Schedule Builder is a MyPlan feature that helps you in course schedule planning. It provides a visual calendar that allows you to see up to 25 possible schedules. You can select which courses and sections will best fit your calendar for the upcoming quarter.

You can pin schedules and save them for later. When it is time to register, you can refer to your pinned schedules for easy access to course and section information. Once you have your final schedule, you can directly send courses to registration.

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Accessing Schedule Builder

To access schedule builder, log on to MyPlan at myplan.uw.edu or through the link on MyUW.edu Once you have logged on, go to the Academic Year View.

To use the Schedule Builder feature, you will need to have some courses in your Plan for the upcoming quarters that have a published time schedule. If you don't have any courses in your Plan, you will need to add some first. For our example we will add COM 220 and POLS 202 to our course Plan.

To find more about how to search for courses, go to the “overview video” on the MyPlan Page.

Once you have courses in your plan, navigate to the Academic Year View page and select the quarter you want to create a schedule for. Select “Build Your Schedule” in the navigation bar at the top of the screen.
Schedule Builder View

Schedule Builder opens up to 25 possible schedules to view. Selecting a calendar block displays schedule details. You can compare different schedules by selecting one of the blocks under the section “Possible Schedules”.

Different schedules are denoted by different colors. You can display up to three possible schedules at a time in the calendar grid below. If you want to select another, you'll first have to deselect one.
Schedule Builder Inclusions

When on the Schedule Builder page, you will see the section “Include Sections that” has a default option selected. This default option ensures that Schedule Builder will only return open sections, those without enrollment restrictions, and those that do not conflict with your current registered courses. Schedule Builder excludes sections that are currently closed or overlap with courses you are already registered for. You can change these options by checking the boxes “Are currently closed” and “Overlap with my registered courses” respectively. If there is a course with enrollment restrictions that you want to take, speak to your adviser to learn more about how you can do so. If you want to know more about enrolling for a course under the Professional and Continuing Education (PCE), visit pce.uw.edu. To view your changes, select the “Update” button.

You can also exclude sections that meet on days or times that conflict with your other activities by selecting the “Add days/times” under the “Exclude sections that meet on” section.
Schedule Builder Exclusions

MyPlan

Schedule Builder: Winter 2016

1. Select the “Add days/times” to open the following pop-up menu.

2. Select the day and adjust the slider bar to choose the time you would like to exclude from your schedule. Select “Add”. If you want to edit or delete, select EDIT/DELETE.

Add to Plan

1. Select an individual block to see section level details and check if a course section is currently available or has enrollment restrictions.

2. To add a specific section select the “plus” button on the right side of the pop-up window.
Pin Your Schedule

1. You can save a possible schedule by selecting the icon shaped like a pin next to the “View/Register” Button in the blocks at the top of the calendar.

2. Once you have selected the schedule you want, your pinned schedule will appear in the rightmost corner of your screen under the “Pinned Schedules” block. You can pin up to 3 schedule options for future planning. You can also select the “trash” icon to delete the pinned schedule. You can send your courses to registration by selecting the “View/Register” link below the pinned schedule.
Register by Choosing a Schedule Directly

If you have already selected the sections you want, you can send your courses to registration by selecting the “View/Register” Button.

Schedule Builder: Winter 2016

Use the calendar to compare meeting times for the scheduled sections of courses in your plan for this quarter. Register by choosing a possible schedule and selecting “View/Register”, or pin a schedule for future planning. To add to or change the courses in your plan and create alternate schedules, visit your Plan page or Find Courses.

Include sections that...
- Have enrollment restrictions
- Overlap with my registered courses
- Are currently closed
- Are UW PCE sections

Exclude sections that meet on...

+ Add days/times

Update

Possible Schedules: 8

Select from the buttons below to view and send the schedule directly to registration by selecting this option.

Send the schedule directly to registration by selecting this option.
What To Do if Schedule Builder is Empty After Adding Courses

If Schedule Builder is empty after adding courses you can select the option “Spring Quarter 2015” next to the “Build Your Schedule” to view the details and find out if there are any time conflicts between the selected courses or with your registered courses.

If even after selecting courses the Schedule Builder is unable to display schedules then go to the Quarter view to check if there are any scheduling conflicts.

No possible schedules were found.
Closed sections were filtered from your possible schedules.
What To Do if Schedule Builder is Empty After Adding Courses (Continued)

Select the “Show all scheduled sections” to see the detailed view under each class. We can check to see if there are any time conflicts between the classes.

Select this link to show detailed view of all sections under the class.