

# Schedule Builder User Guide

OFFICE OF THE REGISTRAR  
INDIANA STATE UNIVERSITY

Civitas is a new program being used by the University in 2022. Students will be able to register for future terms. Civitas will be available via a student's portal. Once the student logs in they will be able to select the current or any future terms that they are able to register for.

# Contents

---

Log In.....	2
From Student Self-Service.....	2
From Degree Works.....	2
Build Schedule.....	2
Picking Parameters .....	2
Add Courses .....	5
Breaks .....	10
Schedules .....	11
Shopping Cart.....	12
Current Schedule .....	14
.....	15

## Log In

---

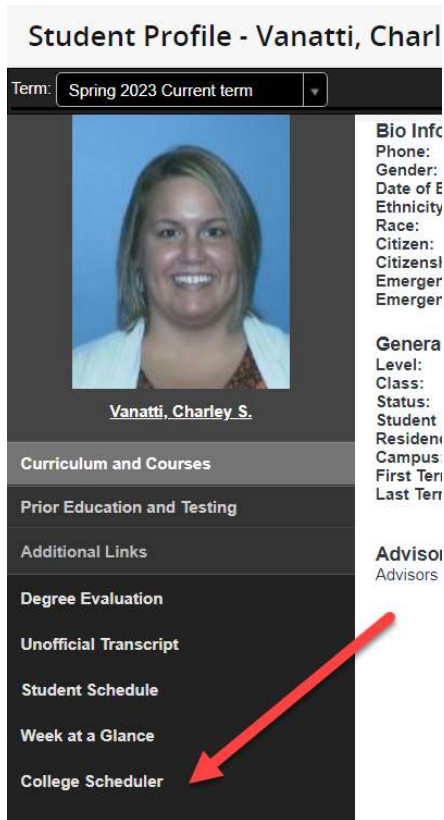
### From Student Self-Service

- Select Student Profile
- On left side, select Schedule Builder

Student • Student Profile

**Student Profile - Vanatti, Charl**

Term: Spring 2023 Current term



**Bio Infc**  
Phone:  
Gender:  
Date of E  
Ethnicity  
Race:  
Citizen:  
Citizensl  
Emerger  
Emerger

**Genera**  
Level:  
Class:  
Status:  
Student  
Resident  
Campus:  
First Ter  
Last Ter

**Advisoi**  
Advisors

**Vanatti, Charley S.**

Curriculum and Courses

Prior Education and Testing

Additional Links

Degree Evaluation

Unofficial Transcript

Student Schedule

Week at a Glance

College Scheduler

### From Degree Works

- From any page in Degree Works, students can select Schedule Builder on the top



My Student Academic Map @ Indiana State 

WORKSHEETS   EXCEPTIONS   PLANS   ADMIN   SCHEDULE PLANNER

## Build Schedule

---

### Picking Parameters

These can help to narrow down a student's search for courses.

ID:

**Course Status**  
Open Classes Only

Change

**Instruction Modes**  
All Instruction Modes Selected

Change

**Campuses**  
All Campuses Selected

Change

**Levels**  
All Levels Selected

Change

**Term**  
Fall 2022

Change

**Schedule Types**  
All Schedule Types Selected

Change

**Parts of Term**  
All Parts of Term Selected

Change

### Course Status

- Open Classes Only
- Open & Full

### Campuses

- ISU Main Campus
- Off Campus
- Online/Distance

### Term

- Terms that have the schedule published
  - Student won't be able to register for all terms, only terms where registration is open

### Parts of Term

- All parts of term for the initial term(s) that was selected

### Instruction Mode

- **Face to Face:** A face to face course is in-person, on-campus delivery. Class activity is organized around scheduled class meetings. They are measured by the number of hours spent in required class meetings. Online activity may complement class sessions without materially reducing the number of required in-person class meetings. The primary use of online assignments is to provide out-of-class activities to encourage greater student engagement with class content.
- **Arranged by Instructor:** The nature of independent study, research project, thesis and dissertation classes create unique circumstances and generate some confusion as to what is the proper class type to use. Clarification of this matter is intended to ensure that students are charged, or not charged, the distance delivery fee appropriately.

