

CREATE MY SCHEDULE

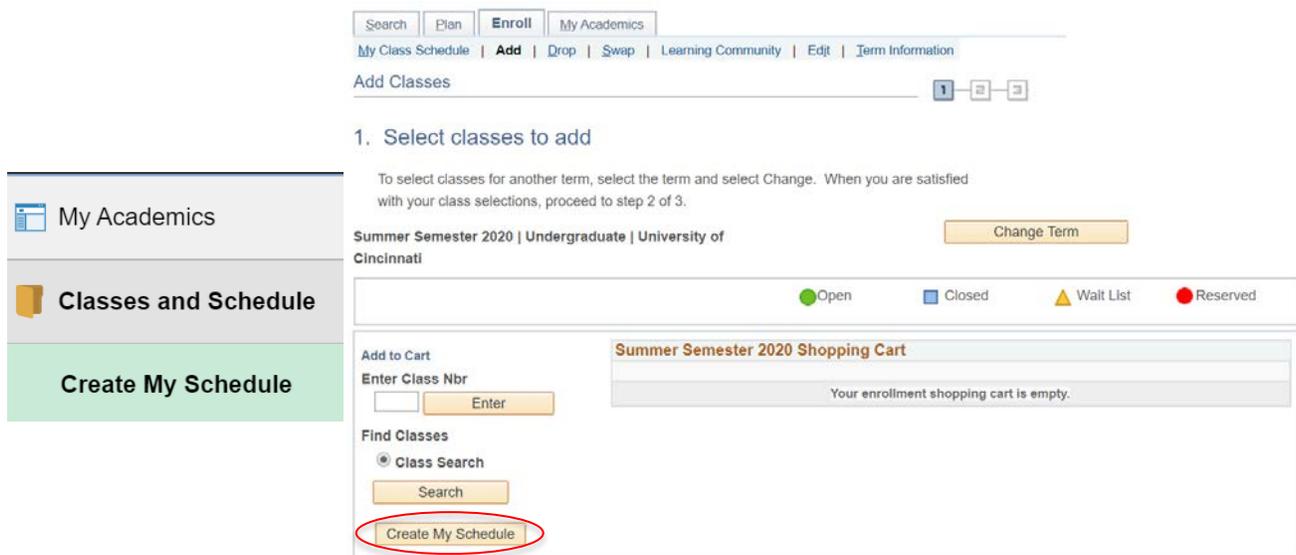
Frequently Asked Questions

What is Create My Schedule?

Create My Schedule is a class scheduling tool that allows students and advisors to generate possible schedules and visually compare course options to find a student's optimal class schedule. Once desired courses are identified, all possible section combinations are presented for review and comparison. Potential schedules can be refined by blocking out times reserved for activities outside of class and building schedules around specific course meeting times.

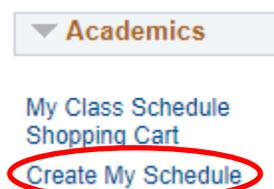
How do I access Create My Schedule?

Within Catalyst, students can access Create My Schedule from the My Academics tile under Classes and Schedule or through their Enrollment Shopping Cart.



The screenshot shows the Catalyst interface. On the left is a navigation menu with 'My Academics', 'Classes and Schedule', and 'Create My Schedule' (highlighted in green). The main content area shows 'Add Classes' with a '1' in a box. Below this is a step indicator '1. Select classes to add'. A message says: 'To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.' Below this is 'Summer Semester 2020 | Undergraduate | University of Cincinnati' with a 'Change Term' button. A legend shows 'Open' (green circle), 'Closed' (blue square), 'Wait List' (yellow triangle), and 'Reserved' (red circle). Below the legend is an 'Add to Cart' section with 'Enter Class Nbr' and an 'Enter' button. A 'Summer Semester 2020 Shopping Cart' section shows 'Your enrollment shopping cart is empty.' Below this is a 'Find Classes' section with 'Class Search' selected, a 'Search' button, and a 'Create My Schedule' button circled in red.

Catalyst access to Create My Schedule for advisors is located within the Advisee Student Center accessed through the Advisor WorkCenter tile. When viewing advisee information, a link to Create My Schedule will appear under Academics header.

