

Class Scheduler
Term First Time Use
Revised 11/04/2017

Class Scheduler will allow you to build the optimal schedule based on course preferences and setting aside time for breaks during the week. To build your initial schedule:

1. Click on “View Class Scheduler”

The screenshot shows a navigation bar with the word "REGISTRATION" on the left. Below it is a grey bar with the text "What would you like to do?". There are six main menu items arranged in a 3x2 grid:

- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- Prepare for Registration**: View registration and academic status, holds and registration time ticket.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- View Registration Information**: View your past schedules and your ungraded classes.
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- View Class Scheduler**: Class Scheduler will allow you to build the optimal class schedule based on course preferences and setting aside time for breaks during the week. Use Class Scheduler to generate the class schedule that fits your schedule. [Class Scheduler Instructions and Help](#)

A red arrow points from the "View Class Scheduler" text to its corresponding icon.

2. Select Term and click “Save and Continue”

The screenshot shows a navigation bar with "Schedule Planner" and "Text Only" on the left, and "Help" and "Sign out" on the right. Below the navigation bar is the UIC logo and the text "THE UNIVERSITY OF ILLINOIS AT CHICAGO".

The main content area is titled "Select Term" and contains a form with the following elements:

- A label "Term" above a list of radio buttons.
- A radio button that is selected, next to the text "Summer 2017 - Chicago".
- A radio button next to the text "Fall 2017 - Chicago". A red arrow points to this radio button.
- A blue button with a checkmark icon and the text "Save And Continue". A red arrow points to this button.

3. Click on “Add Course” to start building a schedule:

UIC THE UNIVERSITY OF ILLINOIS AT CHICAGO

Course Status: Open Classes Only Term: Fall 2017 - Chicago

Parts of Term: All Parts of Term Selected

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses **Breaks**

Instructions: Add the courses you wish to take for the upcoming term. **Instructions:** Add times during the day you do not wish to take classes.

Schedules

4. You can start adding courses using the Search by Subject, Attribute or Instructor dropdowns.
- a. By Subject: Click the Subject dropdown. Select the subject and then the Course.

Add Course

By Subject | Search By Section Attribute | Search By Instructor

Subject

Course

Instructions: Click "Done" when finished to generate schedules.

Courses

- b. **By Attribute:** This is used for selecting General Education Courses. Click on Search by Attribute. Select the Attribute, then Subject and Course. Only the courses with open sections will appear in the list.

Add Course

The screenshot shows the 'Add Course' interface with the 'Search By Section Attribute' tab selected. The interface includes three tabs: 'By Subject', 'Search By Section Attribute' (highlighted in blue), and 'Search By Instructor'. Below the tabs are three dropdown menus: 'Attribute' (with a text input field), 'Subject', and 'Course'. Red arrows point to each of these dropdowns. At the bottom, there are two buttons: '< Done' and '+ Add Course'. A yellow information box at the top right says 'Choose a Course and click Add Course'. A yellow information box at the bottom says 'Click 'Done' when finished to generate schedules.'

- c. **By Instructor:** Click on Search by Instructor. Select the Instructor and then the course.

Add Course

The screenshot shows the 'Add Course' interface with the 'Search By Instructor' tab selected. The interface includes three tabs: 'By Subject', 'Search By Section Attribute', and 'Search By Instructor' (highlighted in blue). Below the tabs are two dropdown menus: 'Instructor' and 'Course'. Red arrows point to each of these dropdowns. At the bottom, there are two buttons: '< Done' and '+ Add Course'. A yellow information box at the top right says 'Choose a Course and click Add Course'. A yellow information box at the bottom says 'Click 'Done' when finished to generate schedules.'

5. Click on Add Courses after selecting all of the information:

Add Course

By Subject | Search By Section Attribute | Search By Instructor

Subject: BIOS - Biological Sciences

Course: 101 Biology of Populations and Comm...

< Done | + Add Course

Biological Sciences 101 - Biology of Populations and Communities

Species concepts, natural selection, phylogeny, models of population growth, transmission genetics, gene frequency, adaptation, interactions among species in a community, biomes and climate, ecosystem processes, and human impacts on the environment. Course Information: Animals used in instruction. This course is intended for science majors. BIOS 100 and BIOS 101 may be taken in any order. Credit is not given for BIOS 104 if the student has credit in BIOS 100 or BIOS 101. Class Schedule Information: To be properly registered, students must enroll in one Laboratory-Discussion and one Lecture.

