



How to Use Schedule Builder



What is Schedule Builder

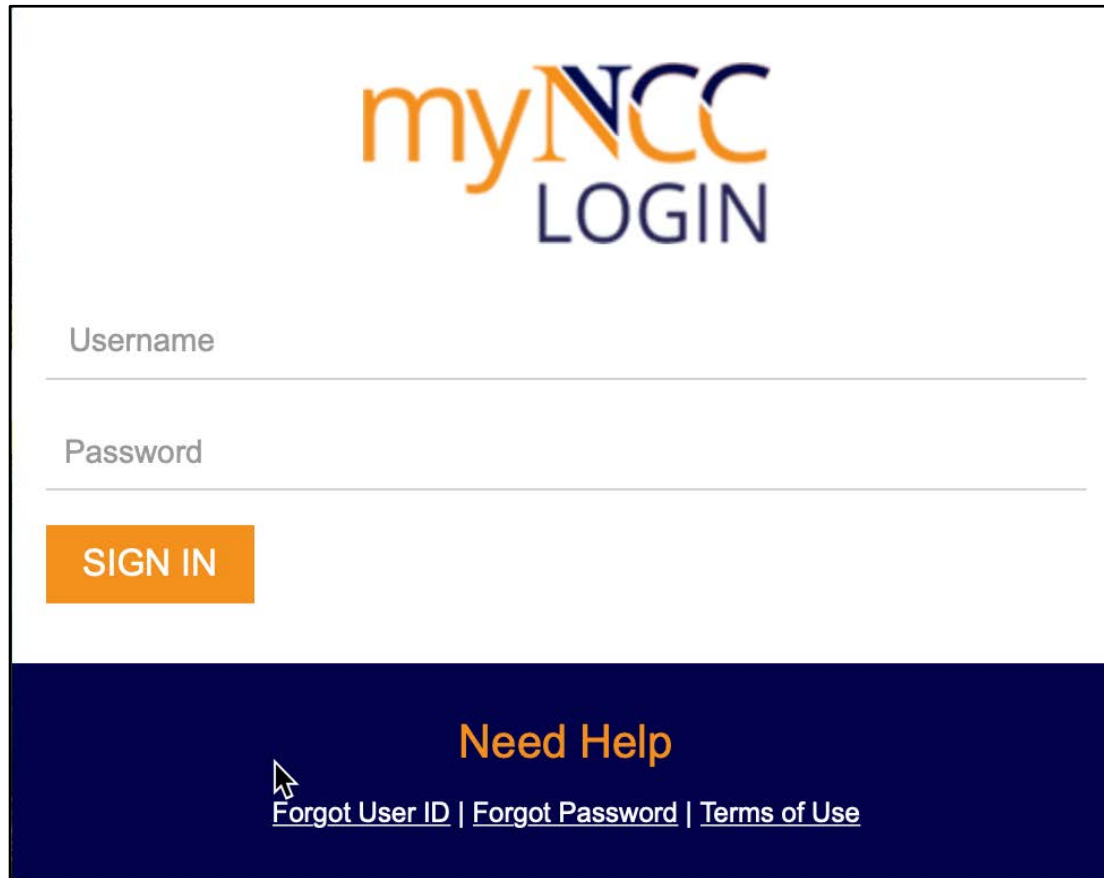
- Schedule Builder is a web-based program that allows you to plan, build, and compare class schedules, add breaks, and register for classes.
- Select and save your preferences and the classes you wish to take, and Schedule Builder will show you all your possible schedule options at the click of a button.
- Schedule Builder also saves and remembers all your preferences, schedules, and course selections, even if you close your browser.

Schedule Builder Tips

- Schedule Builder works best when there are still many open classes to choose from.
- As it gets closer to the start of the semester and more classes are closed, you may find it easier to register using the **Register for Classes** method in the MyNCC Portal.
- Once **you are registered**, you cannot use Schedule Builder to make changes to your schedule, such as to Add or Drop Classes, you need to use the traditional **Register for Classes** method.