- Field Instruction: These types of classes are unique and are not intended for regular classes, where there is on-going faculty-mediated instruction.
- HYB-Hybrid: Courses delivered through a combination of online and face-to-face meetings. The campus and schedule type will also determine the modality of the course. Courses can be On Campus Hybrid (blend of face to face and online instruction) or Distance Hybrid (online instruction supplemented with classroom activities.)
- On campus hybrid - Online activity is mixed with classroom meetings, replacing at least 20%, but less than 75% of required face-to-face meetings. When the technologies used for education and communication outside the classroom are used to supplant some of the classroom work, reducing the time actually spent in the classroom, the result is a hybrid class. For example, if a class traditionally meets in a classroom three times per week, a hybrid or blended version might use online sessions to replace one or two of the traditional weekly classroom sessions. A general rule is to classify a class as hybrid if online components replace a minimum of one class meeting per week in a typical three-credit class or to replace all but a few key face-to-face sessions for laboratory work or examinations. Total amount of student work time is ultimately equivalent to a face-to-face course and outcomes are identical to traditional classes.
- Distance Hybrid - At least 75% but not 100% of class activity is done online. Distance Hybrid delivered classes are those in which the vast majority of the instruction and interaction occurs via electronic communication, or equivalent mechanisms, with the faculty and students physically separated from each other and substantive interaction between the students and the instructor, either synchronously or asynchronously. If there are required face-to-face sessions or on-campus activity, it is typically delivered in short, intensive periods such as a residency weekend or laboratory session and is clearly outlined in the class schedule notes. Online meeting times due to faculty absence or an unforeseen reason to cancel a scheduled face to face meeting does not constitute a Distance Hybrid course. Additionally, supplementing face-to-face meetings does not constitute a Distance Hybrid course.
- Online: 100% of all class activity is done online. Distance delivered classes are those in which all of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other and substantive interaction between the students and the instructor, either synchronously or asynchronously.

#### Level


- Graduate
- Undergraduate

#### Schedule Type

- Clinical: An academic credit course that is a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts.

- Dissertation/Thesis/Final Project: Used when a course has been defined as dissertation, thesis, or final project.
- Independent Study: Arranged course between the student and the instructor
- Internship: Used when a course has been defined as an internship. The student will complete internship hours at an approved site.
- IU Med: GRAD 501, 601, 701, 801. Medical Education Program partnership with Indiana University.
- Lab: Laboratory course: Course number has an L associated with it, for example CHEM 105L.
- Learning Community: Multiple courses linked as co-requisites at the section level (not catalog level)
- On Campus course: Traditional course scheduled on ISU's campus.
- Online Asynchronous: Course is entirely online. Student completes course independently, while following deadlines set by the instructor.
- Online Synchronous: Course is entirely online and includes a synchronous component that requires attendance at specific times. Students are responsible for being online at the designated times.
- Outreach: Off campus outreach courses that begin during the first week of a semester and run with the normal length of a semester.
- Research: Student conducts independent research as arranged with the instructor.
- Student Teaching: College-supervised instructional experience for teaching certification.

## Add Courses

 + Add Course

- Click the 'Add Course' button

There are multiple ways to search for courses and add them to your schedule

### By Subject

- Select Subject
- Based on the subject, all available courses for that term will be populated

- Select the course
  - The course description will show
- Click 'add course' button
  - The course will populate to the right under Desired Courses

## Add Courses for Fall 2022

By Subject
By Foundational Studies
By TransferIn
By Instructor
By CRN
By DegreeWorks

Subject

Course

← Back to Generate Schedules
+ Add Course

### By Foundational Studies

- Select the Foundational Study category that you need to register for
- All courses that fulfill that category will populate
- Select the subject and course

## Add Courses for Fall 2022

By Subject
By Foundational Studies
By TransferIn
By Instructor
By CRN
By DegreeWorks

Attribute

Subject

Course

← Back to Generate Schedules
+ Add Course

Desired
Current
Shopping

### By TransferIn

- Courses that qualify for TransferIn can be found here

## Add Courses for Fall 2022

By Subject   By Foundational Studies   **By TransferIn**   By Instructor   By CRN   By DegreeWorks

Attribute  
TransferIn x

Subject  
All Subjects

Course  
Select Course...

[← Back to Generate Schedules](#)   [+ Add Course](#)

### By Instructor

- Select the drop down box for instructor
  - Student can type the start of any instructor's name
- Courses will populate that the instructor is teaching
- Click 'add course' button

## Add Courses for Fall 2022

By Subject   By Foundational Studies   By TransferIn   **By Instructor**   By CRN   By DegreeWorks

Instructor  
Select Instructor...

Course  
Select Course...

[← Back to Generate Schedules](#)   [+ Add Course](#)

Desired   Current   Shopping

### By CRN

- Type the CRN of the course
- Click 'add course' button

## Add Courses for Fall 2022

By Subject	By Foundational Studies	By TransferIn	By Instructor	<b>By CRN</b>	By DegreeWorks
------------	-------------------------	---------------	---------------	---------------	----------------

CRN #

[← Back to Generate Schedules](#) [+ Add Course](#)

### By DegreeWorks

- Students should have consulted with their advisor before registering. Once they have met with advisor, he/she should have updated the plan in DegreeWorks.
- All courses in the plan will be populated and the student can select all and add them to their courses for their schedule. This ensures students will stay on track to graduate on time.
- If the advisor does not change a “placeholder” course to the actual course a student wants to take, it will show as the placeholder and the student will need to add the course manually while building their schedule.
- Currently if there is a choice in the plan it will not populate in schedule builder under this tab. If the student has a choice in their plan, we highly suggest that once you have decided upon what choice the student wants to take, you will need to add the specific course to the plan and delete the choice so that it will populate easily in scheduler builder.










