

**Take control of your schedule!**



**Why Use Schedule Builder**

As a student, Schedule Builder offers you many benefits. These benefits include the ability to:

*Select Classes*

*Add Breaks*

*Compare Schedules*

*Pick the Best Schedule*

*Save Time*

**For more information,  
see the student guides at:**

[www.csub.edu/training/students](http://www.csub.edu/training/students)

Or

Contact your advisor or the AARC



**Schedule Builder**

*A How-to Guide for Students*




# Schedule Builder .... My schedule, my way with myCSUB



Schedule Builder gives you the flexibility to plan your classes around your job, sports activities, and your student life. During the enrollment period, you can save time by sending your course to your shopping cart.

## How to Use Schedule Builder

- 1 From your Student Center,
  - Click the Schedule Builder link
- 2 When Schedule Builder opens, click the **Click Here** button.
- 3 Select a Term
- 4 Click the Add Course button
- 5 Add Courses
  - Select subject and course, click Add Course
  - Repeat steps to add all courses
- 6 Add Breaks
  - Click Add Break
  - Enter a name for the break
  - Select start and end times and days of week
  - Click Save Break

- 7 Generate Schedules
  - Click Generate Schedules button
  - Hold cursor over the  to preview a schedule
  - Click View to view schedule
- 8 Found the right schedule?
  - Click View
  - Click Send Schedule to Shopping Cart
  - Click OK
  - Return to Schedule Builder and click Course Enrollment
- 9 Registration Cart
  - During registration, click Proceed to Step 2 of 3
  - Continue the registration process.

*Pick the schedule that works for you and your busy student life.*

