



Schedule Builder

This guide covers the process of navigating to the Schedule Builder, building and evaluating different schedule options, and enrolling directly from the Schedule Builder.

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Introduction

Schedule Builder in MyBU Student allows for the compilation of various schedule permutations to determine what options might be preferred for enrollment. This guide will outline how to input courses and sections into the Schedule Builder, various actions available to manage those built schedules, and how to enroll from the Schedule Builder pages directly once the appropriate enrollment period opens.



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:

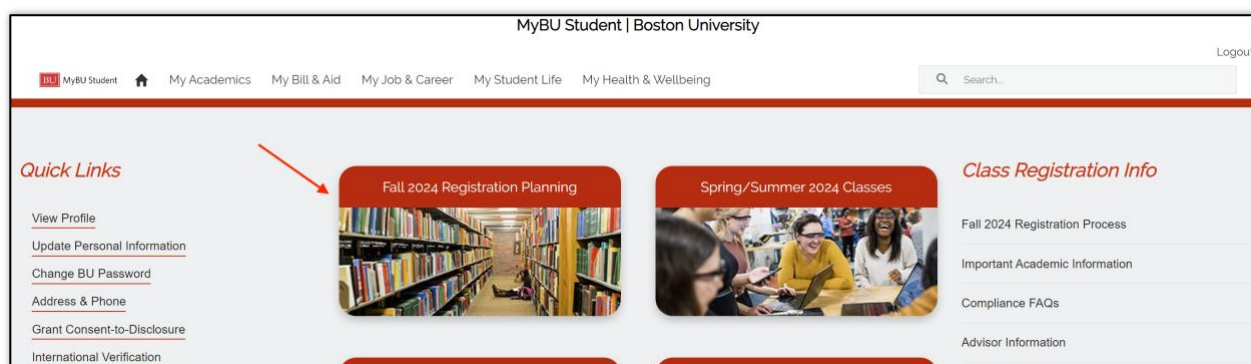
1. **Career:** student's classification as a **Graduate, Undergraduate, Medical, Dental, Law, or Non-Degree** student.
2. **Program:** entity to which a student applies; includes the degree status at a school (E.g., **Undergraduate, College of Communication**).
3. **Plan:** area of study such as major, 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

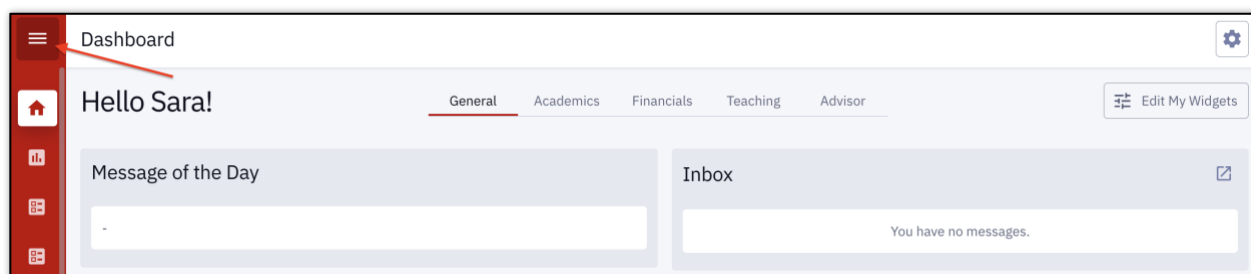
- For information on enrollment appointments or class permissions, please refer to your department's policies and communications.
- For information on managing compliance items or registration holds, please refer to the [Compliance FAQs Knowledge Article](#).

MYBU STUDENT NAVIGATION

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

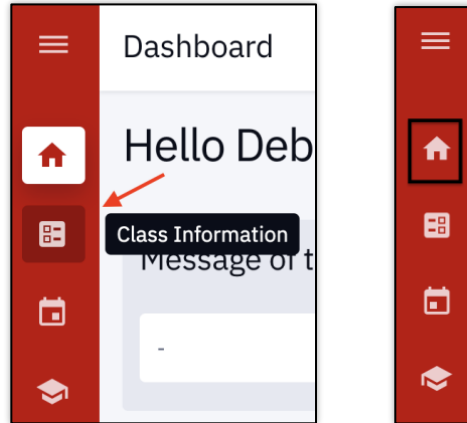


3. Upon landing at the MyBU Student Dashboard, click on the **Expand/Collapse** icon.



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.



View Enrollment Dates

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

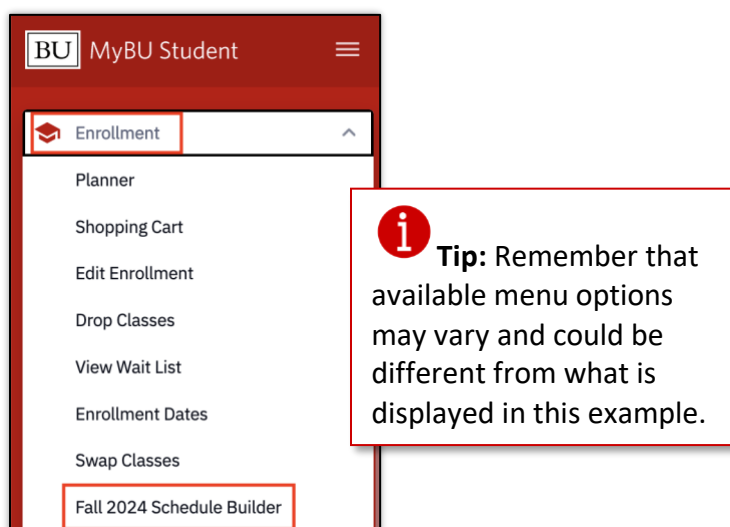
SESSION	BEGINS ON	LAST DATE TO ENROLL
Regular Academic Session	November 1, 2023	-
Seven Week - First	November 1, 2023	-
Seven Week - Second	November 1, 2023	-
Dynamic Session	November 1, 2023	-

- 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.

