

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.
- 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*.
- 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.
- 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.

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.

This screenshot shows the top section of the Schedule Builder interface. At the top, there are two rows of settings: '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). Each setting has a 'Change' button. Below this is a yellow instruction box: 'Instructions: Add desired courses and breaks and click Generate Schedules button!'. The main area is divided into 'Courses' and 'Breaks' sections. The 'Courses' section has a '+ Add Course' button (labeled 4) and an information icon. The 'Breaks' section has a '+ Add Break' button (labeled 7) and an information icon. At the bottom, there is a 'Schedules' section with a 'Generate Schedules' button (labeled 5 and 8) and 'Advanced Options' and 'View Schedules' links.

This screenshot shows the 'Add Course' dialog box. It has tabs for 'By Subject', 'Search By Course Attribute', 'My Planner', and 'Search By Instructor'. The 'By Subject' tab is selected. There are dropdown menus for 'Subject' and 'Course'. At the bottom right, there is a '+ Add Course' button (labeled 4) and a 'Back' button.

This screenshot shows the bottom navigation bar of the Schedule Builder interface. It contains four buttons: 'Back', 'Print', 'Email', and 'Validate'. Below these buttons, there is a 'Send to Enrollment Cart' button (labeled 8) and a 'Validate' button (labeled 8).

This screenshot shows the 'Instructions' section of the Schedule Builder interface. 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...).

This screenshot shows the 'Course Enrollment Page' of the Schedule Builder interface. It has a yellow button labeled 'Import Cart' (labeled 9) with the text 'Click Import Cart to continue with registration.' Below this, there is a section for 'Fall 2018 | Undergraduate | The Pennsylvania State Univ' with a 'CHANGE TERM' button. There are three checkboxes: 'Open' (checked), 'Closed', and 'Wait List'. Below these, there is a section for 'Add to Cart:' with a text input for 'Enter Class Nbr' and an 'ENTER' button. There is also a 'Find Classes' section with a 'Class Search' button. At the bottom, there is a section for 'Fall 2018 Shopping Cart' with the text 'Your enrollment shopping cart is empty.'