

SCHEDULE BUILDER — COURSE SCHEDULING GUIDE

Schedule Builder is an external website that communicates with LionPATH. You can view many schedule options and customize preferences to build an ideal schedule.

- 1 Log-in to LionPATH: <http://lionpath.psu.edu>
- 2 Navigate to **Schedule Builder** using the *Quick Link* (right side of **Home** page). Click *Open Schedule Builder*. NOTE— You will need to enable pop-up windows in the browser.
- 3 Specify your preferences for *Campus, Term, Session, Course Status, Academic Career, and Instruction Mode*.
- 4 **ADD A COURSE TO YOUR SCHEDULE** by clicking **+Add Course**. You can search for courses on the *Subject* or *Course Attribute* tab. Select a course and click **+Add Course** to add it to your schedule. Continue to add all your desired courses.
- 5 Return to the main **Schedule Builder** page. Click **Generate Schedules** to view all available schedule options.

The screenshot shows the main interface of the Schedule Builder. At the top, there are filters for Campuses (1 of 24 Selected), Term (Fall 2018), Sessions (All Sessions Selected), Course Status (Open Classes Only), Academic Careers (1 of 7 Selected), and Instruction Modes (All Instruction Modes Selected). Below these are instructions: "Add desired courses and breaks and click Generate Schedules button!". The interface is divided into three main sections: Courses, Breaks, and Schedules. The Courses section has a "+ Add Course" button. The Breaks section has a "+ Add Break" button. The Schedules section has a "Generate Schedules" button. There are also "Advanced Options" and "View Schedules" buttons.

- 6 Narrow the search results by viewing the **Options** for each class. You can check/uncheck sections that you do/do not want. View additional course details by clicking the **i** icon. Pay attention to the **Notes** to learn specific details about that section, such as if that section is reserved for special populations of students (e.g., certain majors, juniors/seniors-only, etc.).
- 7 Narrow the search results by clicking **+Add Break** to add a break to your schedule (NOTE—a *break* is a day/time that you do not want class. Examples include breaks for sleeping, eating, studying, practice, traveling, etc.).
- 8 Return to the main **Schedule Builder** page. Click **Generate Schedules** to refresh the available options. Click **View** to see the details of a particular schedule. When you have chosen your schedule, click **Validate** to check whether you might anticipate any enrollment problems. Click **Send to Enrollment Cart** to send the courses to your LionPATH *Shopping Cart*.

The screenshot shows the "Add Course" dialog box. It has tabs for "By Subject", "Search By Course Attribute", "My Planner", and "Search By Instructor". There are dropdown menus for "Subject" and "Course". A "+ Add Course" button is at the bottom right.

- 9 Return to LionPATH and click the **Course Enrollment Page** link in Step 3. Click **Import Cart** (yellow button) to transfer the courses from Schedule Builder to your Shopping Cart.

The screenshot shows the "Course Enrollment Page" with buttons for "Back", "Print", "Email", "Validate", and "Send to Enrollment Cart".

- 10 Click **Next** to proceed to Step 2 to review the courses in your Shopping Cart. Click the **Wait List Checkbox** (upper right corner) if you want to be added to the waitlist if the class is full. Select the *checkbox* for each course you want to enroll in, and then click **Enroll**. Click **Finish Enrolling** to attempt to enroll in the courses.

The screenshot shows the "Instructions" section. It contains three numbered steps: 1. OPEN SCHEDULE BUILDER to open the Schedule Builder in a pop-up window. 2. Return to this window after clicking 'Send Schedule to Shopping Cart'. 3. Visit the COURSE ENROLLMENT page (Menu > Academics > Enrollment > Ac...).

Review the results – a green checkmark (✓) indicates you are enrolled in the course, while a red X (✗) indicates you were not able to enroll in the course.

- 11 Click **My Class Schedule** (quick link at the bottom of most pages) to review your enrolled courses.

The screenshot shows the "Shopping Cart" page. It has a yellow "Import Cart" button at the top. Below it, there are filters for "Fall 2018 | Undergraduate | The Pennsylvania State Univ" and "CHANGE TERM". There are checkboxes for "Open", "Closed", and "Wait List". There is an "Add to Cart" section with "Enter Class Nbr" and "ENTER" buttons. There is a "Find Classes" section with "Class Search" and "Your enrollment shopping cart is empty."