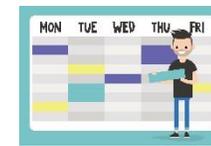
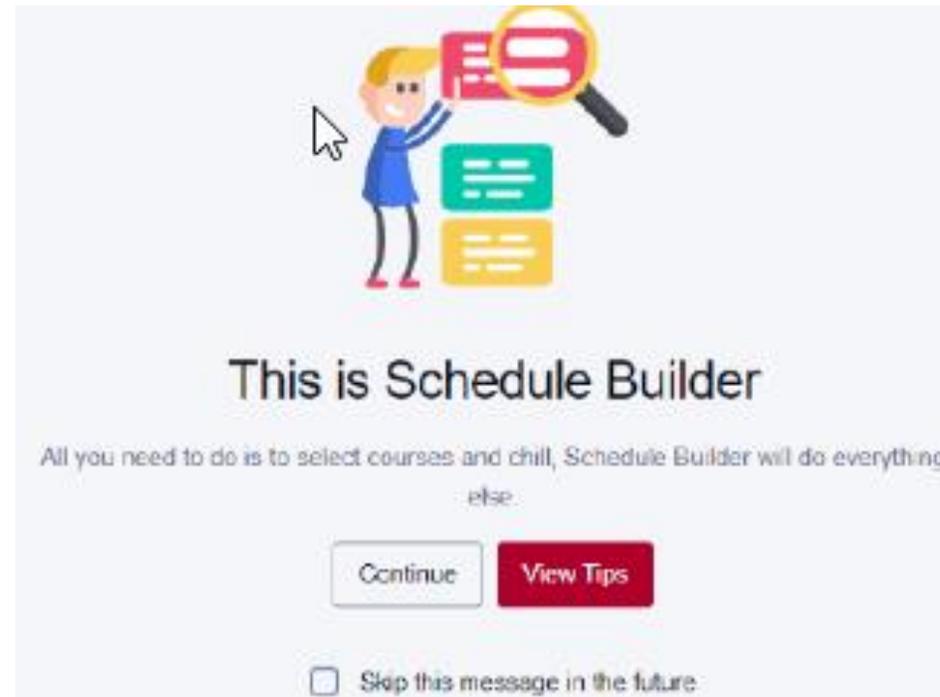
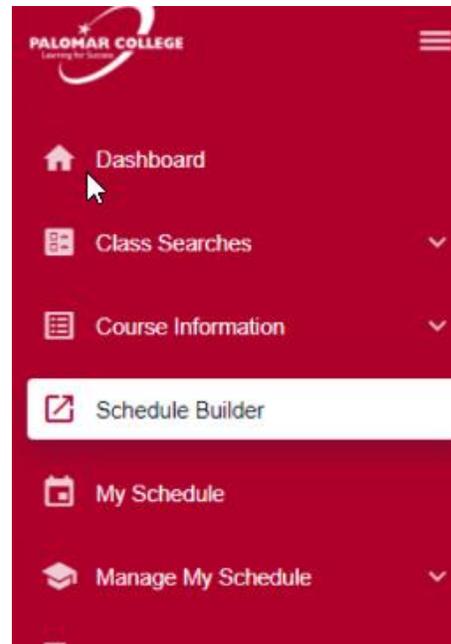


Schedule Builder

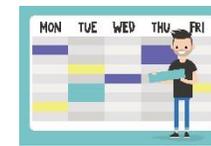


Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

- A: Please find the attached PDF with detailed step-by-step instructions and screenshots for searching and adding courses, blocking availability, and creating a schedule using the schedule builder feature.
- [STU – How To – Enroll via Schedule Builder](#) (PDF VERSION)

