

Manually Adding Courses into Schedule Builder

If you do not have a Plan created, it is strongly recommended that you create one so that you know you are adding courses that you have met pre-requisites and/or should be taking. You can still add courses manually if you would like.

To Manually Add Courses:

- 1) Click on the 'Schedules' tab



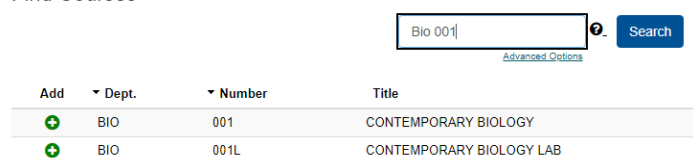
- 2) Enter either the Subject and Course number or just the Subject in the 'Find Courses' box. Then click the 'Search' button.

(NOTE: Entering just a course number will pull in all subjects with that course number)

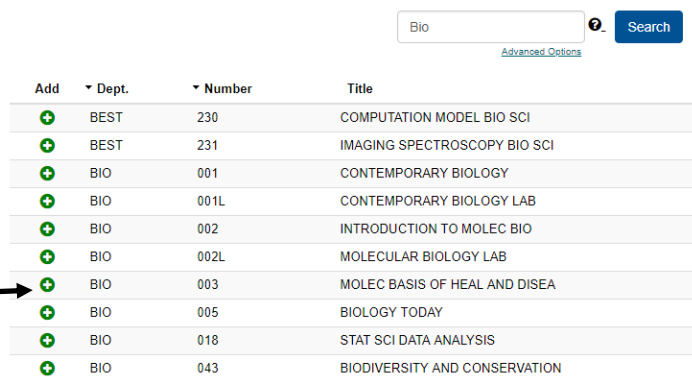


- 3) The course you are searching should pull up if you entered in both the subject and course number. If you entered in just the subject, a list of all the courses in that subject will display.

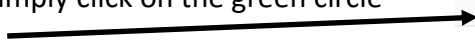
Find Courses



Find Courses



- 4) To add a course, simply click on the green circle with the plus sign



- 5) If you want to search for more courses, you can use the 'Find Courses' box at the top of the screen and repeat the initial step to search for courses.
- 6) Once you are done, all you have to do is click on the 'Schedule' Tab again at the top to return back to Schedule Builder.

If it's your first time adding courses to a new term, your schedule might look empty but the courses you have added are in fact there. To verify this, you can click on the 'Sections' tab or click on the 'Auto-generate Schedule' button