Schedule Builder Navigation

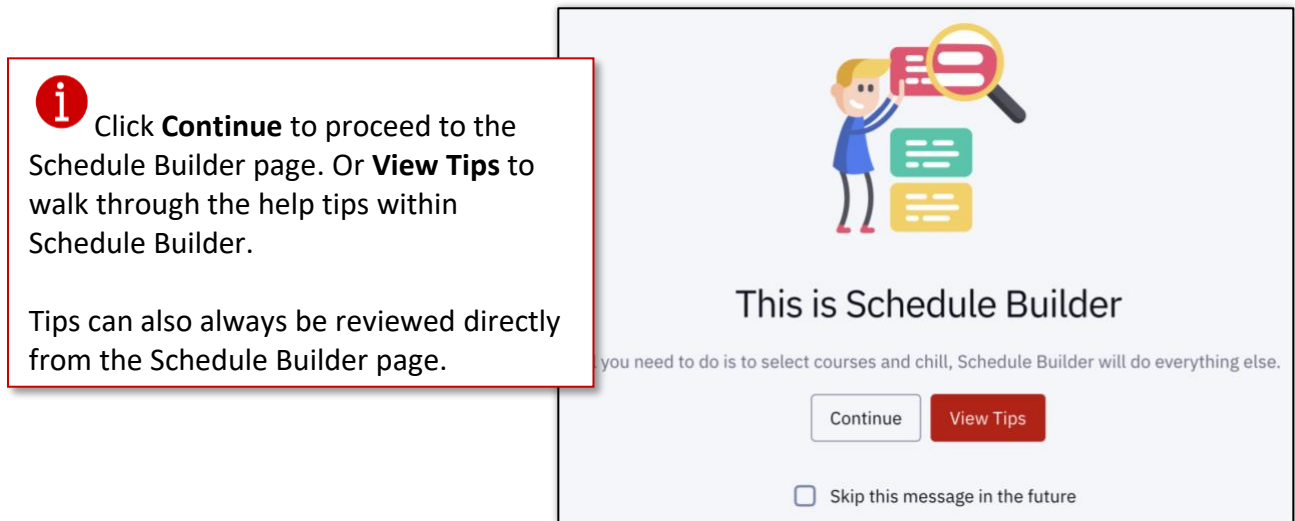
1. Navigate to **Enrollment** and then **Fall 2024 Schedule Builder**.



2. The **Schedule Builder** message page will open. Proceed with the next steps to learn more.

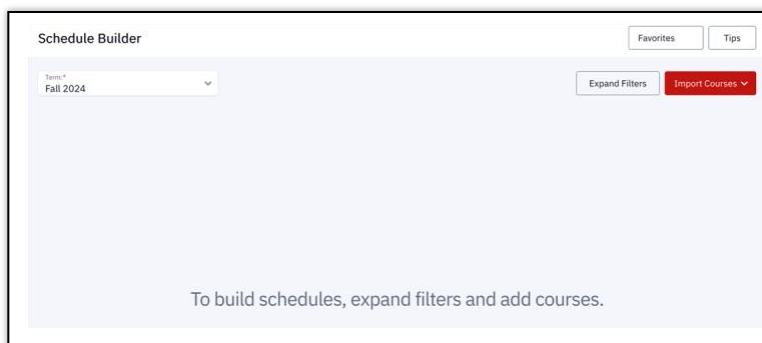
Schedule Builder Tips

1. 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.
 - a. 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.

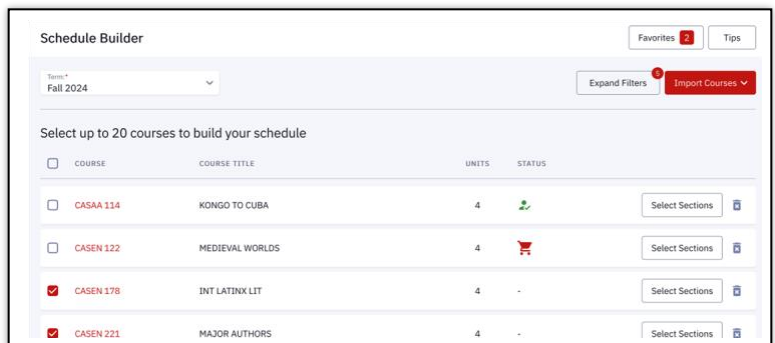


2. The **Schedule Builder** page will open.

No classes added yet:



Classes have been added:



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

The screenshot shows the top of the Schedule Builder interface. It includes a header with 'Schedule Builder', 'Favorites', and 'Tips' buttons. Below the header is a 'Term:' dropdown menu set to 'Fall 2024'. To the right of the dropdown are 'Expand Filters' and 'Import Courses' buttons. The 'Tips' button in the top right corner is highlighted with a red rectangular box.

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

This screenshot shows the Schedule Builder interface with a red tip box overlaid on the left side. The tip box contains the text 'Select a term in order to start building your schedule' and two buttons: 'Skip' and 'Next Tip'. The background interface shows the 'Term:' dropdown set to 'Fall 2024' and the 'Expand Filters' and 'Import Courses' buttons.

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.

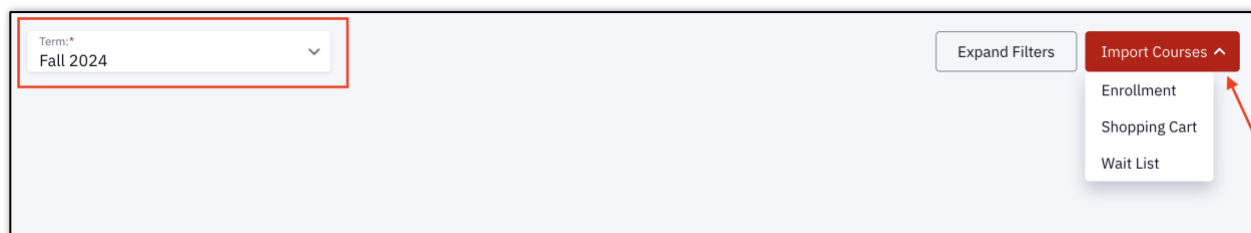
Helpful definitions for this section.

