



Preparing for Registration

This guide covers the various planning activities that can be completed before registration. These methods will help with exploring classes, preparing schedule options before registering, and adding classes to the cart.

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Introduction

MyBU Student includes multiple ways to prepare for registration either before or throughout their registration appointment time. The tools described in this guide may be used together, or separately to plan for the enrollment experience. Students may choose which function to use based on their preference.

- **Class Search** allows for easy exploration of offered classes for a term. This page provides the most robust set of criteria to view and narrow down available classes.
- **Schedule Builder** allows for the compilation of various schedule permutations to determine what options might be preferred for enrollment. Favorites can be saved.
- **Shopping Cart** is a space where desired classes can be saved and ready for the time enrollment opens. Validation can be run from here before the enrollment period to verify that the desired classes won't encounter conflicts when registering.

Enrollment can occur from Class Search, Schedule Builder, and Shopping Cart. However, this guide only outlines the pre-registration activities available in these pages. Materials providing information on the methods for enrolling in classes will be made available soon.



Screen options and menus will vary by user; please note that displays may differ for you based on access.

GLOSSARY

For system concepts and definitions, please refer to the [MyBU Student Glossary](#) resource.

MyBU Student concepts related to a student's area of study:

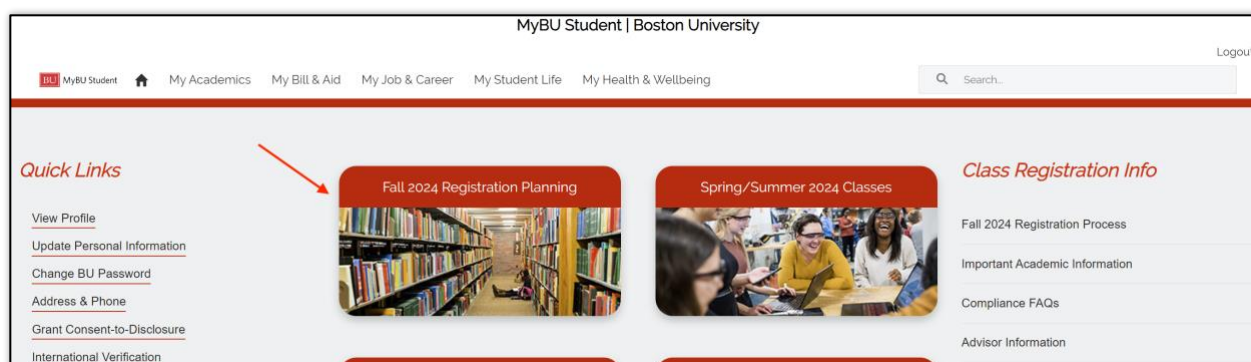
1. **Career:** student's classification as a **Graduate, Undergraduate, Medical, Dental, Law, or Non-Degree** student.
2. **Program:** entity to which a student applies; includes the degree status at a school (E.g., **Undergraduate, College of Communication**).
3. **Plan:** area of study such as major, minor, or certificate (E.g., **Computer Science, Sociology**).
4. **Sub-Plan:** specialization or concentration directly linked to a plan (Biology major [Plan] with a concentration in **Ecology & Evolution**).

SUPPORT

- For information on enrollment appointments or class permissions, please refer to your department's policies and communications.
- For information on managing compliance items or registration holds, please refer to the [Compliance FAQs Knowledge Article](#).

NAVIGATION

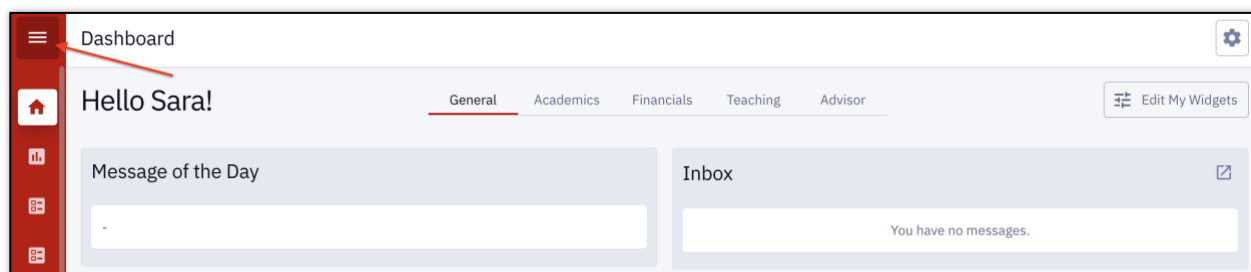
1. Log into the [MyBU Student Portal](#).
2. Click the **Fall 2024 Registration Planning** tile on the MyBU Student Portal Homepage.



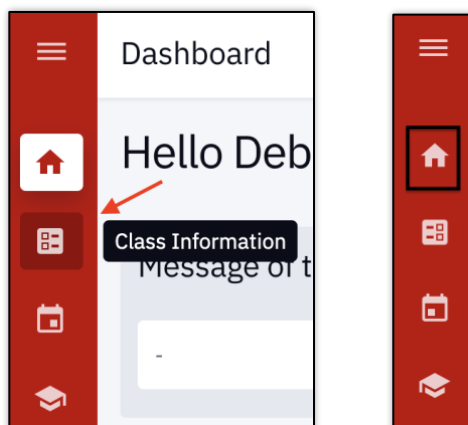
- a. The MyBU Student homepage will open. Helpful icons for the processes in this guide:

Expand/Collapse	Home	Class Information	Enrollment
			

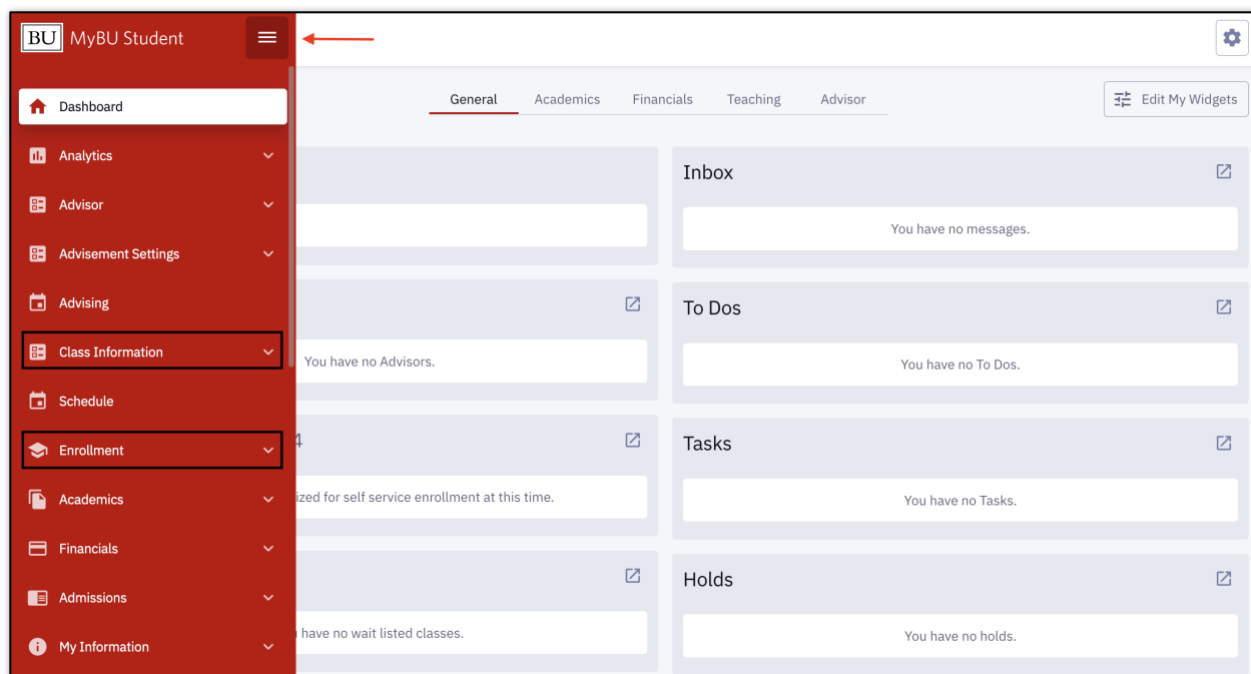
3. Upon landing at the MyBU Student Dashboard, click on the **Expand/Collapse** icon.



4. The menu will expand.
- At any time, if the menu returns to its collapsed state, hover the cursor over an icon to view the menu name.
 - The **Home** icon can be selected at any time to return to the Dashboard.

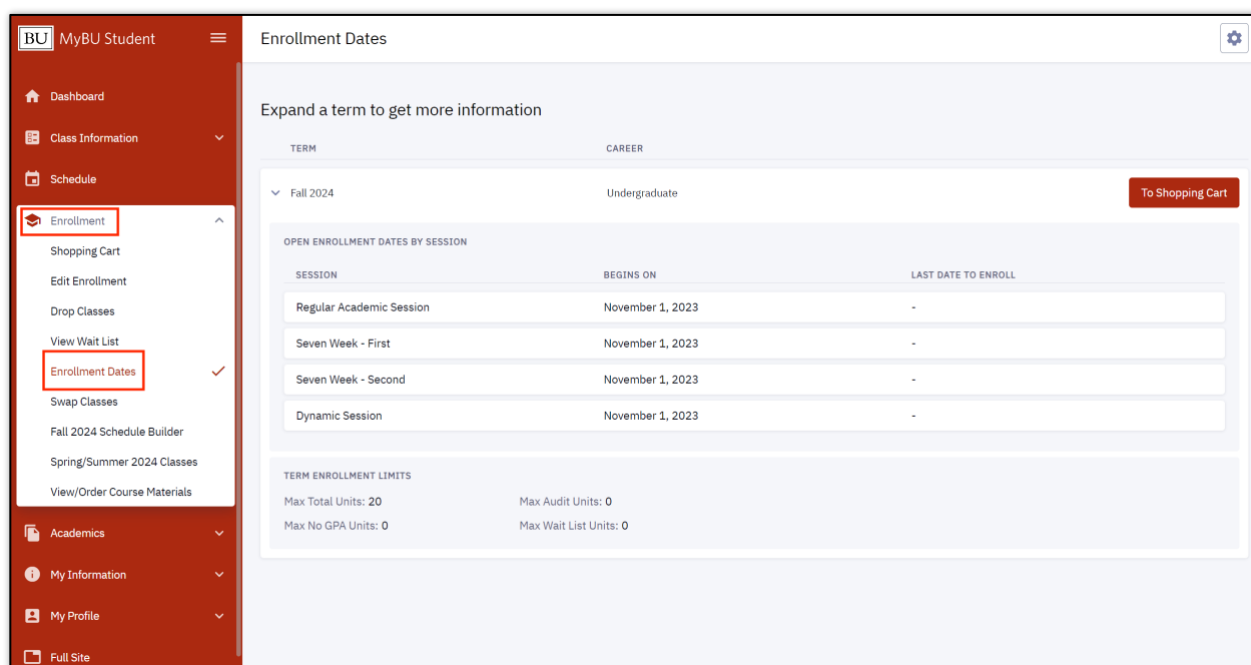


5. The options available for registration planning detailed in this guide can be found in the **Class Information** and **Enrollment** menus.
- Class Information > Class Search
 - Enrollment > Fall 2024 Schedule Builder
 - Enrollment > Shopping Cart

