How to Use Visual Schedule Builder

To Access Visual Schedule Builder (VSB)

Option #1: From the University of Regina website

- Click on **CURRENT STUDENTS** 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 Student
  View the Course Catalog; Course Schedule; your Academic record, and; charges & payments on your account.

- 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 items(s) are not resolved:

Action Required

⚠ Attention: Hold present which will prevent registration: Re-Admission Required

To Build Your Schedule

Step 1: Select Your Courses

a. From the Welcome screen Select a Term

Select a term:

2022 Fall

b. Search for Courses in the Search Bar

Begin typing a course code or name that you would like to take.

Example: **MATH 101**, or **CHEM 100**

Select Course
Subject, Title, Instructor...   Advanced 🔍 Search

GENERATE SCHEDULES

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- o You can search by course code, course name, or instructor
- o Selected courses will be added to your list alongside any classes you are already registered for

☑	**ENGL 100**	**CRITICAL READING AND WRITING I** University of Regina, First Nations University, Luther, and 1 others Try all classes (86) ⌄	🗑 ⌄
☑	**INDG 100**	**INTRODUCTION TO INDIGENOUS STUDIES** University of Regina, and First Nations University Try all classes (21) ⌄	🗑 ⌄
☑	**ANTH 100**	**INTRODUCTION TO ANTHROPOLOGY** University of Regina, and First Nations University Try all classes (11) ⌄	🗑 ⌄

- o You can remove a class by hitting the trash can or you can toggle the course on/off by using the checkbox
- o Expand the course box by clicking on ⌄ for more details or to toggle on/off specific sections or campuses

☑	**ENGL 100**	**CRITICAL READING AND WRITING I** University of Regina, First Nations University, Luther, and 1 others Try all classes (86) ⌄	🗑 ⌄

☑	**INDG 100**	**INTRODUCTION TO INDIGENOUS STUDIES** University of Regina, and First Nations University Try all classes (21) ⌄	🗑 ⌃

Description: This course introduces the subject of Indigenous studies with a survey of Indigenous peoples in Canada from their origins, through European influence, and to the present. * Note: INDG 100 and INDG 201 can be taken concurrently with permission of the Department Head. *

Requirements: None

Campuses:

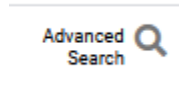☑ University of Regina   ☑ First Nations University

SELECT ALL   SELECT NONE

Classes:

☑ Lec 302   ☑ Lec 370   ☑ Lec F01 (Waitlistable)   ☑ Lec S01   ☑ Lec S02 (Waitlistable)   ☑ Lec S03   ☑ Lec S04 (Waitlistable)
☑ Lec S05 (Waitlistable)   ☑ Lec S10   ☑ Lec S11   ☑ Lec S23   ☑ Lec S29   ☑ Lec S49   ☑ Lec S50   ☑ Lec S51   ☑ Lec S90 🖰
☑ Lec S91 🖰   ☑ Lec S92 🖰   ☑ Lec SSC   ☑ Lec SSK   ☑ Lec SYK

SELECT ALL   SELECT NONE

Class Remarks:
Lec 302, Lec SYK: THIS COURSE IS SCHEDULED TO BE DELIVERED FACE-TO-FACE.
Lec 370: Restricted to SUNTEP students only.
Lec F01: Course taught in French.Final exam is to be 20-DEC-2022 @ 1300-1600.Date de l'examen final - 20 decembre, 2022 @ 1300-1600
Lec S05: Students registered in this course will attend lectures remotely via Zoom on scheduled days and time.
Lec S10: Restricted to FNUniv Prince Albert students.Course location is Prince Albert, SK.
Lec S11: Restricted to FNUniv Prince Albert students.Course location is Prince Albert, SK.Students registered in this course will attend all lectures remotely via Zoom on scheduled days and time.
Lec S23: Restricted to Parkland College BIED students only.
Lec S29: THIS COURSE IS SCHEDULED TO BE DELIVERED REMOTELY
Lec S49: For NSITEP students only. Location: 211 Queen Street, (Mikisiw Building) (Lac La Ronge Indian Band LLRIB-FARR Reserve) Air Ronge, SK
Lec S50: Restricted to FNUniv Saskatoon students.Course location is Saskatoon, SK.
Lec S51, Lec SSC: Students registered in this course will attend all lectures remotely via Zoom on scheduled days and time.
Lec S90, Lec S91: ONLINE DELIVERED COURSE. Click here for Getting Started Information regarding this course.
Lec SSK: Students will attend all lectures remotely via Zoom on scheduled days and times.Final exam scheduled for 15-December-2022 @ 8:30-11:30 a.m.
Others: None

☑	**ANTH 100**	**INTRODUCTION TO ANTHROPOLOGY** University of Regina, and First Nations University Try all classes (11) ⌄	🗑 ⌄

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o ***NEW*** While using the search bar, you can also add specific classes to your list using the Advanced Search

o This will allow you to search for classes on criteria such as Course Attribute and/or keyword

o 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

c. Refine your selections using the filters near the top of the page

Include Institutions: All (4) Select...

Include Locations: All 49 Select...

Include Specialized Instructional Methods: All Select...