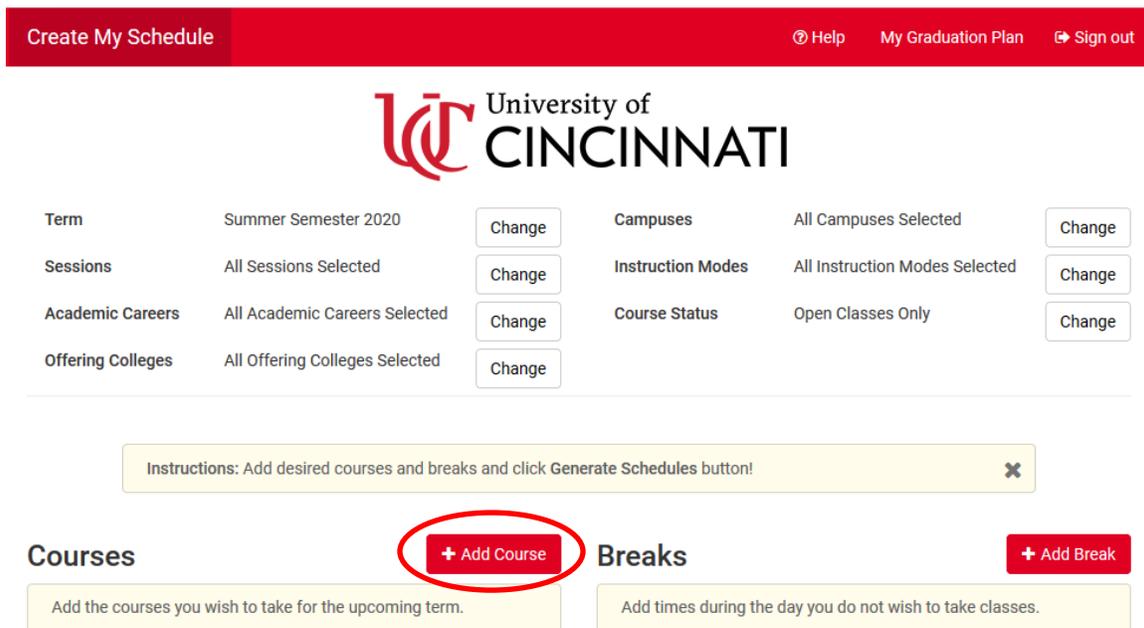


The screenshot shows a dropdown menu for 'Academics'. The options are 'My Class Schedule', 'Shopping Cart', and 'Create My Schedule' (circled in red).

Both students and advisors can also access Create My Schedule through My Graduation Plan.

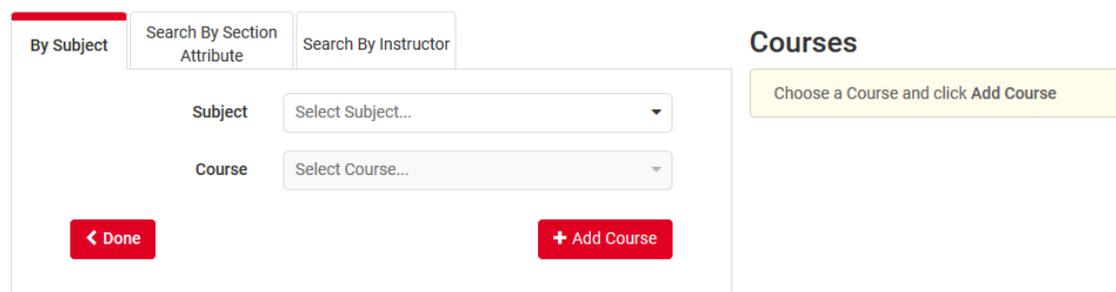
How do I search for courses I would like to consider for my schedule?

Courses can be added directly to the Create My Schedule tool. Adding courses to a term in My Graduation Plan will also populate those courses in Create My Schedule as long as the term they are planned in is available in Create My Schedule.



Courses can be added to Create My Schedule by clicking the **+Add Course** button.

Add Course



The Add Course page will allow you to search for courses in three ways:

1. By Subject – select a subject and the available courses within that subject will populate in the course dropdown.

Add Course

By Subject | Search By Section Attribute | Search By Instructor

Subject: BIOL Biological Sciences

Course: Select Course...

- 1004 MICROBES & SOC
- 1015 INTRO TO A&P
- 1015L INTRO TO A&P LAB
- 1021 INTRO BIOLOGY I
- 1021L INTRO BIOLOGY I LAB
- 1022 INTRO BIOL II

< Done

2. By Section Attribute –easily identify the courses that will satisfy the Breadth of Knowledge, Touchpoint, or other course attribute based requirements.

Add Course

By Subject | Search By Section Attribute | Search By Instructor

Attribute: Breadth of Knowledge x

Value: Breadth of Knowledge - DEI Diversity, Equi... x

Subject: Select Subject...

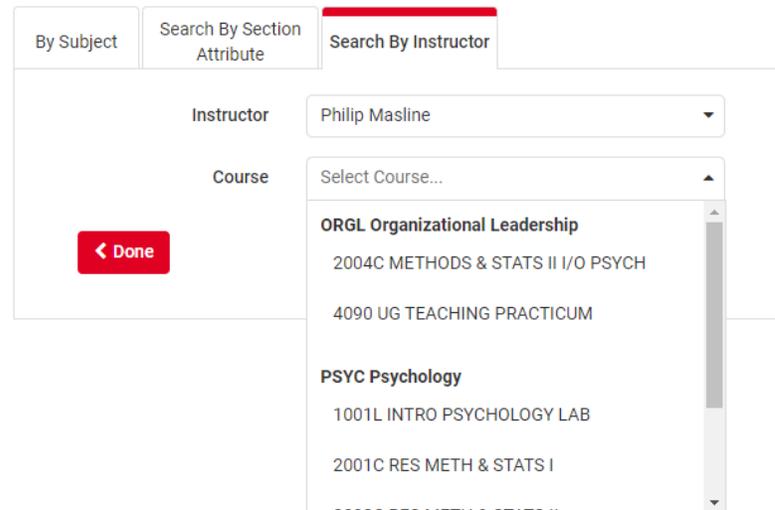
Course:

- CSD Comm Sciences Disorders
- ENGL English
- HFL Health, Fit & Leisure Stds
- HIST History
- JUDC Judaic Studies
- POL Political Science
- PSYC Psychology