- 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).
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).
Career	All the course work undertaken by a student that is maintained in a single record. (E.g., Undergraduate, Graduate, Law, Medicine, etc.)

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 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., CAS EN141, CFA MU632).

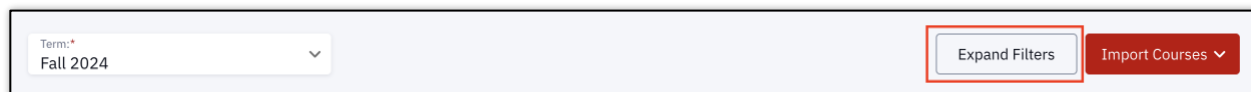
1. Select the appropriate **Term**.
2. Classes can be imported by selecting the **Import Courses** button:
 - a. **Enrollment:** select this option if there are classes that have already been enrolled in for the selected term. If the appropriate enrollment period has not opened yet, then there would 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: X Location Session Class Status Career Academic Group

Instruction Mode

SECTION FILTERS

Course Attribute Course Attribute Value

COURSE SELECTION

Subject* Catalog Number*

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 X

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

i **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.

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

- Course Attribute:** click the drop-down menu to specify a type or category of course (e.g., Hub).
- 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).

- 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.
- Catalog Number:** enter a number and subject code identifying a course.

Course/class identifier information:

SECTION	SESSION	INSTRUCTOR	DAYS
▼ A1-LEC (8688)	1	Joshua Semeter	TuTh

INFORMATION
 Class Number: 8688

- Courses are created with an identifier which includes the Subject and Catalog Number: **ENG EK 103**.
 - ENG EK = 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**

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
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- 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 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.

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.

CASEN 221 ☒

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.

CASEN 322 ☒

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.

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 CASN 322 (IND) 11:00 - 12:15 pm		BRITISH LIT 1 CASN 322 (IND) 11:00 - 12:15 pm		
12 PM							
1 PM			MAJOR AUTHORS CASN 221 (IND) 12:30 - 1:45 pm		MAJOR AUTHORS CASN 221 (IND) 12:30 - 1:45 pm		
2 PM		INT LATINX LIT CASN 178 (IND) 1:25 - 2:15 pm		INT LATINX LIT CASN 178 (IND) 1:25 - 2:15 pm		INT LATINX LIT CASN 178 (IND) 1:25 - 2:15 pm	
3 PM		COM RESEARCH COMCH 321 (IND) 2:30 - 5:15 pm					
4 PM			MEDIEVAL WORLDS CASN 122 (IND) 3:30 - 4:45 pm		MEDIEVAL WORLDS CASN 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

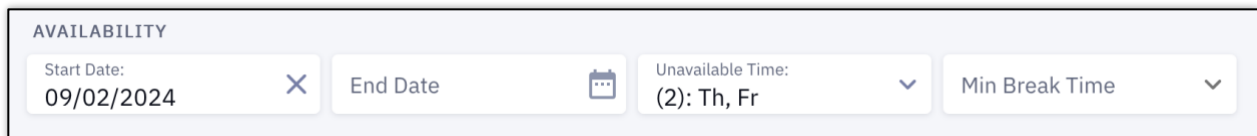
Navigating and Reviewing Built Schedules

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

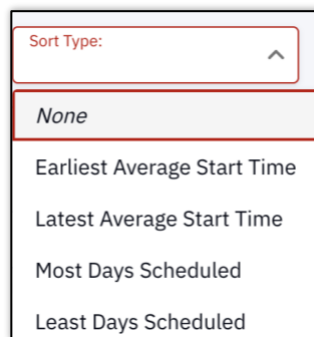
1. **Schedule Builder:** click the link in the top left corner to return to the main Scheduler Builder page to redefine filters or choose courses.



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.

