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

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.