< Done

3. By Instructor – search for courses by the primary instructor assigned to the course.

Add Course



By Subject Search By Section Attribute **Search By Instructor**

Instructor: Philip Masline

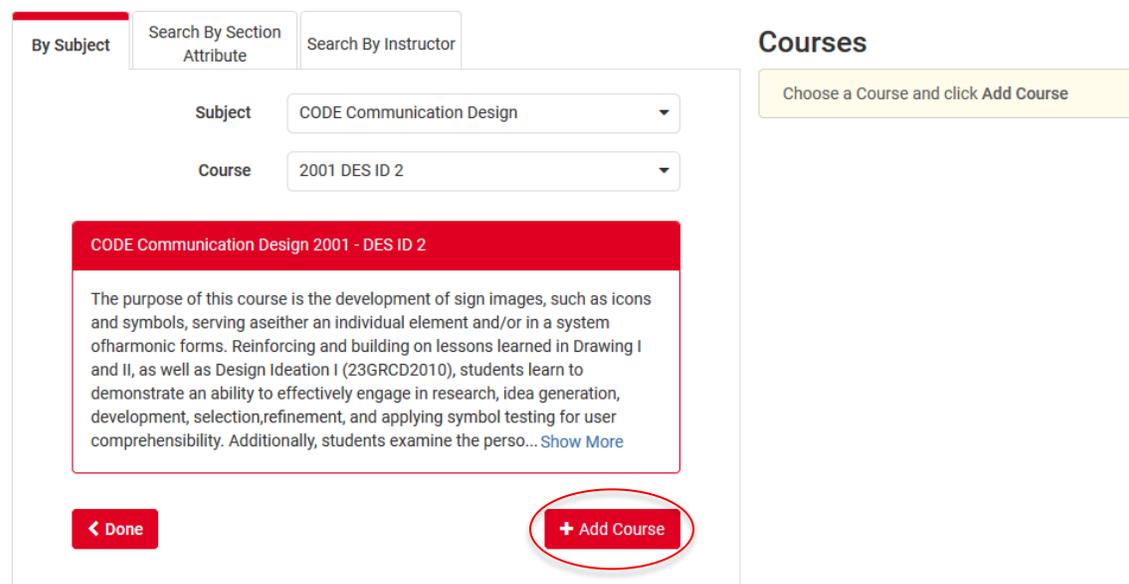
Course: Select Course...

- ORGL Organizational Leadership**
- 2004C METHODS & STATS II I/O PSYCH
- 4090 UG TEACHING PRACTICUM
- PSYC Psychology**
- 1001L INTRO PSYCHOLOGY LAB
- 2001C RES METH & STATS I
- 2002C RES METH & STATS II

[← Done](#)

When a course is selected through any of these search methods, a course description will appear.

Add Course



By Subject Search By Section Attribute Search By Instructor

Subject: CODE Communication Design

Course: 2001 DES ID 2

CODE Communication Design 2001 - DES ID 2

The purpose of this course is the development of sign images, such as icons and symbols, serving as either an individual element and/or in a system of harmonic forms. Reinforcing and building on lessons learned in Drawing I and II, as well as Design Ideation I (23GRCD2010), students learn to demonstrate an ability to effectively engage in research, idea generation, development, selection, refinement, and applying symbol testing for user comprehensibility. Additionally, students examine the perso... [Show More](#)

[← Done](#) **+ Add Course**

Courses

Choose a Course and click Add Course

Clicking the **+ Add Course** button under the course description will add the course to the list of Courses on the right

Add Course

By Subject | Search By Section Attribute | Search By Instructor

Subject: CODE Communication Design

Course: 2001 DES ID 2

CODE Communication Design 2001 - DES ID 2

The purpose of this course is the development of sign images, such as icons and symbols, serving either an individual element and/or in a system of harmonic forms. Reinforcing and building on lessons learned in Drawing I and II, as well as Design Ideation I (23GRCD2010), students learn to demonstrate an ability to effectively engage in research, idea generation, development, selection, refinement, and applying symbol testing for user comprehensibility. Additionally, students examine the perso... [Show More](#)

< Done
+ Add Course

Courses

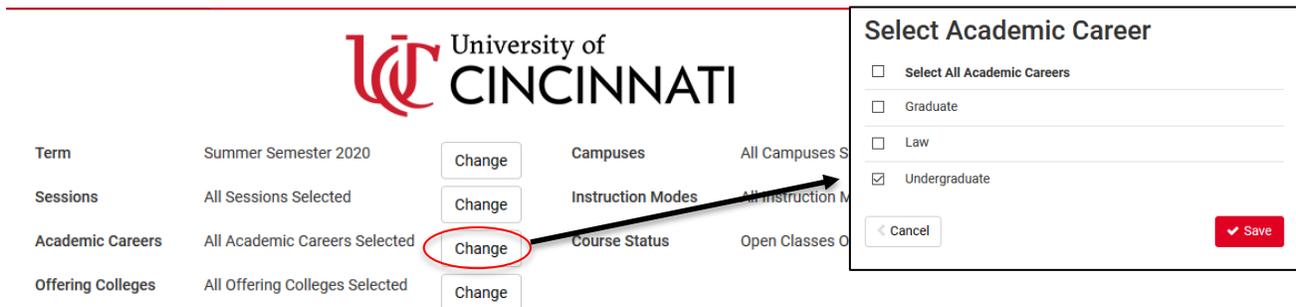
i CODE 2001
DES ID 2 ✕

You can continue to search and add classes or click **< Done** to return to the schedule generating screen.

<h2>Courses</h2>		+ Add Course
<input checked="" type="checkbox"/> Select All		✕
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>BIOL 1021</p> <p><input checked="" type="checkbox"/> INTRO BIOLOGY I</p> <p style="font-size: small;">Topic: Non-Topic Sections</p> </div> <div style="width: 35%; text-align: right;"> <p>⚙️ Sections i 🔒 ✕</p> </div> </div>		
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>CODE 2001</p> <p><input checked="" type="checkbox"/> DES ID 2</p> </div> <div style="width: 35%; text-align: right;"> <p>⚙️ Sections i 🔒 ✕</p> </div> </div>		
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>ENGL 2089</p> <p><input checked="" type="checkbox"/> INTERMEDIATE COMP</p> </div> <div style="width: 35%; text-align: right;"> <p>⚙️ Sections i 🔒 ✕</p> </div> </div>		

The courses you have added will now appear under Courses. You can click **+ Add Course** to continue to add additional courses at any time.

