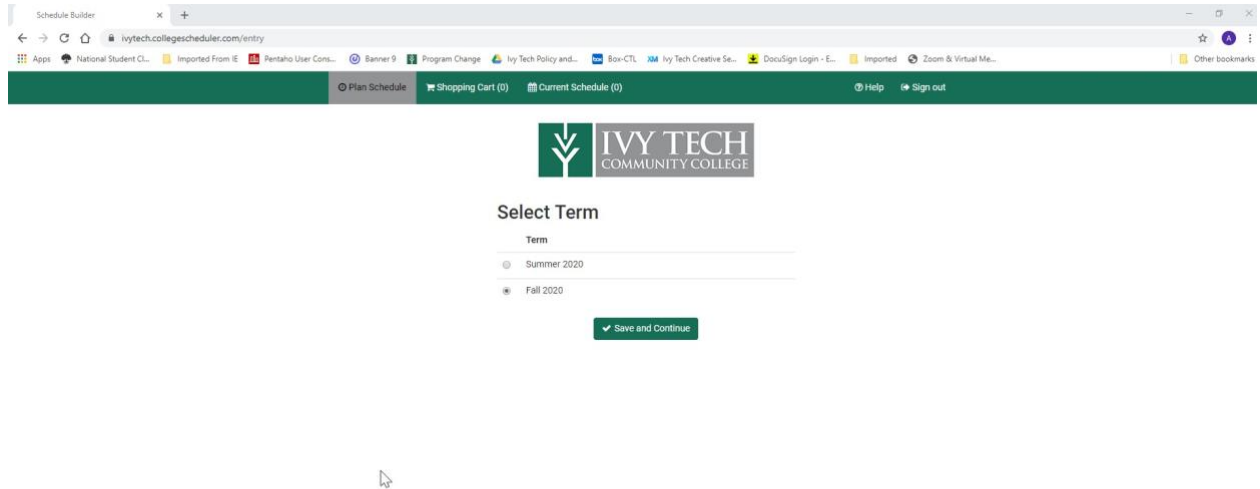


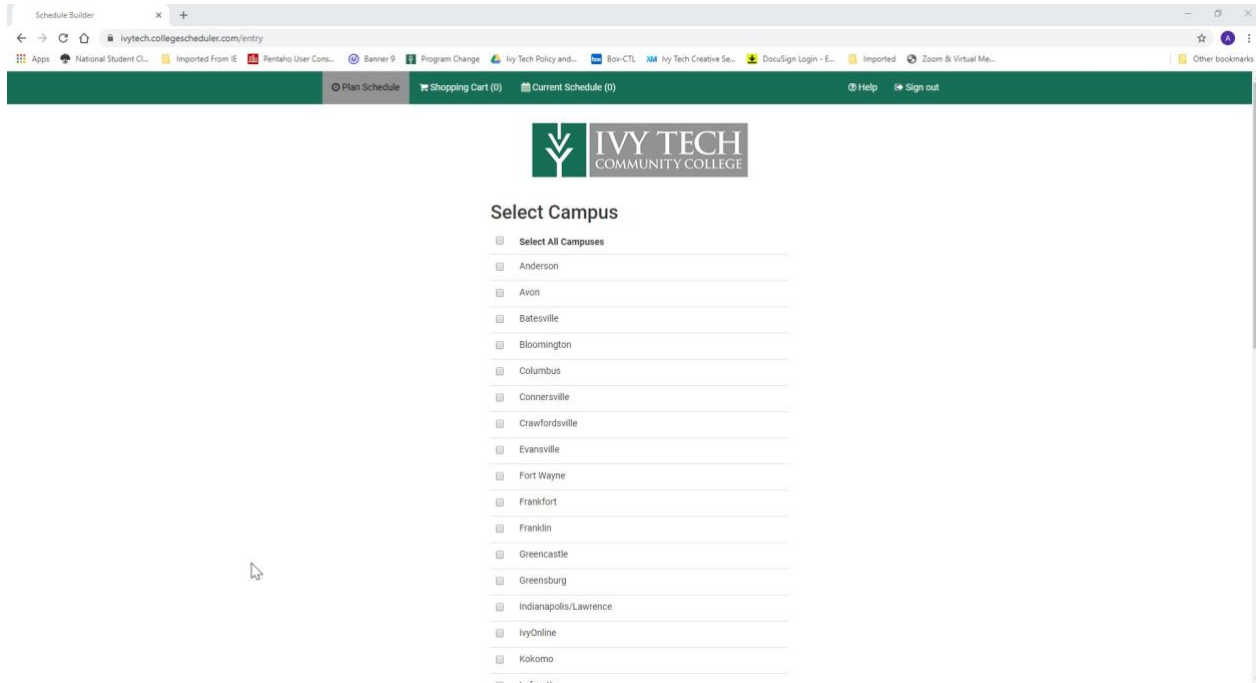
## Using the Schedule Builder – Student

The first thing you will do is choose a term for which you'd like to build a schedule. You will see all active registration terms – choose one (you can always work on the other term later). Click on the Save and Continue button after you've chosen a term.

