Schedule Builder

Through the Student Degree Audit software, undergraduate students can build a semester schedule and move these courses to their shopping cart.

PLEASE NOTE: Pre-requisites and other enrollment requirements are not enforced in the schedule builder. Final check of course requisites, time conflicts, and course availability will be enforced in SIS. Be sure to carefully review course prerequisites before adding courses to your plan, either in the SIS catalogue or in the Course Catalogue Details in your Degree Audit.

1. Access your Degree Audit from the "Academics" drop-down in SIS by clicking "Student Degree Audit."
2. Select "Schedules" from the menu
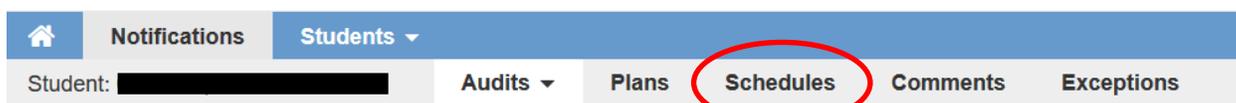
3. Select the Year and Term you wish to schedule from the drop-down menu

4. Confirm eligibility to enroll for that term
   a. If eligible, green text will indicate beginning and end dates and times of SIS shopping cart availability.
   b. If ineligible, red text will say "SIS Enrollment Cart not available; please contact Registrar. Contact student services at 617-627-2000 or by email at studentservices@tufts.edu for more information.
5. Add courses to the Schedule Builder by typing into the search bar labeled "Find Courses" and click search.

a. When searching for a specific class, you must use the subject abbreviation (like PS, BIO, CHEM, or COMP) and the 4-digit class number (like PS 0198, BIO 0013, PSY 0001, or

★ Schedule 1

COMP 0040	Search

To get started :
1. Select YearTerm
2. Enter busy times below
3. Select course sections to add to course list above

COMP 0040)

b. You may also enter a subject abbreviation to see all courses available in that subject or enter a word in the course title to search for that course title.
c. If the course you searched for is not being offered in the given semester, the screen will say "search returned no results".
d. **Note: Pre-requisites and other enrollment requirements are not enforced in the schedule builder. Please review course description for enrollment requirements.**
e. After searching, click the green plus to add the course to your schedule.

Find Courses

BIO	❓	Search

Advanced Options

Add	▾ Dept.	▾ Number	Title
➕	BIO	0001	Environ Pres & Improve
➕	BIO	0004	Gross Anatomy
➕	BIO	0008	Microbiology of Food
➕	BIO	0009	Physiology
➕	BIO	0010	Plants & Humanity

6. Once you have added your classes, return to the schedules page to select your sections and plan your schedule. You may do this in one of two ways:
    a. Click on the "Sections" tab to manually select each section. Click the radio button to the left of a section you wish to select, then click "Select" to add the course to your default schedule. For courses with labs and recitations, you will select a combination of lecture and lab or recitation.

b. Or, use the "Auto Generate Schedule" button to generate a number of schedules using different sections, labs, and recitations.

   i. First, set busy times in which you are not available for classes by clicking on the "Sections" tab, scrolling to the bottom, and setting busy times. Doing this prior to using the "Auto-generate Schedule" feature will prevent the scheduler from putting courses into those busy times.