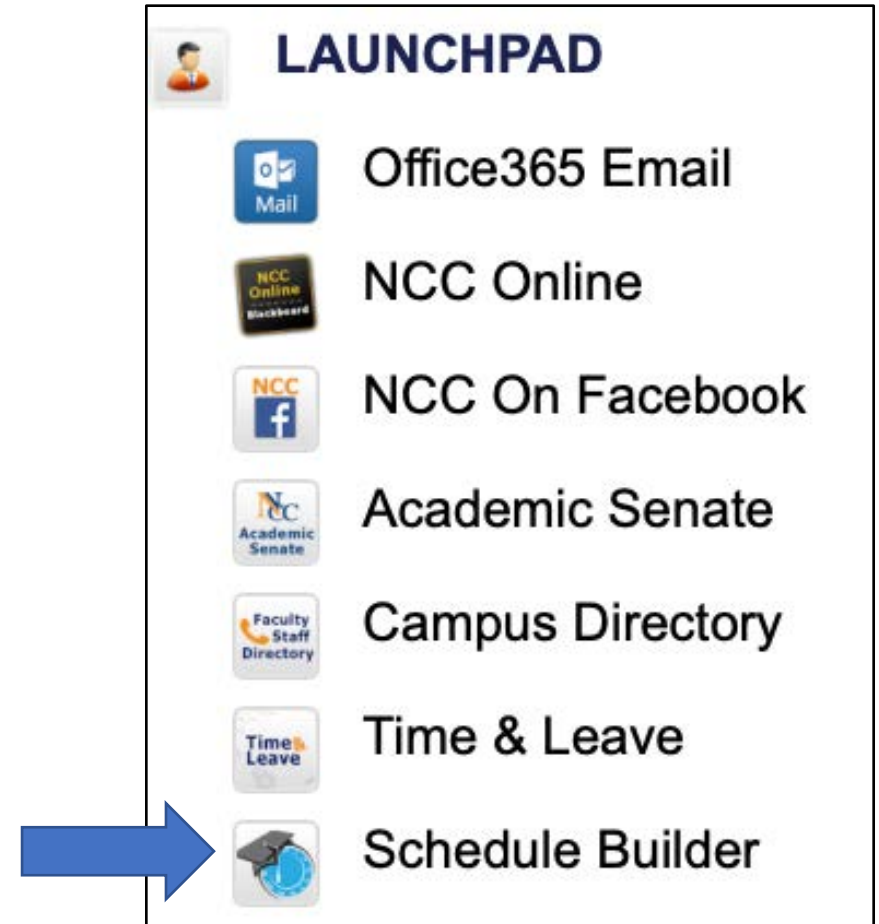
- To open Schedule Builder:

Log into MyNCC – with the URL <https://myncc.ncc.edu>. Enter your N number and password.



The image shows the MyNCC LOGIN page. At the top center is the logo "myNCC LOGIN" in orange and blue. Below the logo are two input fields: "Username" and "Password". Below the password field is an orange "SIGN IN" button. At the bottom of the page, there is a dark blue footer with the text "Need Help" in orange, and below it, three links: "Forgot User ID", "Forgot Password", and "Terms of Use".

To launch Schedule Builder:
Navigate to the Launchpad and click on the Schedule Builder link.



The image shows a "LAUNCHPAD" menu. At the top left is a user profile icon. The title "LAUNCHPAD" is in bold blue text. Below the title is a list of application links, each with an icon and text: "Office365 Email" (Mail icon), "NCC Online" (NCC Online icon), "NCC On Facebook" (Facebook icon), "Academic Senate" (Academic Senate icon), "Campus Directory" (Faculty Staff Directory icon), "Time & Leave" (Time Leave icon), and "Schedule Builder" (Schedule Builder icon). A blue arrow points to the "Schedule Builder" link.

- You will automatically be redirected to Schedule Builder. Click on the correct Term and select **Save and Continue**.



Select Term 

Term

Summer 2020

Fall 2020



✓ Save and Continue

The main page in Schedule Builder will open and you will see the following filters at the top of the screen, **Course Status**, **Instructional Methods**, **Sessions**, **Term**, and **Parts of Term**.

- Click **Change** to edit these at any time.