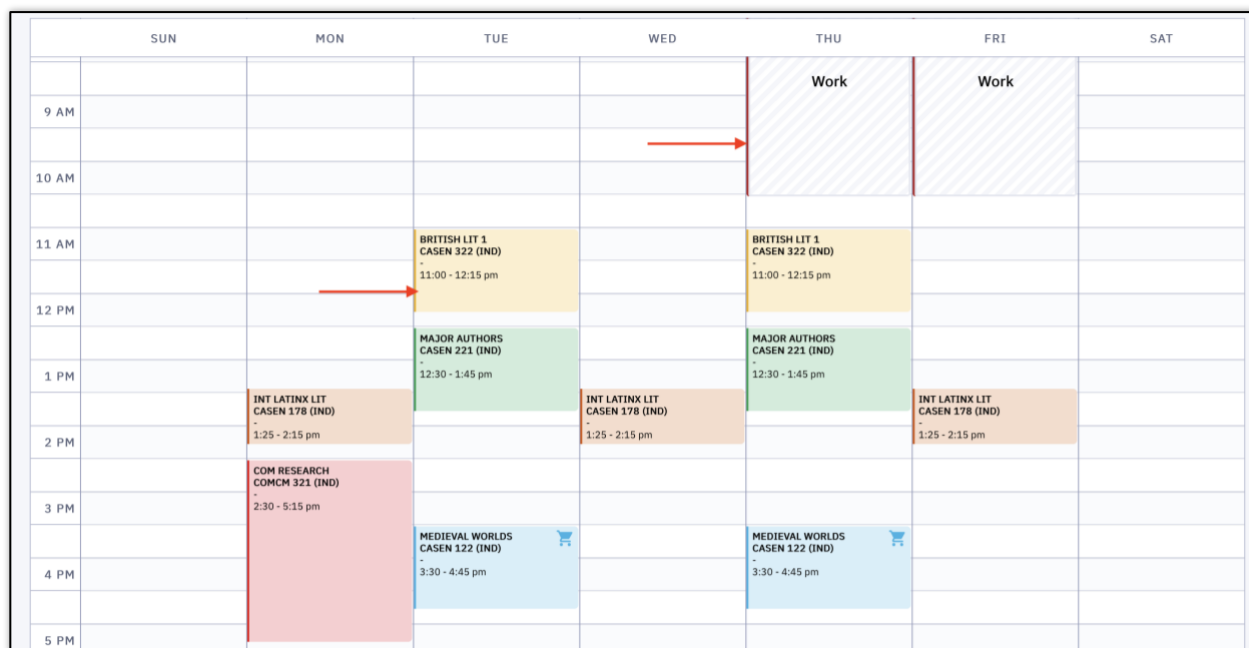
Calendar View



List View

Monday								
DESCRIPTION	CLASS	SESSION	DATES	INSTRUCTOR	START	END	ROOM	STATUS
> INT LATINK LIT	CASEN 178 A1-IND (2889)	Regular Academic Session	09/02 - 12/20	Maia Gil'Adi	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
COURSE 177 Detailed Academic								

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.



- 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

Instructor: Archibald Burnett

Session: Regular Academic Session

Dates: 09/02 - 12/20

Status:

Time: 11:00 am - 12:15 pm

Room: -

Thursday

CASEN 322: A1-IND (2904)

View

Pin

Descr: BRITISH LIT 1

Instructor: Archibald Burnett

Session: Regular Academic Session

Dates: 09/02 - 12/20

Status:

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



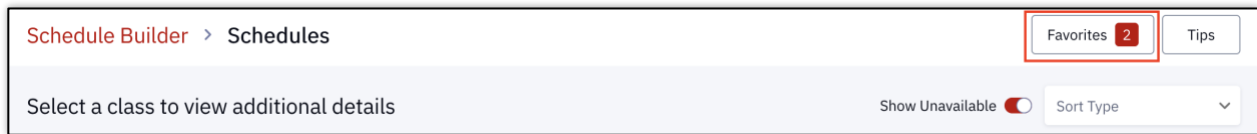
Tip: Favorites allow for a schedule version to be saved and easily accessed later. It won't need to be rebuilt again.



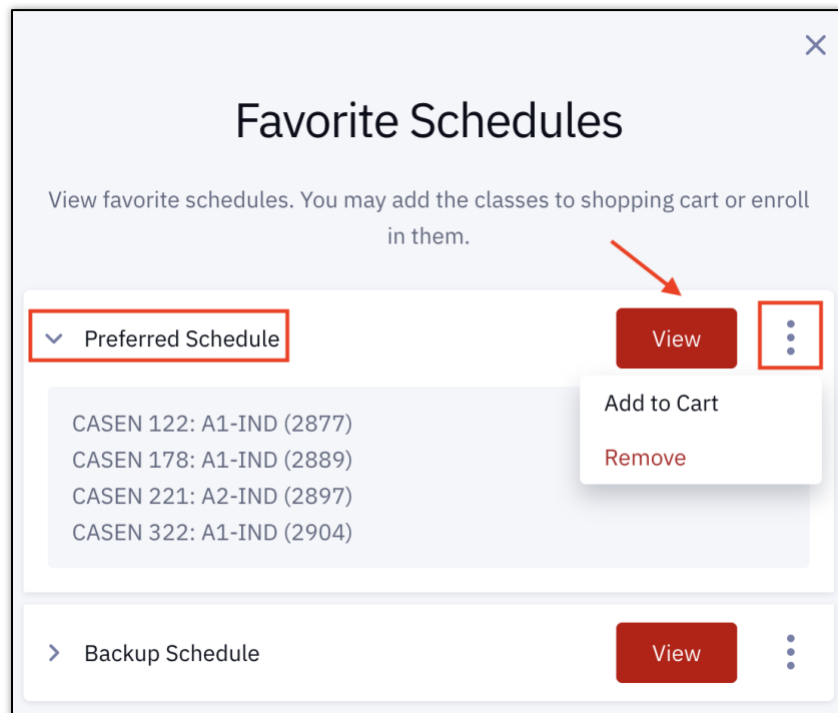
SUCCESS

"Backup Schedule" was successfully added to Favorites.

