



LEHMAN COLLEGE

SCHEDULE  BUILDER


How to Guide for Students

Last Updated: September 20, 2023




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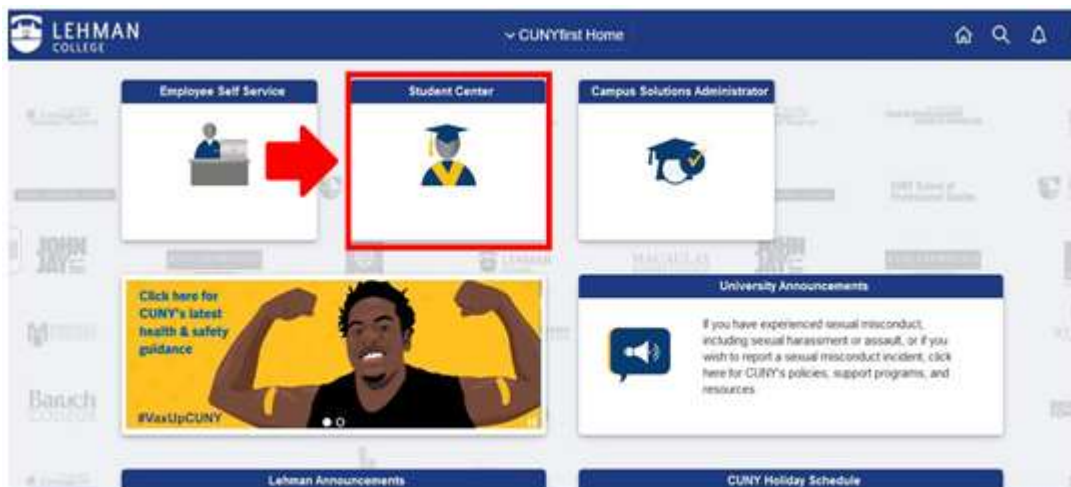
What is Schedule Builder?

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.

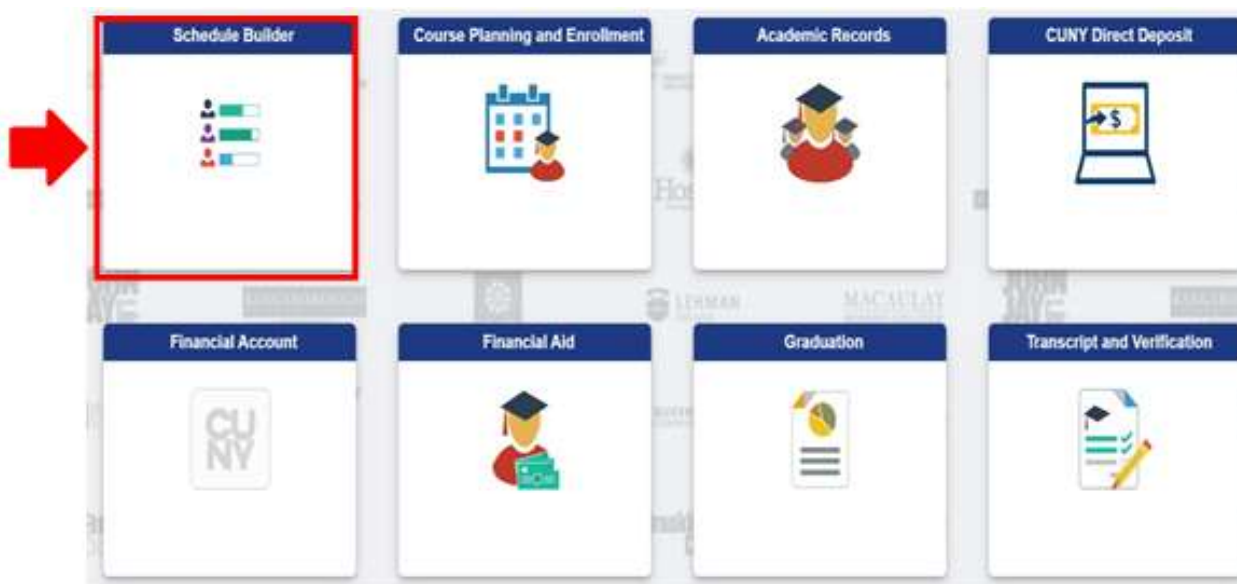
How to Access **Schedule Builder**

01 | Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar: (Preferred browsers are Firefox or Chrome) Be sure to allow pop-ups in browser

- Enter your Username and Password and click on Log in.
- From the **CUNYfirst Home Menu**, select **Student Center**.



02 | From your Student Center, click on the "**Schedule Builder**" tile to access the application



03 | Once the application opens, Schedule Builder's Welcome page should appear.

04 | Select the term in which you would like to search for classes directly on the [Welcome](#) page.

WELCOME

This software will help you find an optimal schedule for the student you are advising.

Select a Term you wish to Enroll for:

2021 Spring

ⓘ Not available to the student you are advising until November 9, 2020

Open Enrollment Dates:

Regular Academic Session Feb 19, 2021

Winter Session Jan 7, 2021

2020 Fall

Enrollment Appointment:

Regular Academic Session Apr 16, 2020 11:15am to Sep 15, 2020 11:59pm

Open Enrollment Date:

Regular Academic Session Sep 16, 2020

01 | Next, select your CUNY College and choose your preferred instruction mode for your classes. Once finished, you can begin to search for classes.

CUNY | Schedule Builder

SELECT COURSES

Colleges: Lehman College * (1/26)

Instruction Modes: None

In Person Fully Online

Web-Enhanced Online

Hybrid Partially Online

SELECT ALL SELECT NONE CLOSE

Begin typing a course code or name that you would like to take.