The screenshot displays five filter categories, each with a label, a current selection, and a 'Change' button. The filter labels are highlighted with blue boxes:

- Course Status**: Open Classes Only (Change button)
- Instructional Methods**: All Instructional Methods Selected (Change button)
- Sessions**: All Sessions Selected (Change button)
- Term**: Fall 2020 (Change button)
- Parts of Term**: All Parts of Term Selected (Change button)

Options for these filters include:

Select Course Status

Course Status

Open Classes Only

Open & Full

< Cancel

✓ Save

Select Session

Select All Sessions

Day

Evening

Friday Evening

Online

- Deselect any filters you do not wish to use and save your selections. Schedule Builder will remember all your choices even if you close your browser.

Select Instructional Method

Select All Instructional Methods

Classroom Traditional Course

Clinical

Coop Partnership with Industry

Hybrid Course

Independent Instruction

Independent Study

Internship

Online Course

Travel Studies - International

< Cancel

✓ Save

Building Your Schedule

- Click on **+Add Course** to enter each course you wish to enroll in.
- Click on **+Add Break** if there are times and days you do not wish to attend classes.

Instructions: Add desired courses and breaks and click **Generate Schedules** button!



Use Schedule Builder to build your schedule. If you need to drop classes, you will need to do that within Banner by selecting the **Add or Drop** classes link under Registration information in the Portal.

Courses



+ Add Course

Add the courses you wish to take for the upcoming term.

Breaks



+ Add Break

Add times during the day you do not wish to take classes.

- When adding courses, you may search by **Subject, Course Attribute, or Instructor**. Scroll through the list or begin typing part of the name. Ex: Eng for English.
- If you are satisfied with a course, click **Add Course** to add it to your schedule. Repeat this step for each course you wish to register for. Selected courses will be listed on the right side of screen. When you are finished click **Done**.

Add Course

By Subject | Search by Course Attribute | Search By Instructor

Subject: ENG - English
Course: 101 Composition I

English 101 - Composition I

Prerequisites: ENG 001, ENG 030 or placement by Department, RDG 001, concurrent enrollment in RDG 030 or placement by Department.

This course prepares students to produce clear, well-developed, well-organized, grammatically correct writing. The curriculum is designed to give students guided practice in drafting, revising, and editing essays. The course is also designed to develop the skills that enable students to interpret and analyze published texts. In addition to readings assi... [Show More](#)

Courses

ENG 101
Composition I

When you select a subject and course number, you will see a brief course description below it. **Read each description carefully, and make sure you meet the necessary requirements.**

When you're finished adding courses, click **Done** to continue and generate schedules.

< Done | + Add Course

- When adding breaks, give the break a name such as **Work** and choose the desired times and days.
- Enter only the most essential breaks. Too many may result in multiple schedule conflicts.
- When finished, click **Add Break**. Breaks will be listed on the right side of screen. **Add New Break**

Breaks are times during the day that you do not wish to take classes.

Break Name

Start Time 8 : 00 **am** **pm**

End Time 11 : 00 **am** **pm**

Days Select Weekdays

MON TUE WED THU FRI SAT SUN

- When all your selected courses and breaks are listed, you can do the following:
- Click **options**, to select specific days, instructors, or times, When finished, click **Save and Close**. You can also select **info** to show course details, **cancel** to remove courses or **edit or cancel** to change or remove breaks.

Courses

[+ Add Course](#)

Select All

ENG 101
 Composition I

⚙️ Options
ℹ️ Info
✕ Cancel

Prerequisites Online Hybrid **Credits: 3**

<input checked="" type="checkbox"/>	CRN #	Section	Subject	Component	Instructor	Day(s) & Location(s)
<input checked="" type="checkbox"/>	ℹ️ 10648	A2	ENG	Lecture	View any prerequisite or corequisite options to make sure you meet the necessary requirements.	30am - 7:45am - Y 216
<div style="border: 1px solid #0056b3; padding: 2px;"> Prerequisites Corequisites Notes: ENG ALP Section - Co-req with ENG 001 CRN #13083 </div>						
<input checked="" type="checkbox"/>	ℹ️ 13084	A3	ENG	Lecture	<input type="text"/>	TTh 6:30am - 7:45am
Prerequisites Credits:						
<input checked="" type="checkbox"/>	ℹ️ 13184	BB1	ENG	Lecture	Not Assigned	MW 7:55pm - 9:15pm
Prerequisites						
<input checked="" type="checkbox"/>	ℹ️ 13093	BH	ENG	Lecture	Not Assigned	MW 8:00am - 9:15am
Prerequisites Credits:						

Breaks

[+ Add Break](#)

Select All

Work
 MW - 9:00am to 5:00pm

⚙️ Edit
✕ Cancel

Back
✔ Save & Close

- When you are finished reviewing or editing your schedule, click **Generate Schedules**. You will see all your schedules and the number generated. If no schedules are generated, or too many, or you receive conflicts, adjust your breaks, selected courses, or search filters.
- If you make changes, you will be prompted to **Generate Schedules** again.