Click 'Done' when finished to generate schedules.

Courses

Choose a Course and click Add Course

6. Your course list will appear in the right hand side of the page:

Add Course

By Subject | Search By Section Attribute | Search By Instructor

Subject: BIOS - Biological Sciences

Course: 101 Biology of Populations and Comm...

< Done | + Add Course

Biological Sciences 101 - Biology of Populations and Communities

Species concepts, natural selection, phylogeny, models of population growth, transmission genetics, gene frequency, adaptation, interactions among species in a community, biomes and climate, ecosystem processes, and human impacts on the environment. Course Information: Animals used in instruction. This course is intended for science majors. BIOS 100 and BIOS 101 may be taken in any order. Credit is not given for BIOS 104 if the student has credit in BIOS 100 or BIOS 101. Class Schedule Information: To be properly registered, students must enroll in one Laboratory-Discussion and one Lecture.

Click 'Done' when finished to generate schedules.

Courses

BIOS 101
Biology of Populations and Communities

7. When you are finished, click Done to return to the menu.

The screenshot displays a user interface for course selection. On the left, under the heading "Courses", there is a list of four courses, each with a checked checkbox, a title, a description, and a "Linked Course" button. The courses are:

- AH 110**: World History of Art and the Built Environment I
- AH 235**: History of Design I: 1760-1925. This entry has a red box labeled "Has Honors" with a red arrow pointing to it.
- ART 101**: Signifying Practices: Art and Visual Culture
- BIOS 101**: Biology of Populations and Communities

Each course entry includes an "Options" button and three icons: an information icon, a lock icon, and a refresh icon. At the top right of the "Courses" section is a "+ Add Course" button. To the right of the "Courses" section is a "Breaks" section with a "+ Add Break" button and a yellow box containing the text: "Add times during the day you do not wish to take classes." Below the "Courses" section is a "Schedules" section with a "Generate Schedules" button, an "Advanced Options" button, and a "View Schedules" button.

8. Note: Any course that has one or more Honors Sections will be denoted with a red box (Has Honors). After generating schedules, make sure you do not select a schedule with an Honors Section if you are not an Honors College Student.

9. Breaks are used to block out times when you cannot attend classes. To add a break Click on Add Break.

Courses + Add Course

- AH 110**
World History of Art and the Built Environment I
Linked Course Options i 🔒 ✖
- AH 235**
History of Design I: 1760-1925
Has Honors Options i 🔒 ✖
- ART 101**
Signifying Practices: Art and Visual Culture
Linked Course Options i 🔒 ✖
- BIOS 101**
Biology of Populations and Communities
Linked Course Options i 🔒 ✖

Breaks + Add Break

Add times during the day you do not wish to take classes.

Schedules Advanced Options View Schedules

Generate Schedules

10. Enter Name, Start Time, End time, and Days. Click on Add Break

Add New Break

Breaks are times during the day that you do not wish to take classes.

Break Name

Start Time 8 : 00 am pm

End Time 11 : 00 am pm

Days Select Weekdays

MON TUE WED THU FRI SAT SUN

Back Add Break

11. Keep adding Breaks until you are finished. Click on the back button when done:

Add New Break

 Breaks are times during the day that you do not wish to take classes.

Break Name

Start Time :

End Time :

Days Select Weekdays

MON TUE WED THU FRI SAT SUN

12. Click on Generate Schedules to view possible schedules:

Courses

- AH 110**
World History of Art and the Built Environment I
- AH 235**
History of Design I: 1760-1925
- ART 101**
Signifying Practices: Art and Visual Culture
- BIOS 101**
Biology of Populations and Communities

