USING SCHEDULER: BUILD A SCHEDULE AND REGISTER

INTRODUCTION:

The Scheduler tool helps you build a class schedule each semester. It will scan available sections, block out times as you instruct, and provide you with options, before routing you to Student Self-Service to complete your registration. Before using the Scheduler tool, you must create an academic plan for completing your degree using the Standard Degree Maps tool, part of Indiana University's Interactive Graduation Planning System (iGPS). For instructions, see Use Standard Degree Maps for academic planning. For more detailed instructions on this process, see this page in Knowledge Base: https://kb.iu.edu/d/aqcq.


PROCESS:

1. At the top of a term in iGPS, you will see a **Build Schedule** button. This will be visible when: 1) your campus's schedule of classes for the term is available; 2) you are term-activated (i.e., approved to register); and 3) you have selected the appropriate semester in your Plan. Be sure you have individual courses you want to take in your plan. Click the **Build Schedule** button to begin. You will be redirected to the Scheduler and the classes in your plan will be imported.


2. Selections at the top allow you to refine your search by instruction mode (i.e. online, in-person, hybrid, internship), course status (i.e. open, full, waitlist open), or course length (e.g. full term, second 8-weeks, non-standard)
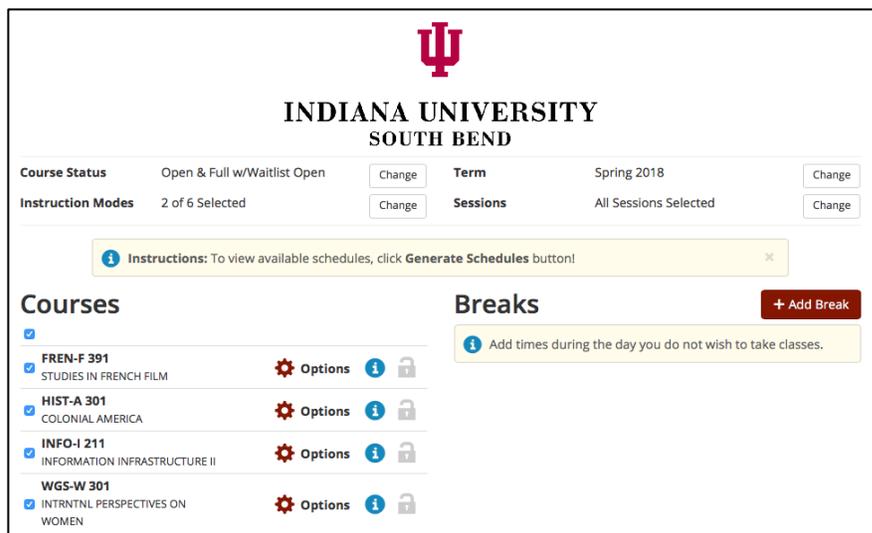
3. If you have commitments or times of day when you cannot take classes, add a **Break**. This means any course offered during the break will no longer be available to you. The system will warn you of conflicts between your selected courses and breaks. If this happens, you will either need to change your break or choose a different class in your iGPS plan. Note: If you return to your iGPS Plan, you must **LOG OUT** of Scheduler and close that window. If you don't, Scheduler will not re-import your new classes from your iGPS Plan.
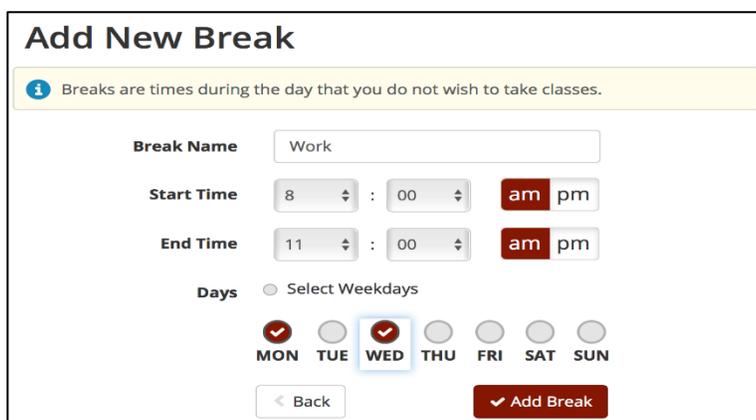
4. Once you've entered breaks, make sure that you've checked the set of courses you are most interested in taking. If you want to see only your top choices first, deselect your backup options. Select the **Generate Schedule** button. If you have conflicts, additional warnings may appear. For example, the warning below occurs because Hist-A 301 is only taught online, but that option was not selected under Instruction Modes. The system will identify the course conflict for you, and you can click on the Options button next to the course in the list, for more information.
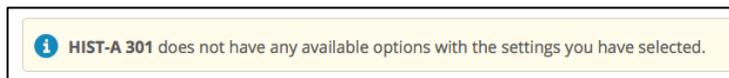
5. If you have resolved all conflicts, all possible schedules will now appear. Click **View** next to each schedule to see it in