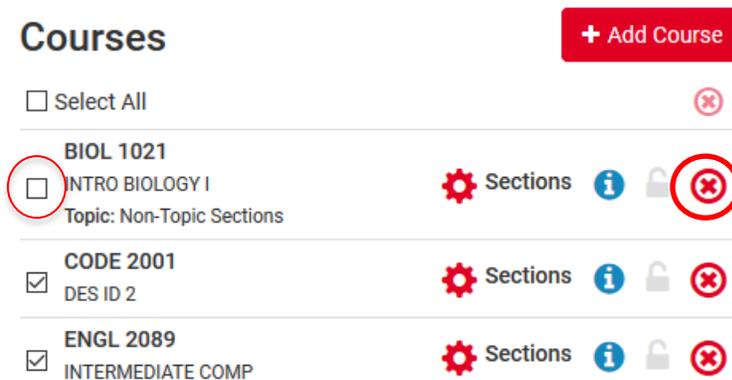
You may find it helpful to further narrow the course options presented when searching for courses. You can do this by using filters displayed at the top of the Create My Schedule selection screen.



For instance, clicking **Change** next to Academic Careers will present you with the opportunity to limit the courses you search for to just those in the Graduate, Law, or Undergraduate careers.

How do I remove courses I no longer want to consider for my schedule?

If you uncheck a course under Courses, you can generate schedule combinations that will not include that course. Clicking the  icon next to the course will fully remove the course from your Courses list.



Why have some courses already been added to Create My Schedule for me?

Create My Schedule imports planned courses from My Graduation Plan. If there are planned courses in My Graduation Plan in the term for which you are creating a schedule, those courses automatically populate into your Courses list when you open Create My Schedule.

My Graduation Plan

Summer Semester 2020 5 Units Planned

SPAN-1001 (i) (x)

Basic Spanish I

5 Units

Planned: Summer Semester 2020 v

Term	Summer Semester 2020	Change
Sessions	All Sessions Selected	Change
Academic Careers	All Academic Careers Selected	Change
Offering Colleges	All Offering Colleges Selected	Change

Courses

+ Add Course

Select All (x)

<input checked="" type="checkbox"/>	SPAN 1001 BASIC SPANISH I	⚙ Sections i 🔒 (x)
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Courses may have been added to My Graduation Plan by your advisor or, your advisor may have added courses directly into Create My Schedule for you.

What are breaks? How do I add breaks in my schedule to account for times I am unable to take classes?

Adding breaks to your schedule is a way to block off sections of time in which you cannot or would rather not take courses. Schedule combinations presented to you after breaks are added will not include courses that would overlap or meet during an added break.

To add a break, click the **+ Add Break** button.

Breaks

+ Add Break

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

Complete the time and days associated with the break and click ✓ **Add Break**.

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

Breaks

Select All

work study
 MWF - 8:00am to 9:00am

The break will then appear on the main Create My Schedule selection screen under Breaks. As you can with a course, you can uncheck the box and create schedules that do not account for the break. You can click the icon next to the break and remove the break completely.

How do I generate and view possible schedule combinations?

Once you have added courses and breaks, click **Generate Schedules** to see all the possible schedule combinations.

Courses + Add Course

Select All ⊗

BIOL 1021
INTRO BIOLOGY I
Topic: Non-Topic Sections ⚙️ Sections ⓘ 🔒 ⊗

CODE 2001
DES ID 2 ⚙️ Sections ⓘ 🔒 ⊗

ENGL 2089
INTERMEDIATE COMP ⚙️ Sections ⓘ 🔒 ⊗

Breaks + Add Break

Select All ⊗

work study
MWF - 8:00am to 9:00am ⚙️ Edit ⊗

Schedules View Schedules

Generate Schedules

Compare ⓘ Select at least two schedules to compare side by side

You will see the total number of possible schedules, given your selected courses, breaks, and any filters (career, campus, etc.) from above.

Schedules

Generate Schedules
Shuffle

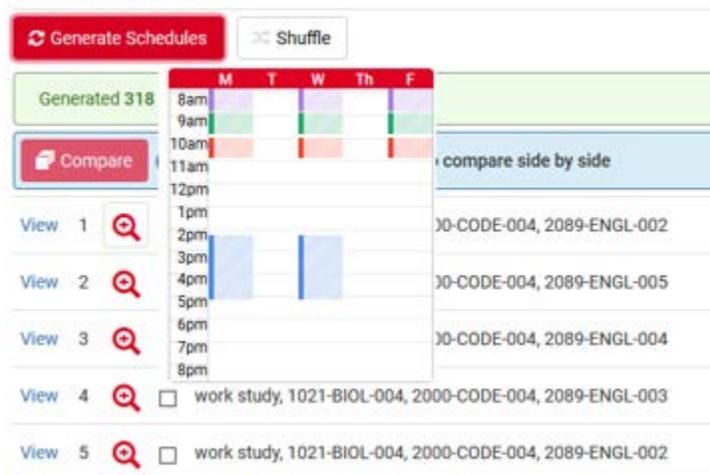
Generated 8 Schedules ⊗

Compare ⓘ Select at least two schedules to compare side by side

View	1		<input type="checkbox"/>	work study, 1021-BIOL-002, 2001-CODE-002, 2089-ENGL-017
View	2		<input type="checkbox"/>	work study, 1021-BIOL-002, 2001-CODE-002, 2089-ENGL-017
View	3		<input type="checkbox"/>	work study, 1021-BIOL-002, 2001-CODE-002, 2089-ENGL-016
View	4		<input type="checkbox"/>	work study, 1021-BIOL-002, 2001-CODE-002, 2089-ENGL-015
View	5		<input type="checkbox"/>	work study, 1021-BIOL-001, 2001-CODE-002, 2089-ENGL-017
View	6		<input type="checkbox"/>	work study, 1021-BIOL-001, 2001-CODE-002, 2089-ENGL-017
View	7		<input type="checkbox"/>	work study, 1021-BIOL-001, 2001-CODE-002, 2089-ENGL-016
View	8		<input type="checkbox"/>	work study, 1021-BIOL-001, 2001-CODE-002, 2089-ENGL-015