Breaks

- Travel Time**
MTWThF - 8:00am to 9:00am

Schedules



13. You can view schedule by rolling over the magnifying glass or click on View

Schedules

Advanced Options

View Schedules

Generate Schedules

Shuffle

Generated 8 Schedules

Compare

Select at least two schedules to compare side by side

View 1		<input type="checkbox"/>	Travel Time, AH-110-AD7, AH-110-AL1, AH-235-0, ART-101-BL, ART-101-BB, BIOS-101-AA7, BIOS-101-AL1
View 2		<input type="checkbox"/>	Travel Time, AH-110-AD7, AH-110-AL1, AH-235-0, ART-101-BL, ART-101-BB, BIOS-101-AL1, BIOS-101-AAG
View 3		<input type="checkbox"/>	Travel Time, AH-110-AD8, AH-110-AL1, AH-235-0, ART-101-BL, ART-101-BB, BIOS-101-AA7, BIOS-101-AL1
View 4		<input type="checkbox"/>	Travel Time, AH-110-AD8, AH-110-AL1, AH-235-0, ART-101-BL, ART-101-BB, BIOS-101-AL1, BIOS-101-AAG
View 5		<input type="checkbox"/>	Travel Time, AH-110-AL1, AH-110-ADC, AH-235-0, ART-101-BL, ART-101-BB, BIOS-101-AA7, BIOS-101-AL1
View 6		<input type="checkbox"/>	Travel Time, AH-110-AL1, AH-110-ADC, AH-235-0, ART-101-BL, ART-101-BB, BIOS-101-AL1, BIOS-101-AAG
View 7		<input type="checkbox"/>	Travel Time, AH-110-AL1, AH-110-ADF, AH-235-0, ART-101-BL, ART-101-BB, BIOS-101-AA7, BIOS-101-AL1
View 8		<input type="checkbox"/>	Travel Time, AH-110-AL1, AH-110-ADF, AH-235-0, ART-101-BL, ART-101-BB, BIOS-101-AL1, BIOS-101-AAG

14. Click on View to Review a Schedule. Remember to not select a schedule where the Honors box is displayed unless you are an Honor's College Student.

Back Print Email Send to Shopping Cart Shuffle Schedule 1 of 8

You are viewing a potential schedule only and you must still register.

	CRN	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Credits
	10098	AD7	AH	110	0	W 11:00am - 11:50am - 2HH 107	0
Linked Course							
	10114	AL1	AH	110	3	MWF 12:00pm - 12:50pm - 2LCA A001	4
Linked Course							
	10145	0	AH	235	2	TTh 11:00am - 12:15pm - 2LCF F003	3
Honors							
	37245	BL	ART	101	1	MW 1:00pm - 1:50pm - 2AEH 3206	4
Linked Course							
	37246	BB	ART	101	1	MW 2:00pm - 3:40pm - 2AEH 3206	0
Linked Course							
	13598	AA7	BIOS	101	1	T 2:00pm - 2:50pm - 2TBH 180B T 3:00pm - 4:50pm - 2SEL 3084	0
Linked Course							
	13602	AL1	BIOS	101	11	MWF 10:00am - 10:50am - 2SES 250	5
Linked Course							
							16

15. Click on Send to Shopping cart. You are not registered for any classes until you complete the XE Registration process.

[Back](#)
[Print](#)
[Email](#)
[Send to Shopping Cart](#)
[Shuffle](#)
[Schedule 5 of 32](#)

You are viewing a potential schedule only and you must still register.

CRN	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Credits
10114	AL1	AH	110	3	MWF 12:00pm - 12:50pm - 2LCA A001	4
Linked Course						
40326	ADC	AH	110	1	T 10:00am - 10:50am - 2JH 209	0
Linked Course						
37245	BL	ART	101	1	MW 1:00pm - 1:50pm - 2AEH 3206	4
Linked Course						
37246	BB	ART	101	1	MW 2:00pm - 3:40pm - 2AEH 3206	0
Linked Course						
13602	AL1	BIOS	101	11	MWF 10:00am - 10:50am - 2SES 250	5
Linked Course						
23797	AAG	BIOS	101	0	Th 2:00pm - 2:50pm - 2TBH 180B Th 3:00pm - 4:50pm - 2SEL 3084	0
Linked Course						
						13

16. You will be returned to the Registration Landing Page. Click on Register for Classes.

REGISTRATION

What would you like to do?