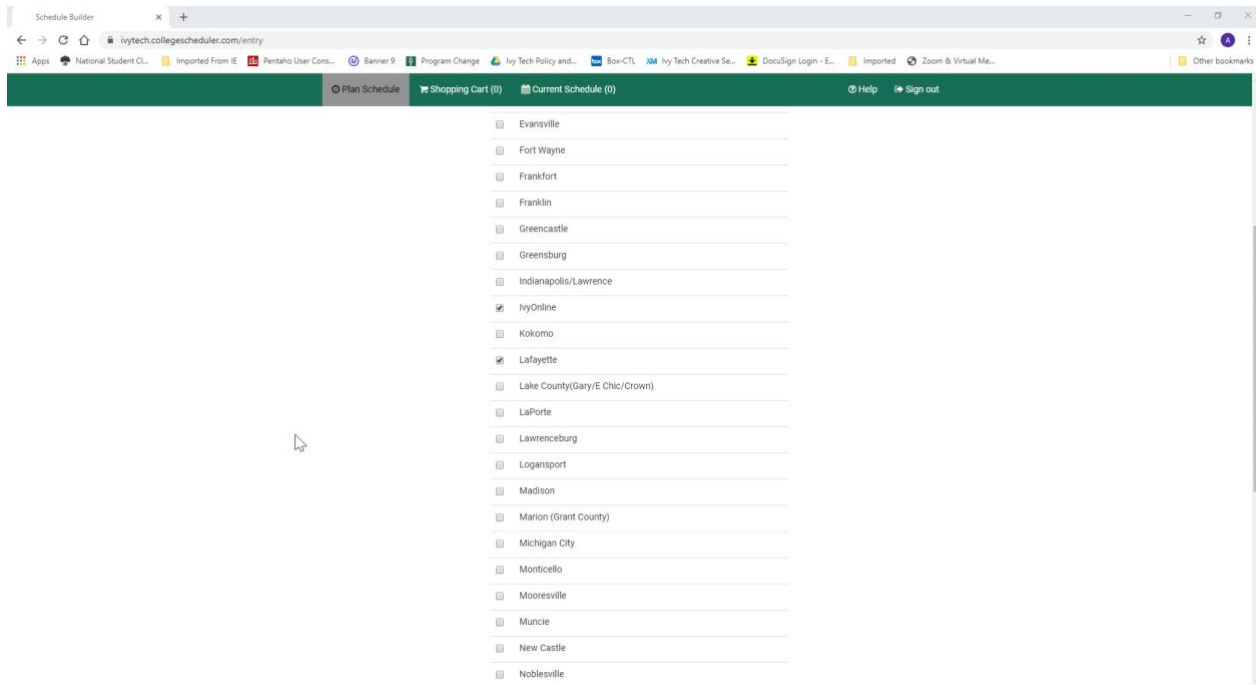


Next, you will select the campus(es) from which you'd like to search for classes. Click the box next to the campus(es) you'd like to search. If you are interested in any online courses, be sure to include in your list of campuses to search.