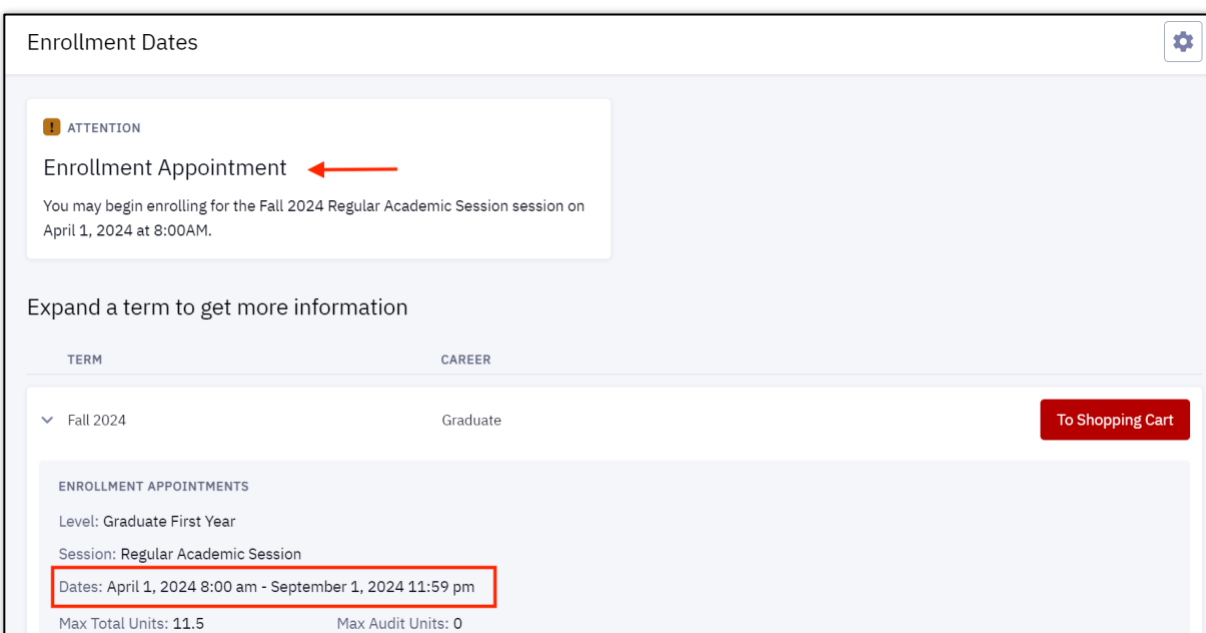


VIEW ENROLLMENT DATES

1. Navigate to **Enrollment** and then select **Enrollment Dates**.
2. Before a specific enrollment date and time has been assigned to a student, the general registration period dates will display.



- Once a student has been assigned a specific enrollment appointment date and time, that will display on the **Enrollment Dates** page.

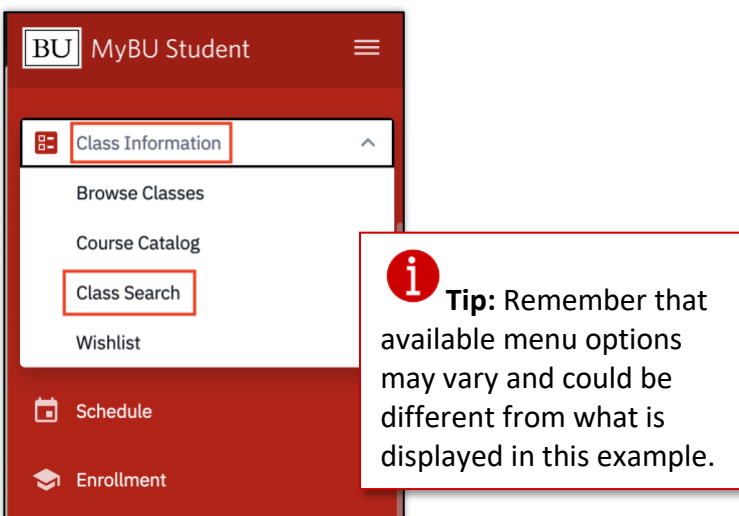


Refer to the [BU Registrar website](#) for additional information on registration and enrollment appointments.

Class Search

Class Search allows for easy exploration of offered classes for a term. This page provides the most robust set of criteria to view and narrow down the available classes.

- Upon expanding the menu on the MyBU Student Dashboard, navigate to **Class Information** and then **Class Search**.



2. The **Class Search** page will open. Proceed with the next steps to learn more.

SEARCH CRITERIA FILTERS

Helpful definitions for the fields in this section.

- For BU Legacy Student Information System equivalencies to these MyBU Student concepts, please refer to the [Appendix](#).

System Concept	Definition
Career	All the course work undertaken by a student that is maintained in a single record. (E.g., Undergraduate, Graduate, Law, Medicine, etc.)
Term	A period in which students are enrolled, billed, and academic statistics accumulated. May have one or many sessions. Different careers can have different term structures. (E.g., Fall 2024).
Subject	Specific areas of study at BU offered by Academic Organizations. (E.g., CASBI-Biology, ENGEK-Engineering Core).
Catalog Number	A number used in combination with a subject code identifying a course. (E.g., CASEN 141, CFAMU 632).
Location	This is used in conjunction with campus to refer to where the course is being taught. (E.g., Medical Campus, London).
Class Number	A unique number assigned to a class. (multi digit number).
Academic Organization	An entity that is part of the administrative structure within BU. Course catalog and schedule of classes are organized by the academic organization. Can be a department or a School/College. (E.g., Sargent College, CAS History).

Course Attribute	Attributes to further describe courses in the course catalog. (E.g., HUB).
Session	A period of time within a term during which BU holds classes. A term must have at least one session. (E.g., Regular, Dynamic).

On the **Class Search** page, criteria can be entered to narrow down the list of classes.

1. Enter the any relevant filters:

i **Tip:** The only required field is **Term**; all other criteria are optional.

- Term** (required): select the appropriate term.
 - Career**: click the drop-down menu to select the Career category (e.g., Undergraduate, Graduate, Law, Medicine, Dental).
 - School/College**: click the drop-down menu to identify the School/College.
 - Subject**: click the drop-down menu to indicate the specific area of instruction. Available options are impacted by the **Career** field selection.
 - Catalog Number**: enter a number and subject code identifying a course.
 - Keyword**: enter a descriptor (e.g., literature).
 - Show Open Classes Only**: check the box to only display classes that are not full.
2. Click the **More Filters** button for additional filters to further narrow down the list of classes.

Class Search

Select all the required (*) search criteria.

Term: **Fall 2024** Career School/College Subject Catalog Number Keyword

More Filters 1

Search **Reset Filters**

☒ Show Open Classes Only

Select search criteria to view classes.

- Instructor First Name**: enter a Faculty first name.
- Instructor Last Name**: enter a Faculty last name.
- Days**: click the drop-down menu to select available day(s) to include in the search.
- Location**: click the drop-down menu to select a campus location.
- Instruction Mode**: click the drop-down menu to specify In-Person or Online modes.
- Class Number**: enter a specific number identifying a class.

- g. **Academic Organization:** click the drop-down menu to select an organization (department or School/College).
 - h. **Course Attribute:** click the drop-down menu to specify a type or category of course (e.g., Hub).
 - i. **Course Attribute Value:** enter specific value for the **Course Attribute** type identified. Options here are determined by the previous selection in the **Course Attribute** field.
 - i. Click the **plus icon** to enter multiple values.
 - j. **Session:** click the drop-down menu to specify a session.
 - k. **Units:** enter the number of class units to search.
3. Click **Search** when ready to browse classes.
 - a. Click **Reset Filters** to remove the criteria and start over.

Class Search

Select all the required (*) search criteria.

Term: Career: School/College: Subject: Catalog Number: Keyword:

Fewer Filters 3

Start Time End Time Instructor First Name: Days: Location: Instruction Mode:

Class Number: Academic Organization: Course Attribute: Course Attribute V... Instructor Last Name: Session:

Units:

Search **Reset Filters**

☒ Show Open Classes Only

AVAILABLE ACTIONS WITH SEARCH RESULTS

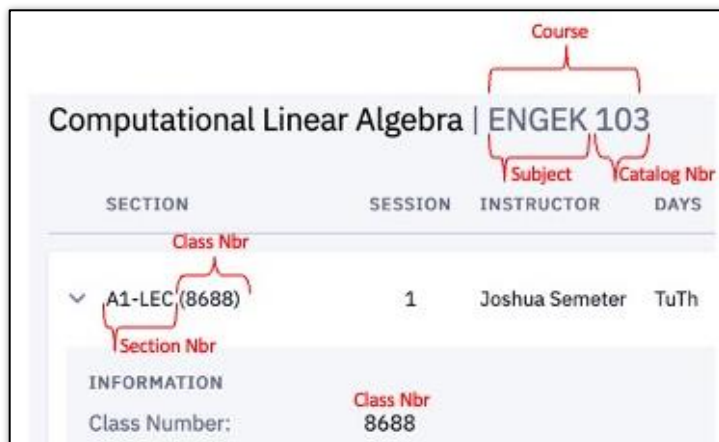
1. A list of available classes will appear based on the filter criteria entered.
 - a. Section, Instructor, Days, Start & End Times, Units, Enrollment Number Status, and Instruction Mode will display with each section of the class.
 - b. **Status:** the **green 'O' icon** symbolizes that the class has available seats. It will also list the number of total allowable capacity and the available seats left in the class.

Computational Linear Algebra ENGEK 103							
SECTION	INSTRUCTOR	DAYS	START	END	UNITS	STATUS	INSTRUCTION MODE
> A1-LEC (8688)	Joshua Semeter	TuTh	1:30 pm	3:15 pm	3	109/109	In-Person
> B1-DIS (8689)	To be Announced	Fr	8:00 am	8:50 am	0	109/109	In-Person
Introduction to Programming ENGEK 121							
SECTION	INSTRUCTOR	DAYS	START	END	UNITS	STATUS	INSTRUCTION MODE
> A1-LEC (8690)	To be Announced	Fr	4:30 pm	6:15 pm	2	90/90	In-Person
	Jeffrey Carruthers	MoWe	9:05 am	9:55 am			
> A2-LEC (8691)	To be Announced	Fr	4:30 pm	6:15 pm	2	90/90	In-Person
	Jeffrey Carruthers	MoWe	10:10 am	11:00 am			

2. Click the drop-down on the **Section Number** to view additional details:
 - a. Information: Class Number, Career, Session, Units, Grading Basis, Full Description.
 - b. Details: Instructor, Start & End Dates, Meet Times, Instruction Mode, Room, Campus, Location, Components.

