

Schedule Builder Instructions

Schedule Builder is a tool to help students visualize their schedules before enrolling in classes.

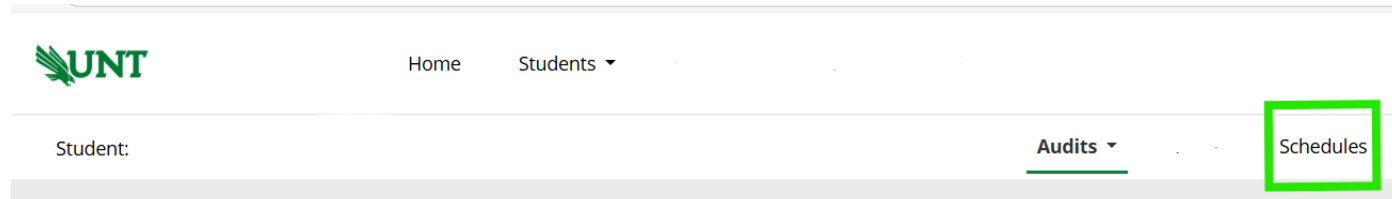
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Log In Information

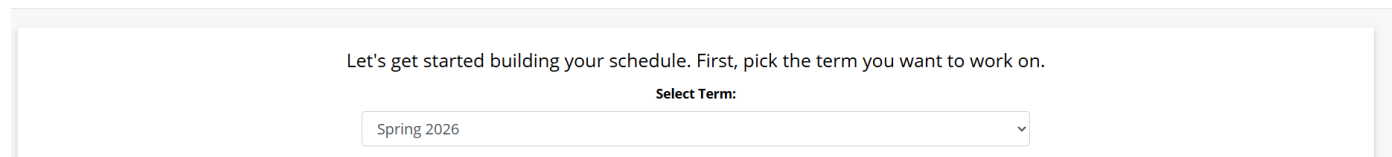
You can find Schedule Builder by selecting the “Enrollment” tile in [MyUNT](#) or where you access your degree audit <https://unt.uachieve.com>. You must be logged in to use this tool.

After you log in, click on “Schedules.”



Using the drop-down menu, select the desired term.

My Schedule



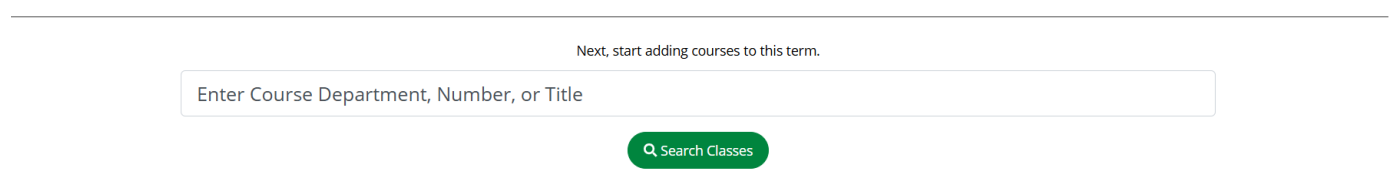
How to Change Term

You have the option to select a different term at any time by clicking the “Change Term” icon found at the top of the screen.



How to Search for Courses

Next, start adding courses. You can search by course department, number or title (for example: First-Year Writing I).



Use the "+Class" button to add the class to your search. Repeat for all courses you want to search for in the term.

Search bar containing "engl 1310" and a search icon.

Dept/Number Title

Hide/Show All Course Details

ENGL 1310 + Class

First-Year Writing I - 3 Hours

Details

Classes

ENGL 1310 FIRST-YEAR WRITING I - 3 Hours	
MATH 1190 BUS CALCULUS - 3 Hours	
PSYC 1630 GEN PSY I - 3 Hours	
ACCT 2010 ACCOUNT PRIN I - 3 Hours	

After you select all the courses you want to search for, click on the “Finished Adding Classes” button at the top of the screen.

Finished Adding Classes

How to Add Busy Times

You have the ability to customize schedules to your needs and preferences. If you have days or times that you are not available to take a class (i.e., time you are working), add a Busy Time to block out that time in your schedule.

Add Busy Time

One last thing before we start to build your schedule: adding busy time.

If you have days or times that you're not available to take a class, add a busy time to block off that time. This will help eliminate sections that are offered during those times when you're not available.

