

# *SCHEDULE BUILDER*

OFFICE OF THE REGISTRAR

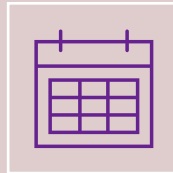


**Brooklyn  
College**

# *WHAT IS SCHEDULE BUILDER?*



Schedule Builder is a tool that enables you to plan and register for courses that meet your scheduling needs.



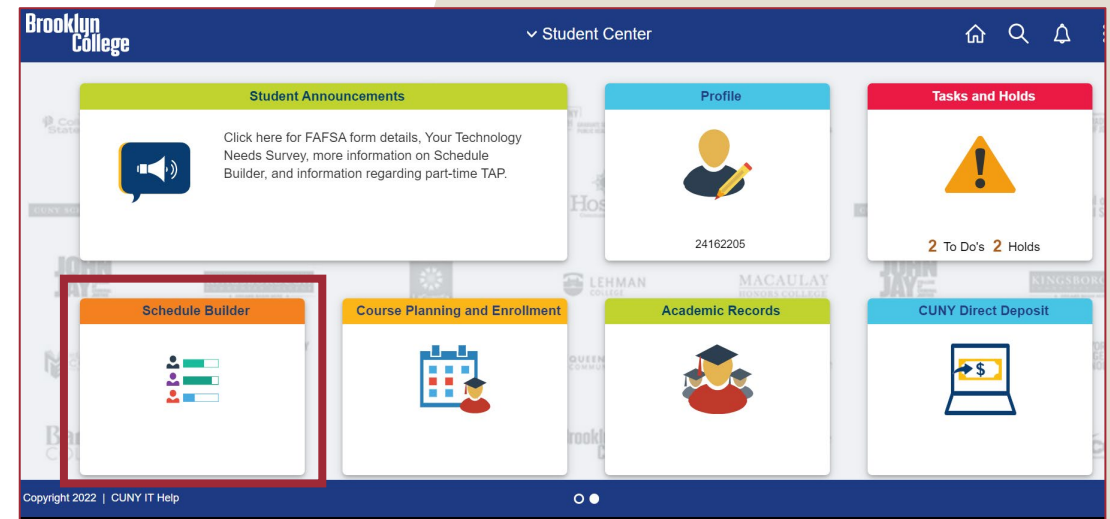
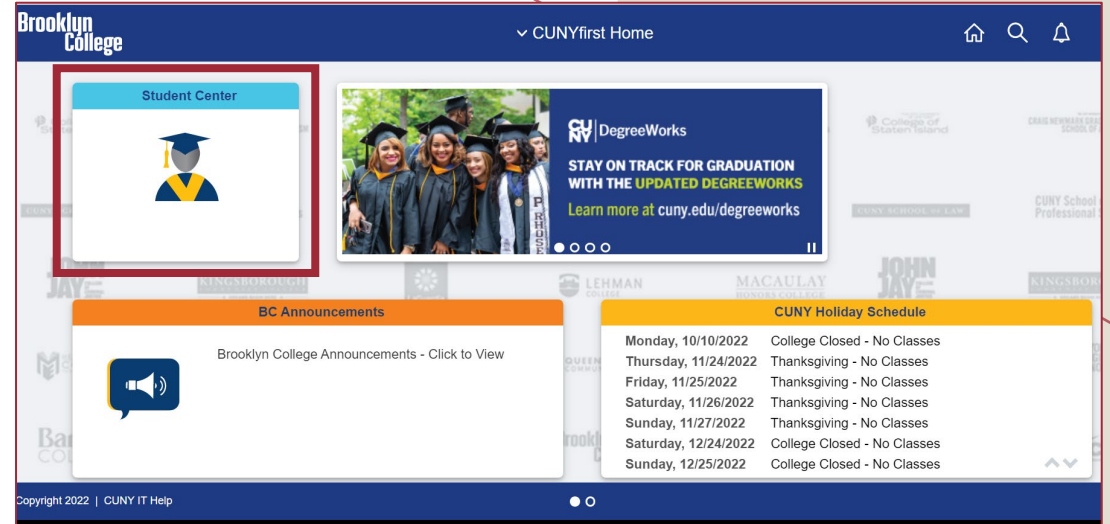
Schedule Builder allows you to graphically view schedule options based on desired time, availability, location, and other factors that work best for you.



Schedule Builder generates schedules in seconds!