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



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

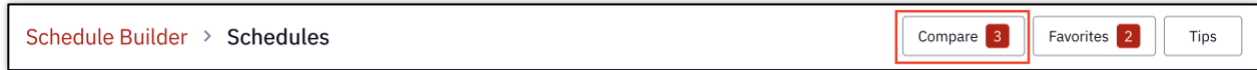


COMPARISONS

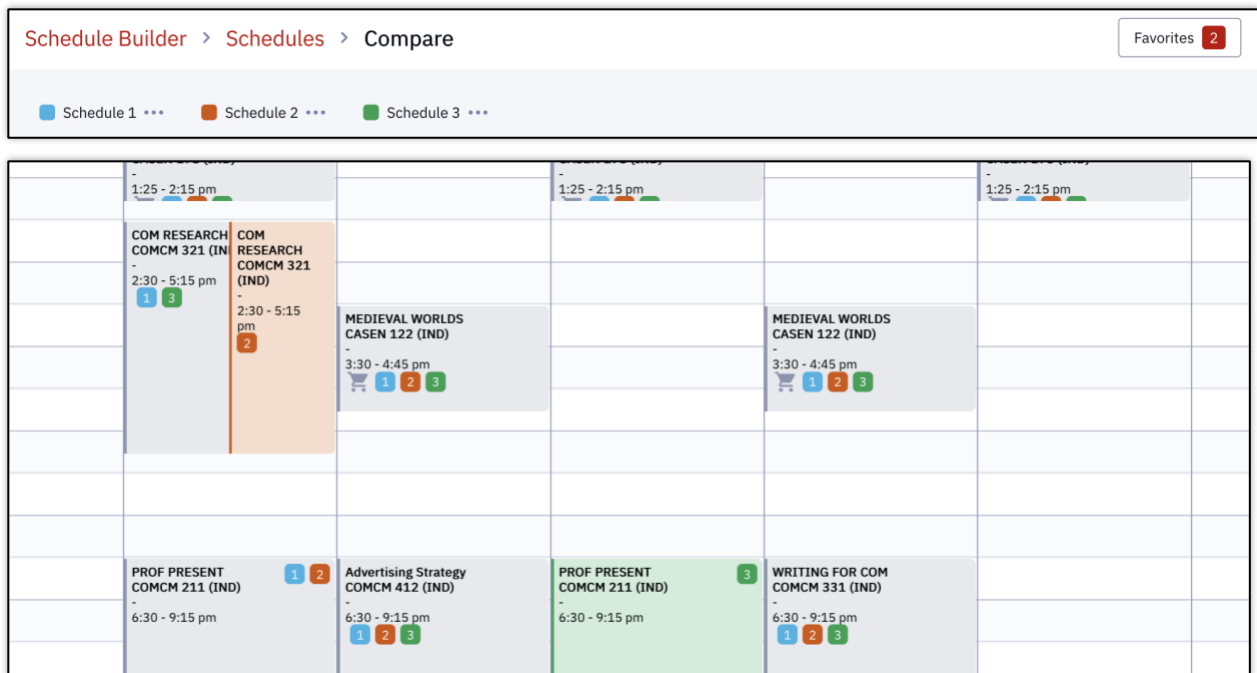
10. To visually compare multiple schedules, click on the **Compare** icon on each schedule page to include.



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.

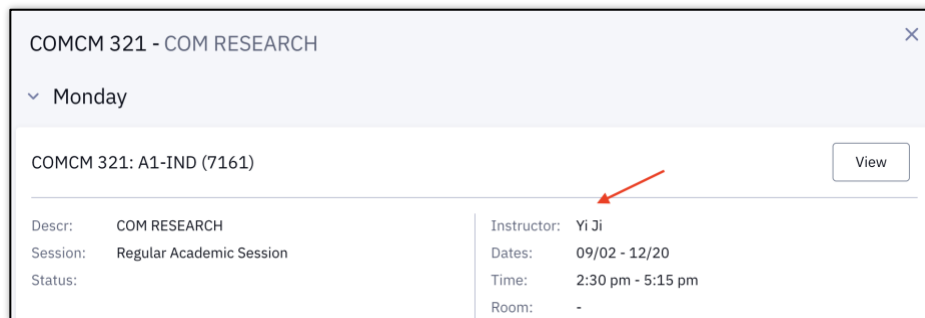


- a. A Calendar View of the comparison will display. Each schedule included is color coded.



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	Advertising Strategy COMCM 412 (IND) 6:30 - 9:15 pm	PROF PRESENT COMCM 211 (IND) 6:30 - 9:15 pm	WRITING FOR COM COMCM 331 (IND) 6:30 - 9:15 pm
8 PM					
9 PM					

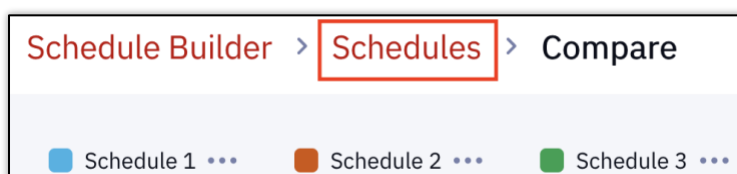
- b. Click on a Schedule name to manage.
- Add to Cart:** adds that entire schedule to the Shopping Cart.
 - Add to Favorites:** adds that schedule version to the list of favorites (see above for additional steps).
 - View Schedule:** launches to the calendar view on the **Schedule** page, leaving the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

Schedule 1
Schedule 2
Schedule 3

Add to Cart
Add to Favorites
View Schedule
Remove

	MON	TUE

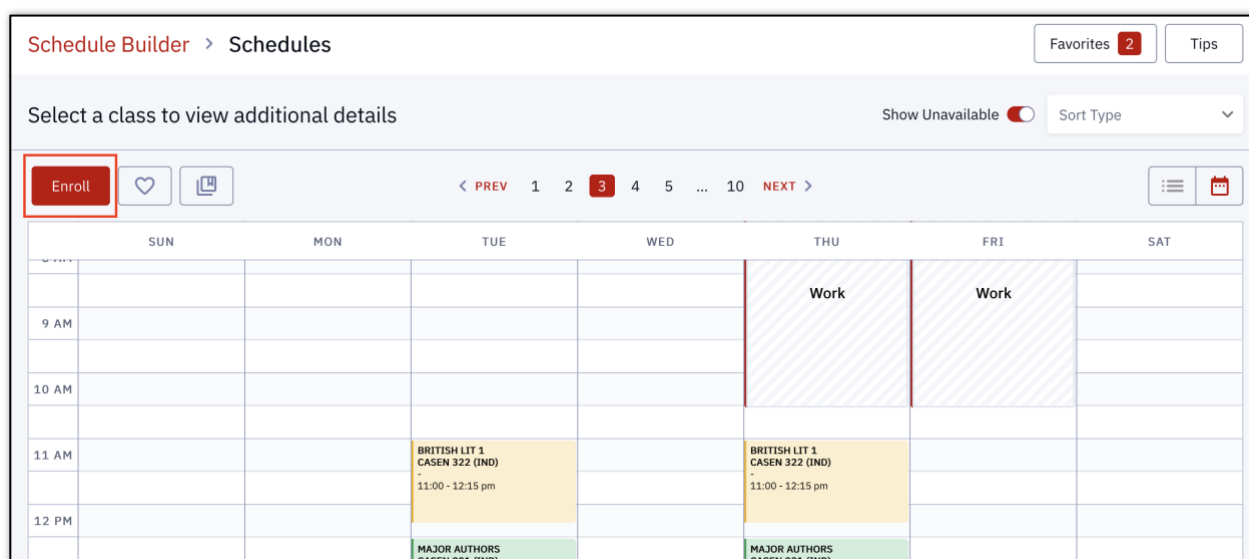
12. To return to the Schedules page, click on **Schedules** at the top of the page.
 - a. Clicking Schedule Builder will return to the original filter selection page.