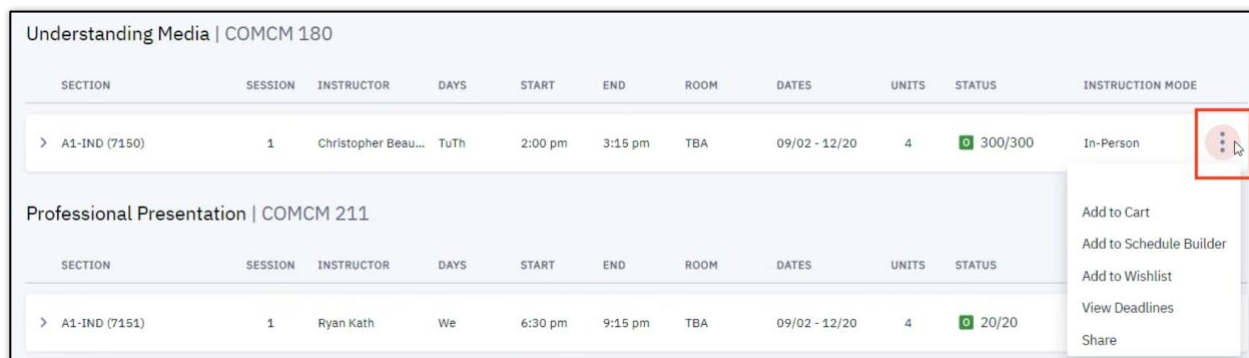
SECTION	INSTRUCTOR	DAYS	START	END	UNITS	STATUS	INSTRUCTION MODE
▼ A1-LEC (8688)	Joshua Semeter	TuTh	1:30 pm	3:15 pm	3	109/109	In-Person
INFORMATION Class Number: 8688 Career: Undergraduate Session: Regular Academic Session Units: 3 units Grading: Grades Description: Undergraduate Prerequisites: (ENGEK122) - This is a course on understanding, manipulating, and applying linear systems of equations and, more broadly, linear relationships between variables. The ideas and tools you will learn are immensely useful in a wide variety of DETAILS Instructor: Joshua Semeter Dates: 09/02/2024 - 12/20/2024 Meets: TuTh 1:30PM - 3:15PM Instruction Mode: In-Person Room: TBA Campus: Boston University Location: Charles River Components: Discussion Required, Lecture Required							

Course/class identifier information:



- Courses are created with an identifier which includes the Subject and Catalog Number: **ENGEK 103**.
 - ENGEK = Subject Area
 - 103 = Catalog Number
- If a course has multiple sections offered, the Section Number will be listed in a 'LetterNumber' (A1) format. Note that there is flexibility for departments to include other identifiers after the 'LetterNumber' combination (as seen in this example): **A1-LEC**.
- The Class Number is a system generated identifier listed with the Section Number: **8688**

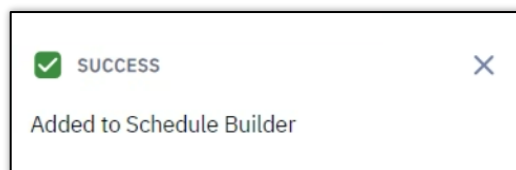
3. Click the three dots to view additional actions for a listed section.



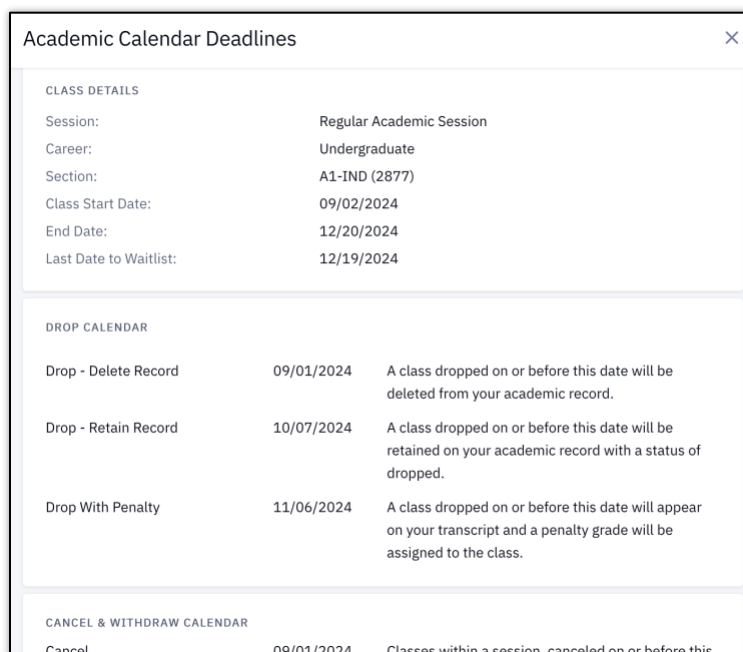
4. Actions available before the enrollment period has opened:
- Add to Cart:** click to add the selected class to the Shopping Cart.
 - In the top right corner of the page, a confirmation will appear if the class was successfully added. Also notice a red shopping cart icon will display next to the class section name. For next steps within the Cart, refer to the [Shopping Cart](#) section.



- b. **Add to Schedule Builder:** click to add the selected class to the Schedule Builder.
- In the top right corner of the page, a confirmation will appear if the class was successfully added. For next steps within the Schedule Builder, refer to the [Schedule Builder](#) section.



- c. **Add to Wishlist:** this is currently not being used.
- d. **View Deadlines:** in addition to class details, the Academic Calendar Deadlines such as drop, cancel, and withdrawal dates will display.



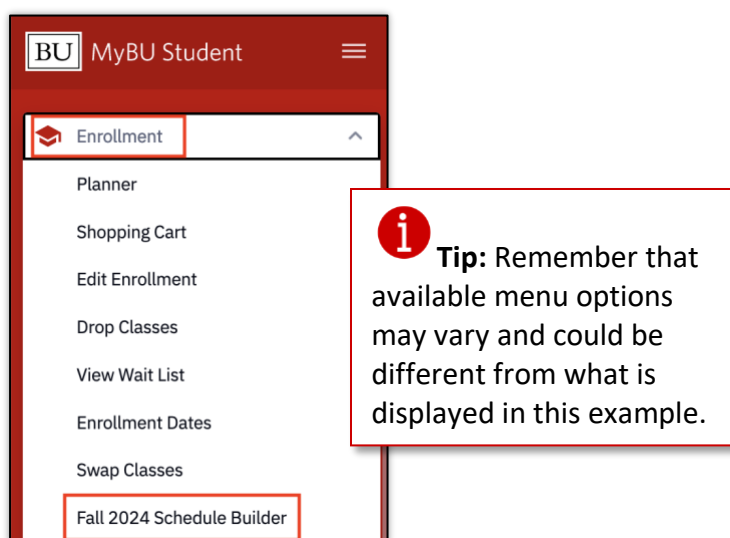
- e. **Share:** provides a link to the indicated section.
- The link can be shared with a friend or advisor.

When the appropriate enrollment period has opened, classes may be enrolled in directly from Class Search. To view more information on that process, refer to the Class Search guide on the [training website](#).

Schedule Builder

Schedule Builder allows for the compilation of various schedule permutations to determine what options might be preferred for enrollment.

1. Upon expanding the menu on the MyBU Student Dashboard, click on **Enrollment** and then **Fall 2024 Schedule Builder**.

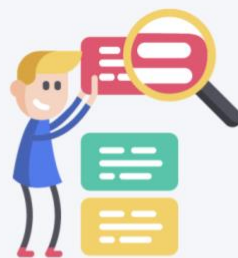


2. The **Schedule Builder** message page will open.
 - a. A message will appear; please review for the most recent information. Select the **Skip this message in the future** checkbox to bypass the message the next time the Schedule Builder page is accessed.
 - i. Please note that this message may display again even if the **Skip** box has been checked. New information will be distributed at various times throughout the academic calendar that may need review.



Click **Continue** to proceed to the Schedule Builder page. Or **View Tips** to walk through the help tips within Schedule Builder.

Tips can also always be reviewed directly from the Schedule Builder page.



This is Schedule Builder

All you need to do is to select courses and chill, Schedule Builder will do everything else.

Continue

View Tips

☐ Skip this message in the future

3. The **Schedule Builder** page will open.

No classes added yet:

The screenshot shows the 'Schedule Builder' interface. At the top, there are 'Favorites' and 'Tips' buttons. Below them is a 'Term' dropdown menu set to 'Fall 2024'. To the right of the dropdown are 'Expand Filters' and 'Import Courses' buttons. The main area is empty, with a message at the bottom: 'To build schedules, expand filters and add courses.'

Classes have been added:

The screenshot shows the 'Schedule Builder' interface with a list of courses. The 'Term' dropdown is still set to 'Fall 2024'. The 'Favorites' button now shows a count of 2. The main area displays a table of courses with checkboxes for selection.

	COURSE	COURSE TITLE	UNITS	STATUS	
☐	CASAA 114	KONGO TO CUBA	4	🌱	Select Sections
☐	CASEN 122	MEDIEVAL WORLDS	4	🛒	Select Sections
☒	CASEN 178	INT LATINK LIT	4	-	Select Sections
☒	CASEN 221	MAJOR AUTHORS	4	-	Select Sections

4. Help tips for filtering can be viewed here by clicking the **Tips** button in the top right corner.

The screenshot shows the 'Schedule Builder' interface. The 'Term' dropdown is set to 'Fall 2024'. The 'Expand Filters' and 'Import Courses' buttons are visible. The 'Tips' button in the top right corner is highlighted with a red box.

a. Continue through the help messages by clicking **Skip** or **Next Tip**.

FILTERS AND ADDING CLASSES TO SCHEDULE BUILDER

Classes can be added to the **Schedule Builder** from the **Class Search** page, or directly in the **Schedule Builder** page. This section will outline adding classes directly within Schedule Builder and the available pre-registration options within the page.

- For adding classes to the cart via the Class Search, refer to the previous [Class Search](#) section.

Helpful definitions for this section.

- For BU Legacy Student Information System equivalencies to these MyBU Student concepts, please refer to the [Appendix](#).

System Concept	Definition
Career	All the course work undertaken by a student that is maintained in a single record. (E.g., Undergraduate, Graduate, Law, Medicine, etc.)
Term	A period in which students are enrolled, billed, and academic statistics accumulated. May have one or many sessions. Different careers can have different term structures. (E.g., Fall 2024).
Location	This is used in conjunction with campus to refer to where the course is being taught. (E.g., Medical Campus, London).
Session	A period of time within a term during which BU holds classes. A term must have at least one session. (E.g., Regular, Dynamic).
Academic Group	Degree granting units at BU. This entity groups School or College students and courses. (E.g., College of Arts & Sciences, School of Public Health).
Course Attribute	Attributes to further describe courses in the course catalog. (E.g., HUB).
Subject	Specific areas of study at BU offered by Academic Organizations. (E.g., CASBI-Biology, ENGEK-Engineering Core).
Catalog Number	A number used in combination with a subject code identifying a course. (E.g., CASEN 141, CFAMU 632).

1. Select the appropriate **Term**.
2. Classes can be imported by selecting the **Import Courses** button:
 - a. Enrollment: select this option if there are classes that have already been enrolled in for the selected term. If the appropriate enrollment period has not opened yet, then there would be no classes to import using this option.
 - b. Shopping Cart: any classes that have been added to the Cart can be automatically added here.
 - c. Wait List: wait lists will be available for some academic areas; any classes on an available wait list can be automatically added here.

Term: **Fall 2024**

Expand Filters

Import Courses **^**

- Enrollment
- Shopping Cart
- Wait List

3. To add classes individually, click the **Expand Filters** button to enter search criteria.

Term: **Fall 2024**

Expand Filters

Import Courses **^**

4. The fields to help build the schedule will display. The only required fields in the filter options are **Course Subject** and **Catalog Number**. (E.g., ENKEG 103, CASCH 218).

AVAILABILITY * Required

Start Date End Date Unavailable Time Min Break Time

GLOBAL FILTERS

Campus: **Boston Univer...** Location Session Class Status Career Academic Group

Instruction Mode

SECTION FILTERS

Course Attribute Course Attribute Value

COURSE SELECTION

Subject* Catalog Number* **Add Course** **Reset Filters**

AVAILABILITY

Enter times to block off in the schedule.

- a. **Start/End Date**: select dates where these blocks apply.
- b. **Unavailable Time**: define a period that will not be free for a class, e.g., work, study session, gym, etc.

- a. Multiple blocks can be added by clicking the **+Add Time** button.
- b. Click **Apply** when finished or **Reset** to start over.

