

Advisors: Schedule Builder User Guide

To assist your student with building a schedule, you may “act” as that student in PeopleSoft/HighPoint CX, or use People Classic to launch into the student’s Schedule Builder.

1. Either log in to:

- a. PeopleSoft/HighPoint CX and use the **View Advisee** or **Lookup Student** functions to “act” as the student. Once acting as the student, navigate to **Enrollment → Schedule Builder**.

Please see the [Advisor/Instructor Guide for CX](#) for how to log in using this method.

- b. PeopleSoft Classic and Click **Main Menu → HighPoint → Schedule Builder → Schedule Builder Student Search** and enter the student’s ID number

Note: The Office of the Registrar recommends you can view **Tips** so you can see useful tips that step you through the course building process.

2. Select the term.

3. Search for courses using the filters (these may need to be expanded) or use **Import Courses** on the Schedule Builder landing page. Tips for course searches include the following:

- You can select multiple options within each filter to show a smaller set of results.
- You can save search filter options at any time for future use.
- Your **Class status** filter will default to **Open**. Select other options to see waitlisted and closed courses.
- If you are cannot find a specific subject or specific course within a subject, it is possible that the course is not offered during the specified term or that other filters may be affecting the results.

4. Add courses to the Schedule Builder using the **Add Course** button.

5. If there are course sections you already know work for your student, click **Select Sections** to include (or exclude) them in the schedule building process.

Note: Toggle **Apply Global Filters** to **Off** to see all course sections without filtering.

The screenshot shows the 'Select Sections' page of the Schedule Builder. At the top right, there is a red circle around the 'Apply Global Filters' toggle switch, which is currently turned on (blue). Below the toggle, a note says: '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.' The main area displays a table of course sections for 'CS 0007 - INTRO TO COMPUTER PROGRAMMING'. The columns are: SECTION, TOPIC, UNRESERVED SEATS OPEN, RESERVED SEATS OPEN, WAIT LIST OPEN, INSTRUCTOR, DAYS, START, END, ROOM, and STATUS. Each section row has a checkbox in the STATUS column, with the first one circled in red. The sections listed are: 1050-LEC* (11364), 1060-REC (10708), 1090-REC (18815), 1300-LEC* (24368), and 1310-REC (24371).

SECTION	TOPIC	UNRESERVED SEATS OPEN	RESERVED SEATS OPEN	WAIT LIST OPEN	INSTRUCTOR	DAYS	START	END	ROOM	STATUS
> 1050-LEC* (11364)	-	26/50	0/0	17/20	Staff	MoWe	9:25 am	10:40 am	TBA	<input checked="" type="checkbox"/>
> 1060-REC (10708)	-	8/28	0/0	19/20	Staff	Mo	1:30 pm	2:20 pm	TBA	<input checked="" type="checkbox"/>
> 1090-REC (18815)	-	24/28	0/0	18/20	Staff	Mo	2:35 pm	3:25 pm	TBA	<input checked="" type="checkbox"/>
> 1300-LEC* (24368)	-	26/50	0/0	20/20	Staff	Th	7:00 pm	9:30 pm	TBA	<input checked="" type="checkbox"/>
> 1310-REC (24371)	-	15/28	0/0	20/20	Staff	Tu	6:20 pm	7:10 pm	TBA	<input checked="" type="checkbox"/>

6. Click **Build Schedule** to see a student's possible schedules. The following are build schedule tips:
- If you see an error display when you are building a course schedule, it may be a result of courses sharing the same time slot, courses that are closed, or courses that conflict with any unavailable times you set. To prevent this, adjust your filters, select other courses, or deselect the course from the schedule building process.
 - Sort schedule options by **earliest start time, latest start time, most days scheduled, and least days scheduled**.
 - Favorite possible schedules, pin specific sections of courses, and save these options for your student.

Note: Any schedule you favorite indicates your name to a student who accesses their favorites.

Get Help

Please contact the [Office of the Registrar](#) at [412-624-7649](tel:412-624-7649) if you have any questions regarding this information.