Enrolling Directly from Schedule Builder

If the assigned enrollment period has opened, registration can occur from the **Schedule Builder** page. See the previous sections, [Building Schedules](#) and [Navigating & Reviewing Built Schedules](#), to review the steps needed for generating schedules.

1. Navigate to the generated schedules: **Enrollment > Fall 2024 Schedule Builder > Build Schedule**
2. On the preferred Schedule page, select **Enroll**.
 - a. This button is available in the Calendar View and List View.



Schedule Builder > Schedules

Favorites 2 Tips

Select a class to view additional details

Show Unavailable ☐ Sort Type

Enroll

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

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 Gil'Adi	1:25 pm	2:15 pm	-	Pin
> COM RESEARCH	COMCM 321	Regular Academic	09/02 - 12/20	Ekaterina	2:30 pm	5:15 pm	-	Pin

3. The classes within that schedule will display for selection on a page titled, **Select Classes**.
 - a. Choose all, or specific classes, to be included in the enrollment by checking the box(es).

Select Classes

☒	SECTION	DAYS	START	END	ROOM	WAIT LIST OPEN
CASEN 122 - MEDIEVAL WORLDS						
☒	A1-IND (2877)	TuTh	3:30 pm	4:45 pm	-	0/0
CASEN 178 - INT LATINX LIT						
☒	A1-IND (2889)	MoWeFr	1:25 pm	2:15 pm	-	0/0
CASEN 221 - MAJOR AUTHORS						
☒	A2-IND (2897)	TuTh	12:30 pm	1:45 pm	-	0/0
CLASS NOTES						
Prereq: WR 100						
CASEN 322 - BRITISH LIT 1						

Validate Add To Cart Enroll

4. Validation can be performed before enrollment; click the **Validate** button to do so. This step may help to resolve any issues before the registration period opens.
 - a. Validation will still occur at the moment of registration regardless of if the checks were run beforehand.
 - b. Classes can also be **Added to the Cart** from this page.

Validate	Add To Cart	Enroll
---	--	---------------------------------------

5. If there are issues, the class will indicate the item to resolve.

Select Classes

☐ SECTION
 DAYS
 START
 END
 ROOM
 WAIT LIST OPEN

CLASS NOTES
 Prereq: WR 100

VALIDATION RESULTS

☒ Failed Validation
 Hold on record. There is currently a hold that will prevent enrollment from being processed. The hold must be resolved before enrolling.

CASEN 322 - BRITISH LIT 1

☒ A1-IND (2904)
 TuTh
 11:00 am
 12:15 pm
 -
 0/0

CLASS NOTES
 Prerequisites: EN220 & EN221

VALIDATION RESULTS

☒ Failed Validation
 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.

6. If ready to register for classes, click **Enroll**.

CASEN 322 - BRITISH LIT 1

7. An additional page will display, titled **Set Options**:
- Click each class to include in the enrollment – a green check will appear.
 - To return to the **Select Classes** page to change which classes are included, click the **Back Arrow**.

Set Options

Select a class to set enrollment options.

CASEN 122: A1-IND (2877) ✓

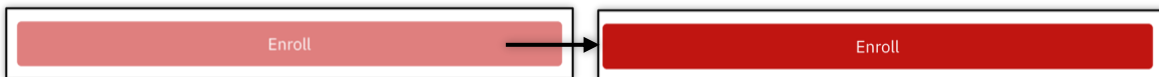
CASEN 178: A1-IND (2889) ✓

CASEN 221: A2-IND (2897) ✓

CASEN 322: A1-IND (2904) ✓

Cancel Enroll

8. The **Enroll** button will become available once each class has been selected and is displaying a green check mark.
 - a. The Enroll process will go through validation.



9. A message will display, titled **Enrollment Results**.
 - a. If there are conflicts or issues, that **Error** information will be listed with the relevant class.
 - b. If enrollment was a success, the class will be listed with a message indicating it has been **Added to Your Schedule**.

Enrollment results
Enrollment results of 4 classes for the term **Fall 2024**.

CASEN 122 (A1-2877) ■ Error

You have a hold on your record. The hold on your record must be removed before this transaction can be processed.

CASEN 178 (A1-2889) ■ Error

You have a hold on your record. The hold on your record must be removed before this transaction can be processed.

Enrollment results
Enrollment results of 2 classes for the term **Fall 2024**.

COMFT 523 (A1-7546) ■ Added to your schedule.

This class has been added to your schedule.

COMFT 556 (A1-7563) ■ Added to your schedule.

This class has been added to your schedule.