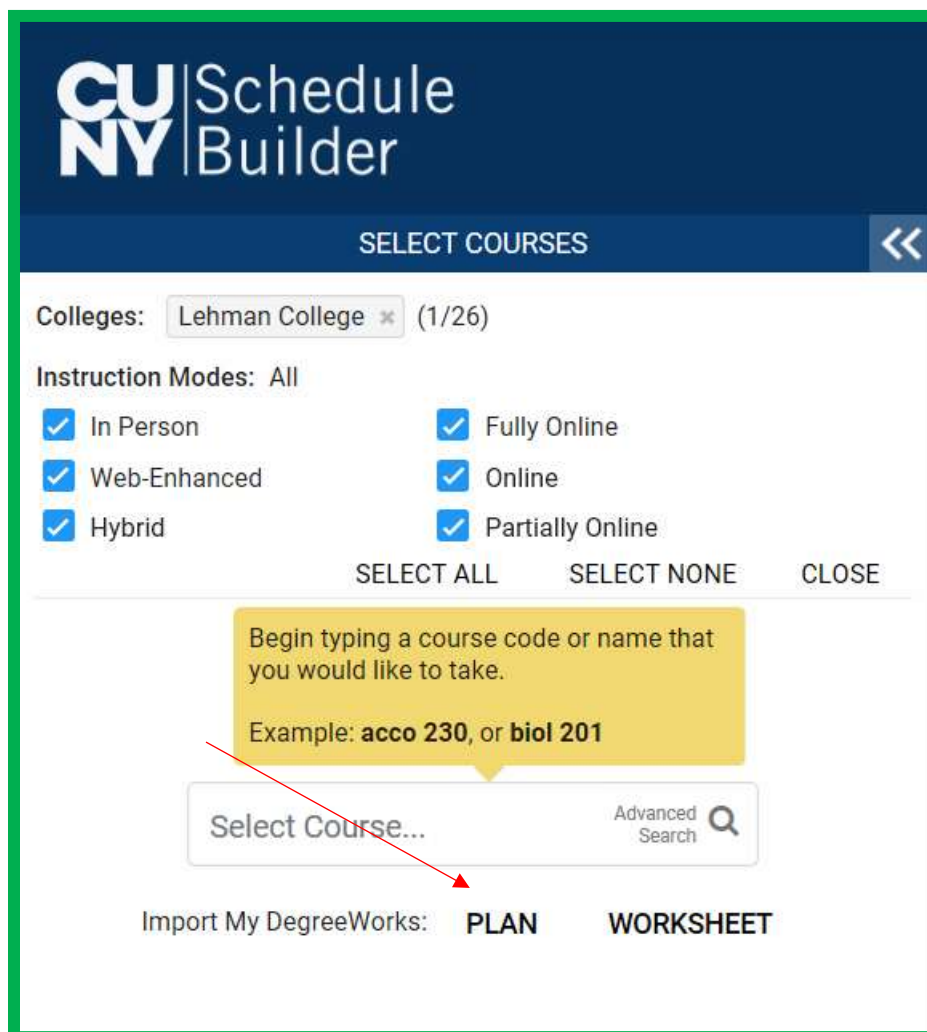
Example: **acco 230**, or **biol 201**

Select Course... Advanced Search 🔍

Import My DegreeWorks: **PLAN** **WORKSHEET**

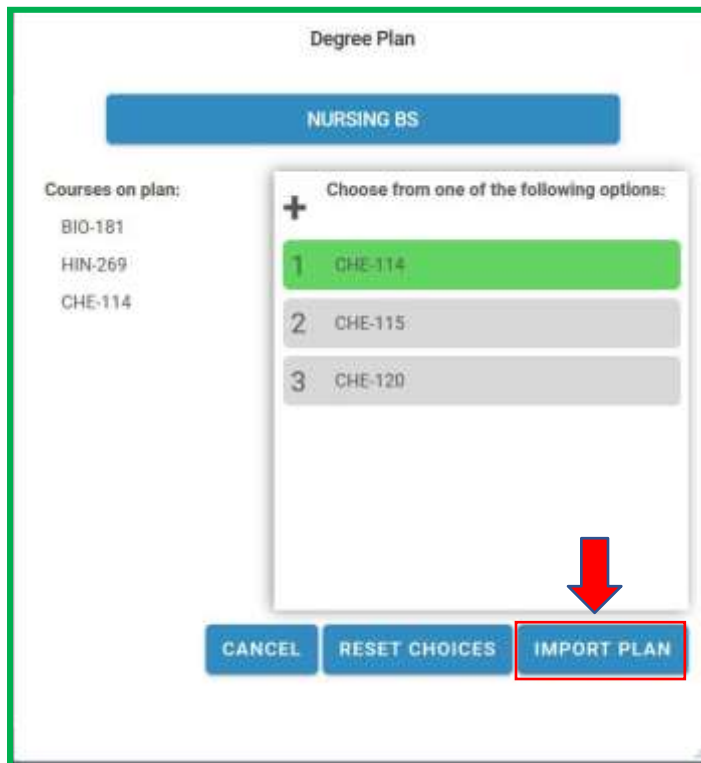
How to Add Courses from Plan or Worksheet

01 | To import courses still needed to fulfill degree requirements, select “Plan” (if your college has Student Educational Planner) or “Worksheet”.





(**Note:** In some cases, your Plan might have a **Choice** attached to a certain semester. This allows you the flexibility of choosing from a pool of courses provided by your advisor)



Students can view a summary of their degree audit or may select the “Still Needed” tab to view courses needed to fulfill degree requirements. From here, students are able to select classes that will automatically add to their shopping cart.

The screenshot shows the 'DegreeWorks Audit' interface with the 'AUDIT' tab selected. The student is pursuing a BS in Computer Science, with a catalog year of 2019-2020 Undergraduate, requiring 57 credits and having 30 applied. The GPA is 3.692. Unmet conditions include 27 more credits. Completed requirements include Major Credits in Residence (GPA 3.666), and several required courses: Calculus I and Lab (MAT 175 and 155), Calculus II and Lab (MAT 176 and 156), Linear Algebra (MAT 313), and Programming Methods I (CMP 230).

The screenshot shows the 'DegreeWorks Audit' interface with the 'STILL NEEDED' tab selected. It lists several categories of courses that are still needed to complete the degree. Two courses are highlighted with red arrows pointing to 'SELECT' buttons: CMP 338 (1 class) and CMP 405 (3 to 4 credits).

How to Search for Classes

- 01 | In the **Select Course** field, choose all the classes you would like to add to your schedule. Use this field to search for specific classes by subject name or

CUNY Schedule Builder

SELECT COURSES <<

Colleges: Lehman College x (1/26)

Instruction Modes: All

- In Person
- Fully Online
- Web-Enhanced
- Online
- Hybrid
- Partially Online

SELECT ALL SELECT NONE CLOSE

Begin typing a course code or name that you would like to take.
Example: **acco 230**, or **biol 201**

Select Course... Advanced Search 🔍

Import My DegreeWorks: **PLAN** **WORKSHEET**

02 | Select “Advanced Search” for more search options. Options are available for you to specify and combine additional requirements to refine your search results.