# WHERE CAN I ACCESS IT?

1. Log into [CUNYfirst](#)
2. Click on Student Center tile
3. Click on Schedule Builder tile



# GETTING STARTED

1. Toggle between semesters
2. Select multiple campuses (great for students applying for permit)
3. Select instruction modes
4. Select multiple sessions (perfect for the summer and winter)
5. Search area
6. Schedule area
7. Favorite schedules

The screenshot shows the CUNY Schedule Builder interface. At the top left is the CUNY logo and 'Schedule Builder' text. At the top right, it says 'Brooklyn Cuny 2022 Fall' and has a hamburger menu icon. Below this is a 'SELECT COURSES' header with a back arrow. The left sidebar contains filters: 'Colleges: Brooklyn College x (1/26) Select...' (callout 2), 'Instruction Modes: All Select...' (callout 3), and 'Session: All Select...' (callout 4). A yellow tooltip points to the 'Session' filter with the text 'Select your college and instruction modes.' Below the filters is a search bar 'Select Course...' with an 'Advanced Search' button (callout 5). Underneath is 'Import My DegreeWorks: DEGREE AUDIT'. The main content area has a 'WELCOME' heading and a paragraph: 'Schedule Builder enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.' (callout 6). On the right side, there is a 'FAVORITES (0)' sidebar (callout 7). At the bottom, there is a footer with 'Copyright 2022' and 'Connect with us' with social media icons. A callout 1 is positioned at the top right of the entire interface.

# HOW DO I SEARCH FOR CLASSES?

**SELECT COURSES** <<

Colleges:  (1/26) [Select...](#)

Instruction Modes: All [Select...](#)

Session: All [Select...](#)

Begin typing a course code or name that you would like to take.

Example: **ACCT 230**, or **BIO 201**

**1**  **2** [Advanced Search](#)

**3** [Import My DegreeWorks: DEGREE AUDIT](#)

[Help](#)

1. Course Search Bar
2. Advance Search
3. DegreeWorks/Degree Audit

SELECT COURSES



Colleges: Brooklyn College × (1/26) Select...

Instruction Modes: All Select...

Session: All Select...

Select Course

ACCT. 3001|

Advanced Search

**ACCT. 3001**

In Principles of Accounting 2 -- Financial and Managerial Accounting



**ACCT. 2001**

**ACCT. 3041**

Cost and Managerial Accounting for Strategic Decision Making - ...After Fall 2023, **ACCT 3001** will also be required as...



Help

# COURSE SEARCH BAR

Allows you to search by course code (ACCT. 3001), course title (Principles of Accounting I), or by instructor.

# ADVANCED SEARCH

Allows you to do advance searches such as days, time, or by requirement designation (creative expression).

Courses available online only

Selected colleges only(1)

Academic Career:

Course Subject:

Course Attribute:

Course Attribute Value:

Requirement Designation:

Session:

Days Permitted:  Sun  Mon  Tues  Wed  Thurs  
 Fri  Sat

Start After:  :  00

End Before:  :  00

Keywords:

**SEARCH**

# DEGREEWORKS/ DEGREE AUDIT

SUMMARY      AUDIT      **STILL NEEDED**

INDIVIDUAL & SOCIETY IF TAKEN FROM FALL 2021 ONWARDS --- CASD. 1651 MAY COUNT TOWARDS U.S. EXPERIENCE IN ITS DIVERSITY IF TAKEN FROM SPRING 2022 ONWARDS

U.S. Experience in Its Diversity ▾

Creative Expression ▲

Still Needed:  
1 Class in

ARTD. 1010	REMOVE	Added course ARTD.-1010
MCHC. 1001	SELECT	
MUSC. 1300	SELECT	
MUSC. 1400	SELECT	

Individual and Society ▾

Scientific World ▾

Allows you to select the courses needed right from your degree audit.



# SCHEDULE OPTIONS

- As you add courses to the Search Area, the right panel populates with combination of schedules.
- The arrows allow you to browse the available schedules.

## Tips to Remember

- Online synchronous courses will display on schedule with a mouse next to it.
- Online asynchronous course will **not** display on schedule but will have a note on the bottom.

Instruction Modes: All [Select...](#)  
Session: All [Select...](#)

Select Course...  
Class Number, Title, Instructor. [Advanced Search](#)

Import My DegreeWorks: **DEGREE AUDIT**

- ENGL. 1010** English Composition I  
Try all classes (87)
- MLAN. 2610** Literature in Translation  
Try all classes (2)
- ARTD. 2211** Three-Dimensional Design and Form Studies  
Try all classes (5)

[Help](#)

Navigation: [K](#) [<](#) RESULT 1 OF 18 [>](#) [|](#)

	Sun Aug 28	Mon Aug 29	Tue Aug 30	Wed Aug 31	Thu Sep 1	Fri Sep 2 No Classes
8 am						
9 am						
10 am						
11 am						
12 pm						
1 pm						
2 pm						
3 pm			MLAN. 2610 LEC Aug 25 - Dec 21		MLAN. 2610 LEC Aug 25 - Dec 21	
4 pm						
5 pm						
6 pm						
7 pm		ENGL. 1010 LEC Aug 25 - Dec 21	ARTD. 2211 LEC Aug 25 - Dec 21	ENGL. 1010 LEC Aug 25 - Dec 21		
8 pm						
9 pm						