Once you have selected your campus(es), click on the Save and Continue button. The next time you visit the Schedule Builder, your campus selections will be “remembered” – but you can always add and delete campuses in your search.



In this example, the Lafayette campus and Ivy Online have been selected.



You are now in the Schedule Builder page. Here is where you will make your course selections. At the top of the page, you will see several different filters – these are different ways you can search for your courses. Each one is explained in more detail below.

Course Status: The default is Open Classes Only. The options available (by clicking the Change button) are:

- Open Classes Only - This will show only classes that have space available in them for you to register.
- Open & Full w/Waitlist Open – This will show classes that have space available in them for you to register, as well as classes that are full (no space available) but have a waitlist that is open.

Campuses: The campuses you selected in a previous step will be displayed here. If you'd like to make any changes, you can click on the Change button and add or delete any campuses.

Instruction Modes: The default is all instruction modes selected. The options available (by clicking the Change button) are:

- Traditional
- Online Only
- Blended, Primarily Online
- Blended
- Learn Anywhere
- Virtual Instruction

	<b>Classes In-Person, On Campus</b>	<b>Classes Online</b>	<b>Scheduled Class Times</b>
<b>FULLY IN-PERSON</b>			
<b>Traditional</b> <i>(In-Person)</i>	100%	0%	X
<b>FULLY ONLINE</b>			
<b>Virtual*</b> <i>(Synchronous)</i>	0%	100%	X
<b>Online</b> <i>(Asynchronous)</i>	0%	100%	
<b>HYBRID (IN-PERSON &amp; ONLINE)</b>			
<b>Learn Anywhere</b>	0-100% your choice!	0-100% your choice!	X
<b>Blended</b>	33% or more	66% or less	X

Term: The term you chose earlier is pre-selected. If you wish to work on a different term at this time, you can change your selection by clicking on the Change button.

Parts of Term: The default is all parts of term selected. A part of term denotes which part of the term or semester the class(es) will meet. Depending on the term chosen, the options may include:

- 1 Week Intersession: these classes begin prior to the start of the 16-week term
- 16 weeks: this class would meet for the entire term
- 12 weeks: this class would meet for the first 12 weeks of the term
- 12 Week - Early Start: this class would meet the last 12 weeks of the term
- First 8 weeks: this class would meet for the first 8 weeks of the term
- Second 8 weeks: this class would start halfway through the 16-week term and would meet for 8 weeks
- First 4 weeks: this class would meet for the first 4 weeks of the term
- Second 4 weeks: this class would start on the 5th week of the 16-week term and would meet for 4 weeks
- Third 4 weeks: this class would start halfway through the 16-week term and would meet for 4 weeks
- Fourth 4 weeks: this class would meet for the last 4 weeks of the 16-week term
- Non-standard: these classes may start and stop at various times throughout the term

Once you have made your choices, you can select courses for your schedule.

If you and your advisor have created an academic plan for you already, you will see a message with a link. Click on the link to load your pre-planned courses into your course list.

Schedule Builder

ivytech.collegescheduler.com/terms/Fall%202020/options

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

**IVY TECH COMMUNITY COLLEGE**

Course Status: Open Classes Only  Term: Fall 2020   
Campuses: 2 of 41 Selected  Parts of Term: All Parts of Term Selected   
Instruction Modes: All Instruction Modes Selected

Alternate PIN required for Registration.

**Courses**  **Breaks**

Add the courses you wish to take for the upcoming term. Add times during the day you do not wish to take classes.

Your Academic Plan shows 4 courses for Fall 2020, [click here](#) to load them into your course list.  
Note: Planned courses that are not offered for Fall 2020 are not included in the course count above and will not be loaded into your course list.

**Schedules**

Select at least two schedules to compare side by side

Your pre-planned courses will now display.

