On your https://my.unt.edu portal, navigate to the Enrollment link and select the Visual Schedule Builder. This will take you to a new tab where you can select the term you want to plan out your schedule. Courses can then be selected in the ‘Select Course’ search bar on the left-hand side.

Pay close attention to the tips that appear in the top of the page.

The schedule builder will only show sections of courses that do not conflict with other courses in your schedule plan. Each page associated with a course also corresponds to the available sections of the course.

Online classes will not show in the schedule builder as they do not occur at set times.

You can block off times in the schedule builder to account for extracurricular activities, such as work, athletics, and student organizations. Simply click and drag to shade the times in which those activities take place.

Once you have courses in the Visual Schedule Builder that fit your preferences, click ‘Send Classes to Cart’ in the bottom left-hand corner. Navigate back to the Student Center tab in your browser and select ‘Enroll/Add/Drop’ from the toolbar on the left-hand side. You may then proceed to Steps 2 and 3 to complete enrolling in the courses.