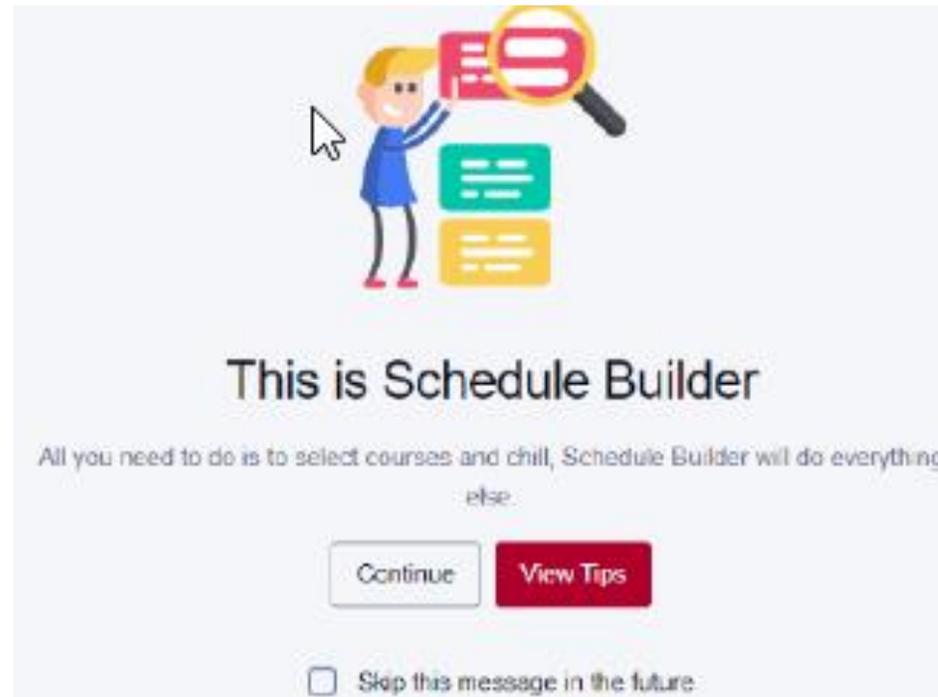
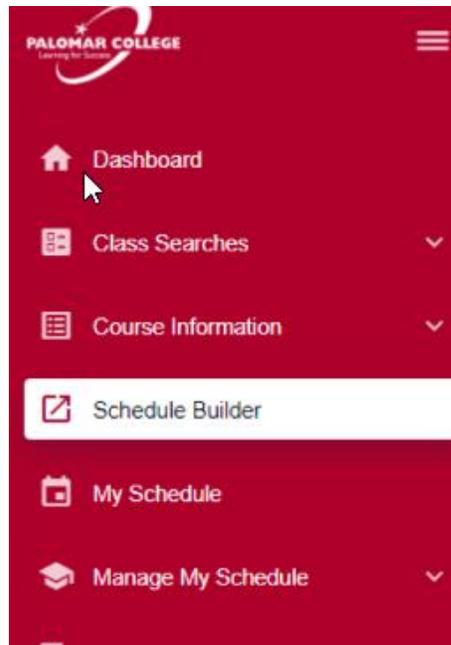


Schedule Builder

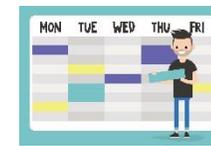


Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

- A: Please find the attached PDF with detailed step-by-step instructions and screenshots for searching and adding courses, blocking availability, and creating a schedule using the schedule builder feature.
- [STU – How To – Enroll via Schedule Builder](#) (PDF VERSION)