The screenshot shows the 'Advanced Course Search' interface. At the top, it says 'Advanced Course Search'. Below that, there is a toggle switch for 'Selected colleges only (1)' which is turned on. To the left, there is a list of filter categories: 'Academic Career:', 'Course Subject:', 'Course Attribute:', 'Course Attribute Value:', 'Requirement Designation:', and 'Session:'. Each category has a corresponding dropdown menu. Below these is a 'Keywords:' field with the placeholder text 'Class Number, Title, Instruct'. A large blue 'SEARCH' button is positioned below the keywords field. To the right of the search filters is a large empty box, likely for displaying search results. Below this box is a 'View selected only' toggle switch. At the bottom right, there are two buttons: 'SELECT COURSES' (disabled) and 'CLOSE' (active). A red arrow points from the 'SEARCH' button to the 'SELECT COURSES' button.

*Note, under the field labeled Select Course, students may have a pre-planned Plan set up by their college through DegreeWorks. 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.

02 | Schedule Builder will generate schedules for the desired course(s) that have been selected. To add or remove a course from your list, check or uncheck the box, on the left, in front of the course name. Your generated results will show all possible schedules for the classes you have selected.

SELECT COURSES <<

Colleges: (1/26)

Instruction Modes: All

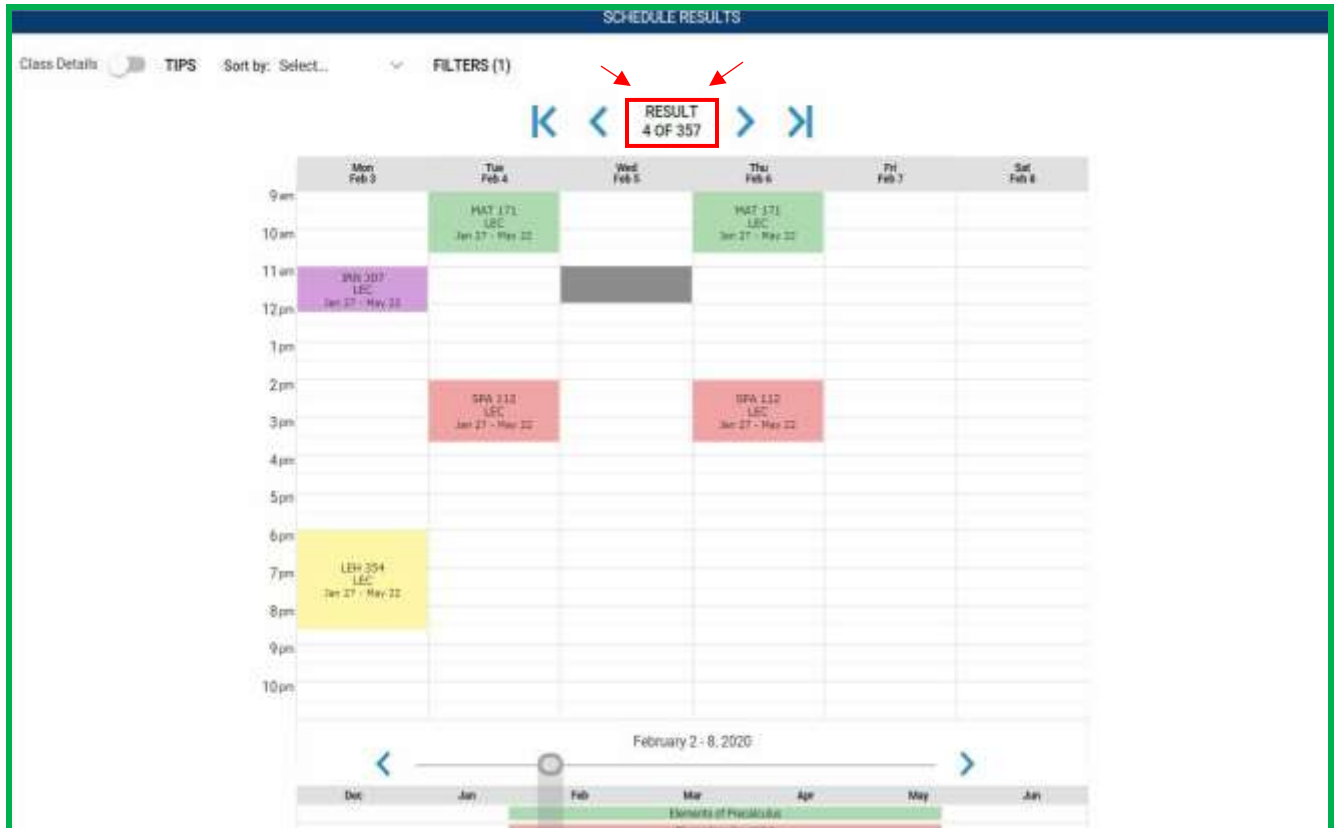
Plan 'MCS-BA PLAN' imported. ✕

Select Course... Advanced Search 🔍

Import My DegreeWorks: **PLAN(1)** WORKSHEET

<input checked="" type="checkbox"/>	MAT 171	Elements of Precalculus Lehman College Try all classes (3) 🔒	🔒	🗑️	⌵
<input type="checkbox"/>	SPA 112	Elementary Spanish II Lehman College Try all classes (12) 🔒	🔒	🗑️	⌵
<input checked="" type="checkbox"/>	LEH 354	Studies in Historical Studies Lehman College Try all classes (51) 🔒	🔒	🗑️	⌵
<input checked="" type="checkbox"/>	JRN 307	Multimedia Editing and Proofreading Lehman College Try all classes (1) 🔒	🔒	🗑️	⌵

03 | Review the generated results. Browse the results by clicking the right and left arrows on the screen or by using the arrows on your keyboard. If there is a class section you prefer, **pin** it to ensure class section and specific meeting time is always returned in the generated results.



How to Search for Winter/Spring Courses

04 | Here at Lehman College, the Winter and Spring terms are both combined into one semester. This means that both Winter and Spring courses will show up all together. Follow the steps below to make sure you are searching for the right courses.

Method One (Recommended)

1 Choose a 'Course Subject' you would like to search

2 Pick the session you would like to search for

3 Select the course(s) you would like to add to your cart

The screenshot shows the 'Advanced Course Search' interface. It includes a search form with fields for 'Academic Career', 'Course Subject' (set to 'Mathematics'), 'Course Attribute', 'Course Attribute Value', 'Requirement Designation', and 'Session' (set to '2021 Spring - Winter'). A 'Keywords' field contains '2021 Spring - Regular Academic Session' and '2021 Spring - Winter'. A 'SEARCH' button is at the bottom. On the right, a list of courses is shown with checkboxes: MAT 104 (College Algebra), MAT 108 (Trigonometry), MAT 132 (Introduction to Statistics), and MAT 301 (Applied Statistics and Computer Analysis for Social Scientists). A 'View selected only' toggle is also present. At the bottom right are 'SELECT COURSES' and 'CLOSE' buttons.