expanded, calendar format. The horizontal bars show any non-standard classes in your schedule, such as first Eight Week classes. You can also compare multiple schedules and see how they look across the week. Clicking the **lock icons** selects a course and forces all schedules to use that selection. This will narrow down your options. You can also use the **Class Padding** option under **Advanced Options** on the Schedules tab to indicate any time you want to allow between classes. Finally, select the **Options** cog next to a course to narrow down courses with numerous sections.
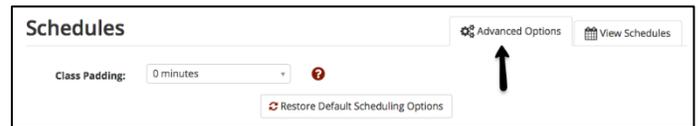
6. Once you've generated schedules and selected one to view, you can switch between options using the arrow keys at the top right. You can also shuffle through different schedules. You can favorite ones you like by clicking the **heart** and these will be saved for you, even if you exit and come back. You also have the option to print a schedule or to email it to your advisor, yourself, or anyone else. Just remember, this still does not enroll you in these courses.

7. Time to register! Start by clicking the **Validate** button at the top of the schedule you've chosen. This will alert you to any issues with registering (prerequisites, permissions, etc.). Validation messages won't stop you from sending your desired schedule to your shopping cart, but will inform you of how to resolve the issue. If you are worried about a class filling up, complete registration and then deal with any validation issues. In this example, getting permission to add the class will let you finish the process.
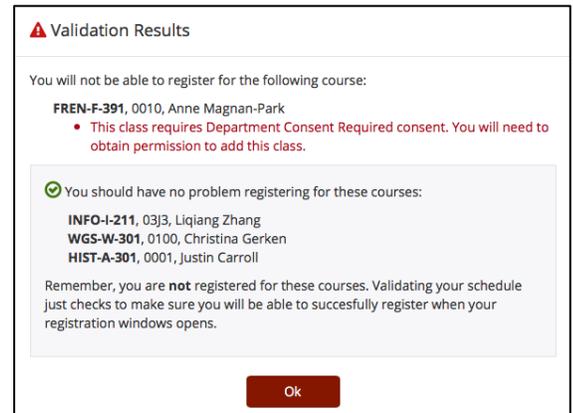
8. After validating, select the **Send to Shopping Cart** button at the top left. Your courses will be sent to shopping cart in Student Self-Service and you'll be transferred there to complete your registration.

9. In the shopping cart, a button will invite you to Import Cart. Click this to import your schedule.

10. You will be prompted to add each course to your shopping cart. This allows you to select your number of credits for a variable credit course, and to choose to waitlist a course if needed. Add courses until everything from your schedule has been moved into your shopping cart.

11. Once all your classes are in your Enrollment Shopping Cart, you will finish registering by selecting your classes and clicking **Enroll**. And that's it! You are now registered for courses.