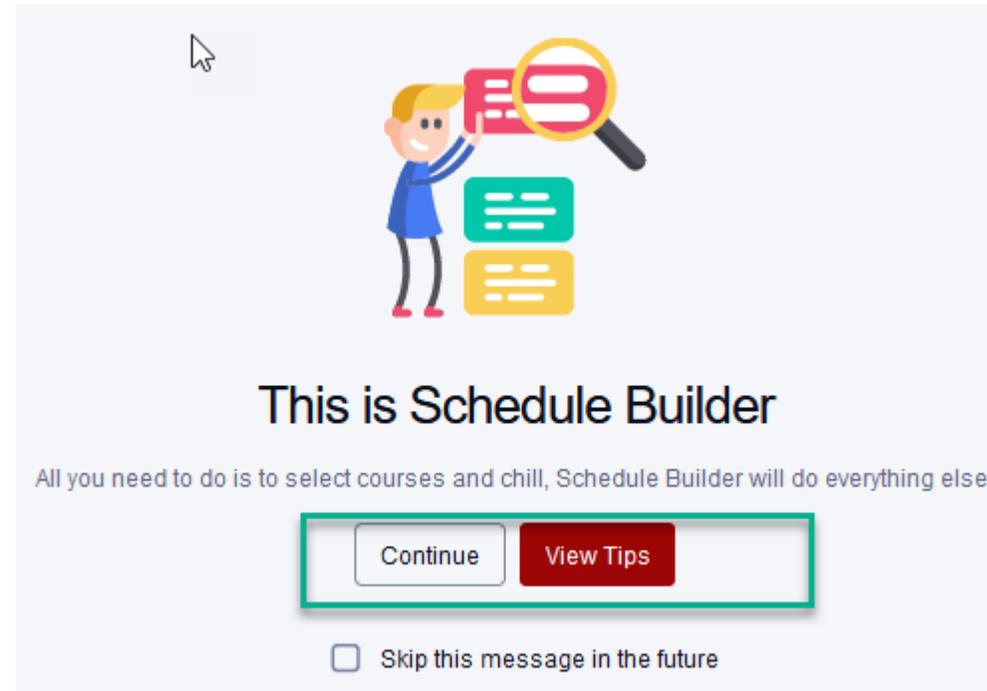
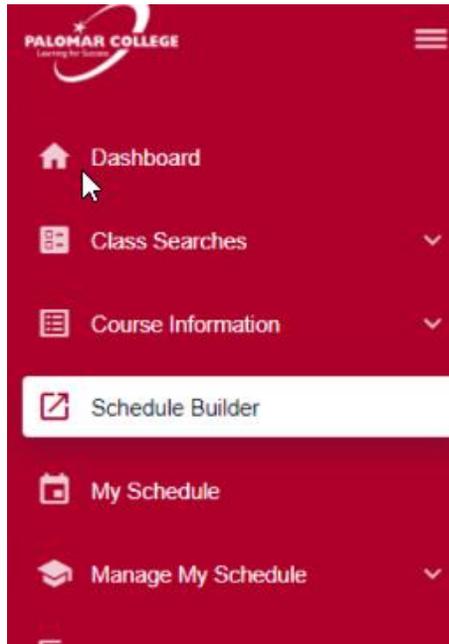
Schedule Builder



Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

STU – How To – Enroll via Schedule Builder

1. Click Schedule Builder in left navigation bar. Click “View Tips” for a quick click-through the tool.



Schedule Builder



Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

2. Use the filters to search narrow down your class search and add courses to build schedule options. When finished, click “Build Schedule”.

Schedule Builder

Favorites Tips

Collapse Filters ¹
Import Courses ▾

* Required

Term: 2023 Fall ▾

AVAILABILITY

Unavailable Time ▾ Min Break Time ▾

GLOBAL FILTERS

Campus ▾ Session ▾ Class Status: Open × ▾ Credit/Noncredit ▾

SECTION FILTERS

Online Or GE ▾ Online Or GE Type ▾

COURSE SELECTION

Subject* ▾ Catalog Number* Add Course Reset Filters

Select up to 10 courses to build your schedule

<input checked="" type="checkbox"/> COURSE	COURSE TITLE	UNITS	STATUS	
<input checked="" type="checkbox"/> EME 106	EMT (LECTURE)	6	✔	Select Sections ✕
<input checked="" type="checkbox"/> EME 106L	EMT BASIC (LABORATORY)	1.5	✔	Select Sections ✕
<input checked="" type="checkbox"/> NBASC 904	SUPERVISED TUTORING	0	✔	Select Sections ✕

Total: 7.5 units
Delete Selected
Save
Build Schedule

Schedule Builder

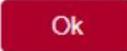


Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

NOTE: Some courses may have a large number of class options available (e.g. ENG 100). As a result, the following error may be displayed.

 ERROR 

Too many ENG 100 classes meet your criteria. The Schedule Builder can only produce results for up to 30 classes for the same course. Please apply additional filters or use the Select Sections button to narrow your results.

