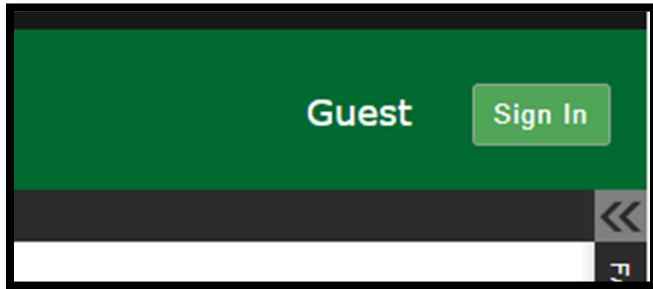
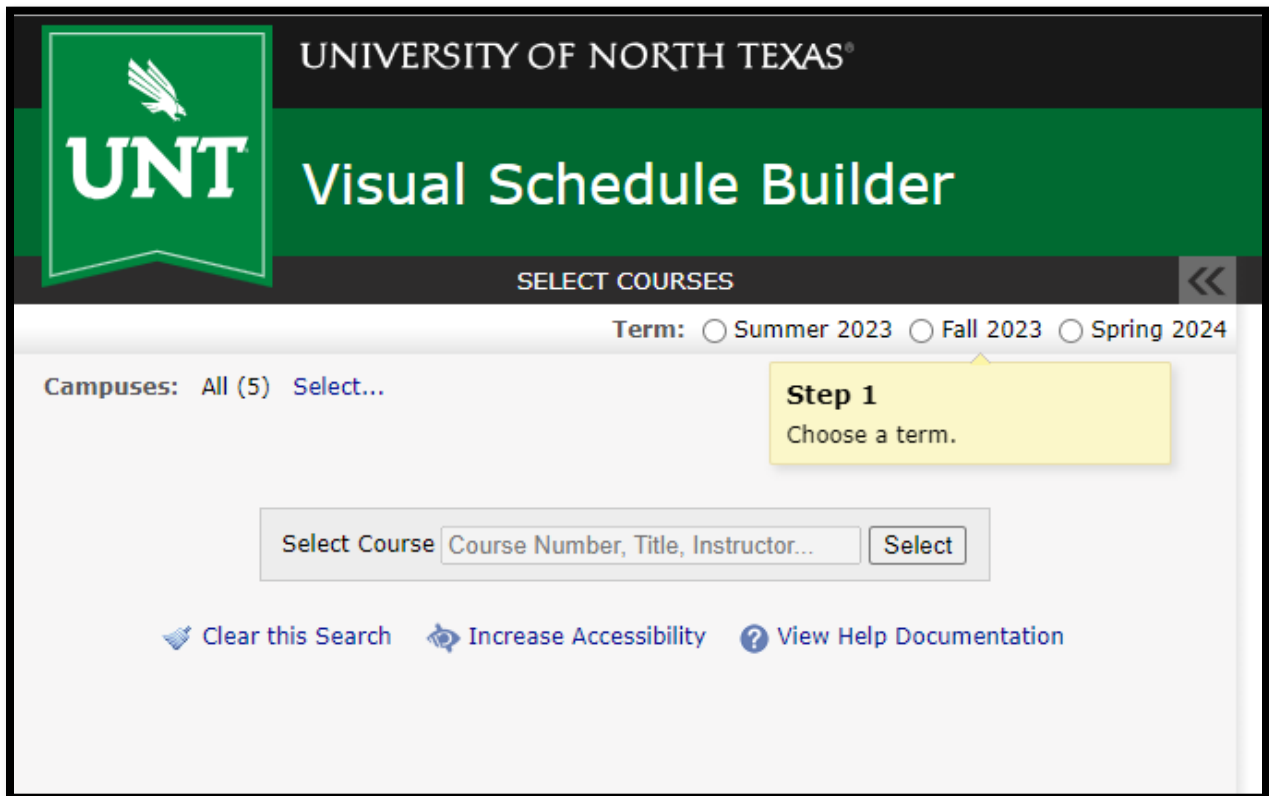