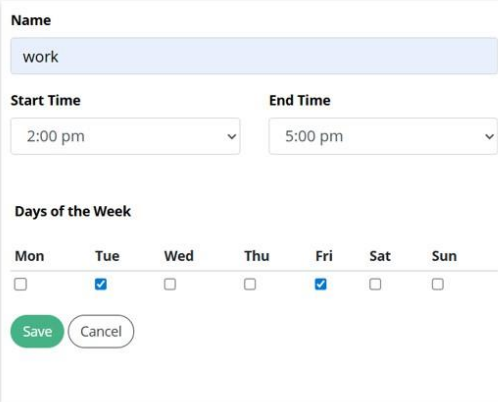
 Add Busy Time

[Skip this step](#)

Adding a Busy Time will help eliminate sections that are offered during those times when you are not available.

Name the Busy Time (for example, work). Use the drop-down menu to add a start time and an end time. Select the days of the week and click "Save."

Busy Times



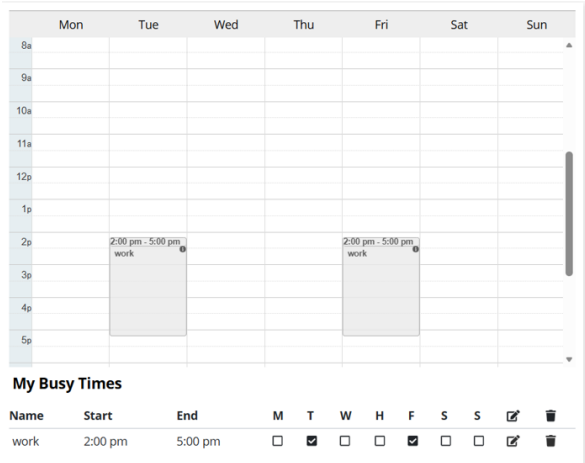
The screenshot shows a form for adding a busy time. It includes a text input for the name, two dropdown menus for start and end times, and a row of checkboxes for the days of the week. The 'work' name is entered, the start time is 2:00 pm, and the end time is 5:00 pm. Tuesday and Friday are selected. There are 'Save' and 'Cancel' buttons at the bottom.

Name	
work	

Start Time	End Time
2:00 pm	5:00 pm

Days of the Week						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In this example, Schedule Builder will not schedule classes on Tuesday or Friday between 2 p.m. and 5 p.m.



When you are ready to move on, select “Finished Adding Busy Times” at the top of the screen.

Finished Adding Busy Times

Build Your Own Schedule

You can choose to create your own schedule or let the system auto-generate schedules for you. If you decide to create your own schedule, you can search course by course to select and add sections you wish to take.

NOTE: If you plan to enroll in a special problems section, you should follow the instructions below to create your own schedule, select the specific special problems section and lock it before utilizing the auto-generate functionality.

Build your schedule

Now we're ready to get started building your schedule.

You can manually create your own, or you can have us generate some for you. You can always come back and do the other option at any time.

Create Your Own

Auto-Generate

After you have added all of your preferred sections, click

Finished Editing Sections

at the top of the page.

Use Preferences to Auto-Generate Schedules

Build your schedule

Now we're ready to get started building your schedule.

You can manually create your own, or you can have us generate some for you. You can always come back and do the other option at any time.

Create Your Own

Auto-Generate

NOTE: If you plan to enroll in a special problems section, you should follow the Build Your Own instructions to select the specific special problems section and lock it before utilizing the auto-generate functionality.

If you choose to auto-generate, click

Configure Preferences

to open other options to customize your schedule.

Preferences Locked Sections

Time-Based Preferences

Number of Classes

Professor Preferences

Additional Preferences

Auto-Generate Schedules

We can auto-generate different schedules based on the classes you've added to this term.

You can configure some settings to help us generate schedules more tailored to fit your needs, or you can skip this step and just use the default options.

We will also use any Busy Times you've set up to make sure we don't select classes when you're not available. If you haven't set up any Busy Times, you can do so now: [Add Busy Times](#).

Configure Preferences

[Skip this step](#)

Information added as a preference will help the system customize schedule options for you to select from. Note: Preferences are not guaranteed.

Time-Based Preferences:

Generate schedules based on the number of days you want to take classes, the minimum and maximum time you want between classes and to try to fit classes in a set window of time (time block).

Time-Based Preferences

First up, let's narrow down when you want to take classes.

Time Between Classes

Minimum Minutes Between Classes

Maximum Minutes Between Classes

Number of Days



Fewer Days, More Classes per Day

Balanced

More Days, Fewer Classes per Day

Time Block

While Busy Times is where you identify times when you *can't* take classes, Time Blocks is where you tell us the days and times when you *want* to take classes.