The screenshot shows the Ivy Tech Community College Schedule Builder interface. At the top, there is a navigation bar with the college logo and the text "IVY TECH COMMUNITY COLLEGE". Below the logo, there are several filter options: "Course Status" (Open Classes Only), "Term" (Fall 2020), "Campuses" (2 of 41 Selected), "Parts of Term" (All Parts of Term Selected), and "Instruction Modes" (All Instruction Modes Selected). Each filter has a "Change" button. A yellow notification box states "Alternate PIN required for Registration." Below this, there are two main sections: "Courses" and "Breaks". The "Courses" section has a "+ Add Course" button and a list of selected courses: COMM 101 (Fundamentals of Public Speaking), ENGL 111 (English Composition), IVYT 111 (Student Success), and MATH 136 (College Algebra). Each course has a "Sections" button and a "Prequisites" button. The "Breaks" section has a "+ Add Break" button and a notification box that says "Add times during the day you do not wish to take classes." At the bottom, there is a "Schedules" section with a "Generate Schedules" button and a "Compare" button with a note "Select at least two schedules to compare side by side".



If you don't have a plan, you can add courses by clicking on the Add Course button.

Schedule Builder

ivytech.collegescheduler.com/terms/Fall%202020/options

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

**IVY TECH**  
COMMUNITY COLLEGE

Course Status: Open Classes Only  Term: Fall 2020

Campuses: 2 of 42 Selected  Parts of Term: All Parts of Term Selected

Instruction Modes: All Instruction Modes Selected

Students on a waitlist who are notified via e-mail that a seat is available will have 24 hours from that notification to register for that course before they are dropped from the waitlist and the next student on the waitlist is notified.

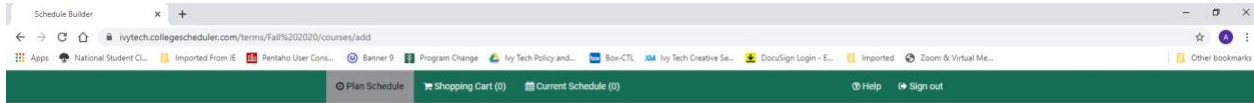
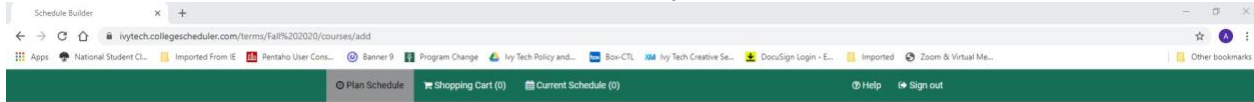
**Courses**  **Breaks**

Add the courses you wish to take for the upcoming term. Add times during the day you do not wish to take classes.

**Schedules**

Select at least two schedules to compare side by side

Click the Select Subject box to select a course subject. Then, click Select Course to select a course. Only course sections offered the term you have selected will display. Once you've selected a course, the course description will display.



**Add Course**

By subject | Search By Instructor | Academic Plan

Subject: Accounting (ACCT)

Course: 101 Financial Accounting

**Accounting (ACCT) 101 - Financial Accounting**

PREREQUISITES: Demonstrated competency through appropriate assessment or earning a grade of "C" or better in ENGL 093 Introduction to College Writing and ENGL 083 Reading Strategies for College, or ENGL 095 Integrated Reading and Writing, or ENGL 075 Co-Requisite Integrated Reading and Writing, and MATH 023 Essentials of Algebra or higher

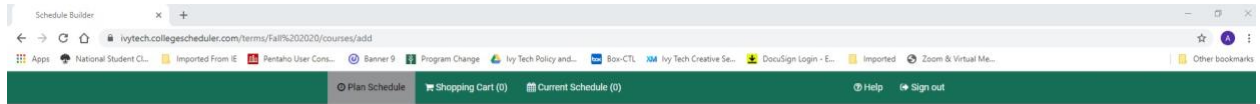
CATALOG DESCRIPTION: Introduces the fundamental principles, techniques, and tools of financial accounting. The development and use of the basic fi... Show More

< Done | + Add Course

Courses

Choose a Course and click Add Course

To add a course to your Schedule Builder, click on Add Course. Continue to search for courses until you are complete; then click on the Done button.