# Visual Schedule Builder Instructions

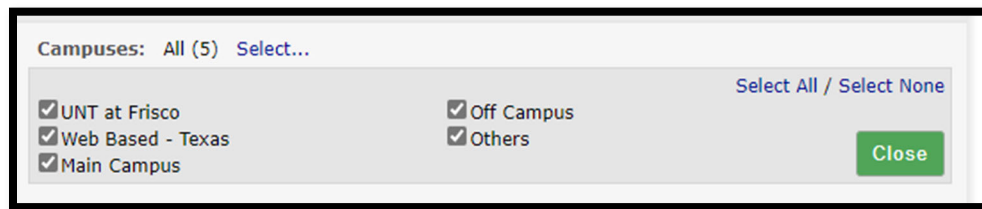
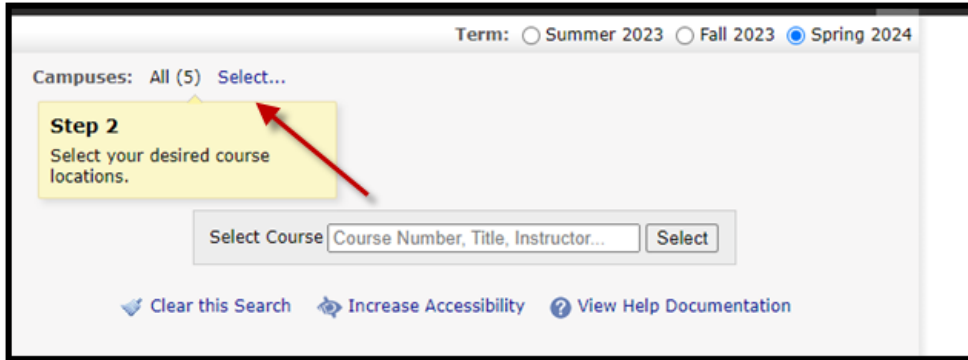
The Visual Schedule Builder is a tool to help students visualize their schedules before enrolling in classes. You can find the Visual Schedule Builder at <http://vsb.unt.edu>. You can use this tool as a guest, but if you'd like to actually complete registration, **make sure you are logged in by clicking "Sign In" in the top right corner.**



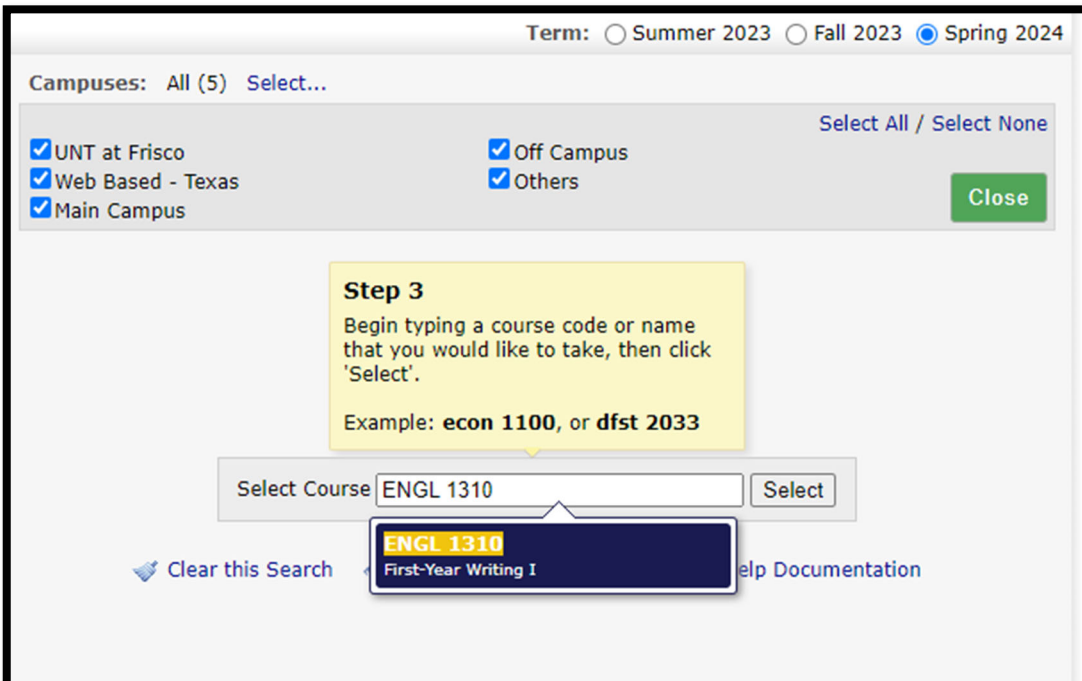
1) Select term:



- 2) Click on “Select” to Select your desired course locations. **By default, all locations will be selected, so please uncheck if you wish to avoid Frisco, online classes, etc.**



