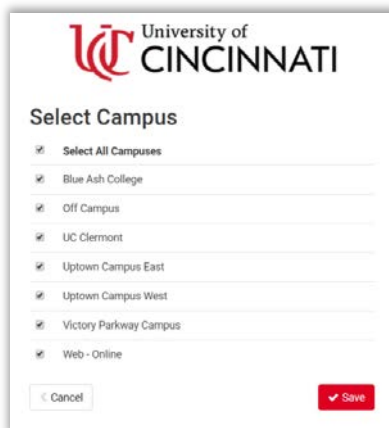# Create My Schedule

Using Filters

Using **Filters** in Create My Schedule is a great way to limit potential schedule choices to just those that best meet your needs. Filter choices are presented at the top of the main scheduling page in the Create My Schedule tool. Below is an explanation of available filter options and a summary of what each option does.

Available filters include:

1. Term – The term filter is a required filter that must be used to indicate the term you would like to generate schedules for. This filter will be presented to users as they enter the Create My Schedule tool.
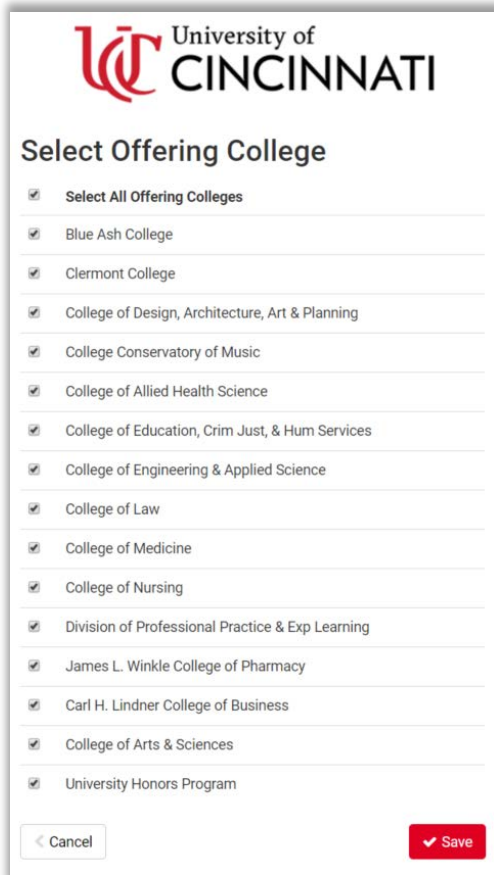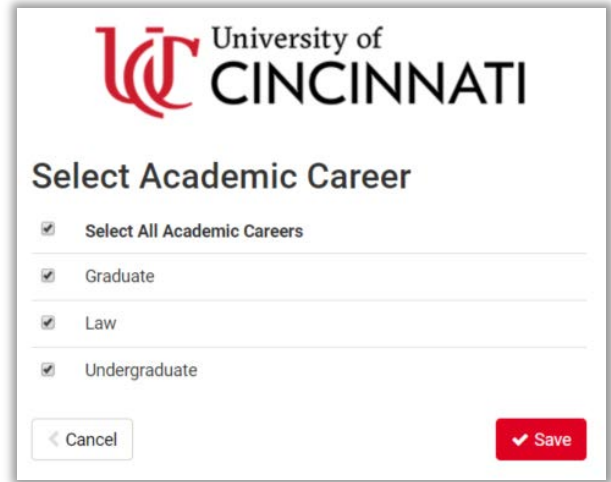
2. Campuses – The campuses filter is a required filter used to identify the campus a course will be taught on. This filter includes all options by default. By unchecking campus options you will remove classes taught on those campuses from your potential schedule results.

3. Sessions – The sessions filter is an optional filter that will display all available sessions for the term selected in the term filter. This filter is set to all sessions selected by default. Unchecking a session option will remove all schedule combinations containing classes taught in that session.
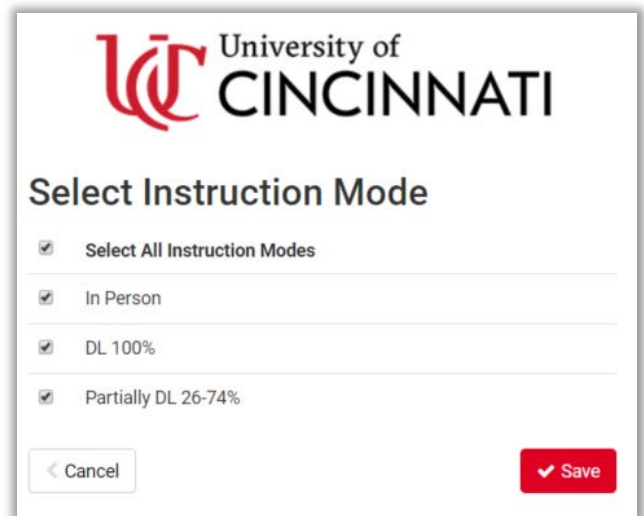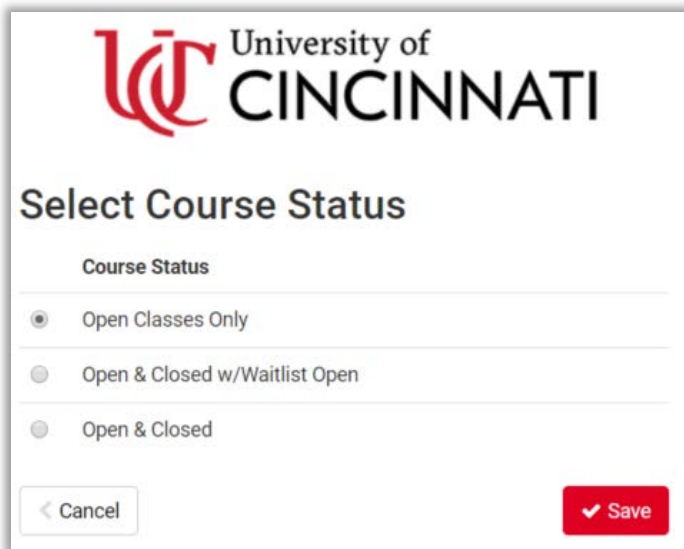
4. Academic Careers – The academic careers filter is an optional filter that will display the academic careers associated with courses offered in the term indicated in the term filter. Limiting the number of careers selected in this filter will limit potential schedules to just those containing courses in that career. Limiting the number of careers selected in this filter will also limit the courses a user can search for in Create My Schedule. It is important to note that academic career is not the same as course subject.

