## SCHEDULING ASSISTANT INSTRUCTIONS

Step 1 – Log in to myPurdue and the Scheduling Assistant. All of the classes you are currently registered for will appear. <u>Do</u> <u>not remove the courses you want to keep!</u>

Step 2 – Delete any courses you want to DROP from your schedule. Enter any courses you want to ADD to your schedule. \*Do not make any changes we have not discussed!!!

Step 3 – After your courses are entered click **Build Schedule** in the bottom right corner.

Step 4 - Review the suggested schedule

and <u>LOCK</u> in place the classes you are already enrolled in by checking the box to the left of the class name. You will see a green check icon  $\boxed{}$  in the far right column if you are currently enrolled in the course.

.ock	Subject	Course	Туре	CRN	Avail	Days	Start	End	Date	Room	Instructor	Requires	Note	1
	COM	11400	Lec	44374-151	27 / 28	F	2:30p	3:20p	08/24 - 12/07	BRNG 1232				H
			Lec	44374-151	27/28	т	2:30p	3:20p	08/21 - 12/04	BRNG 1232		44374-151		믬
2			Lec	44374-151	27 / 28	м	2:30p	3:20p	08/20 - 12/03	BRNG 1232		44374-151		B
3	GER	10100	Lec	34433-004	29/30	MW	8:30a	9:20a	08/20 - 12/05	SC G039				B
0			Lab	34339-007	29/30	TR	8:30a	9:20a	08/21 - 12/06	SC G039		34433-004		B
2	HIST	15200	Lec	49449-002	47/48	MWF	9:30a	10:20a	08/20 - 12/07	<b>UNIV 201</b>				H

Step 5 – Click on the **Timetable** tab to view the suggested schedule in a time grid format. To view other possible times for courses, click on the class you wish to change and a pop up box will display alternative time choices. If courses are listed in red, moving that class time will delete the course in red from your schedule.

Step 6 – Once you have all of the classes you need on your schedule click the **Submit** Schedule button in the lower right corner of the screen. Once validated, a green check icon ✓ will appear in the last column when looking at your list of classes and in the top right corner of the class box on the time grid. A green check means you are enrolled in the course.

If a course does not get validated it will be in red with a plus icon 🔄 along with an exclamation icon 🚇. You must go back and change that course according to the message in red on the bottom of the screen. Make sure that the courses you want are locked. After you change the course press **Submit Schedule** to save your changes.

1 7				User: Student, I M Session: F				PW		
JNI I IN	le									
Course	Requests									
Priority	BIOL 11000	P	Alternative to BIOL 11000	P	£					
Priority	COM 11400	P	Alternative to COM 11400	P	F	1				
Priority	PSY 12000	P	Alternative to PSY 12000	P	8	1				
Priority	HIST 15100	P	Alternative to HIST 15100	P	F	1				
Priority	or a free time, e.g., Free MWF 7:30 - 8:30	P		P	F	1				
Priority		P		2	E	1		1		
Priority		R		P	5	1				
Priority		R		P	£	1				
Priority		P		2	5	1				
). Priority		P		12	1	1				
1. Priority		P		8	£	1	•			
2. Priority	Course with the lowest priority.	P		R	8	1	•			
			Tip: Use Citted	Arrow to navigate, Cirl+St	in+Up and Chi+Shith+Down to	nove	a õne	aros		
Iternat	e Course Requests		(used only if a course requ	iested above is n	ot available)					
Alternate	Alternate request if course(s) above not available.	P		P	£	1		1		
Alternate		P		2	£	1				
Alternate		Q			1			1		