




Schedule Builder

Navigation:

Home > Advising Resource Center tile > Schedule Builder Student Search


OR

Compass > Navigator > High Point > Schedule Builder > Schedule Builder Student Search

1.	<p>Enter in the Student ID number and click Search</p> <p>Schedule Builder Std. Search</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>ID begins with <input type="text" value="12345678"/> </p> <p>Campus ID begins with <input type="text"/></p> <p>National ID begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>First Name begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria</p>
2.	<p>Select the term for which you want to schedule classes.</p> <p> Term: <input type="text" value="Spring 2019-2020"/></p>







3. Availability (OPTIONAL)
a. Click the dropdown menu arrow.

AVAILABILITY

Unavailable Time:
(7): Su, Mo, Tu, We, Th, I 

- b. Label: title your break time.
c. Time: enter a reasonable start and end time for your break.
d. Days: Select the day(s) you wish for the break time.
e. Click the **Apply** button.
f. Click the **+ Add Time** button.

UNAVAILABLE TIME ✕

LABEL b	TIME c	DAYS d	
Label: No evenings	Time Range: 5:00 pm - 8:00 pm 	Days: (7): Su, Mo, ... 	
Label: No mornings	Time Range: 8:00 am - 9:00 am 	Days: (7): Su, Mo, ... 	

f – If you want to add other breaks.

+ Add Time

Reset

e **Apply**

4. Campus (Required): Select the campus(es) where you'd like to take courses.

Campus:
(2): Hattiesburg, Online ✕ ^

- Hattiesburg
- Online
- USM Gulf Coast

5. Location (Optional): Select the location(s) where you'd like to take courses.

Location:
(2): Hattiesburg, Online Course

- Gulf Coast Research Lab
- Gulf Park Campus
- Gulfport
- Hattiesburg
- Marine Research Center
- Online Course
- Stennis
- Study Abroad

6. Session (Optional): Select the session types for which you'd like to take courses.

Session:
(3): Eight Week - First, Eight W...

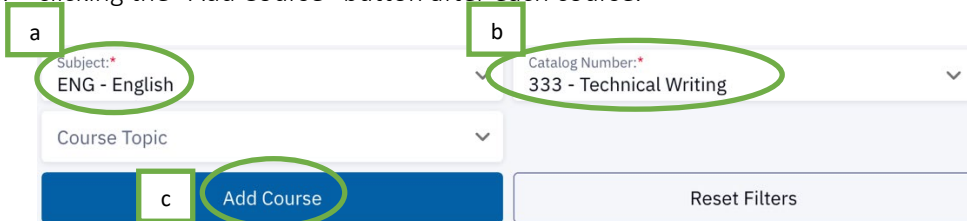
- CEDL Session 1
- CEDL Session 2
- CEDL Session 3
- Eight Week - First
- Eight Week - Second
- Intersession
- Regular Academic Session