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Select Academic Career

- ☑ Select All Academic Careers
- ☑ Graduate
- ☑ Law
- ☑ Undergraduate

‹ Cancel   ✔ Save

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Select Offering College

- ☑ Select All Offering Colleges
- ☑ Blue Ash College
- ☑ Clermont College
- ☑ College of Design, Architecture, Art & Planning
- ☑ College Conservatory of Music
- ☑ College of Allied Health Science
- ☑ College of Education, Crim Just, & Hum Services
- ☑ College of Engineering & Applied Science
- ☑ College of Law
- ☑ College of Medicine
- ☑ College of Nursing
- ☑ Division of Professional Practice & Exp Learning
- ☑ James L. Winkle College of Pharmacy
- ☑ Carl H. Lindner College of Business
- ☑ College of Arts & Sciences
- ☑ University Honors Program

‹ Cancel   ✔ Save

5. Offering Colleges – The offering colleges filter is an optional filter that allows users to limit their potential schedules to just those containing classes offered by the colleges selected in the filter. Selecting specific colleges in this filter will also limit the courses presented when searching for courses using the add course functionality in Create My Schedule.
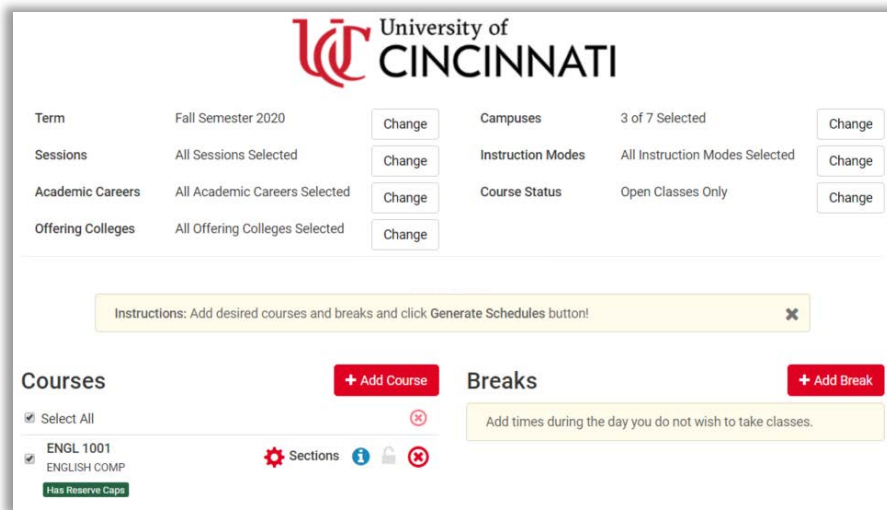
6. Instruction Modes – The instruction modes filter is an optional filter that allows users to limit their potential schedules to just those containing classes delivered using the instruction modes selected in the filter. Selecting specific colleges in this filter will also limit the courses presented when searching for courses using the add course functionality in Create My Schedule.

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Select Instruction Mode

- ☑ Select All Instruction Modes
- ☑ In Person
- ☑ DL 100%
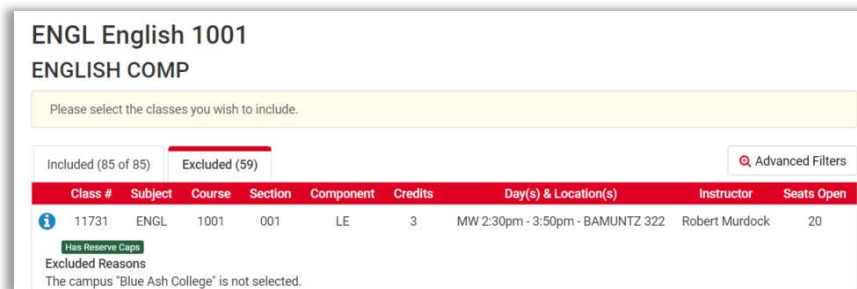- ☑ Partially DL 26-74%

‹ Cancel   ✔ Save

7. Course Status – The course status filter by default is set to 'Open Courses Only'. Only active courses with open seats will be displayed in potential schedule combinations using this filter value. To include closed or waitlisted classes in your potential schedule combination results you will need to change this filter.

When using filters in Create My Schedule classes can be excluded from potential schedule options due to selected filter values. To view excluded classes select the 'sections' icon next to a course in the space pictured below.

A tab for included and excluded courses will allow you to see sections that have been included in potential schedules and those that have been excluded, along with their reasons for exclusion.

Each time you log out of Create My Schedule your filter selections will reset to the system defaults. If, after generating potential schedules, you are not presented with any results consider changing some of your filter options.