UNAVAILABLE TIME

LABEL	TIME	DAYS
Label: Work	Time Range: 7:00 am - 10:00 ar	Days: (2): Th, Fr
+ Add Time		
Reset		Apply

- c. **Min Break Time:** define an amount of time that will automatically add to the end of a class. This is to account for travel or meal time.

GLOBAL FILTERS

Enter criteria to narrow down the options that can be selected in the **Course Selection** fields. Any criteria entered will also apply to classes at the time of clicking the **Build Schedule** button (more on this part of the process later).



Tip: Criteria entered in the **Global and Section Filters** do not function as a broad search to trigger a list of results (as seen in **the Class Search** page). The list that appears on this page will only include specific classes that are either:

- Entered directly in the **Course Selection** fields, or,
- Added from the **Class Search** page.

Courses that don't meet the criteria added from the Class Search or imported will still display in the list on this page – they will just be met with an error message at the time of building the schedule.

- d. **Campus:** select Boston University.
- e. **Location:** click the drop-down menu to select a campus location.
- f. **Session:** click the drop-down menu to specify a regular or dynamic session.
- g. **Class Status:** select to narrow down classes that are open or closed.
- h. **Career:** select the Career category (e.g., Undergraduate, Graduate, Law, Medicine, Dental).
- i. **Academic Group:** identify the school or college.
- j. **Instruction Mode:** specify In-Person or Online methods.

SECTION FILTERS

Enter criteria to narrow down the options that can be selected in the **Course Selection** fields. Any criteria entered will also apply to classes at the time of clicking the **Build Schedule** button (more on this part of the process later).

- k. **Course Attribute:** click the drop-down menu to specify a type or category of course (e.g., Hub).
- l. **Course Attribute Value:** select a specific value for the **Course Attribute** type identified (e.g., specific Hub requirement).

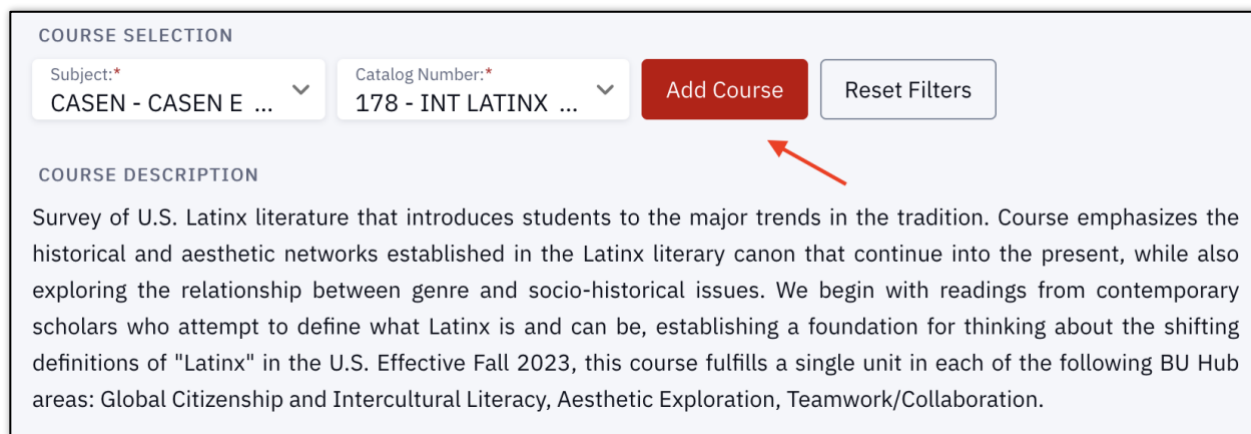
COURSE SELECTION

These are the only fields that must be entered in order to add classes directly within Schedule Builder. The previous filters help narrow down these options; they do not need to be entered as prerequisites to indicate the course selection. (E.g., ENKEG 103, CASCH 218).

- m. **Subject:** enter directly or click the drop-down menu to indicate the specific area of instruction. Available options are impacted by the filters already defined above.
- n. **Catalog Number:** enter a number and subject code identifying a course. Available options will be determined by the previous **Subject** selection.

For more information on numbers associated to courses and classes, please refer to the [Course/Class Identifier Explainer section](#).

The course description will appear once the course has been selected.



COURSE SELECTION

Subject:* CASEN - CASEN E ...
Catalog Number:* 178 - INT LATINX ...

Add Course **Reset Filters**

COURSE DESCRIPTION

Survey of U.S. Latinx literature that introduces students to the major trends in the tradition. Course emphasizes the historical and aesthetic networks established in the Latinx literary canon that continue into the present, while also exploring the relationship between genre and socio-historical issues. We begin with readings from contemporary scholars who attempt to define what Latinx is and can be, establishing a foundation for thinking about the shifting definitions of "Latinx" in the U.S. Effective Fall 2023, this course fulfills a single unit in each of the following BU Hub areas: Global Citizenship and Intercultural Literacy, Aesthetic Exploration, Teamwork/Collaboration.

5. Click **Add Course** to add to the list at the bottom of this Schedule Builder page.
 - a. Or click **Reset Filters** to start over with the criteria.

Schedule Builder

Favorites Tips

COURSE SELECTION

Subject:*

CASEN - CASEN E ...

Catalog Number:*

178 - INT LATINX ...

Add Course

Reset Filters

COURSE DESCRIPTION

Survey of U.S. Latinx literature that introduces students to the major trends in the tradition. Course emphasizes the historical and aesthetic networks established in the Latinx literary canon that continue into the present, while also exploring the relationship between genre and socio-historical issues. We begin with readings from contemporary scholars who attempt to define what Latinx is and can be, establishing a foundation for thinking about the shifting definitions of "Latinx" in the U.S. Effective Fall 2023, this course fulfills a single unit in each of the following BU Hub areas: Global Citizenship and Intercultural Literacy, Aesthetic Exploration, Teamwork/Collaboration.

Select up to 20 courses to build your schedule

☐	COURSE	COURSE TITLE	UNITS	STATUS	
☐	CASEN 122	MEDIEVAL WORLDS	4		Select Sections
☒	CASEN 178	INT LATINX LIT	4	-	Select Sections
☒	CASEN 221	MAJOR AUTHORS	4	-	Select Sections

Total: 31 units

Delete Selected

Save

Build Schedule

BUILDING SCHEDULES

The list of classes on the Schedule Builder page will be a compilation of any classes imported or added individually within this page, or from the **Class Search** page.

- There is a maximum of 20 courses that can be selected when building the schedule (there may be more listed).
- Information displayed: Course Subject and Number, Course Title, Units, Status
 - Icons here will represent if a class has been added to the Shopping Cart (illustrated below) or Enrolled (not pictured).
- Click the **Trash** icon to delete the course from the Scheduler Builder list.
- The number of **Total Units** will be indicated below the list.
- This list can be **Saved** and returned to later.

Schedule Builder Favorites Tips

Select up to 20 courses to build your schedule

☐	COURSE	COURSE TITLE	UNITS	STATUS		
☐	CASEN 122	MEDIEVAL WORLDS	4			Select Sections
☒	CASEN 178	INT LATINX LIT	4	-		Select Sections
☒	CASEN 221	MAJOR AUTHORS	4	-		Select Sections
☒	CASEN 322	BRITISH LIT 1	4	-		Select Sections
☒	COMCM 211	PROF PRESENT	4	-		Select Sections
☒	COMCM 321	COM RESEARCH	4	-		Select Sections
☒	COMCM 331	WRITING FOR COM	4	-		Select Sections
☒	COMCM 412	Advertising Strategy	4	-		Select Sections
☒	ENGEK 103	COMPUT LIN ALG	3	-		Select Sections

Total: 31 units Delete Selected Save Build Schedule

1. Click on the **Course** or the **Select Sections** button to view additional details and manage course section choices.

☒	CASEN 322	BRITISH LIT 1	4	-		Select Sections
-------------------------------------	-----------	---------------	---	---	--	-----------------

- a. The full course description will display. Click the drop down on the **Section Number** to view even more information.
- b. Identify an **Attribute** or **Instructor** to narrow down the sections that are listed on this page.
- c. Indicate if the **Global Filters** from the Schedule Builder page should be applied to the sections that are available.
 - i. If toggled off, all sections will display including any sections that were filtered out previously. These filters will still apply when the schedules are generated.
- d. Select the checkbox(es) for the desired sections to be included in the build of the schedule. None, one, or multiple sections can be chosen.

Schedule Builder > **Select Sections**

CASEN 322 - BRITISH LIT 1

DETAILS

Undergraduate Prerequisites: First Year Writing Seminar (e.g., CAS EN 120 or WR 100 or WR 120), EN 220, and EN 221. - Beginnings of English literature from Anglo-Saxon period to end of the seventeenth century. Topics include the development of various poetic forms, medieval romance, and British drama. Authors may include Chaucer, Kempe, Shakespeare, Marlowe, Donne, and Milton. Effective Fall 2019, this course fulfills a single unit in each of the following BU Hub areas: Aesthetic Exploration, Historical Consciousness.

Course Attribute Course Attribute Value

Instructor

SELECT CLASS SECTIONS

Apply Global Filters ☐

Please select the classes you wish to include. One or more enrollment sections must be selected. These are denoted with an asterisk (*) beside the section number. When the Apply Filters button is toggled off, all sections will display including any sections that were filtered out previously. These filters will still apply when the schedules are generated.

SECTION	TOPIC	UNRESERVED SEATS OPEN	RESERVED SEATS OPEN	WAIT LIST OPEN	INSTRUCTOR	DAYS	START	END	ROOM	STATUS
A1-IND* (2904)	-	25/25	0/0	0/0	Archibald B...	TuTh	11:00 am	12:15 pm	-	☐
CLASS NOTES Prerequisites: EN220 & EN221										
B1-IND* (2905)	-	25/25	0/0	0/0	James Siem...	TuTh	3:30 pm	4:45 pm	-	☒
CLASS NOTES Prerequisites: EN220 & EN221										

Cancel Ok

- e. Click **Ok** to return to the main Schedule Builder page.
2. Select the checkbox(es) for the courses to be included in the schedule build.
 - a. These selections can also be utilized to remove courses from the list; click the **Delete Selected** button to perform this.
3. Click **Build Schedule**.

Select up to 20 courses to build your schedule

☒	COURSE	COURSE TITLE	UNITS	STATUS	
☒	CASEN 122	MEDIEVAL WORLDS	4		Select Sections
☒	CASEN 178	INT LATINX LIT	4	-	Select Sections
☒	CASEN 221	MAJOR AUTHORS	4	-	Select Sections
☒	CASEN 322	BRITISH LIT 1	4	-	Select Sections
☒	COMCM 211	PROF PRESENT	4	-	Select Sections
☒	COMCM 321	COM RESEARCH	4	-	Select Sections
☒	COMCM 331	WRITING FOR COM	4	-	Select Sections

Total: 32 units

POSSIBLE CONFLICTS/ISSUES

Classes that conflict with defined unavailable times or filters will be communicated at this time. A message will display in the top right corner, as well as under the course it applies to.

Schedule Builder

Term:

Select up to 20 courses to build your schedule

☒	COURSE	COURSE TITLE	UNITS	STATUS
☒	COMCM 321	COM RESEARCH	4	-
☒	COMCM 331	WRITING FOR COM	4	-
☒	COMCM 412	Advertising Strategy	4	-
☒	ENGEK 103	COMPUT LIN ALG	3	-

ERROR

One or more filter issues exist for this collection of courses.

