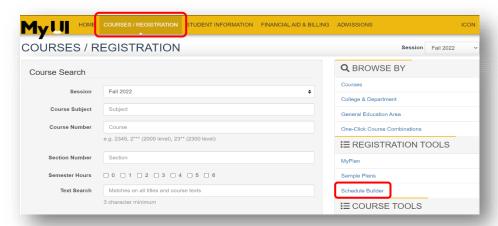


Adding Courses to the Schedule Builder Course Cart

1. Navigate to Schedule Builder on MyUI:



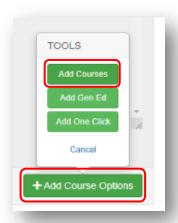
When logged on to MyUI, click "Courses/Registration" in the gold bar across the top of the page. Then click the "Schedule Builder" link on the right.

2. Click to begin adding course options:

To add the first course to your Course Cart, select the "Click me to start adding some Course Options!" link. If you already have courses in your cart, click on the "+Add Course Options," then "Add Courses" button to begin searching.



OR



3. Begin searching for specific/recommended courses:

In the "Course Number" bar, type the subject and number for the course you would like to search. For example, to search for Engineering Math I – Single Variable Calculus, you would enter MATH:1550. Click "Search."

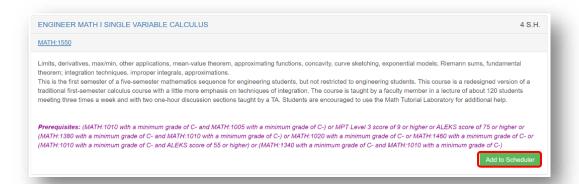
To search for gen ed courses: Review the Searching for Engineering Gen Eds handout for information about adding Gen Ed courses to your course cart.

Course Search ?		
Session	Fall 2022	~
Course Number	MATH:1550	
Text Search	Matches on all titles and course texts	
❷ Course Level❷ Gen Ed	Remedial (0000-0999) Lower Level Undergraduate (1000-2999) Upper Level Undergraduate (S000-4999) - Gen Eds for Other Colleges	
Ordering	Course Number	~
Search	Only courses being offered this session	



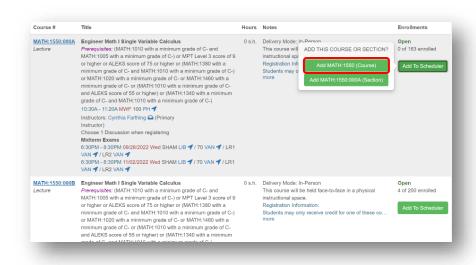
4. Choose a course:

Read the course description and click Add to Scheduler. It will then appear in your course cart as shown below.





5. Explore section/seat availability:



Click on the course number after searching a course to see the sections and seat availability for each section.

When you click "Add to Scheduler" from this page, it is recommended that you add the "(Course)" to give you the most options when building schedules. Adding the "(Section)" option will only populate that specific section/time in possible schedules.

6. Watch Schedule Builder videos for additional support and next steps:

- How to add courses to your Course Cart
- How to build and save schedules
- Using filters in Schedule Builder
- Troubleshooting Schedule Builder error messages
- How to register with Schedule Builder