Schedules


 Advanced Options

 View Schedules

 Generate Schedules




 Compare

 Select at least two schedules to compare side by side

Generated 4 Schedules 

 Compare

 Select at least two schedules to compare side by side

View 1  Work, 101-ENG-CD

View 2  Work, 101-ENG-CE

View 4  Work, 101-ENG-CJ

View 3  Work, 101-ENG-CG



You have modified your course settings or filters. Click [Generate Schedules](#) for your changes to take effect.

- Review all your options until you find your best schedule. You can mouse over the **magnifying glass** to see a brief preview or click **View** to see details of each potential schedule and the courses you selected.
- To compare schedules side by side, click in the boxes to select at least two schedules. Click **Compare**. You can compare up to four schedules.

Generated 4 Schedules ✕

Compare ℹ Select at least two schedules to compare side by side

View	1		<input type="checkbox"/>	Work, 101-ENG-CD
View	2		<input type="checkbox"/>	Work, 101-ENG-CE
View	4		<input type="checkbox"/>	Work, 101-ENG-CJ
View	3		<input type="checkbox"/>	Work, 101-ENG-CG

- When comparing schedules, hover your mouse over the colored blocks to identify which class it is. Or
- Click **open** below the schedule whose details you wish to view.

Compare Schedules

	M	T	W	Th	F
6am					
7am					
8am					
9am	CLAS	CLAS	CLAS	CLAS	
10am	CLAS	CLAS	CLAS	CLAS	
11am	CLAS	CLAS	CLAS	CLAS	
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					

Q Open #1

Q Open #2

× Close

- You will be brought to a screen that shows all the selected classes and breaks for the schedule you have chosen to view, including days and times as well as the option to browse by week.

Week 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

ENG 101

	Monday	Tuesday	Wednesday	Thursday	Friday
6am					
6:15					
6:30					
6:45					
7am					
7:15					
7:30					
7:45					
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					

- You can also click the arrow at the top right of the screen to switch between your schedules.
- When you have chosen a schedule, click **Print**, for a hard copy. Then click **Send to Shopping Cart**. **Warning:** You are **not yet registered** until you click **register**. A pop-up indicates your schedule will be added to the shopping cart and schedule builder will close. Click **Continue**.
- You will be redirected to the portal! **Important:** Click **Register** to **finalize** your registration.

< Back
 Print
 Send to Shopping Cart

 Shuffle
 Schedule 1 of 4

You are viewing a potential schedule only and you must still register. ✕

	CRN #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
	10676	CD	ENG	101	3	TTh 8:30am - 9:45am - G 245	NCC Main	3
Prerequisites								

This schedule will now be transferred to the Shopping Cart and the Schedule Builder will close. Do you want to continue?

Cancel
Continue

Classes in the Registration Cart

Select	CRN	Subj	Crse	Sec	Title	Status
<input checked="" type="checkbox"/>	10676	ENG	101	CD	Composition I -	

Register
Add to WorkSheet
Save Cart
Clear Cart

- Once you click Register, the **Add or Drop Classes** screen will open. If you receive a registration Add Error, you will not be able to register for that course and must choose a different one.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Prerequisite Error	10648	ENG	101	A2	Undergraduate	3.000	Standard		Composition I

- If there are no errors, the courses you registered for from your Schedule Builder Shopping Cart will display under **Current Schedule** and a notation will indicate that you registered on the web.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Web	None	10677	ENG	101	CE	Undergraduate	3.000	Standard		Composition I

Total Credit Hours: 3.000
 Billing Hours: 3.000
 Minimum Hours: 0.000
 Maximum Hours: 17.000