- 3) Once you have checked which locations you want, type in your desired course code, class title, or instructor name, and click “Select”



4) Use the arrows to toggle between class days and times to find one that works for you:

Print schedule  
Create Share Link  
Add to Favorites

Sort preference: None

Include schedules containing:  
 Full classes (●)  
 Waitlistable classes (●)  
 Online classes (📺)  
 On-campus classes

Generated Results  
 ⏪ ⏩ 2 of 18 ⏪ ⏩

ENGL 1310  
First-Year Writing I  
2024 Spring: Jan 16 - May 10  
Session:: 1

CRE 009  
4852  
Seats: 0/24

MAIN  
UNT Main Campus - Language Building Rm 311  
Hurff, Brad Howard

Show 3 Similar Options ...

Send Schedule to Course Cart  
You are not signed in

	Mon	Tue	Wed	Thu	Fri
8 <sup>00</sup>					
9 <sup>00</sup>					
10 <sup>00</sup>					
11 <sup>00</sup>					
12 <sup>00</sup>					
1 <sup>00</sup>	ENGL 1310 CRE		ENGL 1310 CRE		ENGL 1310 CRE
2 <sup>00</sup>					
3 <sup>00</sup>					
4 <sup>00</sup>					
5 <sup>00</sup>					
6 <sup>00</sup>					

Jan Feb Mar Apr May  
First-Year Writing I

Print schedule  
Create Share Link  
Add to Favorites

Sort preference: None

Include schedules containing:  
 Full classes (●)  
 Waitlistable classes (●)  
 Online classes (📺)  
 On-campus classes

Generated Results  
 ⏪ ⏩ 3 of 18 ⏪ ⏩

ENGL 1310  
First-Year Writing I  
2024 Spring: Jan 16 - May 10  
Session:: 1

CRE 003  
4858  
Seats: 0/24

MAIN  
UNT Main Campus - Language Building Rm 319  
Duckworth, Jonathan

or

CRE 202  
8947  
Seats: 1/18  
Must be TSI incomplete in reading or writing in order to register.

MAIN  
UNT Main Campus - Auditorium-English Building Rm 212  
Rogener, Lauren J

Send Schedule to Course Cart  
You are not signed in

	Mon	Tue	Wed	Thu	Fri
8 <sup>00</sup>					
9 <sup>00</sup>					
10 <sup>00</sup>					
11 <sup>00</sup>					
12 <sup>00</sup>		ENGL 1310 CRE		ENGL 1310 CRE	
1 <sup>00</sup>					
2 <sup>00</sup>					
3 <sup>00</sup>					
4 <sup>00</sup>					
5 <sup>00</sup>					
6 <sup>00</sup>					

Jan Feb Mar Apr May  
First-Year Writing I

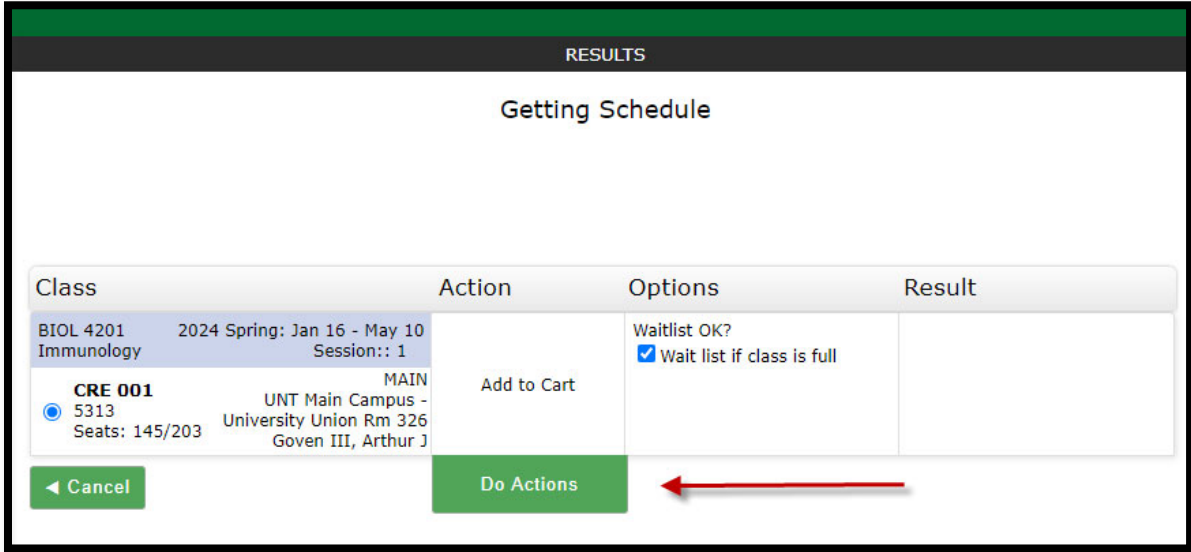
- 5) Click on a class to pin it to your schedule, (click again to unpin it) and then add another. The schedule builder will only show courses that do not conflict with your currently pinned classes.