- [Browse Classes](#)
 Looking for classes? In this section you can browse classes you find interesting.
- [Prepare for Registration](#)
 View registration and academic status, holds and registration time ticket.
- [Register for Classes](#)
 Search and register for your classes. You can also view and manage your schedule.
- [View Registration Information](#)
 View your past schedules and your ungraded classes.
- [Plan Ahead](#)
 Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- [View Class Scheduler](#)
 Class Scheduler will allow you to build the optimal class schedule based on course preferences and setting aside time for breaks during the week. Use Class Scheduler to generate the class schedule that fits your schedule.
[Class Scheduler Instructions and Help](#)

17. Select the term and on the Register for Classes Page, Select Plans:

REGISTER FOR CLASSES

Find Classes | Enter CRNs | **Plans** | Schedule and Options

Enter Your Search Criteria

Term: Fall 2017 - Chicago

Subject

Class Title

Course Number

Open Sections Only

[Advanced Search](#)

18. The Plan will be displayed with the title "Schedule Planner Shopping Cart": Click on Add All to add your plan to the registration worksheet.

Register from a plan.

Fall 2017 - Chicago

Schedule Planner Shopping Cart								Created by: You	<input type="button" value="Add All"/>
s	Title	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note		
10, ADD	World History of Art and the B...	0	10108	Discussion/R...		Linked Section - NG		<input type="button" value="View Sections"/> <input type="button" value="Add"/>	
10, AL1	World History of Art and the B...	4	10114	Lecture	Harmansah, Omur (Primary)	Standard Letter		<input type="button" value="View Sections"/> <input type="button" value="Add"/>	
101, CB	Signifying Practices: Art and Vi...	0	38465	Laboratory	Delos Reyes, Jennifer (Pri...	Linked Section - NG		<input type="button" value="View Sections"/> <input type="button" value="Add"/>	
101, CL	Signifying Practices: Art and Vi...	4	38467	Lecture	Delos Reyes, Jennifer (Pri...	Standard Letter		<input type="button" value="View Sections"/> <input type="button" value="Add"/>	
101, AA9	Biology of Populations and Co...	0	13597	Laboratory-Di...	Molumby, Alan J. (Primary)	Linked Section - NG		<input type="button" value="View Sections"/> <input type="button" value="Add"/>	
101, AL1	Biology of Populations and Co...	5	13602	Lecture	Molumby, Alan J. (Primary)	Standard Letter		<input type="button" value="View Sections"/> <input type="button" value="Add"/>	

Records: 6

19. Click on Submit to Register for the Classes. In the Summary:

The screenshot shows a 'Summary' page with a table of classes. The table has columns for Title, Details, Hours, CRN, Schedule, Status, and Action. The status for all classes is 'Pending'. A red arrow points to a 'Submit' button at the bottom right of the page.

Title	Details	Hours	CRN	Schedule	Status	Action
<u>World History of A...</u>	AH 110, A...	0	10108	Discu...	Pending	**Web Registered**
<u>World History of A...</u>	AH 110, AL1	4	10114	Lecture	Pending	**Web Registered**
<u>Signifying Practice...</u>	ART 101,...	4	38467	Lecture	Pending	**Web Registered**
<u>Biology of Populati...</u>	BIOS 101,...	0	13597	Labor...	Pending	**Web Registered**
<u>Biology of Populati...</u>	BIOS 101,...	5	13602	Lecture	Pending	**Web Registered**
<u>Signifying Practice...</u>	ART 101,...	0	38465	Labor...	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Submit

20. Your registered classes will display. You may encounter errors if a section has closed, or a prereq has not been met. Correct the errors to finalize your schedule.

The screenshot shows the same 'Summary' page, but the status for all classes is now 'Registered'. The 'Submit' button is no longer visible.

Title	Details	Hours	CRN	Schedule	Status	Action
<u>World History of Ar...</u>	AH 110, AD0	0	10108	Discu...	Registered	None
<u>World History of Ar...</u>	AH 110, AL1	4	10114	Lecture	Registered	None
<u>Biology of Populati...</u>	BIOS 101,...	0	13597	Labor...	Registered	None
<u>Biology of Populati...</u>	BIOS 101,...	5	13602	Lecture	Registered	None