### Add Course

By Subject Search By Instructor Academic Plan

Subject Economics (ECON)

Course 101 Economics Fundamentals

**Economics (ECON) 101 - Economics Fundamentals**

PREREQUISITES: Demonstrated competency through appropriate assessment or earning a grade of "C" or better in ENGL 093 Introduction to College Writing and ENGL 083 Reading Strategies for College or ENGL 095 Integrated Reading and Writing, or ENGL 075 Co-Requisite Integrated Reading and Writing, and MATH 023 Essentials of Algebra I or MATH 080 Mathematics Principles with Algebra

CATALOG DESCRIPTION: Provides a survey of microeconomics, macroeconomics, international economics, comparative ec... Show More

< Done

+ Add Course

### Courses

- ACCT 101 Financial Accounting
- BUSN 101 Introduction to Business
- ECON 101 Economics Fundamentals

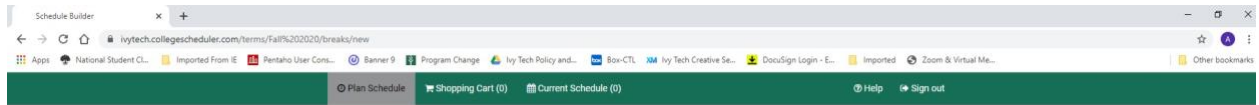
You will now see your courses listed. At this point, if you have times of the day that you cannot take courses (work, childcare needs, etc) you can add those by clicking on the Add Break button.

The screenshot shows the Ivy Tech College Scheduler interface. At the top, there is a navigation bar with options like 'Plan Schedule', 'Shopping Cart (0)', and 'Current Schedule (0)'. The Ivy Tech Community College logo is prominently displayed. Below the logo, there are filters for 'Course Status' (Open Classes Only), 'Campuses' (2 of 42 Selected), and 'Instruction Modes' (All Instruction Modes Selected). A notification box states: 'Students on a waitlist who are notified via e-mail that a seat is available will have 24 hours from that notification to register for that course before they are dropped from the waitlist and the next student on the waitlist is notified.'

The main content area is divided into three sections:

- Courses:** A list of selected courses with checkboxes and 'Add Course' buttons. The courses listed are:
  - ACCT 101 Financial Accounting
  - BUSN 101 Introduction to Business
  - ECON 101 Economics Fundamentals
- Breaks:** A section with an 'Add Break' button and a text box that says 'Add times during the day you do not wish to take classes.'
- Schedules:** A section with 'Advanced Options' and 'View Schedules' buttons, and a 'Generate Schedules' button. Below this is a 'Compare' button with a tooltip that says 'Select at least two schedules to compare side by side'.

Add a break by giving it a name and selecting the start and end times of the break. Remember – a break time means that the schedule builder will ignore any course sections that might meet during these times as it looks for course schedules for you. You can add as many breaks as you wish. Click on the Add Break button to save your break.



### Add New Break

Breaks are times during the day that you do not wish to take classes.

Break Name:

Start Time: 8 : 00

End Time: 11 : 00

Days:  Select Weekdays

MON  TUE  WED  THU  FRI  SAT  SUN



When you've selected the courses you want to take (or loaded them from your academic plan), and added any breaks that you can't take courses, you are ready to find your best schedule of classes. You can either click on Generate Schedules as shown in the first screenshot below to generate multiple schedule options or you can click on Sections beside the first class listed as shown in the second screenshot below to see options for that specific course. Make sure you only select the option(s) that will work for you. Then save and close. Click on Sections beside the next class and so on. Click on the Generate Schedules button to find course schedules that will work for you.

The screenshot displays the Ivy Tech Community College Schedule Builder interface. At the top, there's a navigation bar with 'Plan Schedule', 'Shopping Cart (0)', and 'Current Schedule (0)'. The Ivy Tech logo is prominently displayed. Below the logo, there are filter options for Course Status (Open Classes Only), Campuses (2 of 42 Selected), and Instruction Modes (All Instruction Modes Selected). A notification box states: "Students on a waitlist who are notified via e-mail that a seat is available will have 24 hours from that notification to register for that course before they are dropped from the waitlist and the next student on the waitlist is notified." The main content area is divided into 'Courses' and 'Breaks' sections. The 'Courses' section lists ACCT 101 (Financial Accounting), BUSN 101 (Introduction to Business), and ECON 101 (Economics Fundamentals). The 'Breaks' section lists 'Work' (TTh - 8:00am to 11:00am). At the bottom, the 'Schedules' section features a 'Generate Schedules' button, which is highlighted by a red arrow, and a 'Compare' button with a tooltip that says "Select at least two schedules to compare side by side".