**MLAN. 2610** is online. [Show Details](#)

# NARROW DOWN SEARCHES

SCHEDULE RESULTS

Class Details  TIPS Sort by: Select...  
Select...  
Most days off  
Mornings  
Mid-day classes  
Evenings  
Time off campus  
Most on-campus  
Most M, W, F  
Most T, R

RESULTS 1 OF 1

	Sun Aug 28	Mon Aug 29	Tue Aug 30	Thu Sep 1	Fri Sep 2 No Classes
8 am					
9 am					
10 am					
11 am					
12 pm					
1 pm					
2 pm					
3 pm		ENGL. 1010 LEC Aug 25 - Dec 21	MLAN. 2610 LEC Aug 25 - Dec 21	ENGL. 1010 LEC Aug 25 - Dec 21	MLAN. 2610 LEC Aug 25 - Dec 21
4 pm					

Filters

Show me schedules containing:

Closed classes

Wait Listed classes

Online classes

DONE

The combination of schedules can be large. You can narrow down your options by:

- Sorting it by preferred days and time.
- Blocking out the time right on the schedule by click and drag.
- Or filtering closed, waitlisted, or online courses.

# CLASS DETAILS



Found the schedule that you love? Make sure to review the class details before enrolling.

- You can click on class details on the schedule or the search area.

## Tips to Remember

- When enrolling in a closed course, check the waitlist information
- Review section notes to avoid registering for a section reserved for a certain population (SEEK, HONORS, HIGH SCHOOL)

Colleges: Brooklyn College (1/26) Select...  
Instruction Modes: All Select...  
Session: All Select...

Select Course...  
Class Number, Title, Instructor. Advanced Search

Import My DegreeWorks: DEGREE AUDIT

ARTD. 2211 Three-Dimensional Design and Form Studies  
Try all classes (5)

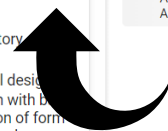
Description: 1 hour recitation, 1 hour lecture, 2 hours laboratory minimum of 4 hours independent work; 3 credits  
Introduction to elements and principles of three-dimensional design used across the fields of art, design, and fashion. Instruction with materials, tools and fabrication techniques for the exploration of form and content. Application of research and design thinking to solve creative problems.  
Prerequisite or corequisite: Art 1050 [1.3] or Core Studies 2.1 or Core Curriculum 1120 [1.2] or Art 1010  
Requirements: ART 1050 [1.3] OR CORE STUDIES 2.1 OR CORE CURRICULUM 1120 [1.2] OR ART 1010 IS REQUIRED TO TAKE THIS COURSE  
Classes:  
 5107-LEC (Closed)  5108-LEC (Closed)  5109-LEC (Closed)  5110-LEC (Closed)  5111-LEC  
SELECT ALL SELECT NONE

Class Details TIPS Sort by: Select... FILTERS (1)  
RESULT 1 OF 1

ARTD. 2211 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session  
Three-Dimensional Design and Form Studies  
Tue : 6:05 PM to 9:35 PM

LEC TQ6 5111  
Seats: 10/14  
Wait List: None  
MATERIAL FEE CHARGED.  
ART 1050 [1.3] OR CORE STUDIES 2.1 OR CORE CURRICULUM 1120 [1.2] OR ART 1010 IS REQUIRED TO TAKE THIS COURSE.

	Mon Aug 29	Tue Aug 30	Wed Aug 31	Thu Sep 1	Fri Sep 2 No Classes
9 am					
10 am					
11 am					
12 pm					
1 pm					
2 pm					
3 pm					
4 pm					
5 pm					
6 pm					
7 pm					
8 pm					
9 pm					



# SAVING AND SHARING

Want to save or share your schedule?

- Schedule Builder allows you to save your schedule to your favorites and come back to it when you are ready to register.
- Sharing your schedule with friends or family is now easy with the share feature.
- The print options allows you to print your schedule as well.

5 pm  
6 pm  
7 pm  
8 pm  
9 pm

ARTD. 2211  
LEC  
Aug 25 - Dec 21

**i** MLAN. 2610 is online. [Show Details](#)

August 28 - September 3, 2022

Aug Sep Oct Nov Dec Jan '23

Three-Dimensional Design and Form Studies

English Composition I

Literature in Translation (online)

ADD PERSONAL TIMES ▾

**i** You are not enrolled for this schedule.

Total Progress Units: 9.0/9.0

SAVE AS FAVORITE VALIDATE SHOPPING CART GET THIS SCHEDULE

PRINT SHARE

# HOW DO I REGISTER?

- Once you find a schedule you like, select **Get This Schedule** and then **Do Actions**.
- Upon enrolling, in the results column, you should see the word Added. If not, try to resolve the issue in the displayed message or contact an academic advisor.