ERROR

One or more classes were eliminated due to:

- Academic Group Filter

ERROR

One or more classes were eliminated due to:

- Class days/times

ERROR

One or more classes were eliminated due to:

- Academic Group Filter

ERROR

One or more classes were eliminated due to:

- Academic Group Filter

ERROR

One or more classes were eliminated due to:

- Academic Group Filter

These illustrate examples only; they are not representative of all potential conflicts.

Additional messaging may display providing information on issues not related to filters, such as reaching the number of units allowed.

- Click **Continue** to move onto the schedule build anyway.
- Click **Cancel** to go back and make different selections.
- Deselect a checkbox to not include that class in the schedule build.

The screenshot shows a modal window titled "Issues with the classes" with a close button (X) in the top right corner. The main text inside the modal reads: "Issues have been found with the following courses which may affect your ability to enroll. Select the Continue button to proceed with building schedules or select the Cancel button to revise your search criteria." Below this text, there are two course entries, each with a red checkmark icon in the top right corner. The first entry is for "CASN 221" and the second is for "CASN 322". Each entry has a light blue box containing the text: "Term unit maximum would be exceeded. The system checks your selected shopping cart entries and your enrolled classes against your term unit limit. This class would exceed this limit." At the bottom of the modal, there are two buttons: a white "Cancel" button and a red "Continue" button.

This example is also not exhaustive of all conflicts that could occur. For more information, please refer to the [Appendix](#).

4. The schedule(s) will display. There could be multiple possible schedule permutations based on the classes, sections, and filters indicated.

Schedule Builder > Schedules

Select a class to view additional details

Show Unavailable ☐ Sort Type ▼

< PREV 1 2 3 4 5 ... 10 NEXT >

	SUN	MON	TUE	WED	THU	FRI	SAT
9 AM					Work	Work	
10 AM							
11 AM			BRITISH LIT 1 CAS 322 (IND) 11:00 - 12:15 pm		BRITISH LIT 1 CAS 322 (IND) 11:00 - 12:15 pm		
12 PM							
1 PM			MAJOR AUTHORS CAS 221 (IND) 12:30 - 1:45 pm		MAJOR AUTHORS CAS 221 (IND) 12:30 - 1:45 pm		
2 PM		INT LATINX LIT CAS 178 (IND) 1:25 - 2:15 pm		INT LATINX LIT CAS 178 (IND) 1:25 - 2:15 pm		INT LATINX LIT CAS 178 (IND) 1:25 - 2:15 pm	
3 PM		COM RESEARCH COMCH 321 (IND) 2:30 - 5:15 pm					
4 PM			MEDIEVAL WORLDS CAS 122 (IND) 3:30 - 4:45 pm		MEDIEVAL WORLDS CAS 122 (IND) 3:30 - 4:45 pm		
5 PM							

- a. If more than ten schedules can be generated, a message will display. Click **View Tips** to return and re-compile with different selections or **Not Now** to continue with the ten schedules provided.


ATTENTION
✕

More than 10 possible schedules exist for this collection of courses. Only the first 10 will be displayed.

Not Now
View Tips

NAVIGATING AND REVIEWING BUILT SCHEDULES

Once the schedule(s) have been generated, there are many actions available to manage and evaluate them.

1. **Schedule Builder:** click the link in the top left corner to return to the main Scheduler Builder page to redefine filters or choose courses.

2. **Tips:** click to view help tips specific to this page.
3. **Show Unavailable:** toggle to remove blocks that display because of unavailable times defined. This refers to settings in the **Availability Filters** on the previous filters page:

4. **Sort Type:** reorder the schedules based on a preferred method.

5. **Schedule Page Navigation:** click the page numbers, arrows or Prev/Next buttons to navigate between the schedule variations. This is how each schedule can be reviewed to see which version is more preferred.

OTHER ICONS

Each of these actions are available for each schedule page.

Favorite	Compare	List View	Calendar View
Click to add a schedule as a favorite. More on favorites later.	Click to add a schedule for comparison. More on comparisons later.	Click for list of classes rather than calendar view.	Calendar view with class blocks will default.

Calendar View

	SUN	MON	TUE	WED	THU	FRI	SAT
9 AM					Work	Work	
10 AM							
11 AM			BRITISH LIT 1 CASEN 322 (IND) 11:00 - 12:15 pm		BRITISH LIT 1 CASEN 322 (IND) 11:00 - 12:15 pm		
12 PM			MAJOR AUTHORS CASEN 221 (IND) 12:30 - 1:45 pm		MAJOR AUTHORS CASEN 221 (IND) 12:30 - 1:45 pm		
1 PM		INT LATINX LIT CASEN 178 (IND) 1:25 - 2:15 pm		INT LATINX LIT CASEN 178 (IND) 1:25 - 2:15 pm		INT LATINX LIT CASEN 178 (IND) 1:25 - 2:15 pm	
2 PM		COM RESEARCH COMCM 321 (IND) 2:30 - 5:15 pm					
3 PM			MEDIEVAL WORLDS		MEDIEVAL WORLDS		

List View

Monday								
DESCRIPTION	CLASS	SESSION	DATES	INSTRUCTOR	START	END	ROOM	STATUS
> INT LATINX LIT	CASEN 178 A1-IND (2889)	Regular Academic Session	09/02 - 12/20	Maia GifAdi	1:25 pm	2:15 pm	-	Pin
> COM RESEARCH	COMCM 321 A1-IND (7161)	Regular Academic Session	09/02 - 12/20	Yi Ji	2:30 pm	5:15 pm	-	Pin
> PROF PRESENT	COMCM 211 B1-IND (7152)	Regular Academic Session	09/02 - 12/20	Michael Dodge	6:30 pm	9:15 pm	-	Pin
Tuesday								
DESCRIPTION	CLASS	SESSION	DATES	INSTRUCTOR	START	END	ROOM	STATUS
> BRITISH LIT 1	CASEN 322 A1-IND (2904)	Regular Academic Session	09/02 - 12/20	Archibald Burnett	11:00 am	12:15 pm	-	Pin
> MAJOR AUTHORS	CASEN 221 A2-IND (2897)	Regular Academic Session	09/02 - 12/20	Laurence Breiner	12:30 pm	1:45 pm	-	Pin
	CASEN 122	Regular Academic						Pin

6. **Unavailable Blocks:** notice the unavailable time display with the label that was defined in the **Availability Filters** (this example illustrates a 'Work' unavailable block).
 - a. If the **Show Unavailable** setting is toggled off, then these blocks will not display.
7. **Class Blocks:** click directly on a class to view additional details.

	SUN	MON	TUE	WED	THU	FRI	SAT
9 AM					Work	Work	
10 AM							
11 AM			BRITISH LIT 1 CASEN 322 (IND) 11:00 - 12:15 pm		BRITISH LIT 1 CASEN 322 (IND) 11:00 - 12:15 pm		
12 PM			MAJOR AUTHORS CASEN 221 (IND) 12:30 - 1:45 pm		MAJOR AUTHORS CASEN 221 (IND) 12:30 - 1:45 pm		
1 PM		INT LATINX LIT CASEN 178 (IND) 1:25 - 2:15 pm		INT LATINX LIT CASEN 178 (IND) 1:25 - 2:15 pm		INT LATINX LIT CASEN 178 (IND) 1:25 - 2:15 pm	
2 PM		COM RESEARCH COMCM 321 (IND) 2:30 - 5:15 pm					
3 PM			MEDIEVAL WORLDS CASEN 122 (IND)		MEDIEVAL WORLDS CASEN 122 (IND)		
4 PM							
5 PM							

- a. Meet Times and instructor displays.
 - i. Click **View** to bring up the full course description information.

CASEN 322 - BRITISH LIT 1

Tuesday

CASEN 322: A1-IND (2904)

View

Pin

Descr: BRITISH LIT 1

Session: Regular Academic Session

Status:

Instructor: Archibald Burnett

Dates: 09/02 - 12/20

Time: 11:00 am - 12:15 pm

Room: -

Thursday

CASEN 322: A1-IND (2904)

View

Pin

Descr: BRITISH LIT 1

Session: Regular Academic Session

Status:

Instructor: Archibald Burnett

Dates: 09/02 - 12/20

Time: 11:00 am - 12:15 pm

Room: -

builder > Schedules

British Literature I | CASEN 322

INFORMATION

Section: A1-IND (2904)

Session: Regular Academic Session

Class Number: 2904

Career: Undergraduate

Units: 4 units

Grading: Grades

Description:

Undergraduate Prerequisites: First Year Writing Seminar (e.g., CAS EN 120 or WR 100 or WR 120), EN 220, and EN 221. - Beginnings of English literature from Anglo-Saxon period to end of the seventeenth century. Topics include the development of various poetic forms, medieval romance, and British drama. Authors may include Chaucer, Kempe, Shakespeare, Marlowe, Donne, and Milton. Effective Fall 2019, this course fulfills a single unit in each of the following BU Hub areas: Aesthetic Exploration, Historical Consciousness.

Class Attributes:

HUB Aesthetic Exploration

HUB Historical Consciousness

Class Notes:

Prerequisites: EN220 & EN221

DETAILS

Instructor: Archibald Burnett

Dates: 09/02/2024 - 12/20/2024

- i. Click **Pin** to indicate that each provided schedule must include that class.



- a. Enter a **Schedule Title** and click **Confirm**. A message indicating success will display in the top right corner.

Adding to Favorites

Name your favorited schedule

Schedule Title:

Backup

Cancel

Confirm



SUCCESS

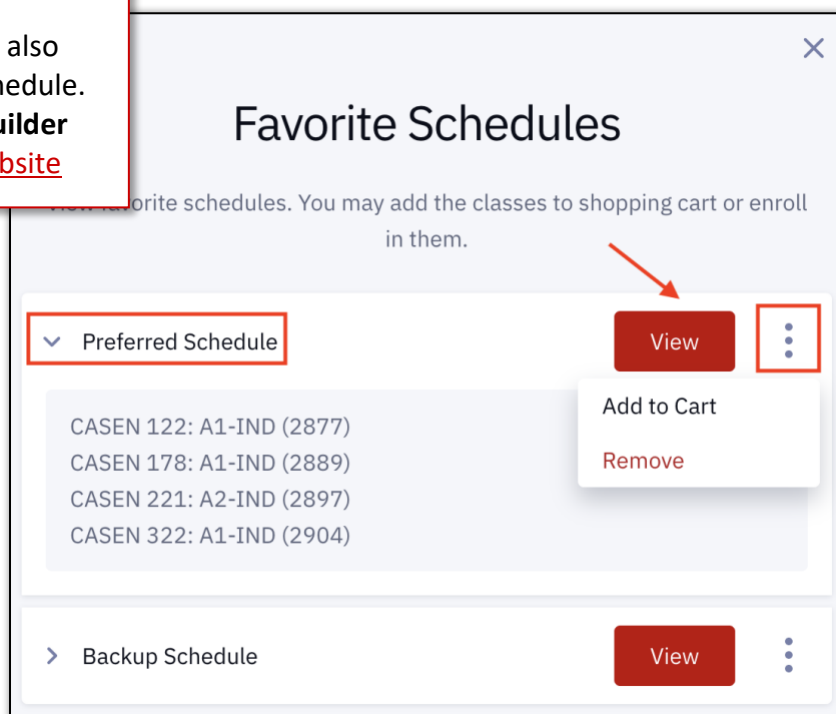
9. To view the schedules that have been marked as favorites, click the **Favorites** button at the top of the **Schedules** page.
 - a. A number indicator will display on this button to see at a glance how many schedules have been favorited.