7. Click the “Add Classes” button to select the courses you wish to take.

9

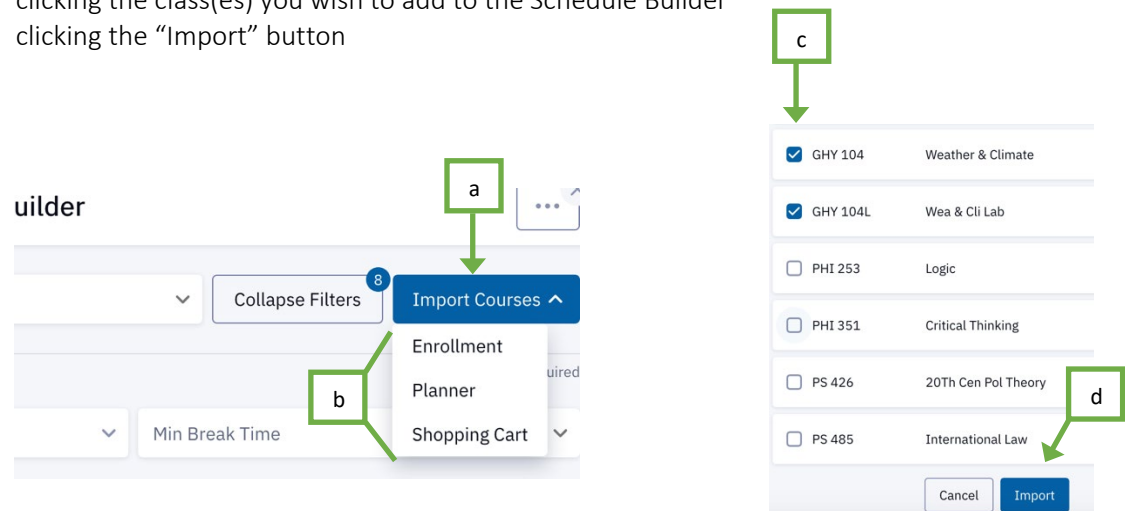
OPTION A: Search for courses

- a. searching each subject code
- b. searching each course number
- c. clicking the “Add Course” button after each course.



OPTION B: Add classes according to your Planner, what’s already registered, or what is in your shopping cart

- a. clicking the “Import Courses” button at the top-right of the page
- b. selecting the appropriate option
- c. clicking the class(es) you wish to add to the Schedule Builder
- d. clicking the “Import” button

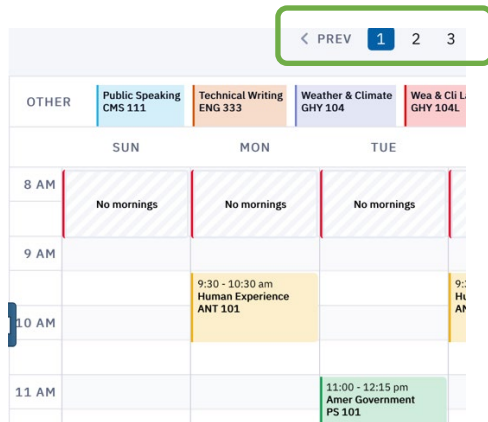


8. Once courses are added to the Builder, click the **Build Schedule** button at the bottom-right of the page.

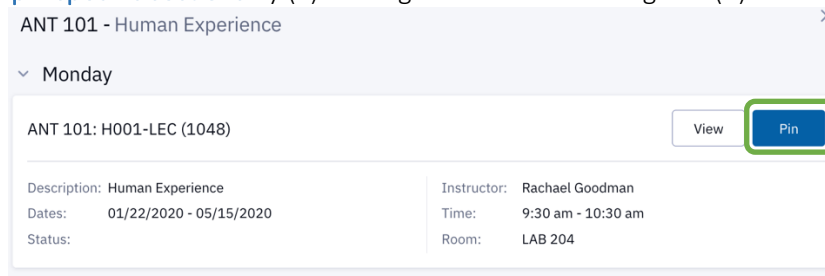
Build Schedule

Narrow Down Options and Add to Shopping Cart

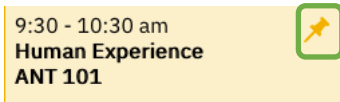
1. The Builder will provide an **overview** of the schedule and you can use the arrows at the top to view other schedules.



2. You can **pin specific sections** by (a) clicking on the course listing and (b) clicking the Pin button



Then, click the “Schedule Builder” will display a “pin” at the top-right of the section of that particular course.



3. How to move forward:
- Enroll by clicking the “Enroll” button.
 - Save the schedule as a “Favorite” by clicking the heart icon.



4. To enroll:
- Click the classes you wish to add
 - Click the Enroll button.

NOTE: The Validate button checks your holds, pre-requisites prior to attempting registration.

GHY 104 - Weather & Climate						
<input checked="" type="checkbox"/>	H010-LEC (7017)	TBA	6:00 pm	6:00 pm	ONLINE HBG	0/0

GHY 104L - Wea & Cli Lab						
<input checked="" type="checkbox"/>	H010-LAB (7019)	TBA	6:00 pm	6:00 pm	ONLINE HBG	0/0

PS 101 - Amer Government						
<input type="checkbox"/>	H003-LEC (4451)	MoWe	1:00 pm	2:15 pm	LAB 103	0/0

Validate

Enroll