Method Two

1

Expand a course in your cart by clicking on the arrow.

MAT 132 Introduction to Statistics
Lehman College
Try all classes (23)

Description: Collection, plotting, and comparison of data sets, histograms, descriptive statistics, the frequency definition of probability, random experiments, random sampling, binomial and normal variables, confidence intervals and tests of hypotheses for binomial and normal parameters. Additional topics chosen from tests for the difference of proportions or population means, the Chi Square test, and regression analysis. Introduction to a computer statistical package.
PREREQ: MAT 104 or placement by the Department of Mathematics and Computer Science.

Requirements: Pre-requisite MAT 104 +

Session:
All Sessions (2)

All Sessions (2)
2021 Spring Term - Winter
2021 Spring Term - Regular Academic Session

54661-LEC (Closed) 54663-LEC (Closed) 54689-LEC (Closed) 54699-LEC (Closed) 54702-LEC (Closed) 54709-LEC (Closed)
54716-LEC (Closed) 54724-LEC (Closed) 54728-LEC (Closed) 54734-LEC (Closed)
54739-LEC (Closed) 54981-LEC (Closed) 54990-LEC (Closed)
54992-LEC (Closed) 54994-LEC (Closed) 54996-LEC (Closed)
55001-LEC (Closed)

SELECT ALL SELECT NONE

2

If the course you selected is available for both Winter and Spring, then this box will appear, allowing you to filter through the sections.



3

This shows us that MAT 132 has only one section available for the Winter 2021 term

MAT 132 Introduction to Statistics
Lehman College
Try all classes (1)

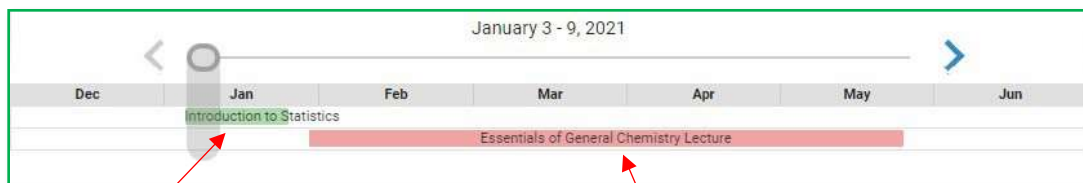
Description: Collection, plotting, and comparison of data sets, histograms, descriptive statistics, the frequency definition of probability, random experiments, random sampling, binomial and normal variables, confidence intervals and tests of hypotheses for binomial and normal parameters. Additional topics chosen from tests for the difference of proportions or population means, the Chi Square test, and regression analysis. Introduction to a computer statistical package.
PREREQ: MAT 104 or placement by the Department of Mathematics and Computer Science.

Requirements: Pre-requisite MAT 104 +

Session:
2021 Spring Term - Winter

Classes:
45414-LEC

You can also use the calendar to see where your courses begin and end. If a course starts and ends in January, then it is a Winter course.



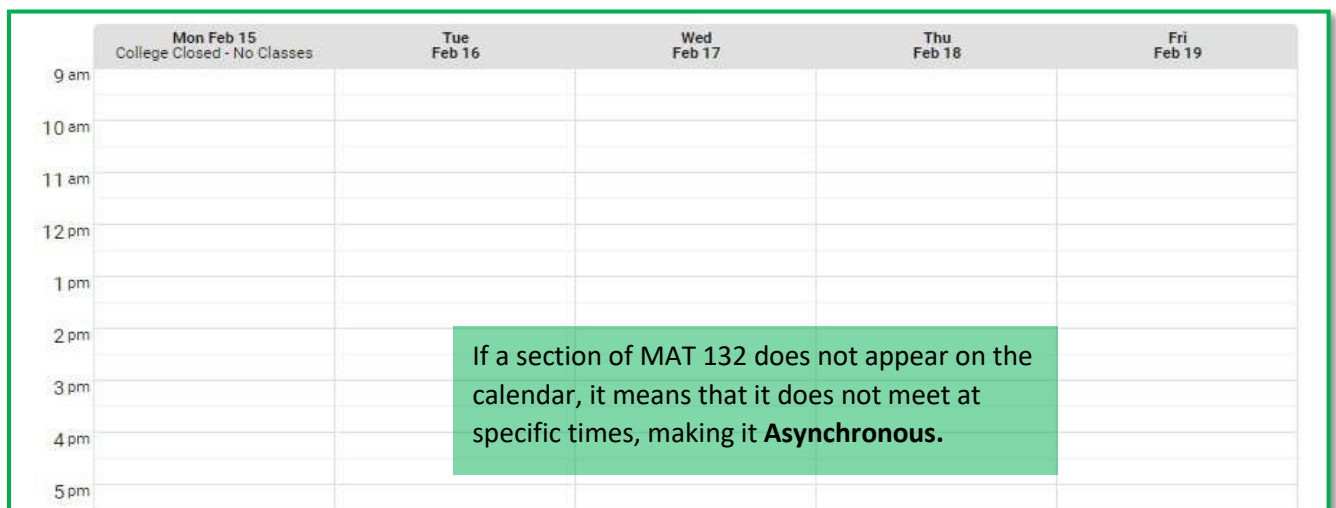
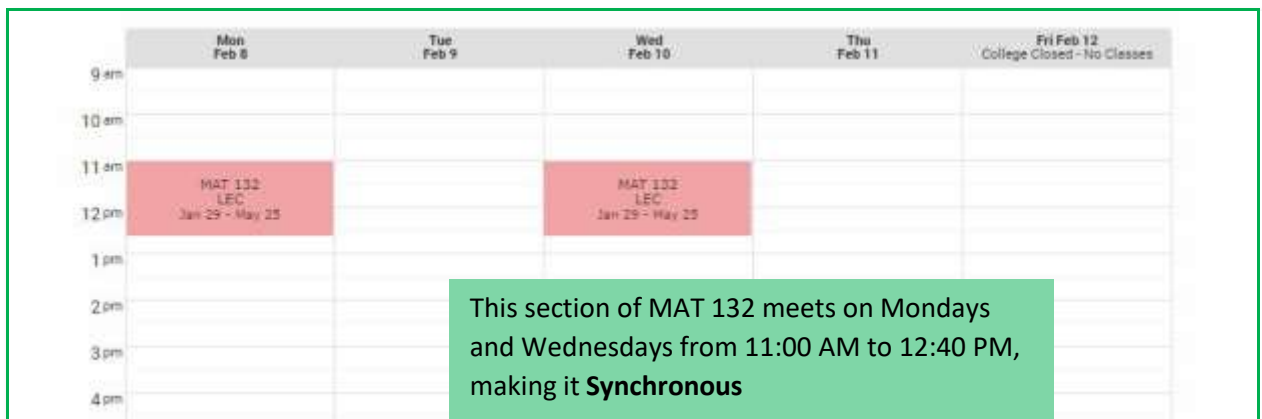
Winter course