## Tips to Remember

You must click on **Do Actions** to finish enrolling.

Total Progress Units: 9.0/9.0

SAVE AS FAVORITE    VALIDATE SHOPPING CART    GET THIS SCHEDULE

PRINT    SHARE

Getting Schedule

Class	Action	Options	Result
<b>ARTD. 2211</b> 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session Three-Dimensional Design and Form Studies Tue : 6:05 PM to 9:35 PM		None	
<b>LEC TQ6</b> 5111 Seats: 10/14 Wait List: None	Brooklyn College In Person Roosev Ext 400-RE Tahir Karmali 3.0/3.0 Progress Units	Enroll ▾	
MATERIAL FEE CHARGED. ART 1050 [1.3] OR CORE STUDIES 2.1 OR CORE CURRICULUM 1120 [1.2] OR ART 1010 IS REQUIRED TO TAKE THIS COURSE.			

◀ CANCEL    DO ACTIONS

# HOW DO I DROP?

- To drop a course, you click on the trash can to initiate a drop.
- You have not finished dropping the course until you click on **Get This Schedule** and **Do Actions**.

## Tips to Remember

If you see a red message indicating that you have not finished dropping, you must click on **Get This Schedule** and **Do Actions**.

The screenshot shows the 'SELECT COURSES' interface. At the top, there are filters for 'Colleges: Brooklyn College (1/26) Select...', 'Instruction Modes: All Select...', and 'Session: All Select...'. Below these is a search bar with 'MLAN. 2610' and an 'Advanced Search' button. Underneath, it says 'Import My DegreeWorks: DEGREE AUDIT'. The main area displays a list of courses:

Course ID	Course Name	Status	Drop Status	Message
ARTD. 1010	Art: Its History and Meaning (formerly CORC 1120)	Enrolled	Drop Course	⚠ You have not finished dropping this course.
ENGL. 1010	English Composition I	Enrolled	Stay enrolled in 7323-LEC	

The bottom navigation bar shows 'Total Progress Units: 9.0/9.0'. It contains three main buttons: 'SAVE AS FAVORITE', 'VALIDATE SHOPPING CART', and 'GET THIS SCHEDULE'. Below these are 'PRINT' and 'SHARE' options.

# HOW DO I SWAP?

- To swap a course, you must click on the trash can icon for the course you wish to swap and add the new course you wish to replace it with in the search area.
- Repeat the steps on registering:
  - Get This Schedule
  - Do Actions

Class	Action	Options
<b>ARTD. 1010</b> 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session Art: Its History and Meaning (formerly CORC 1120) Thu : 6:05 PM to 8:50 PM	Drop* *Swapping for AFST. 3120	N/A
<b>LEC R6</b> <b>Enrolled</b> 6690 Seats: 51/55 Wait List: None Brooklyn College In Person Boylan 3129 Gilad BenDavid 3.0/3.0 Progress Units		
<b>AFST. 3120</b> 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session African American History through 1865 Tue, Thu : 9:30 AM to 10:45 AM		Waitlist OK? <input checked="" type="checkbox"/> Wait list if class is full
<b>LEC TR9</b> 6817 Seats: 24/33 Wait List: 0/5 SAME AS HIST 3413 CORE STUDIES 4 OR 9 OR CORE CURRICULUM 1220 OR 3207 OR HISTORY 3005 IS REQUIRED TO TAKE THIS COURSE <b>Book Title:</b> Revel for The African-American Odyssey, Volume 1 - <b>Author:</b> Clark Hine, Darlene;Hine, Will <b>Publisher:</b> PearsonDIGITAL <b>Publish Year:</b> 2018 <b>Edition:</b> 7 <b>Price:</b> 56.32 USD <b>Book Title:</b> Narrative of the Life Of Frederick Douglass, An Am <b>Author:</b> Frederick Douglass; Harriet Ja <b>Publisher:</b> Random House Inc <b>Publish Year:</b> 2000 <b>Edition:</b> <b>Price:</b> 1.97 USD Brooklyn College In Person James 3613 Prudence Cumberbatch 3.0/3.0 Progress Units	Enroll <input type="button" value="v"/>	

# TOOLS



Videos, FAQ's, Glossary, How to,  
Student guides - [Schedule Builder  
Page](#)



Email us at -  
[Registrar@brooklyn.cuny.edu](mailto:Registrar@brooklyn.cuny.edu)