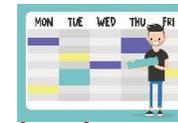


To resolve this, click “Select Sections” and choose up to 5 preferred class sections.

Select up to 10 courses to build your schedule

<input checked="" type="checkbox"/>	COURSE	COURSE TITLE	UNITS	STATUS	
<input checked="" type="checkbox"/>	BIOL 100	INTRO BIO: GEN BIO	4	-	Select Sections 
<input checked="" type="checkbox"/>	BIOL 101L	INTRO BIO: GEN BIO (LAB)	1	-	Select Sections 
<input checked="" type="checkbox"/>	ENG 100	ENGLISH COMPOSITION	4	-	Select Sections 
<input checked="" type="checkbox"/>	MATH 110	COLLEGE ALGEBRA	4	-	Select Sections 

Schedule Builder



Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

3. Schedule Builder will produce up to 10 class schedule options based on your selected criteria.

SECTION	TOPIC	UNRESERVED SEATS OPEN	RESERVED SEATS OPEN	WAIT LIST OPEN	INSTRUCTOR	DAYS	START	END	ROOM	STATUS
10-LEC* (30262)	-	25/25	0/0	10/10	Staff	OL	-	-	ONLINE	<input checked="" type="checkbox"/>
<p>> CLASS NOTES</p> <p>2 hours and 5 minutes per week of instruction are completed asynchronously online. This is a partially online class and requires both classroom attendance and use of Email, the Internet, and other means of electronic communication. Students registering for this class must consult the following Web site: https://www.palomar.edu/atrc/lms-login/</p>										
100-LEC* (30279)	-	25/25	0/0	10/10	Melissa Mart...	TuTh	2:45 pm	4:50 pm	H-319	<input type="checkbox"/>
101-LEC* (30285)	-	25/25	0/0	10/10	Ronald Smit...	MoWe	12:30 pm	2:35 pm	H-319	<input checked="" type="checkbox"/>
104-LEC* (30286)	-	25/25	0/0	10/10	Amy Shen	MoWe	2:45 pm	4:50 pm	H-315	<input type="checkbox"/>

Schedule Builder > Schedules

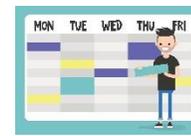
To add a schedule option to your favorites, click the Add to Favorites () icon.

Select a class to view additional details

Enroll   < PREV 1 2

	SUN	MON	TUE
6 AM			
7 AM			
8 AM		9:00 - 10:05 am ENG 100 ENGLISH COMPOSITION San Marcos Campus H-310	7:50 - 11:00 am BIOL 100 INTRO BIO: GEN BIO San Marcos Campus NS-225
9 AM			

Schedule Builder



Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

To compare schedule options, click the Add to Compare () icon for all preferred options. When finished, click "Compare".

Schedule Builder > Schedules

Select a class to view additional details

Enroll   < PREV 1 2

	SUN	MON	TUE
6 AM			
7 AM			
8 AM		9:00 - 10:05 am ENG 100 ENGLISH COMPOSITION San Marcos Campus H-310	7:50 - 11:00 am BIOL 100 INTRO BIO: GEN BIO San Marcos Campus NS-225