View Schedules

Schedules



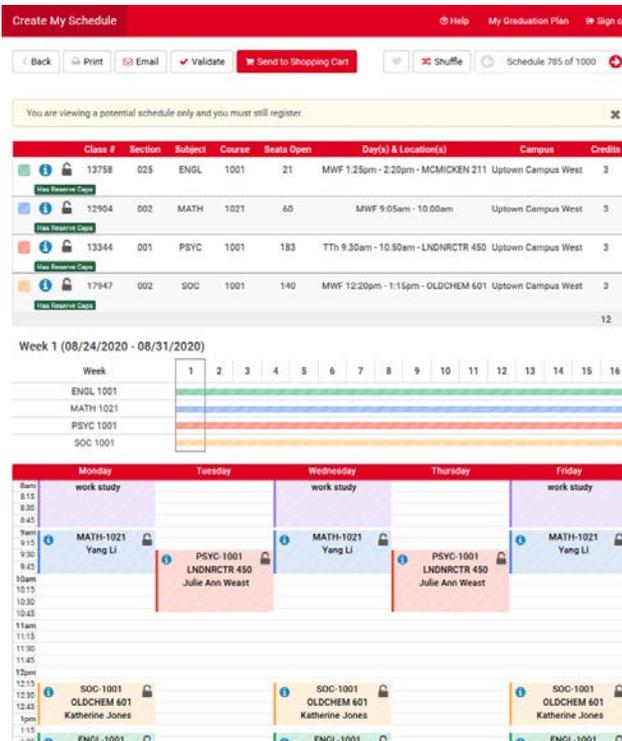
The 'Schedules' interface includes a 'Generate Schedules' button, a 'Shuffle' button, and a 'Compare' button. It displays a grid of time slots from 8am to 8pm across days M, T, W, Th, F. A 'View' dropdown menu is open, showing five schedule options with magnifying glass icons:

- View 1: [Magnifying Glass]
- View 2: [Magnifying Glass]
- View 3: [Magnifying Glass]
- View 4: [Magnifying Glass] work study, 1021-BIOL-004, 2000-CODE-004, 2089-ENGL-003
- View 5: [Magnifying Glass] work study, 1021-BIOL-004, 2000-CODE-004, 2089-ENGL-002

On the right, a 'compare side by side' button is visible. Below the grid, course codes are listed: '30-CODE-004, 2089-ENGL-002', '30-CODE-004, 2089-ENGL-005', and '30-CODE-004, 2089-ENGL-004'.

Hovering over the magnifying glass next to a schedule will present a quick overview of the blocks of time included in that schedule.

Clicking on **View** next to any of the schedule options will open to a detailed view of the schedule where, by using the arrows in the upper-right corner or the arrow keys on your keyboard, you can scroll through all possible schedule combinations.



The 'Create My Schedule' interface includes a 'Send to Shopping Cart' button and a 'Shuffle' button. A warning message states: 'You are viewing a potential schedule only and you must still register'. Below is a table of course options:

Class #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
13758	025	ENGL	1001	21	MWF 12:5pm - 2:20pm - MCMICKEN 211	Uptown Campus West	3
12904	002	MATH	1021	60	MWF 9:05am - 10:00am	Uptown Campus West	3
13344	001	PSYC	1001	183	TTh 9:30am - 10:50am - LNDNRCTR 450	Uptown Campus West	3
17947	002	SOC	1001	140	MWF 12:20pm - 1:15pm - OLDICHEM 601	Uptown Campus West	3
							12

Below the course list is a weekly schedule grid for 'Week 1 (08/24/2020 - 08/31/2020)'. The grid shows time slots from 8am to 1:30pm across days Monday through Friday. Courses are scheduled as follows:

- Monday:** work study (8am-9am), MATH-1021 (9am-9:45am, Yang Li), SOC-1001 (12:15-12:50pm, Katherine Jones), ENGL-1001 (1:30pm).
- Tuesday:** PSYC-1001 (9:45-10am, LNDNRCTR 450, Julie Ann West).
- Wednesday:** work study (8am-9am), MATH-1021 (9am-9:45am, Yang Li), SOC-1001 (12:15-12:50pm, Katherine Jones), ENGL-1001 (1:30pm).
- Thursday:** PSYC-1001 (9:45-10am, LNDNRCTR 450, Julie Ann West), SOC-1001 (12:15-12:50pm, Katherine Jones), ENGL-1001 (1:30pm).
- Friday:** work study (8am-9am), MATH-1021 (9am-9:45am, Yang Li), SOC-1001 (12:15-12:50pm, Katherine Jones), ENGL-1001 (1:30pm).

Can I compare multiple schedules from the list of possible schedules that have been generated?

You can compare high-level overviews of multiple schedules by clicking the box next to the schedule and then clicking **Compare**.