- b. Information on all Schedules that have been marked favorites will display.
 - i. Click on the Schedule name to view the list of classes included in that schedule.
 - ii. Click the **View** button to open the full visual of the favorited schedules.
 1. A favorite schedule can be renamed after clicking **View**.
 - iii. Click the three dots for additional actions:
 1. **Add to Cart**: adds that entire schedule to the Shopping Cart.
 2. **Remove**: deletes from favorites list.



Tip: Enrollment can also occur from a favorite schedule. Refer to the **Schedule Builder** guide on the [training website](#)



COMPARISONS

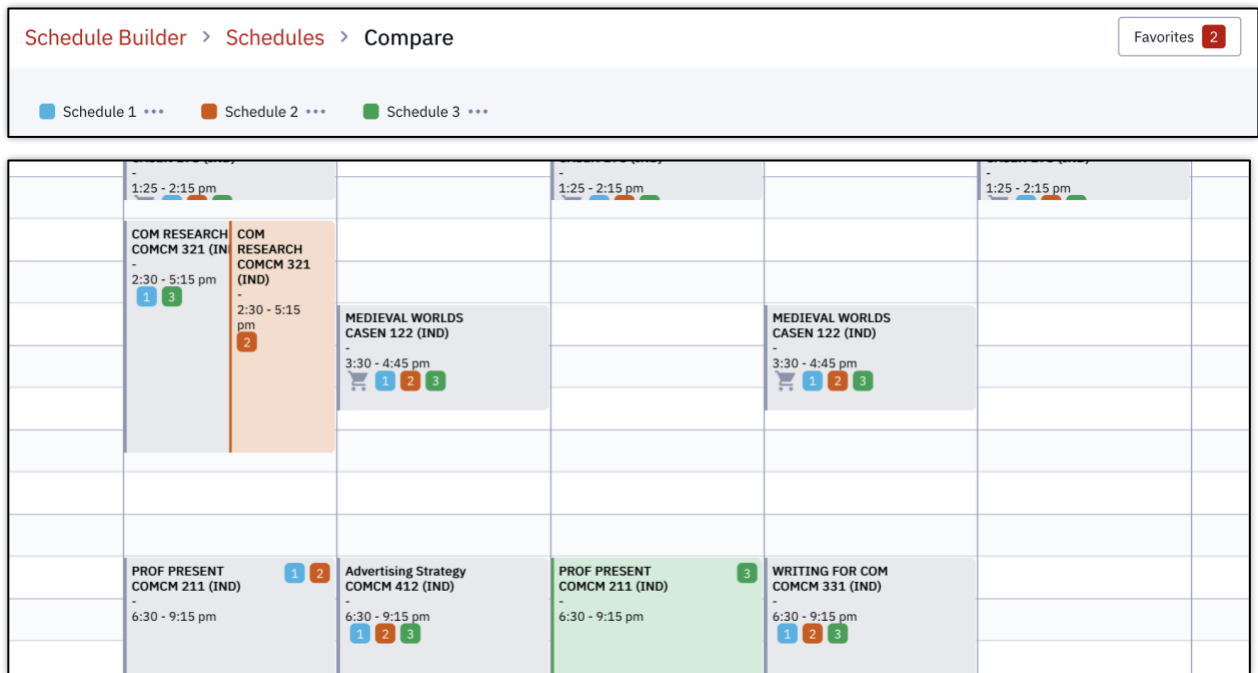
10. To visually compare multiple schedules, click on the **Compare** icon on each schedule page to include.



11. A **Compare** button will appear at the top of the page with a number indicator showing how many schedules have been selected for comparison. Click the button to perform the comparison.

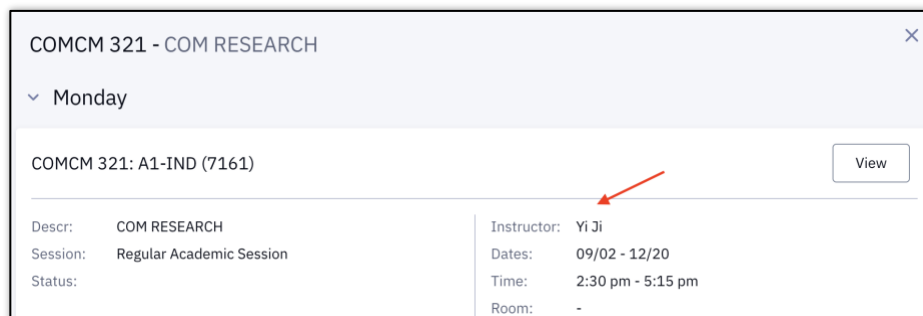


- a. A Calendar View of the comparison will display. Each schedule included is color coded.



In the above example, notice that the three schedules share similarities. However, a few differences can be quickly reviewed:

- **COMCM 321** displays two possible options at the same day/time. Upon clicking into those blocks, we can see that each section is assigned a different instructor.



COMCM 321 - COM RESEARCH

Monday

COMCM 321: B1-IND (7162)

View

Descr:	COM RESEARCH	Instructor:	Ekaterina Novozhilova
Session:	Regular Academic Session	Dates:	09/02 - 12/20
Status:		Time:	2:30 pm - 5:15 pm
		Room:	-

- **COMCM 211** displays two possible options, each held on a different day. These blocks can also be clicked into for more information.

	SUN	MON	TUE	WED	THU
6 PM					
7 PM		PROF PRESENT COMCM 211 (IND) 6:30 - 9:15 pm 1 2	Advertising Strategy COMCM 412 (IND) 6:30 - 9:15 pm 1 2 3	PROF PRESENT COMCM 211 (IND) 6:30 - 9:15 pm 3	WRITING FOR COM COMCM 331 (IND) 6:30 - 9:15 pm 1 2 3
8 PM					
9 PM					

- b. Click on a Schedule name to manage.
- Add to Cart:** adds that entire schedule to the Shopping Cart.
 - Add to Favorites:** adds that schedule version to the list of favorites (see above for additional steps).
 - View Schedule:** launches to the calendar view on the **Schedule** page, leaving the **Compare** page.
 - Remove:** deletes from the comparison.

Schedule 1 ...

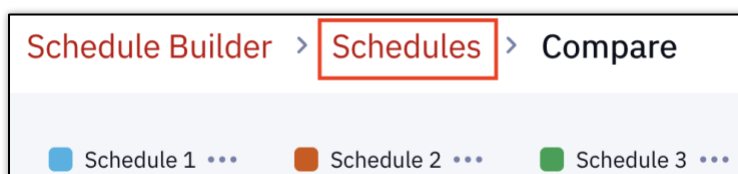
Schedule 2 ...

Schedule 3 ...

Add to Cart
Add to Favorites
View Schedule
Remove

	MON	TUE

12. To return to the Schedules page, click on **Schedules** at the top of the page.
 - a. Clicking Schedule Builder will return to the original filter selection page.

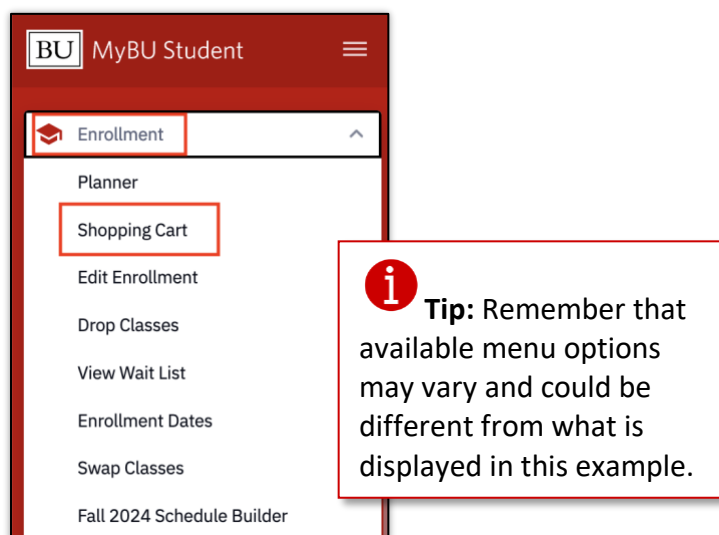


When the appropriate enrollment period has opened, classes may be enrolled in directly from the Schedule Builder. To view more information about that process, refer to the **Schedule Builder** guide on the [training website](#).

Shopping Cart

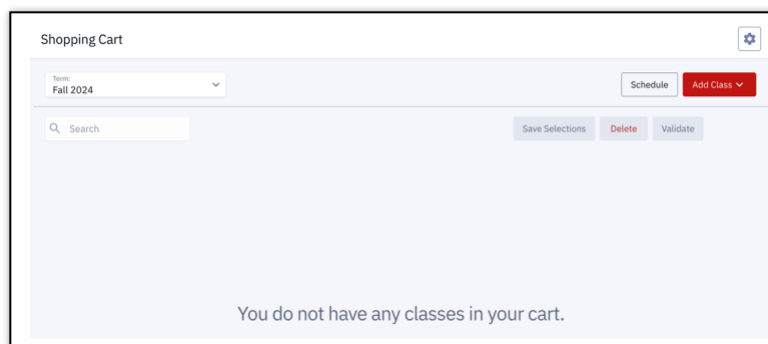
The Shopping Cart is a space where desired classes can be saved and ready for the time enrollment opens. Validation can be run from here before the enrollment period to verify that the desired classes won't encounter conflicts when registering.

1. Upon expanding the menu on the MyBU Student Dashboard, click on **Enrollment** and then **Shopping Cart**.

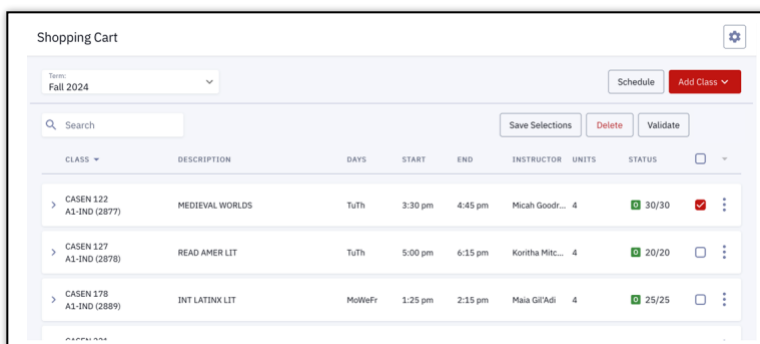


2. The **Shopping Cart** page will open.

No classes added yet:

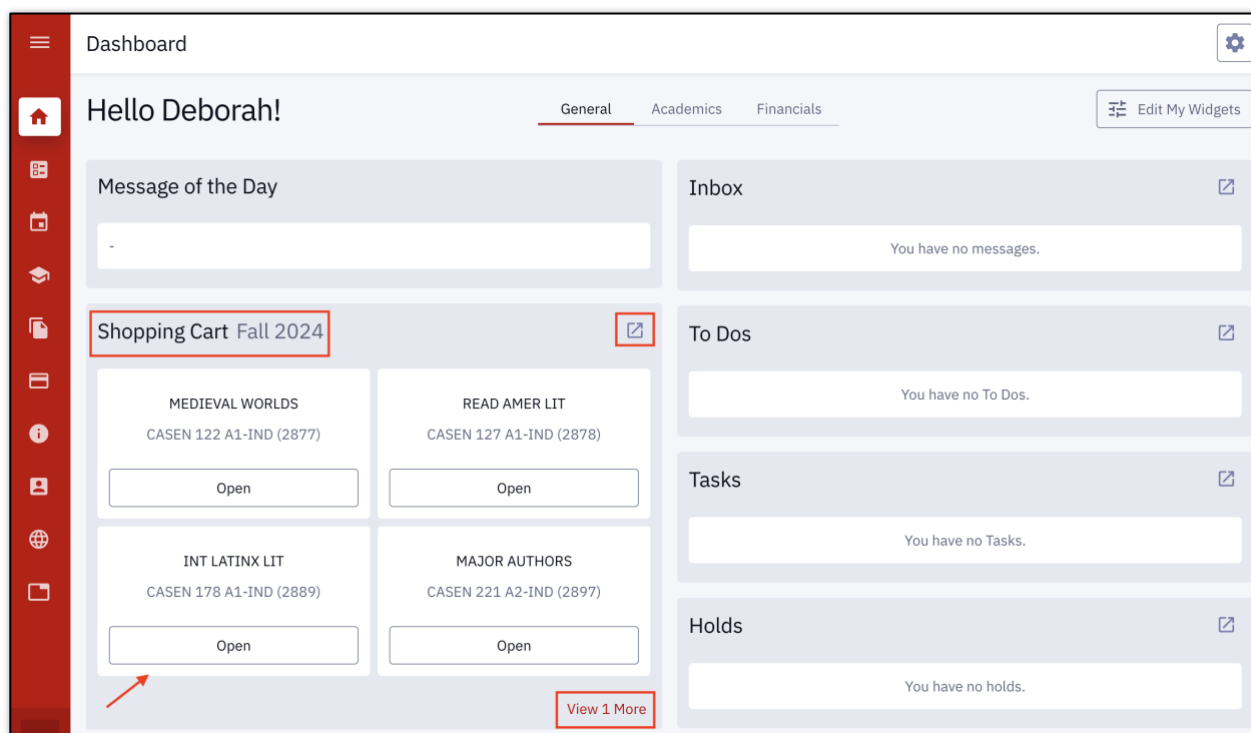


Classes have been added:



If classes have already been added to the **Shopping Cart**, they will also display on the Dashboard.

1. Navigating to the **Shopping Cart** page can also be done from this section of the Dashboard by clicking on:
 - a. The **Go To** icon.
 - b. One of class **Open** buttons.
 - c. The **View 1 More** link if there are additional classes to display.



ADDING A CLASS TO CART

Classes can be added to the **Shopping Cart** from the **Class Search** or **Schedule Builder** pages, or directly in the **Shopping Cart** page. This section will outline adding classes directly within the Cart and the available pre-registration options within the page.

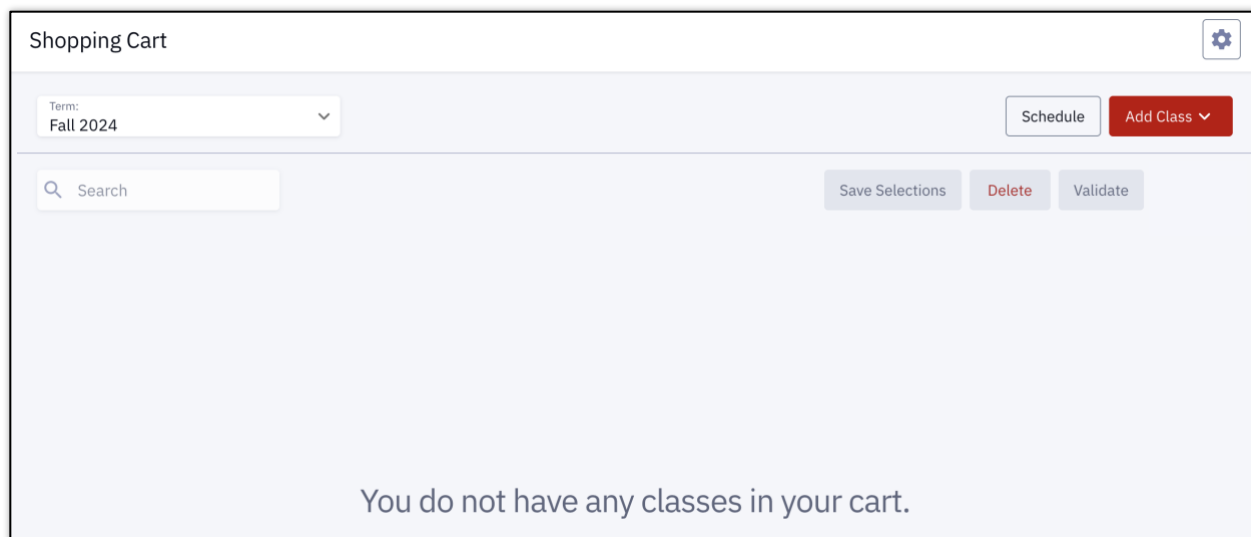
- For adding classes to the cart via these other methods, refer to the previous [Class Search](#) and [Schedule Builder](#) sections.

Helpful definitions for this section.

- For BU Legacy Student Information System equivalencies to these MyBU Student concepts, please refer to the [Appendix](#).

System Concept	Definition
Term	A period in which students are enrolled, billed, and academic statistics accumulated. May have one or many sessions. Different careers can have different term structures. (E.g., Fall 2024).
Class Number	A unique number assigned to a class (multi digit number).

- The page will be blank if no classes have been added. If classes have been added, the following same steps to add apply.



- To add a class from the Shopping Cart page, ensure the proper **Term** has been selected, click **Add Class** and then **Add by class number**.
 - Selecting either **Class Search** or **Schedule Builder** will navigate to their respective pages so classes can be added from there. Refer to the previous [Class Search](#) and [Schedule Builder](#) sections for those steps.

3. Enter the **Class Number** and click **Add**.

i **Tip:** Only the exact Class Number can be used to add a class directly. The Class Name or Section Number are not accepted.

4. If the addition of the class was successful, a confirmation message will appear in the top right corner of the page and the class will be listed.

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS
CASEN 122 A1-IND (2877)	MEDIEVAL WORLDS	TuTh	3:30 pm	4:45 pm	Micah Goodr...	4	30/30

5. This step can be repeated as many times as necessary to add the desired classes to the Shopping Cart.

AVAILABLE ACTIONS WITH CLASSES IN THE CART

Once classes have been added to the Shopping Cart (directly, or from **Class Search** or **Schedule Builder**), there are number of actions available before enrollment opens.

1. Search: enter criteria to search the classes that are in the cart.

- Schedule: launches a calendar (or list) view of the classes that have been enrolled (or waitlisted) for a particular term.

The screenshot shows a 'Shopping Cart' interface. At the top, there is a 'Term:' dropdown set to 'Fall 2024'. To the right are buttons for 'Schedule' (highlighted with a red box) and 'Add Class'. Below the term dropdown is a search bar (also highlighted with a red box) with the placeholder text 'Search'. To the right of the search bar are buttons for 'Save Selections', 'Delete', and 'Validate'. The main part of the interface is a table with the following columns: CLASS, DESCRIPTION, DAYS, START, END, INSTRUCTOR, UNITS, STATUS, and a checkbox column. The table contains five rows of class information:

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
CASEN 122 A1-IND (2877)	MEDIEVAL WORLDS	TuTh	3:30 pm	4:45 pm	Micah Goodr...	4	0 30/30	☒
CASEN 127 A1-IND (2878)	READ AMER LIT	TuTh	5:00 pm	6:15 pm	Koritha Mitc...	4	0 20/20	☐
CASEN 178 A1-IND (2889)	INT LATINX LIT	MoWeFr	1:25 pm	2:15 pm	Maia Gil'Adi	4	0 25/25	☐
CASEN 221 A2-IND (2897)	MAJOR AUTHORS	TuTh	12:30 pm	1:45 pm	Laurence Br...	4	0 25/25	☐
CASEN 322 A1-IND (2904)	BRITISH LIT 1	TuTh	11:00 am	12:15 pm	Archibald Bu...	4	0 25/25	☐

- Course & Section Number:** click for additional class details such as Career, Session, Units, Grading Basis, Full Description, Attributes, Instructor, Start & End Dates, Meet Times, Instruction Mode, Room, Campus, Location, and Components.
- Select Box:** if checked on a class (multiple classes can also be checked at once), the following actions can be performed:
 - Save Selections:** if boxes have been checked for one or multiple classes, click to save those selections for the next time the page is returned to. This does not refer to saving the classes that have been added to the cart; they will remain.
 - Delete:** removes the class from the Cart.
 - Validate:** runs the validation check on the class(s) to ensure there are no issues or conflicts at that time (e.g., holds, too many credits, time conflict, etc).

For more information on numbers associated to courses and classes, please refer to the [Course/Class Identifier Explainer section](#).

i Tip: Keep in mind that it's possible for new conflicts to arise between the time that the validation process is run and class registration. An additional validation will always occur at the time of registration.

Shopping Cart

Term: Fall 2024 Schedule Add Class

Save Selections Delete Validate

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS
✓ CASEN 122 A1-IND (2877)	MEDIEVAL WORLDS	TuTh	3:30 pm	4:45 pm	Micah Goodr...	4	0 30/30 ✓

INFORMATION

Class Number: 2877

Career: Undergraduate

Session: Regular Academic Session

Units: 4 units

Grading: Grades

Description: Why does the deep medieval past continue to haunt our dreams? In novels, games, and on TV? Medieval literature and its afterlives. Topics may include Arthurian romance, otherworld visions, monsters and heroes, women's lives and writing, modern medievalism. Effective Fall 2018, this course fulfills a single unit in each of the following BU Hub areas: Aesthetic Exploration, Historical Consciousness, Teamwork/Collaboration.

Class Attributes: HUB Aesthetic Exploration

DETAILS

Instructor: Micah Goodrich

Dates: 09/02/2024 - 12/20/2024

Meets: TuTh 3:30PM - 4:45PM

Instruction Mode: In-Person

Room: TBA

Campus: Boston University

Location: Charles River

Components: Independent Required

Save Selections	Delete	Validate
Message in top right of page indicating succesful save: SUCCESS Updated saved selections	Message asking for confirmation: Confirm Delete? Are you sure you want to delete the selected course(s)? Cancel Confirm	Message indicating no issues: Validation results You have validated 1 class for the term Fall 2024. CLASS VALIDATION STATUS CASEN 221 2897 Valid. Ok to add. OK to Add. OK
	Message in top right of page indicating succesful deletion: SUCCESS Class(es) deleted from cart	Example of a conflict*: CASEN 178 2889 Potential Problem There is a time conflict for class number 14667 and class number 2889. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.

* This is not the only matter that may need resolving. For more information on potential conflicts and messages that could be encountered, please refer to the [Appendix](#).

5. Click the three dots to view additional actions for a listed section.

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
> CASEN 122 A1-IND (2877)	MEDIEVAL WORLDS	TuTh	3:30 pm	4:45 pm	Micah Goodr...	4	30/30	
> CASEN 127 A1-IND (2878)	READ AMER LIT	TuTh	5:00 pm	6:15 pm	Koritha Mitc...	4		Edit
> CASEN 178 A1-IND (2889)	INT LATINX LIT	MoWeFr	1:25 pm	2:15 pm	Maia Gil'Adi	4		View Deadlines
								Share
								Buy Books

6. Actions that will display before the enrollment period has opened:
- Edit:** this is currently not being used.
 - View Deadlines:** in addition to class details, the Academic Calendar Deadlines such as drop, cancel, and withdrawal dates will display.

Academic Calendar Deadlines

✕

CLASS DETAILS

Session:

Regular Academic Session

Career:

Undergraduate

Section:

A1-IND (2877)

Class Start Date:

09/02/2024

End Date:

12/20/2024

Last Date to Waitlist:

12/19/2024

DROP CALENDAR

Drop - Delete Record

09/01/2024

A class dropped on or before this date will be deleted from your academic record.