At this point, you may have lots of options or just a few.

1. If you find a course section that you prefer, you can “lock” that selection by clicking on the lock next to the Status of the course. This will keep that section each time you generate new potential schedules and will also narrow down your potential schedules, giving you fewer choices to have to view.
2. If a course has pre- or co-requisites, a blue or green box will display next to the course section information. When you submit your courses for registration, the system will check to make sure you have completed the pre- or co-requisites for the course and will notify you if you have any errors on your schedule.
3. If you are planning a schedule and not quite ready to register, but don’t want to forget what you’ve planned, you can mark schedules as your favorites. Click on the heart icon next to “Shuffle” and give your schedule a name. Then, you can come back later and click on the heart icon to see your favorites.
4. You can compare two schedules side-by-side. Click on the boxes next to two (or more) schedules and then click on the compare button. A small grid view of the schedules will display for you to see which one works better for you.
5. You can e-mail your planned schedule to your advisor, or to anyone you choose. There is an Email button as well as a Print button that will allow you to print or e-mail your schedule.

When you have found the perfect schedule for you, click on the Send to Shopping Cart button. This will prepare your schedule for the final step of registration.

The screenshot shows the Ivy Tech College Scheduler interface. At the top, there are navigation buttons: Plan Schedule, Shopping Cart (0), and Current Schedule (0). A red arrow points to the 'Send to Shopping Cart' button. Below this, a table lists the selected courses:

Status	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Campus	Credits
Not Enrolled	ACCT	101	01D	21	WWW	Lafayette	3
Prerequisite: Title: Financial Accounting (Lafayette)							
Not Enrolled	BUSN	101	H0D	22	MW 9:30am - 10:15am - NOBLD VIRTUAL	Lafayette	3
Prerequisite: Title: Introduction to Business (Virtual Instruction via zoom)							
Not Enrolled	ECON	101	30D	24	MWF 11:00am - 11:50am - NOBLD VIRTUAL	Lafayette	3
Prerequisite: Title: Economics Fundamentals							
9							

Below the table, a weekly calendar view for Week 2 (08/31/2020 - 09/07/2020) is shown. The calendar highlights the days and times for the selected courses: ACCT 101 (Wednesday), BUSN 101 (Monday and Wednesday), and ECON 101 (Monday, Wednesday, and Friday).

At this point, if registration is open for the term, all you need to do is click on the Register button and your registration will be submitted. There will be a pop-up screen for you to read about your financial responsibility related to registration for courses. Please read that statement and acknowledge by clicking on the Accept button. There will be one last button to click – the Continue button – to confirm that you do want to register.

The screenshot shows the Ivy Tech Schedule Builder interface. At the top, there are navigation tabs: Plan Schedule, Shopping Cart (3), and Current Schedule (0). A red arrow points to the Register button in the top right corner. Below the navigation is the Shopping Cart section, which contains a table of courses:

CRN	Section	Subject	Course	Instructor	Day(s) & Location(s)
28664	01D	ACCT	101	Bales, Kristine Lynn	WWW
Title: Financial Accounting (Lafayette)					
28714	H0D	BUSN	101	Not Assigned	MW 9:30am - 10:15am - NOBLD VIRTUAL
Title: Introduction to Business (Virtual Instruction via zoom)					
23613	30D	ECON	101	Not Assigned	MWF 11:00am - 11:50am - NOBLD VIRTUAL
Title: Economics Fundamentals					

Below the table is a calendar view for Week 2 (08/31/2020 - 09/07/2020). The calendar shows the days of the week and the time slots for each course. The BUSN-101 course is shown on Monday and Wednesday, and the ECON-101 course is shown on Monday, Wednesday, and Friday.