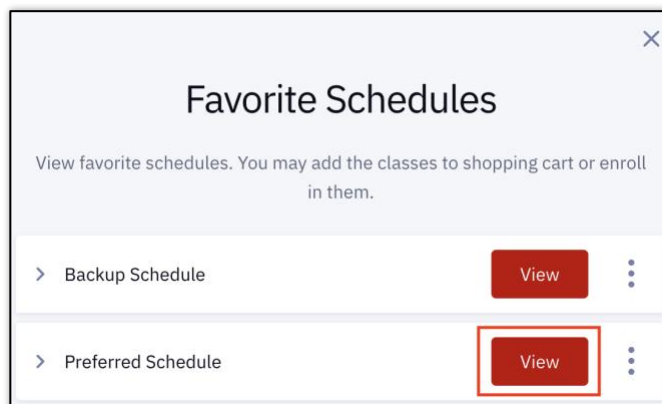
OK

10. Click **Ok**.

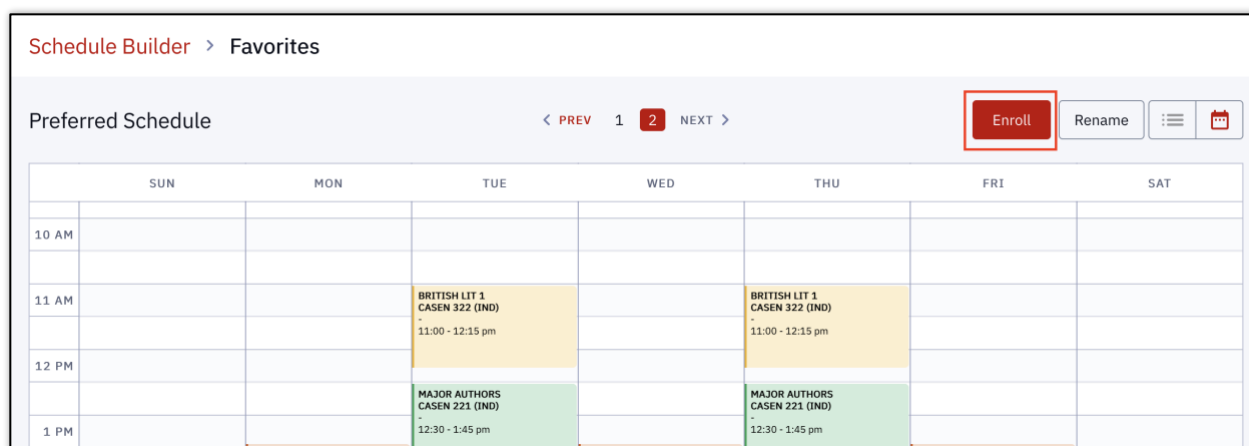
ENROLLING FROM FAVORITES

The Favorites page in Schedule Builder can also be used for registration. Refer to the previous details in the [Favorites](#) section to review the steps needed for adding schedules to favorites.

1. Navigate to a Favorite Schedule: **Enrollment** > **Fall 2024 Schedule Builder** > **Favorites**
2. Click **View** on the schedule to enroll.



3. The favorited schedule page will open. Click **Enroll** to continue with registration.

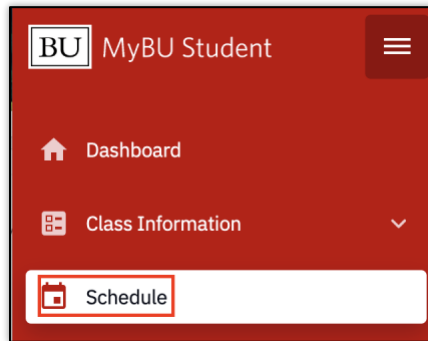


a. Follow the same process listed above in [Enrolling Directly from Schedule Builder](#), picking up from step #3.

CONFIRMING ENROLLMENT

Use the Schedule page to view classes that have been enrolled.

1. Navigate to the menu and select **Schedule**.



2. A Calendar View of the current class schedule will open.

Schedule

Download (.ics) [List View Icon] [Calendar View Icon] [Settings Icon]

Sep 01 - Sep 07 [Today] [Time Period: Week] [Print Icon]

☒ Class Schedule
 ☒ Wait List Classes

	SUN 1	MON 2	TUE 3	WED 4	THU 5	FRI 6	SAT 7
1 PM		KONGO TO CUBA CASAA 114 (LEC)		KONGO TO CUBA CASAA 114 (LEC)		KONGO TO CUBA CASAA 114 (LEC)	
2 PM		INTERM ACCT 1 QSTAC 347 (IND) 2:30 - 3:45 pm	READ AMER LIT CASEN 127 (IND) 2:00 - 3:15 pm	INTERM ACCT 1 QSTAC 347 (IND) 2:30 - 3:45 pm	READ AMER LIT CASEN 127 (IND) 2:00 - 3:15 pm		
3 PM							
4 PM							
5 PM		KONGO TO CUBA CASAA 114 (DIS)					
6 PM							

Available actions:

- Download the schedule
- Switch to the **List View**
- Change the **Time Period** that displays
- Print the schedule
- Choose to display enrolled classes, waitlisted classes, or both
- Click directly on a class block to see more details