Drop - Retain Record

10/07/2024

A class dropped on or before this date will be retained on your academic record with a status of dropped.

Drop With Penalty

11/06/2024

A class dropped on or before this date will appear on your transcript and a penalty grade will be assigned to the class.

CANCEL & WITHDRAW CALENDAR

Cancel

09/01/2024

Classes within a session canceled on or before this

- Share:** provides a link to the indicated section.
- Buy Books:** launches the external BU bookstore website.

When the appropriate enrollment period has opened, classes may be enrolled in directly from the Shopping Cart. Materials providing information on the methods for enrolling in classes will be made available soon.

Appendix

DEFINITIONS & LEGACY EQUIVALENCIES

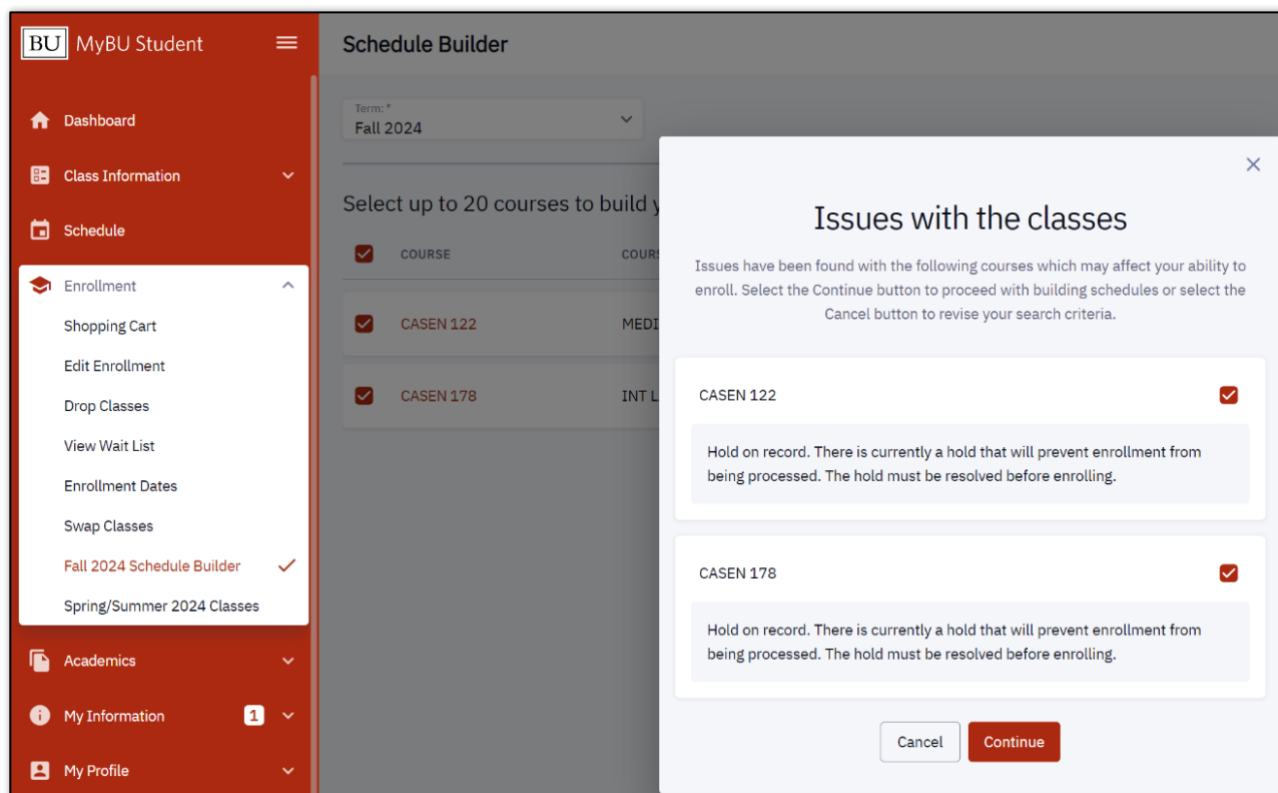
System Concept	Definition	Prior BU Equivalent Concept
Term	A period in which students are enrolled, billed, and academic statistics accumulated. May have one or many sessions. Different careers can have different term structures. (E.g., Fall 2024).	Semester
Location	This is used in conjunction with campus to refer to where the course is being taught. (E.g., Medical Campus, London).	Campus Code
Session	A period of time within a term during which BU holds classes. A term must have at least one session. (E.g., Regular, Dynamic).	Sessions (when referring to summer)
Career	All the course work undertaken by a student that is maintained in a single record. (E.g., Undergraduate, Graduate, Law, Medicine, etc.)	N/A
Academic Group	Degree granting units at BU. This entity groups School or College students and courses. (E.g., College of Arts & Sciences, School of Public Health).	School or College
Course Attribute	Attributes to further describe courses in the course catalog. (E.g., HUB).	N/A
Subject	Specific areas of study at BU offered by Academic Organizations. (E.g., CASBI-Biology, ENGEK-Engineering Core).	Subject
Catalog Number	A number used in combination with a subject code identifying a course. (E.g., CASEN 141, CFAMU 632).	Course Number
Class Number	A unique number assigned to a class. (multi digit number).	N/A
Academic Organization	An entity that is part of the administrative structure within BU. Course catalog and schedule of classes are organized by the academic organization. Can be a department or a School/College. (E.g., Sargent College, CAS History.)	School or College; Department

MESSAGES FOR CONFLICTS & ISSUES

HOLDS

1. Hold on Record
 - Occurs when trying to build a schedule or enroll in a class with a Hold on your account.

Schedule Builder:



Shopping Cart:

The screenshot shows the MyBU Student Shopping Cart interface. On the left is a red sidebar with navigation links: Dashboard, Class Information, Schedule, Enrollment, Shopping Cart (highlighted with a checkmark), Edit Enrollment, Drop Classes, View Wait List, Enrollment Dates, Swap Classes, Fall 2024 Schedule Builder, and Spring/Summer 2024 Classes. The main area is titled 'Shopping Cart' and shows a dropdown for 'Term: Fall 2024' and a search bar. Below is a table with columns: CLASS, DESCRIPTION, DAYS, START, END, INSTRUCTOR, and UNIT. One class is listed: CASN 122 A1-IND (2877). A modal window titled 'Validation results' is open, displaying the message: 'You have validated 1 class for the term Fall 2024.' It contains a table with columns 'CLASS' and 'VALIDATION STATUS'. The row for CASN 122 2877 shows a 'Potential Problem' status. A detailed message states: 'Hold on record. There is currently a hold that will prevent enrollment from being processed. The hold must be resolved before enrolling.' An 'OK' button is at the bottom of the modal.

SCHEDULE BUILDER EXAMPLES

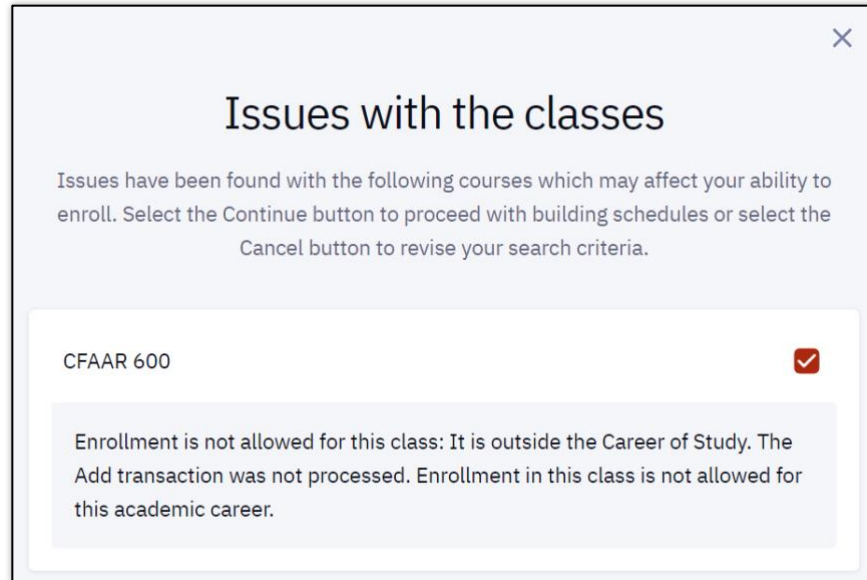
1. Units Exceeded

- Trying to build a schedule with too many units per semester.
- You can still preview a schedule with more units but cannot enroll in more than the approved unit level.

The screenshot shows a modal window titled 'Issues with the classes' with a close button (X) in the top right. The text inside reads: 'Issues have been found with the following courses which may affect your ability to enroll. Select the Continue button to proceed with building schedules or select the Cancel button to revise your search criteria.' Below this is a table with columns 'CLASS' and 'VALIDATION STATUS'. The row for METAD 605 shows a 'Potential Problem' status, indicated by a red square icon. A detailed message states: 'Term unit maximum would be exceeded. The system checks your selected shopping cart entries and your enrolled classes against your term unit limit. This class would exceed this limit.' A red checkmark icon is visible next to the class name.

2. Enrollment Not Allowed

- Trying to build a schedule with classes outside your career – for example, building a schedule with graduate classes as an undergraduate student.
- You can still preview a schedule with these classes but cannot enroll.



3. Multiple Validation Issues

- Trying to build a schedule with multiple errors – exceeded the allowed unit level and classes outside career of study.
- You may preview a schedule with these classes but cannot enroll.

×

Issues with the classes

Issues have been found with the following courses which may affect your ability to enroll. Select the Continue button to proceed with building schedules or select the Cancel button to revise your search criteria.

COMCM 707

✓

Enrollment is not allowed for this class: It is outside the Career of Study. The Add transaction was not processed. Enrollment in this class is not allowed for this academic career.

METAD 632

✓

Term unit maximum would be exceeded. The system checks your selected shopping cart entries and your enrolled classes against your term unit limit. This class would exceed this limit.

Cancel

Continue

4. More Than 10 Options

- Classes put into Schedule Builder produce more than 10 options to compare.
- Schedule Builder will only show the first 10 options. You can reduce the number of sections to consider by updating the class list on the previous screen.

! ATTENTION

×

More than 10 possible schedules exist for this collection of courses. Only the first 10 will be displayed.

Not Now

View Tips

SHOPPING CART EXAMPLES

1. Failed Validation

- Trying to enroll in classes that require consent from the department.
- These classes could require a permission code from your advisor, or they have seats reserved for students from that major. Your school/college will communicate with you if you need permission from your advisor to register for classes.

Select Classes

SECTION	DAYS	START	END	ROOM	WAIT LIST OPEN
COMCM 703 - BASIC MEDIA WRT					
☒ A1-IND (7285)	Mo	6:30 pm	9:15 pm	-	0/0
VALIDATION RESULTS					
☒ Failed Validation Department Consent Required to enroll in class. You will need to obtain permission to add this class.					
COMCM 707 - WRTG MEDIA PROF					
☒ A1-IND (7291)	Tu	6:30 pm	9:15 pm	-	0/0
VALIDATION RESULTS					
☒ Failed Validation Department Consent Required to enroll in class. You will need to obtain permission to add this class.					

2. Time Conflict

- Trying to validate or enroll in one or more classes that are scheduled at the same time.
- This will need to be corrected before registration can proceed successfully.

CASEN 178 2889

Potential Problem

There is a time conflict for class number 14667 and class number 2889. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.