The screenshot shows the 'Generated Results' section of a schedule builder. On the left, there are search options for 'ENGL 1310 First-Year Writing I' with two sections: 'CRE 003' (4858 seats, 0/24) and 'CRE 202' (8947 seats, 1/18). The central panel shows course details for '2024 Spring: Jan 16 - May 10, Session: 1'. The right panel shows a grid of class times from 8:00 AM to 6:00 PM for Monday through Friday. Two 'ENGL 1310' classes are pinned to the grid at 11:00 AM on Tuesday and 12:00 PM on Thursday. A red arrow points to the Tuesday class.

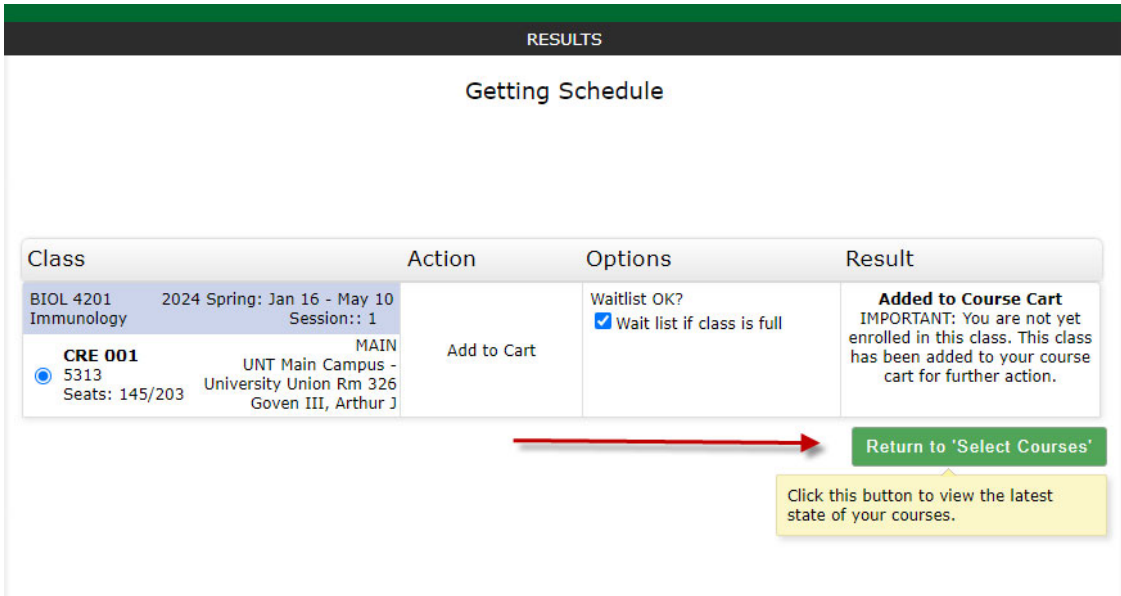
- 6) Repeat this process until you have selected all the classes you want. From this time on, you must be logged in as a student to proceed.

The screenshot shows the 'Generated Results' section of a schedule builder. On the left, there are search options for 'BIOL 4201 Immunology' with a requirement of 'BIOL FOUNDATIONS and CHEM 2380 (may 1... Show More)'. The central panel shows course details for '2024 Spring: Jan 16 - May 10, Session: 1' with two sections: 'CRE 001' (5313 seats, 145/203) and 'CRE 002' (8306 seats, Full, 1/999). The right panel shows a grid of class times from 6:00 AM to 5:00 PM for Monday through Friday. Two 'BIOL 4201' classes are pinned to the grid at 10:00 AM on Tuesday and 10:00 AM on Thursday. A red arrow points to the 'Send Schedule to Course Cart' button in the central panel.