Name	Start	End	M	T	W	H	F	S	S		
<input type="text"/>	8:00 am	9:00 am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save	Clear

(Maximum characters: 50)

Cancel

Next >

Save & Finish

Click "Next" to continue with more preference options then select "Save & Finish."

Number of Classes:

You can select more courses than you will enroll in for the term and let Schedule Builder generate schedules with a maximum number of courses. For example, you can list several elective courses and let Schedule Builder generate schedules containing only one or two of the elective courses but not all of them.

If you want Schedule Builder to schedule all the classes that you have chosen, select "Take them all."

Number of Classes

Next, let's identify how many classes you want to take.

You have 4 classes this term. Do you want to take all of them? Or have you planned a few extra as backup?

- Take them all
- I planned extra

Cancel

< Back

Next >

Save & Finish

Reset All Preferences to Default

If you have selected extra courses, click "I planned extra."

Number of Classes

Next, let's identify how many classes you want to take.

You have 4 classes this term. Do you want to take all of them? Or have you planned a few extra as backup?

- Take them all
- I planned extra

Of the 4 classes you have, what's the **minimum** number you want to take?

0

What's the **maximum** number?

4

Of the 13 Credit Hours you have, what's the **minimum** number you want to take?

0

What's the **maximum** number?

30

You will be able to choose the minimum and maximum number of courses and credits to include in the generated schedules.

You can also specify courses that **MUST** be taken together (corequisites) or courses that you do not want to take together. For example, you chose two courses that fulfill a core requirement but only need to take one of them.

Number of Classes

Next, let's identify how many classes you want to take.

You have 4 classes this term. Do you want to take all of them? Or have you planned a few extra as backup?

- Take them all
 I planned extra

Of the 4 classes you have, what's the **minimum** number you want to take?

What's the **maximum** number?

Of the 13 Credit Hours you have, what's the **minimum** number you want to take?

What's the **maximum** number?

Are there classes you **must** take together? Examples include a science lecture and it's corresponding lab.

ACCT 2010 ACCOUNT PRIN I AND ACCT 2010 ACCOUNT PRIN I +

First Course	Second Course	Delete
--------------	---------------	--------

Are there classes you **do not want** to take together? Example: you've added two English classes and you want to take one or the other, but not both.

ACCT 2010 ACCOUNT PRIN I OR ACCT 2010 ACCOUNT PRIN I +

First Course	Second Course	Delete
--------------	---------------	--------

Click "Next" to continue with more preference options then select "Save & Finish."

Professor Preferences:

You can identify faculty that you prefer for the courses that you have selected.

Next to each professor, you can choose:

- Don't Want
- Don't Prefer
- Prefer
- Want

The system will default to Neutral (you have no preference about this professor)

Professor Preferences

Now, let's identify the professors you most prefer over others.

Professor	Professor Preference	Classes
[Redacted]	<input type="radio"/> Don't Want <input type="radio"/> Don't Prefer <input checked="" type="radio"/> Neutral <input type="radio"/> Prefer <input type="radio"/> Want	ACCT2010
[Redacted]	<input type="radio"/> Don't Want <input type="radio"/> Don't Prefer <input checked="" type="radio"/> Neutral <input type="radio"/> Prefer <input type="radio"/> Want	ENGL1310

Click "Next" to continue with more preference options then select "Save & Finish."

ADDITIONAL PREFERENCES

You can select the campus(es) and delivery method(s) to include in the generated schedules.

- Campus:
 - INET-Online Section
 - MAIN-Denton Main Campus
 - FRSC-Frisco Location
- Delivery Method:
 - Face to Face
 - Hybrid
 - 100-Percent Online Course

Additional Preferences

Just a few final preferences you can set and then we can start generating schedules.

Identify the campuses where you prefer to take classes.

INET

Don't Want Don't Prefer Neutral Prefer Want

MAIN

Don't Want Don't Prefer Neutral Prefer Want

FRSC

Don't Want Don't Prefer Neutral Prefer Want

Some of the classes you have added to this term have multiple delivery types, set priorities on those you prefer over others.

Face to Face

Don't Want Don't Prefer Neutral Prefer Want

Hybrid

Don't Want Don't Prefer Neutral Prefer Want

100-Percent Online Course

Don't Want Don't Prefer Neutral Prefer Want

Click “Next” to continue with more preference options then select “Save & Finish.”