 Compare

 Select at least two schedules to compare side by side

#785 ✖

#667 ✖

#235 ✖

View 785 

work study, 1001-ENGL-025, 1021-MATH-002, 1001-PSYC-001, 1001-SOC-002

View 667 

work study, 1001-ENGL-023, 1021-MATH-002, 1001-PSYC-001, 1001-SOC-001

View 235 

work study, 1001-ENGL-010, 1021-MATH-007, 1001-PSYC-001, 1001-SOC-002

Schedules

 Generate Schedules

Looks like you have many schedules. Generated 1000+ Schedules

 Compare

 Select

View 785 

work study, 1001-ENGL-025, 1021-MATH-002, 1001-PSYC-001, 1001-SOC-002

View 667 

work study, 1001-ENGL-023, 1021-MATH-002, 1001-PSYC-001, 1001-SOC-001

View 235 

work study, 1001-ENGL-010, 1021-MATH-007, 1001-PSYC-001, 1001-SOC-002

View 683 

work study, 1001-ENGL-025, 1021-MATH-002, 1001-PSYC-001, 1001-SOC-002

View 493 

work study, 1001-ENGL-023, 1021-MATH-002, 1001-PSYC-001, 1001-SOC-001

View 251 

work study, 1001-ENGL-025, 1021-MATH-002, 1001-PSYC-001, 1001-SOC-002

View 675 

work study, 1001-ENGL-023, 1021-MATH-002, 1001-PSYC-001, 1001-SOC-001

View 492 

work study, 1001-ENGL-010, 1021-MATH-007, 1001-PSYC-001, 1001-SOC-002

View 303 

work study, 1001-ENGL-025, 1021-MATH-002, 1001-PSYC-001, 1001-SOC-002

View 395 

work study, 1001-ENGL-023, 1021-MATH-002, 1001-PSYC-001, 1001-SOC-001

View 331 

work study, 1001-ENGL-010, 1021-MATH-007, 1001-PSYC-001, 1001-SOC-002

View 349 

work study, 1001-ENGL-025, 1021-MATH-002, 1001-PSYC-001, 1001-SOC-002

Compare Schedules

	M	T	W	Th	F
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					

 Open #493

	M	T	W	Th	F
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					

 Open #731

	M	T	W	Th	F
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					

 Open #761

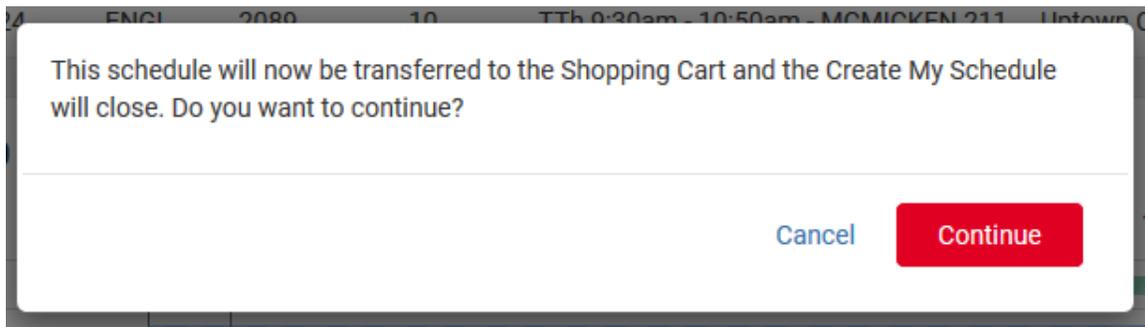
 Close

What do I do when I see a schedule I am interested in registering for?

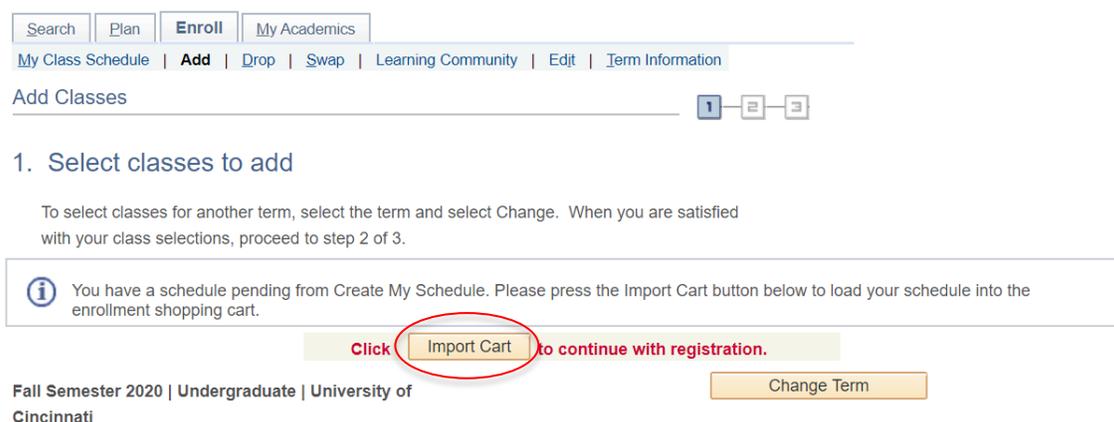
If you want to register for the schedule you created, you can click **Send to Shopping Cart** at the top of the Schedule page.



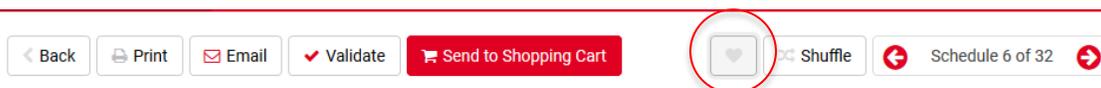
You will receive a pop-up notification that you are being redirected to the Catalyst Shopping Cart.

