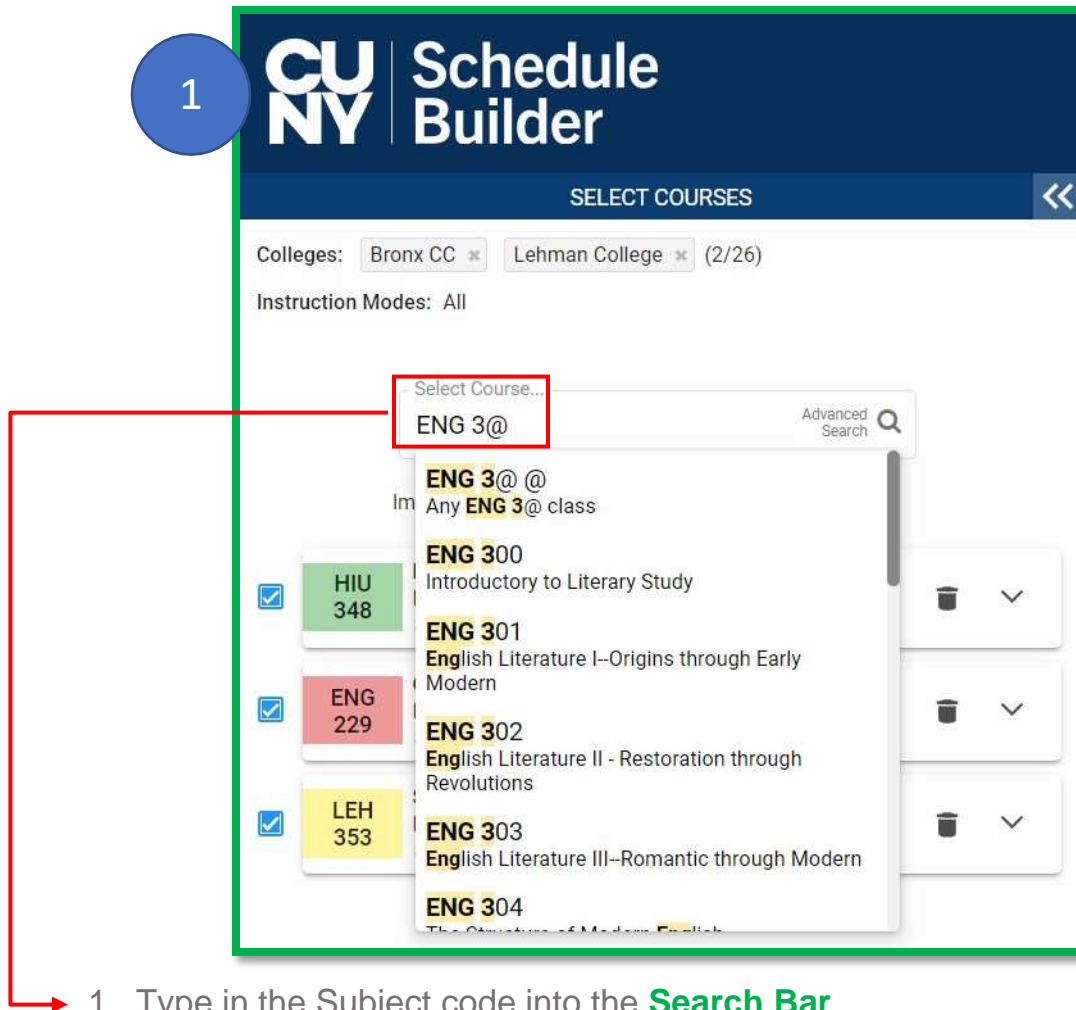
1. Type in the Subject code into the **Search Bar**.
   a. This will only work with the 3 letter Subject Code (ENG, MAT, etc.)
2. Type the first number of the range of courses you would like to pull in.
   a. For example, typing **ENG 3@** will pull all 300 level courses being offered in the term you are advising for.
   b. You can also just type the ENG @ to pull in ALL English courses offered for that term.

2

Import My DegreeWorks: PLAN   WORKSHEET

☑	HIU 348	**History of New York: City and State** Lehman College [Enrolled] Stay enrolled in 55376-LEC ⌄ 📌 🔓
☑	ENG 229	**Contemporary Urban Writers** [Enrolled] Lehman College Stay enrolled in 60112-LEC ⌄ 📌 🔓
☑	LEH 353	**Studies in the Arts** [Enrolled] Lehman College Stay enrolled in 61262-LEC ⌄ 📌 🔓

ENG 3@   Choose a course from the following list:

ENG-300 - Introductory to Literary Study ⌄

| ☑ | ENG 300 | **Introductory to Literary Study**
Lehman College
Try all classes (3) ⌄ 🔓 |

Once you hit enter, this box will show up in the enrollment Cart with a drop-down list.