Spring course

How to tell the difference between Synchronous and Asynchronous courses

Synchronous courses are courses that meet at specific times, while Asynchronous courses do not meet at specific times. You can see which courses are which by checking the calendar view. Here's how:

Let's assume you have MAT 132 in your cart.



05 | Open **Class Details** to see class information, such as class time, class location, and number of available seats in a class.

Class Details
TIPS
Sort by: Select... v
FILTERS (1)

K
<
RES
4 OF

MAT 171 2020 Spring Term: Jan 27 - May 22
 Elements of Precalculus Regular Academic Session
 Tue, Thu : 9:00 AM to 10:40 AM

● **LEC 01FY** Lehman College
 56861 In Person
● Seats: 34/35 Gillet Hall Rm 327
● Wait List: 0/5 Gary Gruber
 Recommendations: 0 : 0 4.0/4.0 Progress Units
 A grade of C (or better) in MAT 104 or placement by the Department of Mathematics.

SPA 112 2020 Spring Term: Jan 27 - May 22
 Elementary Spanish II Regular Academic Session
 Tue, Thu : 2:00 PM to 3:40 PM

● **LEC E401** Lehman College
 59975 Web-Enhanced
● Seats: 24/25 Carman Hall Rm 237
● Wait List: 0/10 Noemi Morriberon
 Recommendations: 0 : 0 3.0/3.0 Progress Units
 Class Attributes: College Option
 Prereq of SPA 111

LEH 354 2020 Spring Term: Jan 27 - May 22
 Studies in Historical Studies Regular Academic Session
 Mon : 6:00 PM to 8:40 PM

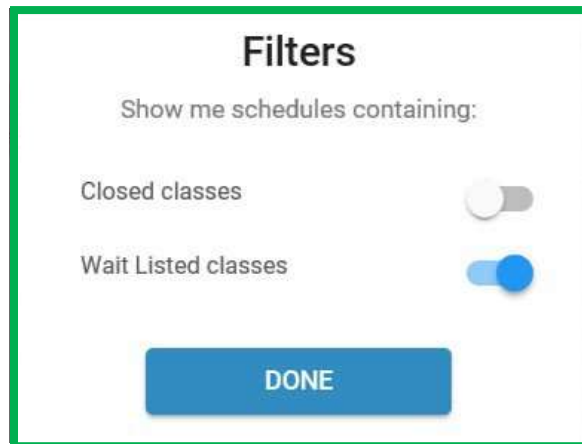
● **LEC XM81** Lehman College
 Civil Rights Movement In Person
 67079 Carman Hall Rm 332
● Seats: 10/25 LaRose Parris
● Wait List: 0/10 3.0/3.0 Progress Units
 Recommendations: 0 : 0
 Class Attributes: College Option
 Combined with AAS 330/750
 LEH-60 cr. or CO06 or COAX + Declared Major

JRN 307 2020 Spring Term: Jan 27 - May 22
 Multimedia Editing and Proofreading Regular Academic Session
 Mon : 11:00 AM to 12:15 PM

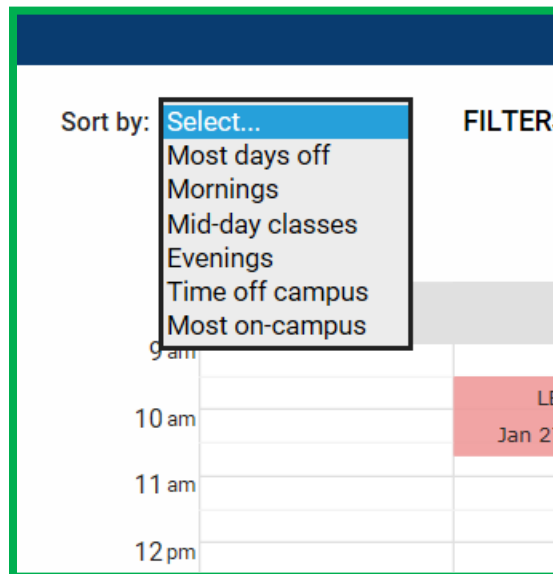
● **LEC H01** Lehman College

How to use Filters

01 | By default, closed classes are not included in search results. However, you may choose to include closed and/or wait listed classes by selecting the filters button as shown in the image below.



02 | Sort by gives you options for searching classes based on the time of day.



03 | Select and/or drag on the schedule form to block out times that you cannot or prefer not to attend classes.

The screenshot displays a 'SCHEDULE RESULTS' interface. At the top, there are navigation options: 'Class Details', 'TIPS', 'Sort by: Select...', and 'FILTERS (1)'. Below this is a 'RESULT 4 OF 37' indicator with left and right arrow icons. The main area is a grid with days of the week (Mon Feb 3, Tue Feb 4, Wed Feb 5, Thu Feb 6, Fri Feb 7, Sat Feb 8) as columns and time slots (9 am to 10 pm) as rows. Several course blocks are visible: 'JIN 207 LEC' (Jan 23 - May 22) at 11 am on Monday; 'MAT 171 LEC' (Jan 27 - May 22) at 10 am on Tuesday and Thursday; 'SPA 112 LEC' (Jan 27 - May 22) at 3 pm on Wednesday and Thursday; and 'LEH 204 LEC' (Jan 27 - May 22) at 7 pm on Monday. A red arrow points to the 'SPA 112 LEC' block on Wednesday, Feb 5, at 3 pm. A text box with a red border contains the text: 'Pin a specific course to the schedule to force the system to keep the course in the same place'. At the bottom, there is a date range 'February 2 - 8, 2020' and a month navigation bar showing 'Dec', 'Jan', 'Feb', 'Mar', 'Apr', 'May', 'Jun'.