Number of Schedules:

Use the drop-down to choose the number of schedules you want to be generated to choose from based on your previous selections.

Click “Generate Schedules.”

Auto-Generate Schedules


We can auto-generate different schedules based on the classes you've added to this term.

Select the maximum number of schedules to generate.

 Generate Schedules

[Configure Preferences](#)

Generate Schedules:

Review the generated schedules. Click “View Details” for additional information on the courses in the schedule or select  for additional information about the section (course description, section enrollment, and prerequisites).

Schedule 1 - 13 Hours [Save](#)

Mon Tue Wed Thu Fri Sat Sun

[View Details](#)

Schedule 2 - 13 Hours [Save](#)

Mon Tue Wed Thu Fri Sat Sun

[View Details](#)

Schedule 3 - 13 Hours [Save](#)

Mon Tue Wed Thu Fri Sat Sun

[View Details](#)

Schedule 4 - 13 Hours [Save](#)

Mon Tue Wed Thu Fri Sat Sun

[View Details](#)

Schedule 5 - 13 Hours [Save](#)

Mon Tue Wed Thu Fri Sat Sun

[View Details](#)

Schedule 6 - 13 Hours [Save](#)

Mon Tue Wed Thu Fri Sat Sun

[View Details](#)

When auto-generating schedules, if you find a particular section of a class that you prefer, lock it and every schedule you auto-generate after this will include the section.

- Click on View Details
- Scroll to the bottom of schedule and click .

Sections

Lock	Class	Section
<input checked="" type="checkbox"/>	ACCT2010	001

Save your preferred generated schedule.

Schedule 1 - 12 Hours Save

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	ENGL 1310		ENGL 1310			
ACCT 2010		ACCT 2010		ACCT 2010		
MATH 1190		MATH 1190		MATH 1190		
PSYC 1630		PSYC 1630		PSYC 1630		

Save Schedule ×

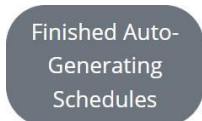
Name your schedule:

SP FIRST CHOICE

Make Primary Schedule

Cancel Save

After you “lock” your preferred schedule, click on Finished Auto-Generating Schedules at the top of the screen.



Push to Shopping Cart

You will see a message at the top of the screen with your registration window. Once your registration window opens, you can push your saved schedule to your “Shopping Cart.”

Your registration window opens:
 Begin: 03/19/26 at 7:00 AM
 End: 06/03/26 at 11:59 PM



Please note: You are not enrolled in any classes yet. You must log in to MyUNT to complete your registration.

Complete Registration-MyUNT

In the “Enrollment” tile in MyUNT, 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.

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

Shopping Cart

2024 Semester
Undergraduate
University of North Texas

View My Classes/Schedule
Enrollment Appointments
Class Search and Enroll
Shopping Cart
Drop Classes
Update Classes
Swap Classes
Browse Course Catalog

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Section 435 - Class Nbr 12145	HIST 2620 U S FM 1865	Eight Week - Second	None	UNT Internet Course	M. Welch	3.00	Open Seats 43 of 250	Change Preferences

1. Select 'Shopping Cart' tab
2. Click the 'Select' Box for the classes you want to enroll in
3. Select 'Enroll'

After selecting “Enroll,” you will receive a confirmation.

Confirmation

2024 Semester
Undergraduate
University of North Texas

View My Classes/Schedule
Enrollment Appointments
Class Search and Enroll
Shopping Cart
Drop Classes
Update Classes
Swap Classes
Browse Course Catalog

✓ HIST 2620 - United States History Since 1865
This class has been added to your schedule.

Select “View My Classes/Schedule” to verify enrollment.

View My Classes

2024 Semester
Undergraduate
University of North Texas

View My Classes/Schedule
Enrollment Appointments
Class Search and Enroll
Shopping Cart
Drop Classes
Update Classes
Swap Classes
Browse Course Catalog

Printable Page
 Show Enrolled Classes
 Show Waitlisted Classes
 Show Dropped Classes

> ANTH 4021 ANTHRO THOUGHT
> ANTH 4766 URBAN BEINGS
> ENGL 3460 SHORT STORY
▼ HIST 2620 U S FM 1865

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Graded		Liberal Arts & Social Sciences	

Class	Meeting Dates	Days and Times	Room
Section 435 - Class Nbr 12145	03/19/2026 - 05/08/2026	Days: None Times: None	UNT Internet Course

No Exams Scheduled