3

Import My DegreeWorks: PLAN   WORKSHEET

ENG-300 - Introductory to Literary Study
ENG-301 - English Literature I--Origins through Early Modern
ENG-302 - English Literature II - Restoration through Revolutions
ENG-303 - English Literature III--Romantic through Modern
ENG-304 - The Structure of Modern English
ENG-307 - The Novel
ENG-308 - American Literature
ENG-312 - Shakespeare
ENG-336 - Critical Approaches to Adolescent Literature
ENG-339 - Latino Literature
ENG-340 - African and African-American Literature
ENG-350 - Senior Seminar
ENG-355 - Special Topics in Literature I
ENG-356 - Special Topics in Literature II
ENG-381 - Individual Tutorial in Literature

ENG 3@

ENG-300 - Introductory to Literary Study ⌄

| ☑ | ENG 300 | **Introductory to Literary Study**
Lehman College
Try all classes (3) ⌄ 🔓 |

The student is now able to choose any course from this list to enroll into! All done in one box.

Assigning a Recommendation to a Student

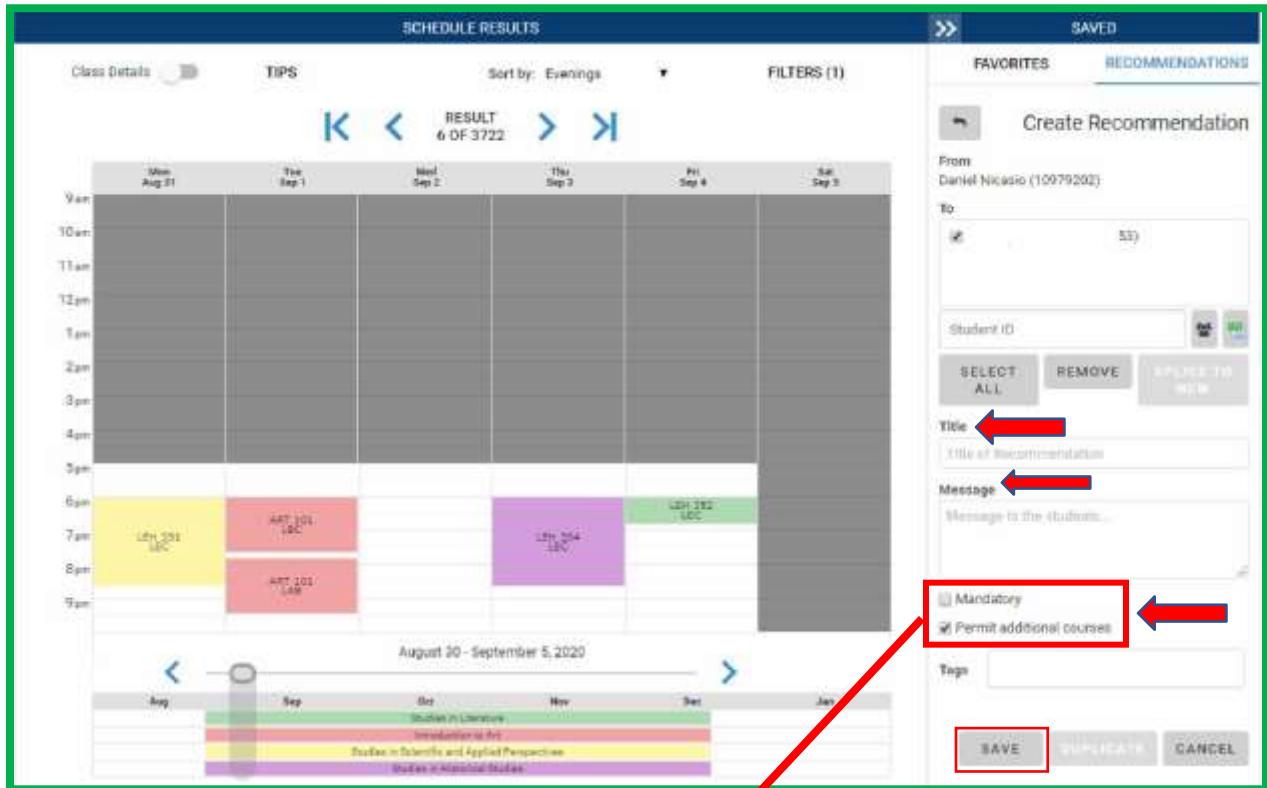Once a schedule has been finalized, select **"Recommend"** to create a recommendation for your student.

03 | Next, provide a title to the recommendation, and formulate a message to the student that you are advising. Select **"Save"**, which shares this recommendation with the student. Once the student logs into Schedule Builder, they will see the recommendation.

- **Permit Additional Courses**: Allows the student to add courses into their cart and remove courses from the recommendation. Students can also ignore the recommendation all together.

- **Mandatory**: Students are not able to add courses into their cart but can remove courses from the recommendation that are not locked. These recommendations cannot be ignored by the student.

- **Permit Additional Courses + Mandatory**: Students cannot ignore the recommendation but are able to add additional courses. Courses from the recommendation that are not locked can be removed.

  You can check one box, or both when creating a recommendation.

04 | Once the recommendation is saved, the courses are now marked **"Recommended"**.

05 | Advisors also have the option to recommend classes to multiple students, by inputting the student IDs. There is also the option to select students based on their **Student Groups** or uploading a **Comma-separated Values (CSV)** with the student IDs.