04 | Reduce your schedule results by choosing the session in which you would like to take classes in a specific term.

SELECT COURSES

Colleges: Lehman College (1/26)

Instruction Modes: All

Plan 'MCS-BA PLAN' imported.

Select Course... Advanced Search

Import My DegreeWorks: **PLAN(1)** WORKSHEET

MAT 171 **Elements of Precalculus**
Lehman College
Try all classes (3)

Description: The use of functions, graphs, and matrices to solve various applied problems. Geometry of linear, quadratic, logarithmic, and exponential functions.
PREREQ: A grade of C (or better) in MAT 104 or placement by the Department of Mathematics.
Notes: (1) MAT 171 is a prerequisite for MAT 174. Students planning on taking MAT 175 should take both MAT 171 and MAT 103. (2) Students may not receive credit for both MAT 171 and MAT 172.
Requirements: A grade of C (or better) in MAT 104 or placement by the Department of Mathematics.

Classes:

- 56804-LEC (Wait Listed)
- 56861-LEC
- 56862-LEC (Wait Listed)

SELECT ALL **SELECT NONE**

05 | At the bottom of the page there is a visual timeline which displays all the added classes in order, based on each session.

February 2 - 8, 2020

Dec Jan Feb Mar Apr May Jun

- Elements of Precalculus
- Elementary Spanish II
- Studies in Historical Studies
- Multimedia Editing and Proofreading

ADD PERSONAL TIMES ▾

Total Progress Units: 13.0/13.0

How to Build and Save Preferred Schedules

- 01 | If you are unable to enroll immediately, save your preferred schedule as a favorite. You can have as many favorites as you need under different names. Options are available for you to share this link with others as well as yourself. You may also print the schedule and keep it for your records.

The image displays a screenshot of a course schedule builder interface. The main view shows a weekly schedule for February 2-8, 2020, with a grid of time slots (9am to 10pm) and days (Mon-Fri). Several courses are scheduled, including 'MAY 211 - LAC' (green), 'MAY 212 - LAC' (purple), 'MAY 112 - LAC' (red), and 'MAY 214 - LAC' (yellow). A red arrow points from the 'SAVE AS FAVORITE' button at the bottom of the main view to the 'Favorites' sidebar on the right. The sidebar shows a list of saved favorites, including 'My Favorite 1' (Mar 2, 2020 12:11 PM), with options to 'LOAD' and 'DELETE'. The interface also includes navigation controls like 'K <' and '> K', a 'FILTERS (1)' dropdown, and a 'TIPS' link.

How to Register for Classes using Schedule Builder

- 01 | Once you find a schedule you like, select [Get This Schedule](#), then choose the action that suits your needs.
- 02 | You may add the classes to your CUNYfirst Shopping Cart by selecting [Add to Cart](#) or you may [Enroll](#) for classes directly through Schedule Builder by clicking on [Do Actions](#).
- 03 | Upon enrolling, in the results column, you should see the word [Added](#). If not, try to resolve the issue in the displayed message or contact an academic advisor.

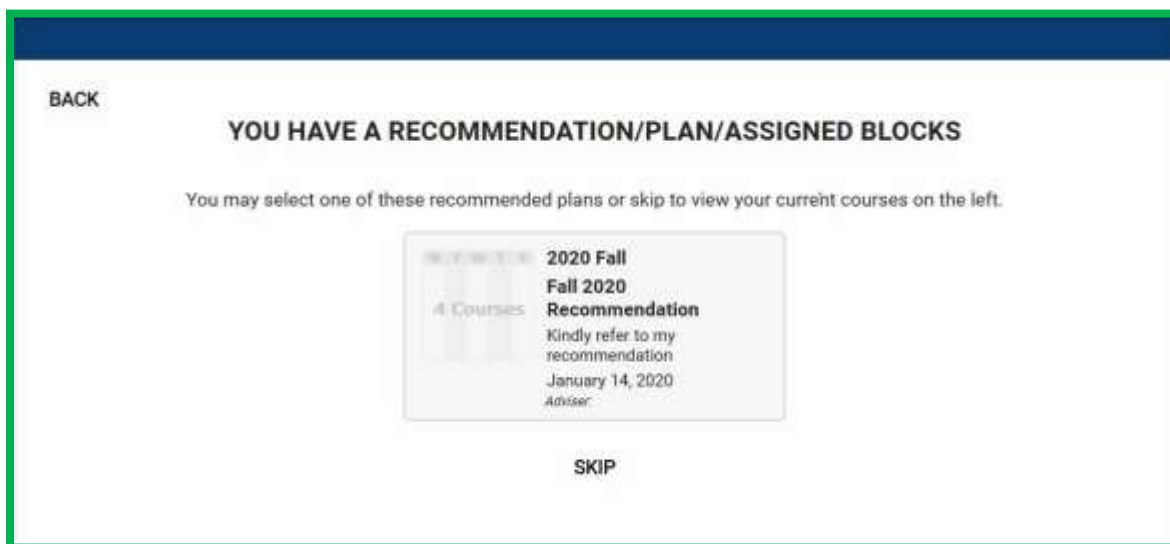
The screenshot shows the 'SCHEDULE RESULTS' page with a table titled 'Getting Schedule'. The table has four columns: Class, Action, Options, and Result. It displays several course entries with their respective actions and outcomes.

Class	Action	Options	Result
CMP 338 Data Structures and Algorithms I Tue, Thu 11:30 AM to 12:40 PM		2020 Fall Term: Aug 26 - Dec 20 Regular Academic Session	Waitlist OK? ⚠️ Wait list if class is full
LEC C401 64633 Seats: 0/32 Wait List: 0/10 Recommendations: 0, 0 Prereq: CMP 227 or CMP 166	Enroll	Lehman College In Person Eva Maria Solano 4.0 Units	Failed You have already taken this class. Permission to take this class is required.
CMP 405 Introduction to Networks Mon, Wed 6:00 PM to 6:50 PM Mon, Wed 6:50 PM to 7:40 PM		2020 Fall Term: Aug 26 - Dec 20 Regular Academic Session	Waitlist OK? ⚠️ Wait list if class is full
LEC 811C 64603 Seats: 0/30 Wait List: 0/5 Recommendations: 0, 0 Prerequisite: CMP 334 and CMP 338	Enroll	Lehman College In Person Sareh Fakhouri 3.0 Units	Failed Unable to add this class - Prerequisites have not been met. Prerequisite CMP 334 and CMP 338
LAB 811B 64652 Seats: 0/30 Wait List: 0/5 Recommendations: 0, 0		Lehman College In Person Sareh Fakhouri	
CMP 420 Database Systems Tue, Thu 6:02 PM to 7:40 PM		2020 Fall Term: Aug 26 - Dec 20 Regular Academic Session	Waitlist OK? ⚠️ Wait list if class is full
LEC ZG81 64605 Seats: 0/52 Wait List: 0/10 Recommendations: 0, 0	Enroll	Lehman College In Person Gwang Jung 4.0 Units	Added Success - This class is added to your schedule. Prerequisite CMP 334 and CMP 338

At the bottom right of the table, there is a blue button labeled 'RETURN TO SELECT COURSES'.