- o This will allow you to narrow down your choices based on criteria such as Institution (ex: Campion College or First Nations University), Location (such as a specific city or a specific building on the main campus), or Instructional Method (such as Online or Hyflex)
- o Use the buttons as the bottom of each section to help navigate this more quickly

SELECT ALL   SELECT NONE   CLOSE

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

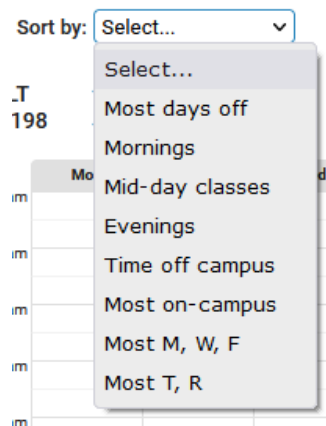c. *NEW* You can toggle the detailed class information on/off using the legend toggle in the upper left
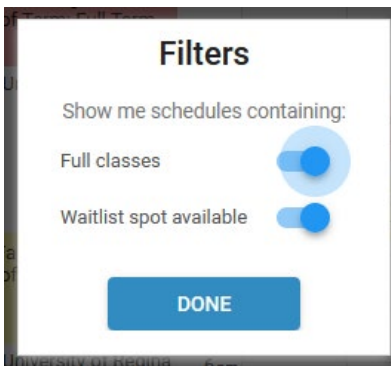
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d. Navigate through all the schedule results by clicking the left and right arrows, by swiping left and right on a mobile device, or by scrolling using your keyboard keys
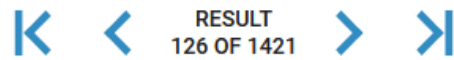
RESULT
126 OF 1421

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

○ You can sort your results by time preference

Sort by: Select...

Select...
Most days off
Mornings
Mid-day classes
Evenings
Time off campus
Most on-campus
Most M, W, F
Most T, R

○ You can filter out courses that are full or have waitlists using the **FILTERS** button

Filters

Show me schedules containing:
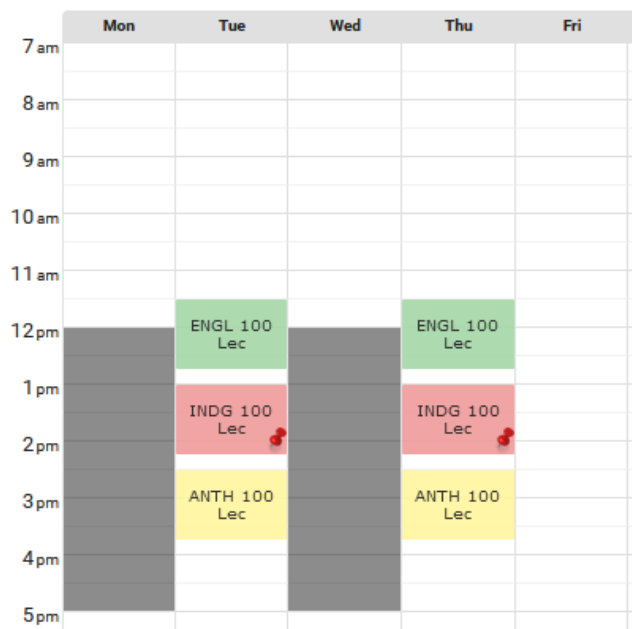
Full classes

Waitlist spot available

DONE

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o When you find a class section you like you can click on it in the timetable view to pin it to your schedule
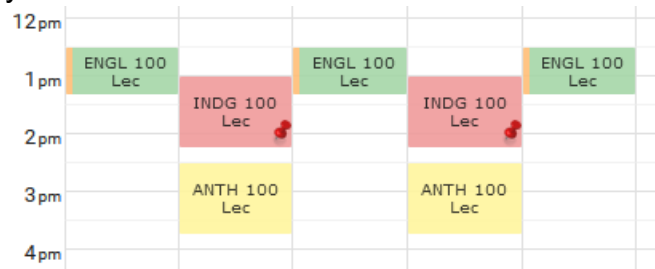
o You can also click and drag in the timetable view to block out times that you do not want classes

NEW or add personal times

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

ADD TO FAVOURITES

o 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.

SELECT COURSES	SCHEDULE RESULTS	FAVOURITES

No Mon/Wed PM

◄ LOAD   No Mon/Wed PM   DELETE
Sep 14, 2022, 11:51 AM

	Mon	Tue	Wed	Thu	Fri	Sat
7 am						
8 am						
9 am						
10 am						
11 am						
12 pm		ENGL 100 Lec		ENGL 100 Lec		
1 pm		INDG 100 Lec		INDG 100 Lec		
2 pm						
3 pm		ANTH 100 Lec		ANTH 100 Lec		
4 pm						
5 pm						
6 pm						
7 pm						
8 pm						
9 pm						

Aug	Sep	Oct	Nov	Dec	Jan '23
	Critical Reading and Writing I				
	Introduction to Indigenous Studies				
	Introduction to Anthropology				

- ○ Click on **◄ LOAD** to send your saved schedule back to the Schedule Results panel where you can continue to refine it

b. 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

PRINT   SHARE

Step 4: Register

a. 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.