The screenshot shows the same Ivy Tech Schedule Builder interface, but with a pop-up window titled "Financial Responsibility Acknowledgment" overlaid on the shopping cart. The pop-up window contains the following text:

I understand that any changes in my registration (adding, dropping or withdrawing from a course) will impact my account balance. I also understand that if I am receiving state or federal aid that dropping or withdrawing from a course could affect my financial aid. If I have questions I should contact the local financial aid office before making changes to my registration.

The costs incurred in the collection of a delinquent account, including collection fees and attorney fees, will be added to the balance of the delinquent account. It is also understood that you may be withdrawn from classes for lack of payment. This means you may not be permitted to register for a succeeding term. Being withdrawn from classes does not relieve your obligation to pay.

All outstanding tuition account balances are considered qualified educational loans under I.R.C. § 221 and are extended with the express understanding that future repayment shall be made to the College. I further understand that my acceptance of these terms represents my acknowledgement and acceptance of my tuition account balance qualifying as a qualified education loan under I.R.C. § 221, and as such, be exempt from discharge under federal bankruptcy code 11 U.S.C. § 523(a)(8). All outstanding tuition account balances are considered qualified educational loans under I.R.C. § 221 and are extended with the express understanding that future repayment

At the bottom of the pop-up window, there are two buttons: "Cancel" and "Accept".

Schedule Builder

ivytech.collegescheduler.com/terms/Fall%202020/cart

Plan Schedule Shopping Cart (3) Current Schedule (0) Help Sign out

### Shopping Cart

Email Edit Cart Register

CRN	Section	Subject	Course	Instructor	Day(s) & Location(s)
28664	01D	ACCT	101	Bales, Kristine Lynn	WWW
<b>Prerequisites</b> Title: Financial Accounting (Lafayette)					
23714	H0D	BUSN	101	Not Assigned	MW 9:30am - 10:15am - NOBLD VIRTUAL
<b>Prerequisites</b> Title: Introduction to Business (Virtual Instruction via zoom)					
23613	30D	ECON	101	Not Assigned	MWF 11:00am - 11:50am - NOBLD VIRTUAL
<b>Prerequisites</b> Title: Economics Fundamentals					

Week 2 (08/31/2020)

Week

- ACCT 101
- BUSN 101
- ECON 101

Monday Friday

8am

8:15

8:30

8:45

9am

9:15

9:30

9:45

10am

10:15

10:30

10:45

11am

11:15

11:30

11:45

12pm

12:15

**Please Confirm**

Confirm that you want to register this schedule by clicking 'Continue' below.

Cancel Continue



You can now view your current schedule on the Current Schedule tab. Only courses for which you were successfully registered will display here. Unsuccessful registrations will remain in your Shopping Cart and can be viewed on that tab.

**My Current Schedule** [Edit or Drop Classes](#)

Students on a waitlist who are notified via e-mail that a seat is available will have 24 hours from that notification to register for that course before they are dropped from the waitlist and the next student on the waitlist is notified.

CRN	Status	Section	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Campus
24689	Enrolled	7TD	COMM	101	Not Assigned	M 6:00pm - 8:50pm - NOBLD VIRTUAL	3	Lafayette
<b>Prerequisites</b>								
Title: Fundamentals of Public Speaking (Virtual Instruction)								
25838	Enrolled	EGD	ENGL	111	Not Assigned	MW 2:00pm - 4:50pm - NOBLD VIRTUAL	3	Lafayette
<b>Prerequisites</b>								
Title: English Composition								
26507	Enrolled	OHD	IVYT	111	Not Assigned	WWW	1	Lafayette
<b>Prerequisites</b>								
Title: Student Success (Lafayette)								
							7	

**Week 2 (08/31/2020 - 09/07/2020)**

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
COMM 101																	
ENGL 111																	
IVYT 111																	

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					

From here, you can click on the Edit or Drop Classes button if you wish to change your schedule. If you had registration errors, you can go back to your shopping cart and drop the course(s) and add different ones, and re-generate schedules that will fit your existing coursework and break times. Be sure to work with your advisor to discuss any changes to the courses you've chosen for the term. Remember to move any additional courses from the shopping cart to your schedule by clicking on the Register button in the Shopping Cart.