ii. When using the "Auto-Generate Schedule" feature, you may also choose to set other enrollment preferences by clicking "Set Preferences".
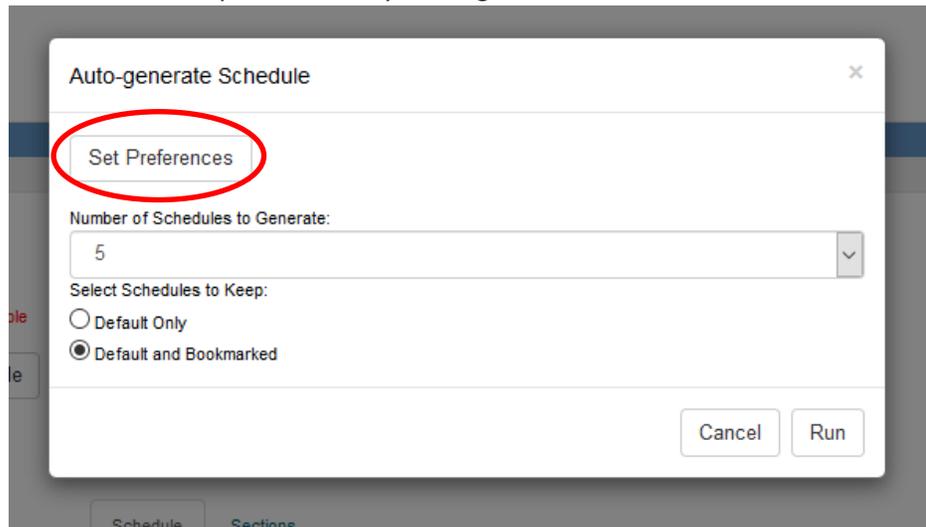
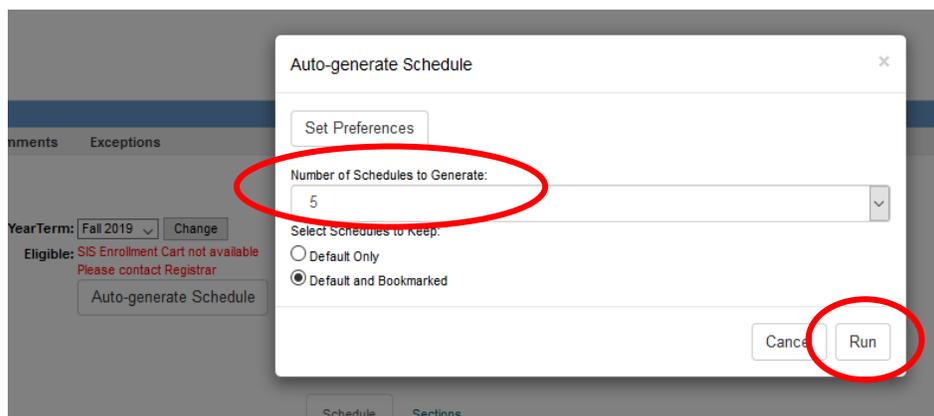iii. Preferences include preferred instructor and campus preferences.

iv. After setting preferences, select the maximum number of schedules you wish to generate, then click "run".

v. This will return the specified number of schedule options using the classes you have selected. In the example below, some course times conflict so there are no

schedules provided featuring all classes.

7. Once you have decided on a schedule of classes, click the "Default" button to make this your preferred schedule, and then click "Pre-Enroll" to add the classes to your SIS shopping cart.

8. Visit SIS to complete enrollment at your designated date and time. **YOU MUST COMPLETE ENROLLMENT IN YOUR SIS SHOPPING CART at your appointed registration date and time. Final check of course requisites, time conflicts, and course availability will be enforced in SIS during the registration process.**

9. If you would like to send your advisor a message about your planned enrollment, you can do so using the "Comments" feature.

    a. Select comments from the navigation bar

    b. Click "Add a new comment"

    c. Type your comment, mark the comment as "shared with advisors", and save. Sharing with advisors will generate an email to all declared advisors.

Comments

Enter your comments. Select the 'Share with' field to share the comment with others or the 'Private' field to create a private note.

Add New Comment

Expand All / Collapse All

From: Me

○ Private ● Share with: ☐ To: Student ☑ To: Other Advisors

This is a test comment.

Save   Cancel

10. Once you have hit "pre-enroll" and moved courses to your SIS shopping cart, if you wish to make further changes using the schedule builder, you will need to delete courses from your SIS shopping cart, then use the "Sync with Reg Sys" button in the Degree Audit Schedule Builder.

Schedule   Sections

★ Default   🔖 Un-Bookmark   🗑 Delete   ➜ Pre-Enroll   ⟳ Sync w/ Reg Sys   🖨 Print