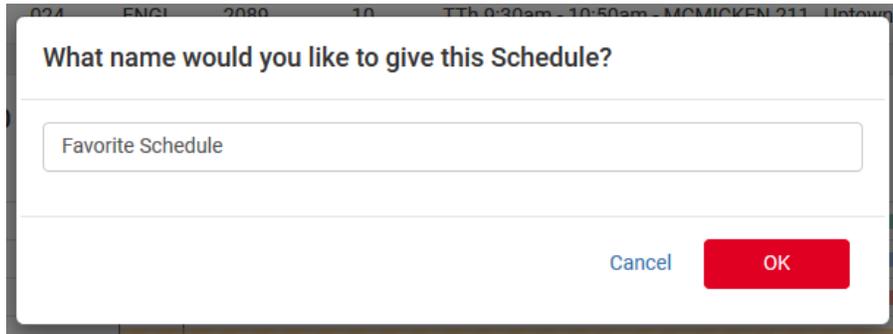


When the Shopping Cart opens, you will click the **Import Cart** button and complete the registration process in Catalyst.



If you want to save a schedule rather than register, you can “Favorite” a schedule within Create My Schedule. When you find a schedule you want to favorite, click the heart icon at the top of the Schedule page. You are then given an opportunity to name the schedule.





What name would you like to give this Schedule?

Favorite Schedule

Cancel OK

The schedule is then saved and accessible from the Add Courses page when you return to Create My Schedule. It is possible to “favorite” multiple schedules.

Schedules ♥ Favorites 1 📅 View Schedules

[Generate Schedules](#)

[Compare](#) ℹ Select at least two schedules to compare side by side

[View](#) 🔍 Favorite Schedule
1021-BIOL-002, 2000-CODE-004, 1001-ECON-007, 2089-ENGL-024 ✎ ✕

Can I verify that I am eligible to enroll in courses prior to moving them to my enrollment shopping cart using Create My Schedule?

At the top of the schedule page is a **Validate** button. When the system validates your courses, it is checking to see that you will be permitted to enroll in the courses, based on criteria like prerequisites or class standing. Clicking this button will result in a pop-up, indicating that the process is running, followed by the results of the validation query.

[← Back](#) [Print](#) [Email](#) [Validate](#) [Send to Shopping Cart](#) [♥](#) [Shuffle](#) [Schedule 6 of 32](#) [→](#)



Validating your Schedule

Validate Results

Below are your Validation Results for these courses:

- PSYC-1001, 001
 - OK to enroll.
- ECON-1001, 002
 - OK to enroll.

Remember, you are **not** registered for these courses. Validating your schedule confirms that you will be able to successfully register when your registration window opens.

OK

What happens to schedules I have created if I generate schedule options but close Create My Schedule without moving a schedule to my enrollment shopping cart?

The courses and breaks you have added will remain listed. Any favorited schedules will be available when you return to Create My Schedule. You will need to click the Generate Schedules button again to see schedule combinations and view schedules you did not favorite.

Can I drop or withdraw from courses using Create My Schedule?

At this time, dropping and withdrawing will still take place within the Shopping Cart in Catalyst. This functionality will be coming to Create My Schedule in the future.

Can I add additional courses to my schedule using Create My Schedule if I have already enrolled in other courses?

If you have already enrolled in courses, Create My Schedule will display your current enrollment, and will utilize your existing courses when creating schedule combinations, allowing you to add courses around your existing schedule.

Courses + Add Course

Select All

ENGL 2089
INTERMEDIATE COMP Sections

Breaks + Add Break

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

Current Schedule

Class #	Status	Section	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Campus
10011	Enrolled	001	ACCT	2081	Sharon Strickland	MW 11:15am - 12:10pm - LINDHALL 1410	0	Uptown Campus West
10012	Enrolled	002	ACCT	2081	Sharon Strickland	F 11:15am - 12:10pm - LINDHALL 2240	3	Uptown Campus West
18474	Enrolled	001	AIST	2060		TTh 11:00am - 12:20pm - OLDCHEM 702	3	Uptown Campus West
10420	Enrolled	017	IS	2080C	Maria Webb	MW 9:05am - 10:00am - LINDHALL 3115	0	Uptown Campus West
10421	Enrolled	018	IS	2080C	Maria Webb	F 9:05am - 10:00am - LINDHALL 2110	3	Uptown Campus West
20057	Enrolled	001	ORGL	2004C	Philip Masline	T 12:30pm - 1:50pm - EDWARDS 6152 ONLINE ONLINE	4	Uptown Campus West
18484	Enrolled	006	SPAN	1001		MWF 10:10am - 11:05am - ZIMMER 302	5	Uptown Campus West

Schedules Favorites View Schedules

Generate Schedules Shuffle

Generated 5 Schedules

Compare Select at least two schedules to compare side by side

View 1 2081-ACCT-001, 2081-ACCT-002, 2060-AIST-001, 2089-ENGL-024, 2080C-IS-017, 2080C-IS-018, 2004C-ORGL-001, 1001-SPAN-006

When you Generate Schedules, the courses for which you are already enrolled are included in the schedule options. Schedule views will also include visual representation of courses for which you are already registered.

