How to Use Visual Schedule Builder

To Access Visual Schedule Builder (VSB)

Option #1: From the University of Regina website

- Click on from the top of the homepage
- Click on Search Classes & Build Schedule at the top
- Click on Go to the Visual Schedule Builder
- *NEW* From there you will be prompted to log in using your Novell username and password

Option #2: From UR Self-Service

- After logging in to UR Self-Service, click on

  ![Student Services](image)

- Click on Registration
  **Search for, register and/or drop, classes; check your registration status; display your class schedule; and much more.**
- Click on Visual Schedule Builder
  **Choose your desired courses, see all of your options presented in a visual format and customize your schedule.**
- *NEW* From there you will be prompted to log in using your Novell username and password
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*NEW* Once you are in VSB, the Welcome page will display important information. It will also display any holds you may have that will affect your registration.

The following item(s) are not resolved:

<table>
<thead>
<tr>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>⚠️ Attention: Hold present which will prevent registration: Re-Admission Required</td>
</tr>
</tbody>
</table>

To Build Your Schedule

Step 1: Select Your Courses

a. From the Welcome screen Select a Term

b. Search for Courses in the Search Bar
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- You can search by course code, course name, or instructor
- Selected courses will be added to your list alongside any classes you are already registered for

- You can remove a class by hitting the trash can or you can toggle the course on/off by using the checkbox
- Expand the course box by clicking on for more details or to toggle on/off specific sections or campuses
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- *NEW* While using the search bar, you can also add specific classes to your list using the Advanced Search.

- This will allow you to search for classes on criteria such as Course Attribute and/or keyword.
- From there you can select the courses you would like to try out in your schedule, click and this will add them to your list.
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Step 2: Generate Schedules/View Schedule Results

a. Once you have a list of courses you would like to try out, view your possible schedules by clicking:

- GENERATE SCHEDULES

Once the desired courses are listed, click the 'Generate Schedules' button.

Or view the panel on the right labelled SCHEDULE RESULTS
b. The results panel displays all schedule options in a list with detailed information as well as in a graphical timetable view, so you can make the most informed decision about which schedule you want.

<table>
<thead>
<tr>
<th>Course Legend</th>
<th>TIPS</th>
<th>Sort by: Select...</th>
<th>FILTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

![Timetable Image]

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100</td>
<td>Critical Reading and Writing I</td>
<td>3.0</td>
</tr>
<tr>
<td>Lec 003</td>
<td>2022 Fall: Aug 31 - Dec 21</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>Part of Term: Full Term</td>
<td></td>
</tr>
<tr>
<td></td>
<td>University of Regina</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In-Person</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CL 317</td>
<td></td>
</tr>
</tbody>
</table>
| **NEW**         | You can toggle the detailed class information on/off using the legend toggle in the upper left.
| ANTH 100        | Introduction to Anthropology | 3.0     |
| Lec 003         | 2022 Fall: Aug 31 - Dec 13 | 3.0     |
|                 | Part of Term: Full Term    |         |
|                 | University of Regina       |         |
|                 | In-Person                  |         |
|                 | CL 126                     |         |

Modified Sept 14, 2022
d. Navigate through all the schedule results by clicking the left and right arrows, by swiping left and right on a mobile device, or by scrolling using your keyboard keys.

e. There are several tools that can help you optimize your schedule results:

   - You can sort your results by time preference.
   - You can filter out courses that are full or have waitlists using the Filters button.
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- When you find a class section you like you can click on it in the timetable view to pin it to your schedule.

- You can also click and drag in the timetable view to block out times that you do not want classes.

*NEW* or add personal times

**Examples**: Friday 2-3pm, MW 8-10, Fri 15-17

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Step 3: *NEW* Save your Work

a. Once you have a schedule(s) that you like you can save them for when your registration Time Ticket opens

Now you can go to the Favourites panel and view all the schedules you have saved for this term. Please be aware that each term will have its own set of Favourites.
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- Click on Load to send your saved schedule back to the Schedule Results panel where you can continue to refine it.

- Back in the Schedule Results panel you can also Print or Share your schedule to save it for later or to send a personalized link to a friend or Advisor.

Step 4: Register

- Once your registration Time Ticket is open, copy down the Course Reference Numbers (CRNs) listed at the bottom of the Schedule Results panel and take to UR Self-Service to register.

- 33417 31929 30063

To get registered in the displayed schedule, you will need to do so in UR Self Service. Double check the comments in the above classes before registering to ensure there are no restrictions.

When you are ready to register, login to UR Self-Service, under Student > Registration > Add/Drop/Search for Classes and then copy/paste the above CRNs into your Add Classes Worksheet. Click "Submit Changes" on the Worksheet to register.