# Add Courses for Fall 2022

By Subject   By Foundational Studies   By Transferin   By Instructor   By CRN   **By DegreeWorks**

Degree Plan   Bach of Science in Engineering





Plan Term  
Fall 2022

Select All

	 Foundational Studies ESR	
	 Foundational Studies UDIE	
<input type="checkbox"/>	 English 305 - Advanced Expository Writing	
<input type="checkbox"/>	 Engineering 305 - Dynamics	
<input type="checkbox"/>	 Engineering 406 - Strength of Materials	
<input type="checkbox"/>	 Mechanical Engineering Technol 404 - Engineering Design and Management	

[← Back to Generate Schedules](#)   [+ Add](#)

Select Build Schedule tab to see the courses you have selected

- The  button will allow the student to see all active section for the term selected
  - If a student is currently registered for a section of the course, that section will show as disabled when looking at available sections
- You can get course details by selecting the  button
- The lock button  can be selected if you choose a specific section first
  - This will lock in that specific section when you generate schedules
- The  button will delete the course from the student's section

## Courses

+ Add Course

<input type="checkbox"/> Select All					
<input type="checkbox"/> ACCT 200 Survey of Accounting	Sections				
	<b>Restrictions</b>	<b>Has Fees</b>			
<input type="checkbox"/> ENG 305 Advanced Expository Writing	Sections				
	<b>Prerequisites</b>	<b>Restrictions</b>	<b>Has Fees</b>		
<input type="checkbox"/> ENGR 305 Dynamics	Sections				
	<b>Prerequisites</b>				
<input type="checkbox"/> ENGR 406 Strength of Materials	Sections				
	<b>Prerequisites</b>				
<input type="checkbox"/> MET 404 Engineering Design and Management	Sections				
	<b>Restrictions</b>	<b>Has Fees</b>			

## Breaks

+ Add Break

- Select  for when a student does not want any courses scheduled
  - Work schedules, study time, etc
- Name the break
- Select start and end time
- Select the days

- It can be for just the term the student is registering for or ongoing

## 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

Duration  Ongoing

## Schedules



- Select
  - Based on all courses that have been selected, all possible schedules with those courses will populate
  - Schedules can be compared if the student selects multiple
- Click 'view' next to any schedule to see what the schedule shows

**Schedules**

Generated 75 Schedules

<input type="button" value="View"/> 1	<input type="button" value="lock"/>	<input type="checkbox"/>	200-ACCT-301, 305-ENG-307, 305-ENGR-002, 406-ENGR-001, 404-MET-302
<input type="button" value="View"/> 2	<input type="button" value="lock"/>	<input type="checkbox"/>	200-ACCT-001, 305-ENG-305, 305-ENGR-002, 406-ENGR-001, 404-MET-002
<input type="button" value="View"/> 3	<input type="button" value="lock"/>	<input type="checkbox"/>	200-ACCT-001, 305-ENG-307, 305-ENGR-002, 406-ENGR-001, 404-MET-002
<input type="button" value="View"/> 4	<input type="button" value="lock"/>	<input type="checkbox"/>	200-ACCT-001, 305-ENG-001, 305-ENGR-002, 406-ENGR-001, 404-MET-302
<input type="button" value="View"/> 5	<input type="button" value="lock"/>	<input type="checkbox"/>	200-ACCT-001, 305-ENG-015, 305-ENGR-002, 406-ENGR-001, 404-MET-302

- The courses shown will give specific sections
- If there is a lock next to the course, the student can choose that so that if they want to generate more schedules that specific section will always show
- If a course has a pre-requisite or co-requisite it will be shown

- Below the courses will show a week at a time and how courses will be scheduled
- In the upper right corner, there is a heart button. If the student likes this schedule but wants to look at more they can make it a favorite by clicking on the heart button
- If the student likes the schedule that is given, click 'Send to Shopping Cart' and all courses will go into the shopping cart for registration

## Potential Schedule for Fall 2022

[← Back](#)
[Print](#)
[Email](#)
[Send to Shopping Cart](#)