Appendix

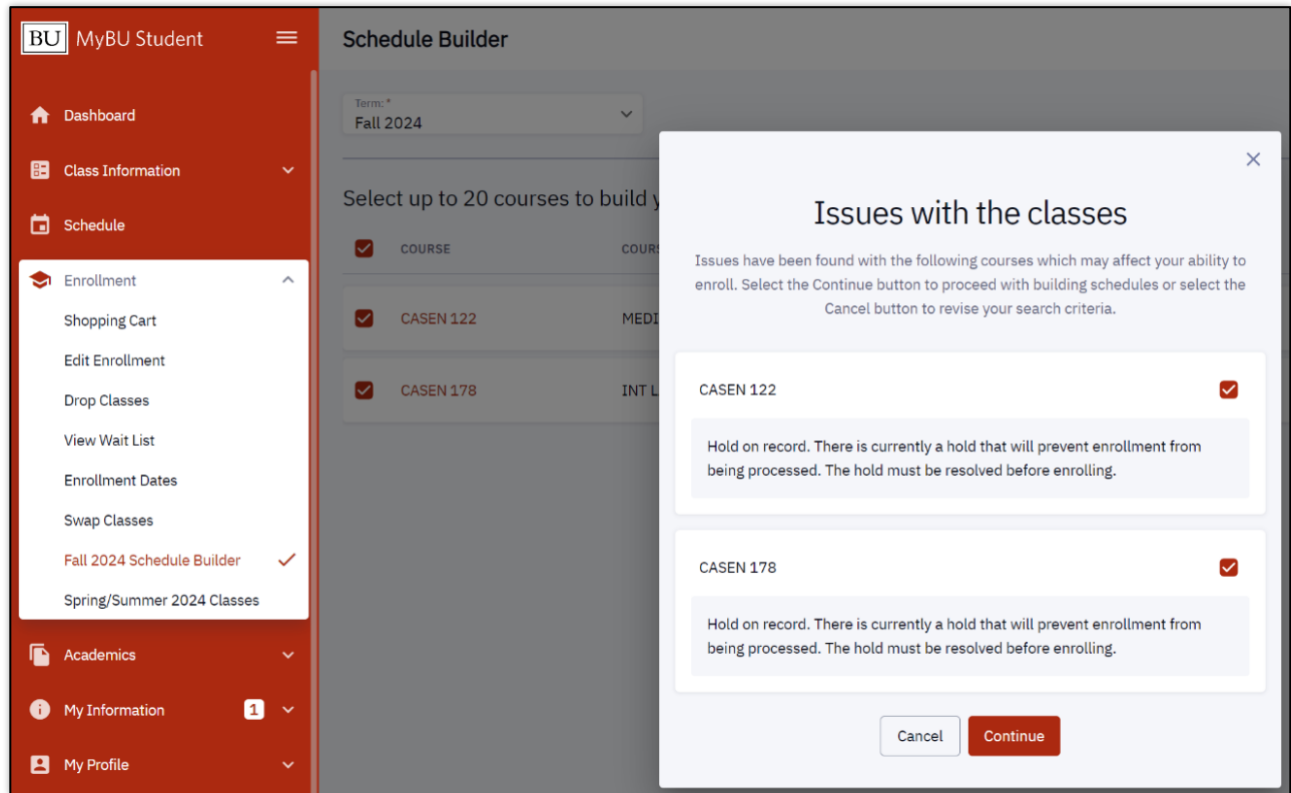
DEFINITIONS & LEGACY EQUIVALENCIES

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 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., CAS EN141, CFA MU632).	Course Number

MESSAGES FOR CONFLICTS & ISSUES

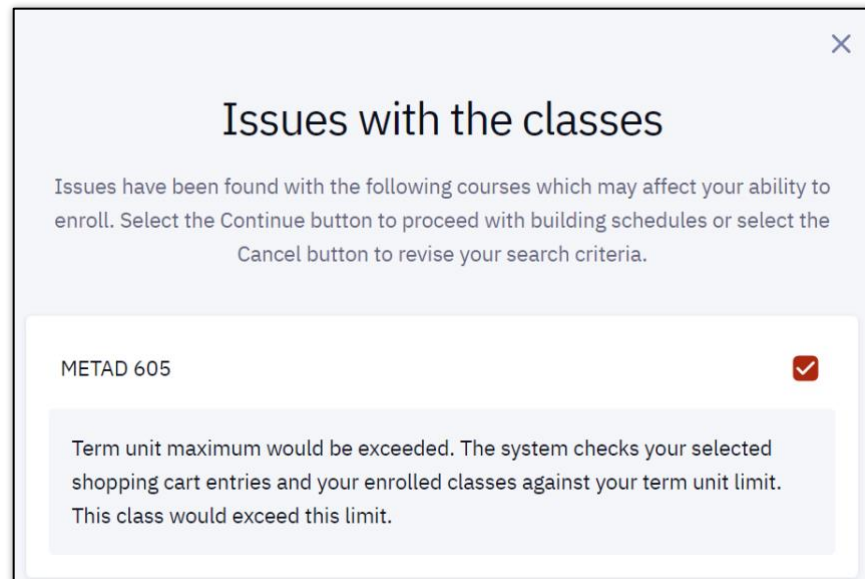
HOLDS

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



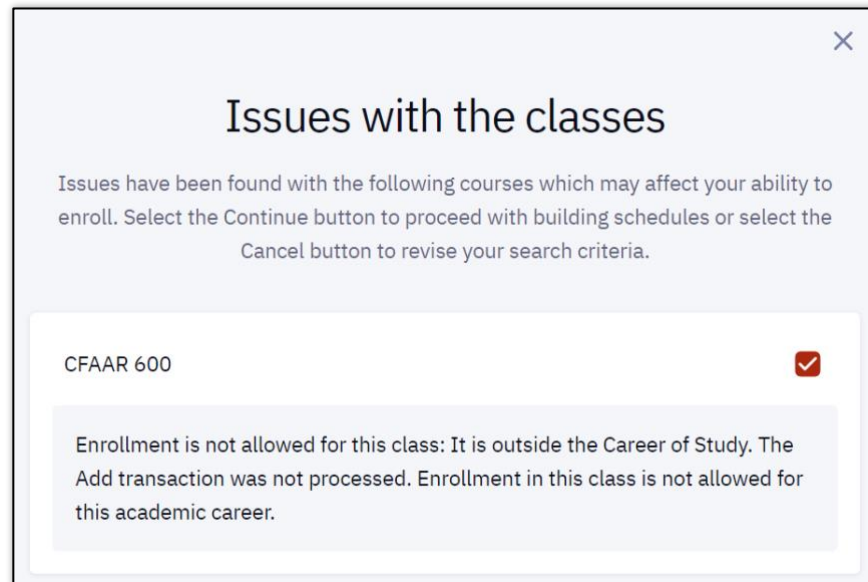
SCHEDULE BUILDER EXAMPLES

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.



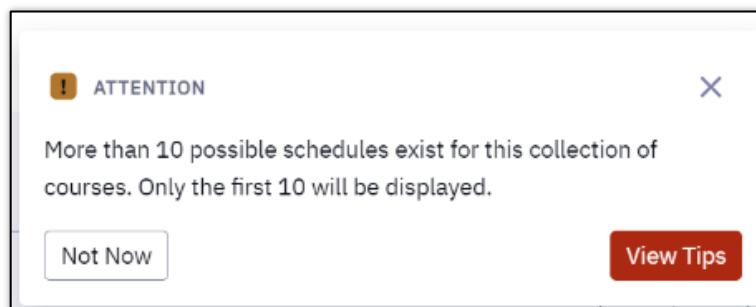
2. Enrollment Not Allowed

- 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. 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.



ENROLLMENT 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) 

Mo6:30 pm9:15 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) 

Tu6:30 pm9:15 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.