Status	Class #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits	
	Enrolled	10011	001	ACCT	2081	0	MW 11:15am - 12:10pm - LINDHALL 1410	Uptown Campus West	0
	Enrolled	10012	002	ACCT	2081	0	F 11:15am - 12:10pm - LINDHALL 2240	Uptown Campus West	3
	Enrolled	18474	001	AIST	2060	14	TTh 11:00am - 12:20pm - OLDICHEM 702	Uptown Campus West	3
	Not Enrolled	14227	024	ENGL	2089	10	TTh 9:30am - 10:50am - MCMICKEN 211	Uptown Campus West	3
	Enrolled	10420	017	IS	2080C	0	MW 9:05am - 10:00am - LINDHALL 3115	Uptown Campus West	0
	Enrolled	10421	018	IS	2080C	0	F 9:05am - 10:00am - LINDHALL 2110	Uptown Campus West	3
	Enrolled	20057	001	ORGL	2004C	7	T 12:30pm - 1:50pm - EDWARDS 6152 ONLINE ONLINE	Uptown Campus West	4
	Enrolled	18484	006	SPAN	1001	4	MWF 10:10am - 11:05am - ZIMMER 302	Uptown Campus West	5
									21

Week 1 (08/24/2020 - 08/31/2020)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
ACCT 2081	[Green bar]															
ACCT 2081	[Green bar]															
AIST 2060	[Blue bar]															
ENGL 2089	[Red bar]															
IS 2080C	[Yellow bar]															
IS 2080C	[Yellow bar]															
ORGL 2004C	[Red bar]															
SPAN 1001	[Purple bar]															

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am					
9:15	IS-2080C LINDHALL 3115 Maria Webb	ENGL-2089 MCMICKEN 211 Kristin Carlson	IS-2080C LINDHALL 3115 Maria Webb	ENGL-2089 MCMICKEN 211 Kristin Carlson	IS-2080C LINDHALL 2110 Maria Webb
9:30					
9:45					
10am					
10:15	SPAN-1001 ZIMMER 302		SPAN-1001 ZIMMER 302		SPAN-1001 ZIMMER 302
10:30					
10:45					
11am					
11:15	ACCT-2081 LINDHALL 1410	AIST-2060 OLDICHEM 702	ACCT-2081 LINDHALL 1410	AIST-2060 OLDICHEM 702	ACCT-2081 LINDHALL 2240
11:30					

Can I use Create My Schedule to view schedule options prior to my enrollment window being open?

When the schedule for an upcoming term is released, Create My Schedule is also available for that upcoming term. Users will be able to view and generate potential schedules for terms prior to being eligible to enroll in those terms.

How do I change the hours for a variable hour course that is included in a schedule I am interested in enrolling in?

Selection of any course variables, such as grading basis or credit hours, will be selected within the Catalyst Enrollment Shopping Cart as a part of the actual enrollment process. After selecting the 'import cart' button on a term for which you have sent Catalyst a schedule, you will be presented with each course in that schedule and will have the opportunity to identify credit hours and grading basis choices for eligible courses.

Can I view textbook information when looking at courses in Create My Schedule?

Create My Schedule includes links to UC's textbook ordering system for all courses. Clicking the blue "i" circle next to a course in the courses grid will expand the course information. Clicking the **Search for My Textbooks** link will open a new window, showing the required materials for that course.

	Class #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
 	71007	002	BIOL	1021	8	ONLINE ONLINE	Web - Online	3
Title: INTRO BIOLOGY I Class #: 71007 Section: 002 Subject: BIOL Course: 1021 Seats Open: 8 Component: LE Session: Full Academic Session Instructor: Beverly Knauper Campus: Web - Online Credits: 3 Waitlist Open: 5 Section Attributes: Baccalaureate Competencies-CT Critical Thinking, Baccalaureate Competencies-IL Information Literacy, Baccalaureate Competencies-KI Knowledge Integration, Breadth of Knowledge-NS Natural Sciences, Baccalaureate Competencies-SR Social Responsibility Textbooks: Search For My Textbooks						Day(s) & Location(s): ONLINE ONLINE Dates: 05/11/2020 - 08/08/2020		
 	71404	002	CODE	2001	1	TTh 11:30am - 2:45pm - REMOTE REMOTE	Web - Online	3
 	71871	017	ENGL	2089	1	REMOTE REMOTE	Web - Online	3

What is course locking?

Course locking is a way to select a specific section of a course to include in a schedule. For example, if multiple sections of ENGL2089 are offered and you definitely want to take the one offered at 10:10am on MWF, you can click the lock icon, either on the course grid or in the schedule view, to hold it in place. Your potential schedules will now only include those that use the locked course.

Class #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
15978	002	BIOL	1021	68	M 6:30pm - 9:20pm - SWIFT 800	Uptown Campus West	3
Has Reserve Caps							
16076	004	CODE	2000	3	MW 2:30pm - 5:20pm - ARONOFF 6450D	Uptown Campus West	3
10173	003	ECON	1001	219	TTh 9:30am - 10:50am - LINDHALL 1410	Uptown Campus West	3
Has Reserve Caps							
14209	006	ENGL	2089	4	MWF 10:10am - 11:05am	Uptown Campus West	3
13345	002	PSYC	1001	203	TTh 3:30pm - 4:50pm - OLDCHEM 525	Uptown Campus West	3
Has Reserve Caps							
							15

9:15		
9:30		
9:45		
10am		
10:15	ENGL-2089 Gary Vaughn	ECON-1001 LINDHALL 1410 Erwin Erhardt
10:30		
10:45		
11am		

When you lock a course, Create My Schedule will alert you to the impact the action had on your possible schedule combinations.



To unlock the course, simply click the lock icon again.

Can I get to My Graduation Plan from Create My Schedule?

In the upper right corner of Create My Schedule is a link to My Graduation Plan. Clicking this link will open My Graduation plan for students and advisors that have access to that tool.