 Schedule 1 of 75

ID: 991869593

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

Status	CRN #	Subject	Course	Section	Seats Open	Instructor	Day(s) & Location(s)	Campus	Credits	Dates
Not Enrolled	53144	ACCT	200	301	49	Gallatin, Harry Edward	WEB WEB	Online/Distance	3	08/16/2022 - 12/09/2022
<b>Restrictions</b>										
Fee(s): 795Y Dist. Ed. Delivery Fee UG \$30.00 Flat Fee										
Not Enrolled	51679	ENG	305	307	24	Chew, Lillien Lucille	WEB WEB	Online/Distance	3	08/16/2022 - 12/09/2022
<b>Prerequisites</b> <b>Restrictions</b>										
Fee(s): 795Y Dist. Ed. Delivery Fee UG \$30.00 Flat Fee										
Not Enrolled	52802	ENGR	305	002	19	Ferdous, Sheikh Fahad	TTh 12:30pm - 1:45pm - TC 0212	ISU Main Campus	3	08/16/2022 - 12/08/2022
<b>Prerequisites</b>										
Not Enrolled	52327	ENGR	406	001	19	Mohamed, Ahmed	MW 1:00pm - 2:45pm - TC 0202	ISU Main Campus	3	08/17/2022 - 12/07/2022
<b>Prerequisites</b>										
Not Enrolled	51689	MET	404	302	39	Rostom, Riem	WEB WEB	Online/Distance	3	08/16/2022 - 12/09/2022
<b>Restrictions</b>										
Fee(s): 795Y Dist. Ed. Delivery Fee UG \$30.00 Flat Fee										
									15	

## Shopping Cart

All courses placed in the shopping cart should be showing along with the week by week schedule.

Click 'Register' to let the system try to register

If a student has a pin number for the term they are trying to register for, it will ask them for the pin at this time.

## Shopping Cart for Summer 2022

Please find the Refund and Withdrawal schedule [here](#).

CRN #	Subject	Course	Section	Seats Open	Instructor	Day(s) & Location(s)	Dates
30392	PHYS	105	102	24	Not Assigned	MTWThF 9:30am - 11:45am - S 0173	06/06/2022 - 07/01/2022
<b>Prerequisites</b>							
30342	PHYS	105L	101	24	Not Assigned	MWTh 12:00pm - 1:50pm - S 0105	06/06/2022 - 06/30/2022
<b>Prerequisites</b>							

### Week 2 (06/13/2022 - 06/20/2022)

Week	1	2	3	4
PHYS 105				
PHYS 105L				
	Monday	Tuesday	Wednesday	Thursday
				Friday

Once registration has gone through a pop-up box will appear. It will show all courses that were registered and then any that were not and why they could not be registered. This will include any errors that the students would currently see.

All registration attempts are still logged into Banner. If an override it needed for the student to enter a course, that is the same process. The system will update automatically.

## Registration Results

---

Some changes could not be saved. Please provide the following and continue

Hold Password

**⚠** You are **not** registered for the following courses.

PHYS-105L, 101, Not Assigned

- One of the following is preventing registration: Course registration status rules not defined for this section.; Registration is outside of the specified registration period.; Section status prohibits registration for this section.; or Registration status does not permit registration on this day.

PHYS-105, 102, Not Assigned

- One of the following is preventing registration: Course registration status rules not defined for this section.; Registration is outside of the specified registration period.; Section status prohibits registration for this section.; or Registration status does not permit registration on this day.

---

Cancel

Continue

## Current Schedule

---

The Current schedule tab will show the schedule for the term that has been selected. The weekly schedule will be below and the student can click on each week throughout the term.

If a student would want to edit (before the semester) or drop (during the semester) a course there is an 'Edit or Drop Classes' button on the upper right.

Students may also register for courses if they know the specific CRN.

## My Current Schedule for Fall 2022

Enter CRN  Register

Add "," comma for multiple adds (e.g., 1234, 1200)

CRN #	Status	Subject	Course	Section	Instructor	Day(s) & Location(s)	Credits	Campus
50239	Enrolled	COMM	101	007	Mullen, Jennifer Ann	MWF 9:00am - 9:50am	3	ISU Main Campus
50175	Enrolled	ENG	101	004	Farrugia, Elaine C	TTh 9:30am - 10:45am - RO A108	3	ISU Main Campus
51736	Enrolled	SOC	302	304	Steiger, Thomas L	WEB WEB	3	Online/Distance
<input type="button" value="Has Reserve Seating"/> <input type="button" value="Restrictions"/>							9	

### Week 2 (08/22/2022 - 08/29/2022)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
COMM 101	[Green bar]																
ENG 101	[Blue bar]																
SOC 302	[Red bar]																

Monday Tuesday Wednesday Thursday Friday

8am  
8:15

## Edit or Drop Classes for Fall 2022

Course	Section	Class Settings	Registration Status
COMM-101	007	Level <input type="text" value="U Underg.."/>	<input type="text" value="Enrolled"/>
ENG-101	004	Level <input type="text" value="U Underg.."/>	<input type="text" value="Enrolled"/>
SOC-302	304	Level <input type="text" value="U Underg.."/>	<input type="text" value="Enrolled"/>