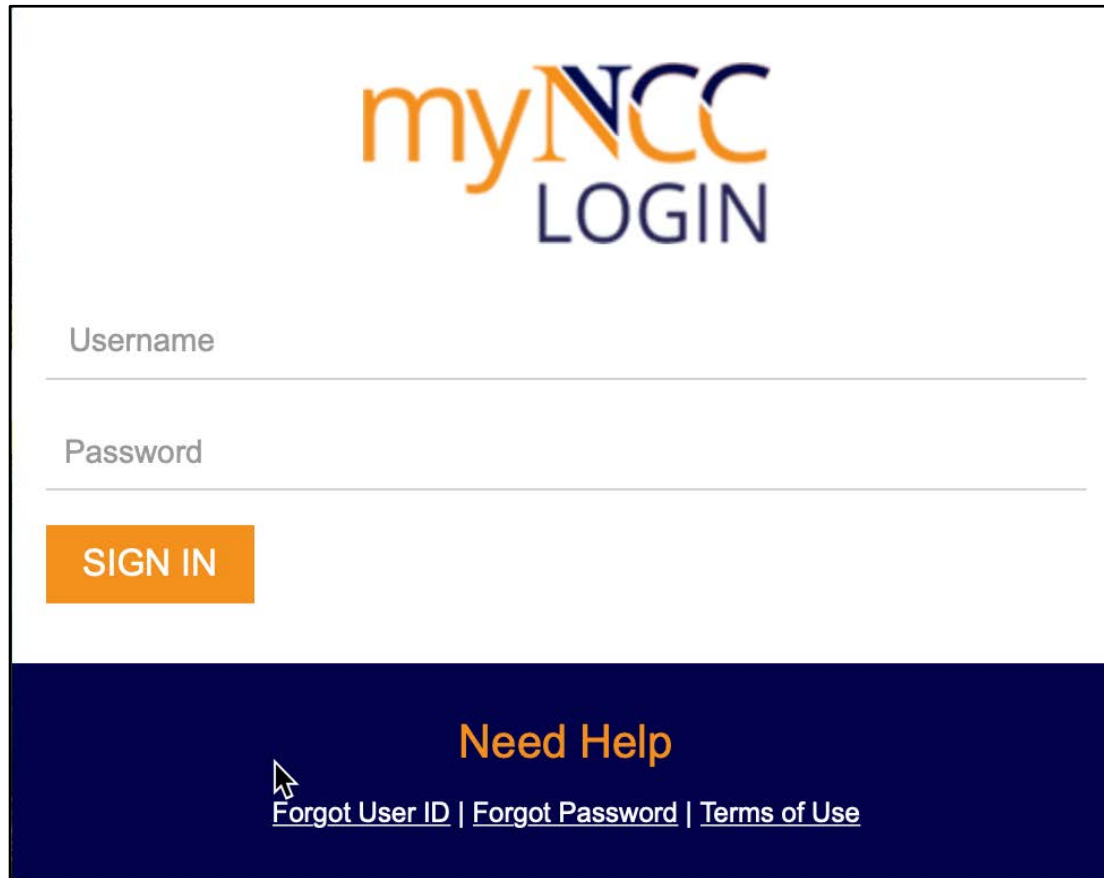# How to Use Schedule Builder

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.
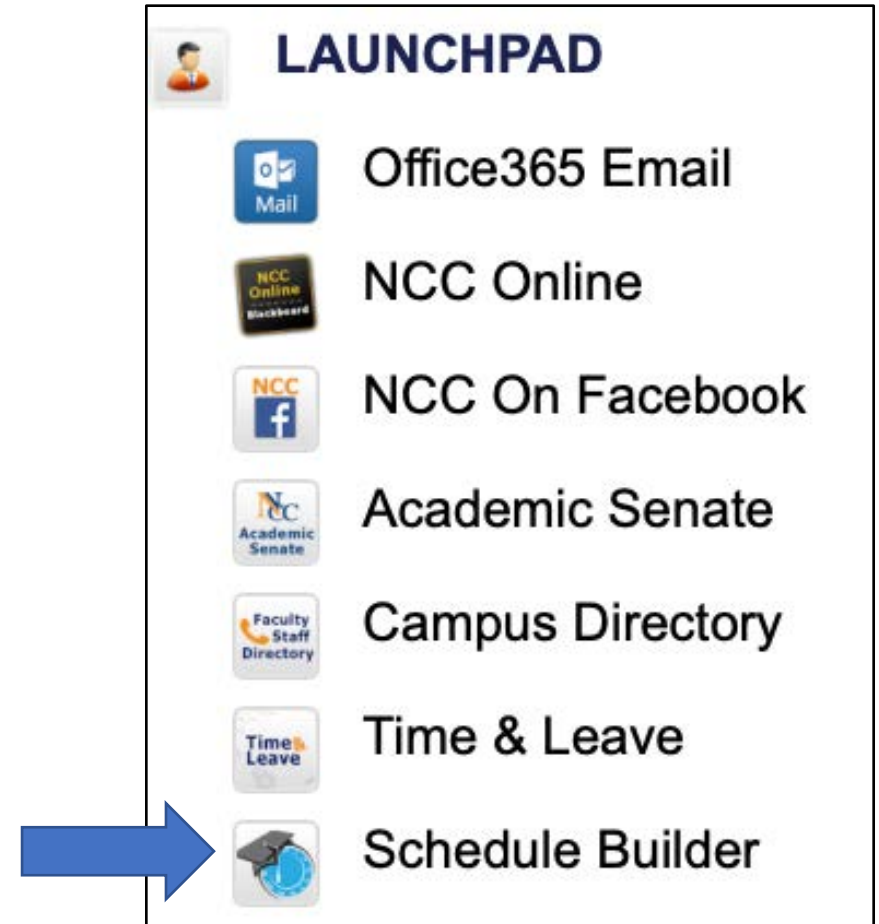
- To open Schedule Builder:

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

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

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

Course Status	Open Classes Only	Change		Term	Fall 2020	Change
Instructional Methods	All Instructional Methods Selected	Change		Parts of Term	All Parts of Term Selected	Change
Sessions	All Sessions Selected	Change				

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

ℹ **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

‹ Back   ✔ Add Break

- 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 **ⓘ** **⊗**

Prerequisites · Online · Hybrid **Credits: 3**

Breaks

+ Add Break

☑ Select All

☑ **Work**
MW - 9:00am to 5:00pm

⚙ Edit **⊗**

☑		CRN #	Section	Subject	Component	Instructor	Day(s) & Location(s)
☑	ⓘ	10648	A2	ENG	Lecture	View any prerequisite or corequisite options to make sure you meet the necessary requirements.	30am - 7:45am - Y 216

Prerequisites · Corequisites
Notes: ENG ALP Section - Co-req with ENG 001 CRN #13083

☑	ⓘ	13084	A3	ENG	Lecture		TTh 6:30am - 7:45am

Prerequisites · Credits

☑	ⓘ	13184	BB1	ENG	Lecture	Not Assigned	MW 7:55pm - 9:15pm

Prerequisites

☑	ⓘ	13093	BH	ENG	Lecture	Not Assigned	MW 8:00am - 9:15am

Prerequisites · Credits

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.

- 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 ℹ️ 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

- 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.

- 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.

- 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**.**

- 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