

SCHEDULING ASSISTANT INSTRUCTIONS

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

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 **LOCK** 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 in the far right column if you are currently enrolled in the course.

Lock	Subject	Course	Type	CRN	Avail	Days	Start	End	Date	Room	Instructor	Requires	Note	
<input type="checkbox"/>	COM	11400	Lec	44374-151	27 / 28	F	2:30p	3:20p	08/24 - 12/07	BRNG 1232				<input type="checkbox"/>
<input type="checkbox"/>			Lec	44374-151	27 / 28	T	2:30p	3:20p	08/21 - 12/04	BRNG 1232		44374-151		<input type="checkbox"/>
<input type="checkbox"/>			Lec	44374-151	27 / 28	M	2:30p	3:20p	08/20 - 12/03	BRNG 1232		44374-151		<input type="checkbox"/>
<input type="checkbox"/>	GER	10100	Lec	34433-004	29 / 30	MW	8:30a	9:20a	08/20 - 12/05	SC G039				<input type="checkbox"/>
<input type="checkbox"/>			Lab	34339-007	29 / 30	TR	8:30a	9:20a	08/21 - 12/06	SC G039		34433-004		<input type="checkbox"/>
<input type="checkbox"/>	HIST	15200	Lec	49449-002	47 / 48	MWF	9:30a	10:20a	08/20 - 12/07	UNIV 201				<input type="checkbox"/>

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.