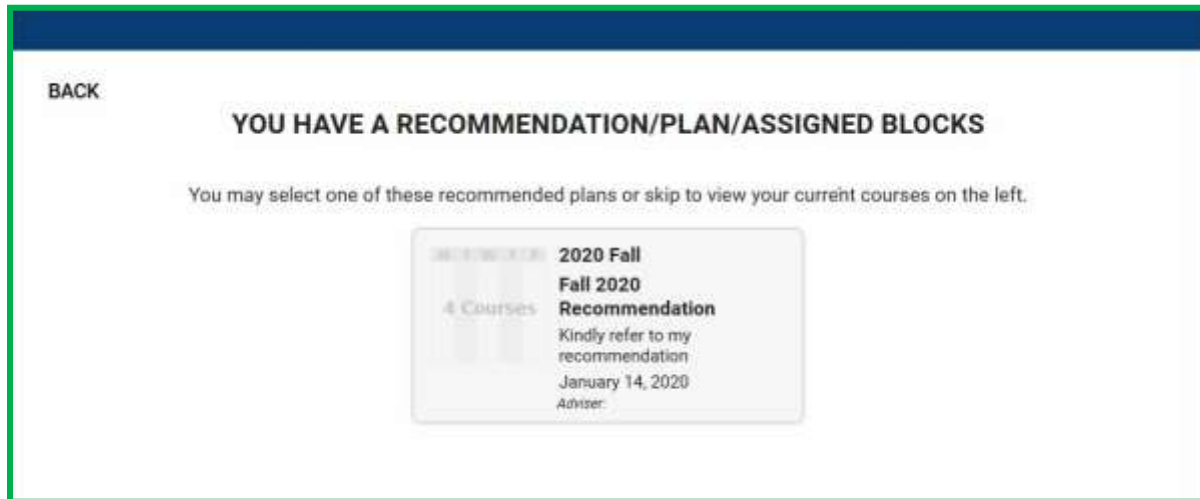
Handling Advisor Recommended Plans

01 | Sometimes an advisor will recommend a plan for you to take. To see if you have any recommended plans, open up your Schedule Builder and you will be greeted with this message.

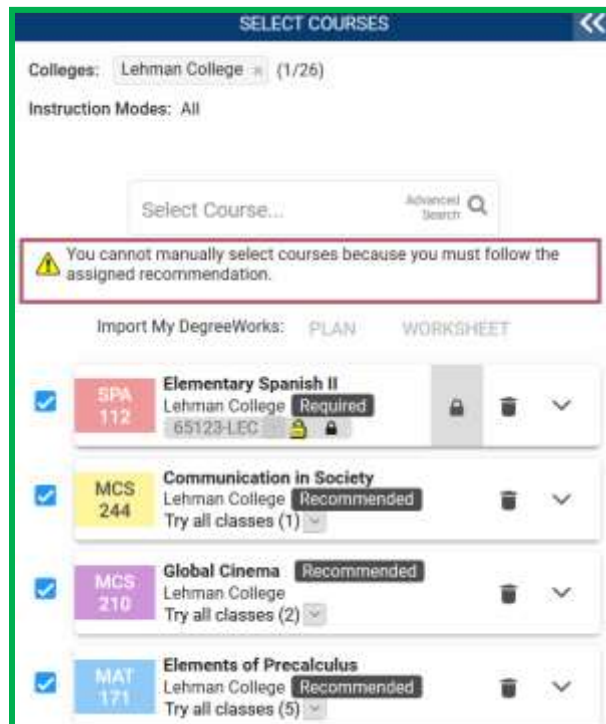


*If the option to skip this recommendation is available at the bottom, it means that the advisor has labeled it to be “**Not Mandatory**” and will allow you to take courses outside of the recommendation. If selected, all courses within the recommendation will autofill your Schedule Builder cart and calendar.

02 | If a plan is Mandatory, you will be greeted by the following message in your Schedule Builder:

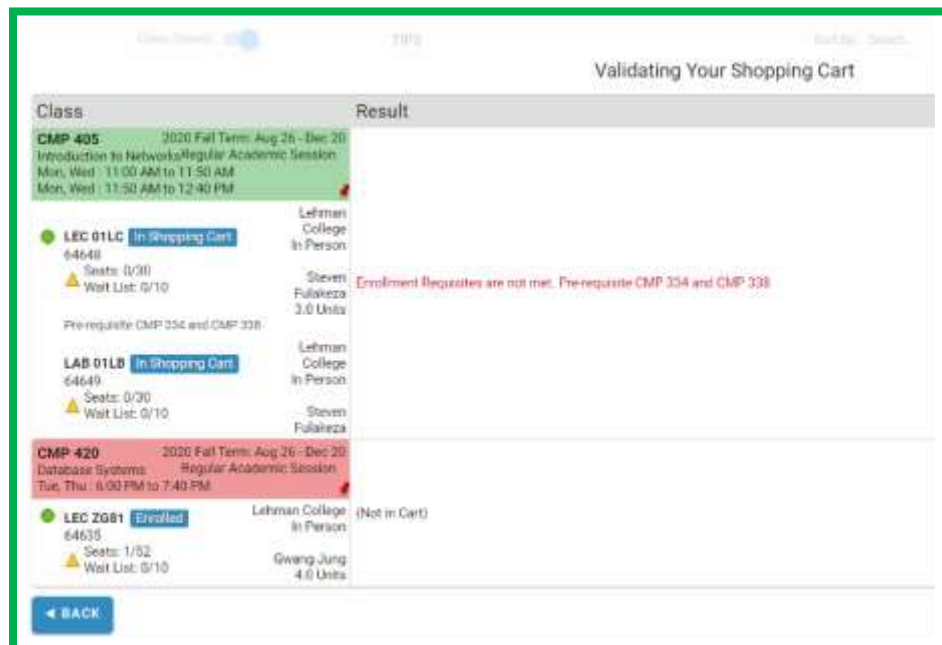
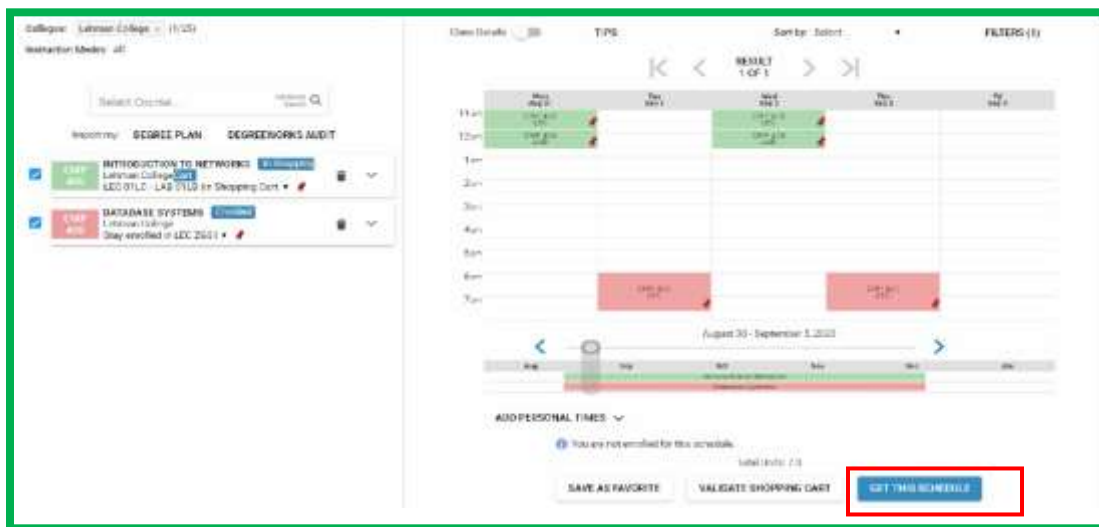


Notice that the skip button is no longer available. Plans labeled mandatory **MUST** be followed. You will not be able to enroll or add any additional courses.

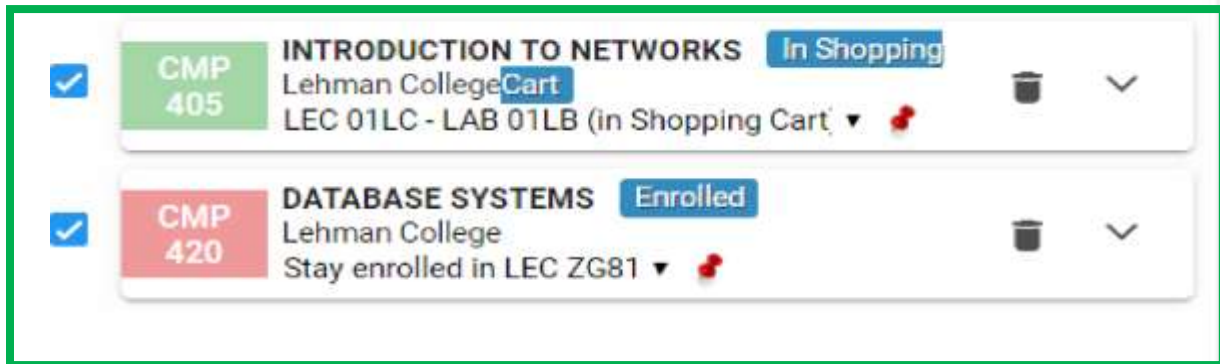


How to Change your Schedule after Registering

01 | If you choose the option to put classes into your shopping cart, you can select Validate Shopping Cart to get information about the class you selected. This lets you know if you meet the prerequisites needed for the class or other information that could allow or prevent you from registering for the class.



- 02 | If you would like to make changes to your schedule, check and uncheck the box to the left of each course. Use the trash can icon to drop the class from your schedule. This will also remove the class from your shopping cart.



- 01 | If you select **Drop Class Now** this will drop the class from your schedule.
- 02 | If you select **Plan to Drop** you can choose to swap the course for another course that you add to your schedule.

03 | To swap a course, search and select the course you would like to enroll in.

Next, select the open trash can icon on the course you wish to drop.

Select **Get This Schedule** and then **Do Action**.

If the class was successfully swapped, you should see the word success to the right of your newly enrolled class.

The screenshot displays a 'SCHEDULE RESULTS' window titled 'Getting Schedule'. It features a table with columns for Class, Action, Options, and Result. The table lists three courses: CMP 405, CMP 420, and CMP 334. CMP 405 is currently in a shopping cart. CMP 420 is marked as 'Enrolled' and has a red box around the 'Drop' action with the note '*Swapping to CMP 334'. CMP 334 is also marked as 'Enrolled' and has a red box around the 'Swapped' result message: 'Success - This class is added to your schedule.' A 'RETURN TO SELECT COURSES' button is located at the bottom right.

Class	Action	Options	Result
CMP 405 Introduction to Networks 2020 Fall Term: Aug 26 - Dec 20 Regular Academic Session Mon, Wed: 11:30 AM to 11:30 AM Mon, Wed: 11:30 AM to 12:40 PM		Lehman College In Person	Waitlist OK?
LEC 01LC [In Shopping Cart] 64848 Seats: 0/33 Wait List: 0/10 Prerequisite: CMP 334 and CMP 336		Lehman College In Person Steven Fulakeza 3.0 Units	Checkout (Enroll) ▼
LAB 01LB [In Shopping Cart] 64849 Seats: 0/33 Wait List: 0/10		Lehman College In Person Steven Fulakeza	
CMP 420 Database Systems 2020 Fall Term: Aug 26 - Dec 20 Regular Academic Session Tue, Thu: 6:00 PM to 7:40 PM		Lehman College In Person	N/A
LEC 2081 [Enrolled] 64825 Seats: 1/52 Wait List: 0/10	Drop	*Swapping to CMP 334	N/A
CMP 334 Computer Organization 2020 Fall Term: Aug 26 - Dec 20 Regular Academic Session Mon, Wed: 3:00 PM to 4:40 PM		Lehman College In Person	Waitlist OK? Wait list if class is full
LEC 01 64831 Seats: 0/33 Wait List: 0/10 Prerequisite or Co-prerequisite: CMP 334		Bowen Alpern 4.0 Units	Swapped Success - This class is added to your schedule.