If you need to come back to your schedule to drop or withdraw from courses, you can click on the Current Schedule tab, and the Edit or Drop Classes button, and make your changes there.

The screenshot shows the Ivy Tech College Scheduler interface. At the top, there is a navigation bar with tabs for 'Plan Schedule', 'Shopping Cart (1)', 'Current Schedule (3)', 'Help', and 'Sign out'. Below the navigation bar, the page title is 'My Current Schedule'. A yellow notification box states: 'Students on a waitlist who are notified via e-mail that a seat is available will have 24 hours from that notification to register for that course before they are dropped from the waitlist and the next student on the waitlist is notified.' Below the notification is a table of current classes:

CRN	Status	Section	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Campus
24589	Enrolled	71D	COMM	101	Not Assigned	M 6:00pm - 8:50pm - NOBLD VIRTUAL	3	Lafayette
<b>Prerequisites</b> Title: Fundamentals of Public Speaking (Virtual Instruction)								
25838	Enrolled	EGD	ENGL	111	Not Assigned	MW 2:00pm - 4:50pm - NOBLD VIRTUAL	3	Lafayette
<b>Prerequisites</b> Title: English Composition								
26507	Enrolled	DHD	IVYT	111	Not Assigned	WWW	1	Lafayette
<b>Prerequisites</b> Title: Student Success (Lafayette)								
							7	

Below the table is a section for 'Week 2 (08/31/2020 - 09/07/2020)'. It features a calendar grid with days 1 through 17. Courses are represented by colored bars: COMM 101 (green) on Monday, ENGL 111 (blue) on Wednesday and Thursday, and IVYT 111 (red) on Tuesday, Wednesday, and Thursday. A red box highlights the Tuesday slot for the IVYT 111 course.

At the bottom, there is a time slot grid with columns for Monday, Tuesday, Wednesday, Thursday, and Friday, and rows for time slots from 8am to 11:30am.

A red arrow points to the 'Edit or Drop Classes' button in the top right corner of the 'My Current Schedule' section.

To drop or withdraw from a course, click on the arrow in the Registration Status column next to the course you wish to drop or withdraw.

The screenshot shows a web browser window with the URL [ivytech.collegescheduler.com/terms/Fall%202020/currentschedule/edit](https://ivytech.collegescheduler.com/terms/Fall%202020/currentschedule/edit). The page title is "Schedule Builder". The navigation bar includes "Plan Schedule", "Shopping Cart (1)", "Current Schedule (3)", "Help", and "Sign out".

### Edit or Drop Classes

Cancel Save

Course	Section	Class Settings	Registration Status
COMM-101	71D		Enrolled
Title: Fundamentals of Public Speaking (Virtual Instruction)			
ENGL-111	EGD		Enrolled
Title: English Composition			
IVYT-111	0HD		Enrolled
Title: Student Success (Lafayette)			

After selecting the action for the course, be sure to click on the Save button to save your drop or withdrawal from the course.

Screenshot of a web application interface showing a "Registration Results" dialog box. The dialog box contains a green checkmark icon and the text: "You have successfully made changes for the following courses: ENGL-111, EGD, Not Assigned. Class dropped". An "OK" button is visible at the bottom right of the dialog box. The background shows a table titled "Edit or Drop Classes" with columns for Course, Section, Class Settings, and Registration Status. The table lists two courses: COMM-101 (Section 71D, Title: Fundamentals of Public Speaking (Virtual Instruction)) and IVYT-111 (Section QHD, Title: Student Success (Lafayette)). Both are currently "Enrolled".

Course	Section	Class Settings	Registration Status
COMM-101	71D		Enrolled
Title: Fundamentals of Public Speaking (Virtual Instruction)			
IVYT-111	QHD		Enrolled
Title: Student Success (Lafayette)			