- 7) Then click "Send Schedule to Course Cart" at the bottom of the page
- 8) Once you click that, a box will pop up asking if you want to be waitlisted for the class if it's full. Its default is checked, so leave it checked or uncheck it based on your preference. Then click "Do Actions":



- 9) Once you have completed this process, the text under "Result" will change to "Added to Course Cart." **Please note: You are not enrolled in any classes yet.** Either click "Return to Select Courses" to select more courses, or return to your Student Center, and go to your Shopping Cart to check out and complete the registration process.



10) In your Student Center (<https://my.unt.edu/>), click on your Shopping Cart tab on the left hand side of the screen. The courses you have added to the cart will be listed:

2024 Spring  
Undergraduate  
University of North Texas

View My Classes/Schedule  
Enrollment Appointments (4)  
Class Search and Enroll  
Visual Schedule Builder  
**Shopping Cart**  
Drop Classes  
Update Classes  
Swap Classes  
Browse Course Catalog

Shopping Cart

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	<a href="#">Section 001 - Class Nbr 5313</a>	BIOL 4201 IMMUNOLOGY	Regular Academic Session	Tuesday Thursday 9:30AM to 10:50AM	Lyceum, University Union	A. Goven	3.00	Open Seats 58 of 203	<a href="#">Change Preferences</a>

Click "Enroll" Step 3

Step 2  
Click the "Select" Box for the classes you want to enroll in

Step 1  
Select Shopping Cart tab

11) Review your classes, check the ones you want to enroll in, and then click "Enroll" in the top right corner to finalize enrollment.

Tips:


Online classes will not show on the visual schedule builder as they do not take place at designated times. These will appear at the bottom of your schedule, highlighted here:

The screenshot shows a visual schedule builder interface. At the top, there are controls for "Show Week of" (10/18/2023), "Start Time" (8:00AM), "End Time" (6:00PM), and a "Refresh Calendar" button. Below this is a grid with "Time" on the y-axis (8:00AM to 6:00PM) and days of the week on the x-axis (Monday Oct 16 to Sunday Oct 22). The grid is currently empty. At the bottom, a yellow box contains "Meeting Information not available" and a table with the following data:

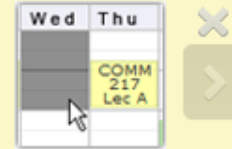
Class	Course Title	Instructor	Start Date	End Date
EDCI 4108 - 759 (Credit)	STU TCHG SEC SCH		08/21/2023	12/15/2023
EDCI 4118 - 759 (Credit)	STU TCHG SEC SCH		08/21/2023	12/15/2023


On the top right of the page, you can choose what kind of classes you prefer. The "Sort preference" bar also includes the choices of morning classes, evening classes, etc.

The screenshot shows a "Generated Results" page. At the top right, there is a "Sort preference" dropdown menu set to "None" and a section for "Include schedules containing:" with checkboxes for "Full classes (\*)", "Waitlistable classes (\*)", "Online classes (-)", and "On-campus classes". A red arrow points to the "Sort preference" dropdown. Below this is a course card for "ENGL 1310" with details: "2024 Spring: Jan 16 - May 10", "Session: 1", "RE 022", "1169", "Seats: 0/24", "UNT Main Campus - Wooten Hall Rm 214", "Wilcox, Ross Elliott". A "Send Schedule to Course Cart" button is present with the text "You are not signed in". To the right is a weekly schedule grid with columns for Mon, Tue, Wed, Thu, Fri and rows for times from 8:00 to 6:00. The grid shows "ENGL 1310 CHE" in the 11:00 slot for Monday, Wednesday, and Thursday. At the bottom, there are tabs for "Jan", "Feb", "Mar", "Apr", and "May", with "Jan" selected and "First Year Writing 1" below it.

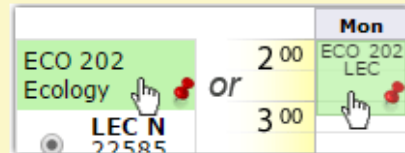
 **TIP #1/4**


**Click and drag** to indicate when you do not want to have classes. Schedules that avoid these times will be prioritized.



 **TIP #2/4**


**Click on classes** to pin them down temporarily. This will narrow the number of results.



 **TIP #3/4**

Use the **arrow keys** to quickly browse your generated schedule results.



 **TIP #4/4**

**Share** this schedule by clicking 'Create Share Link'.