Schedule Builder > Schedules

Select a class to view additional details

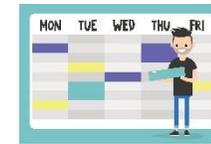
Enroll   < PREV 1 ... 6 7 8 9 10 NEXT >  

Compare 3 Favorites Tips

Show Unavailable Sort Type ▾

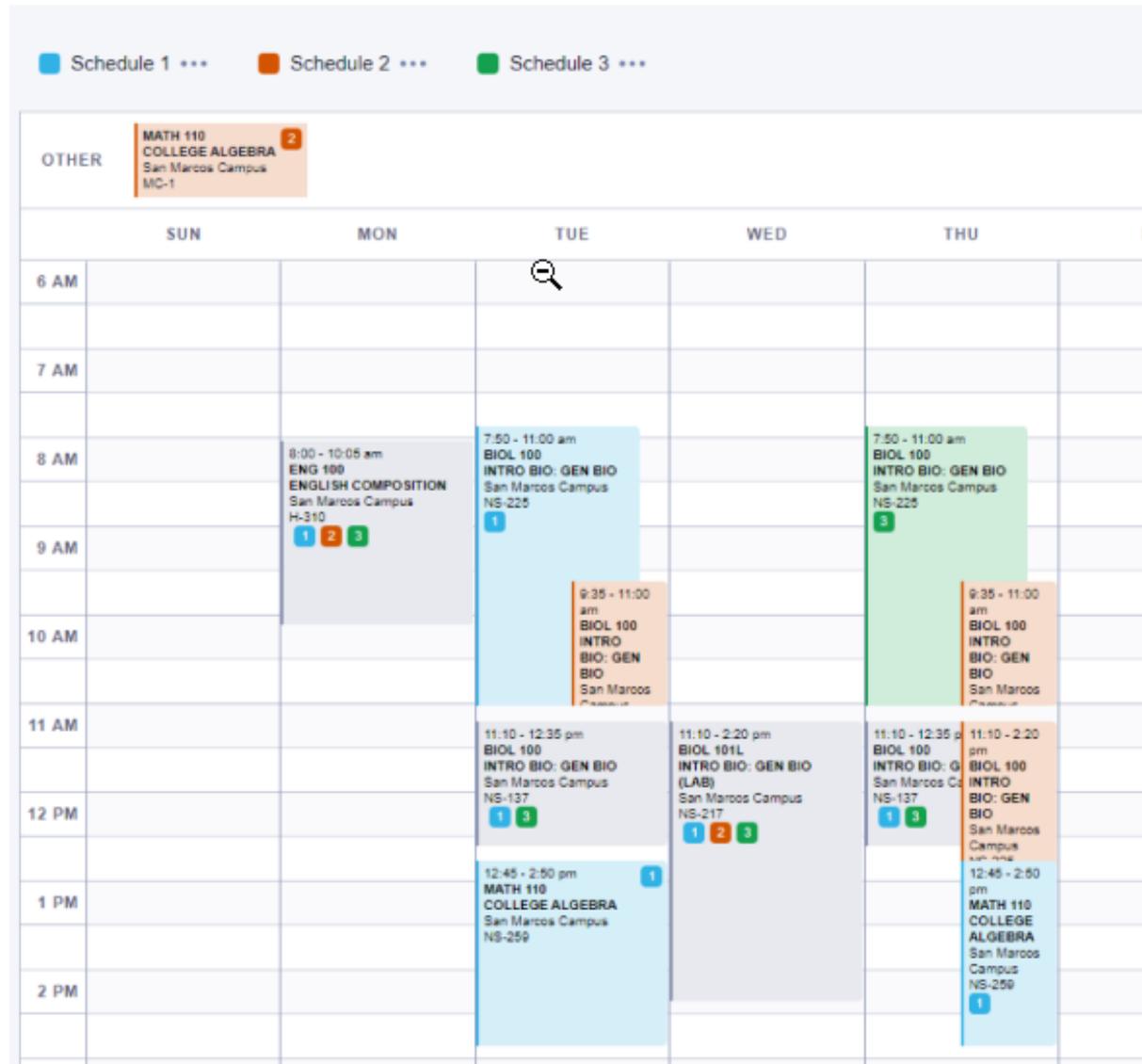
	SUN	MON	TUE	WED	THU	FRI	SAT
6 AM							
7 AM							

Schedule Builder

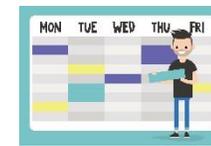


Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

Schedule Builder > Schedules > Compare



Schedule Builder



Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

To make any adjustments, click “Schedule Builder” to return back to the previous page.

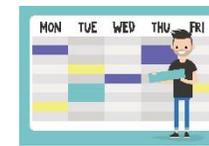
Schedule Builder Schedules

Select a class to view additional details

Enroll < PREV 1 2

	SUN	MON	TUE
6 AM			
7 AM			
8 AM		8:00 - 10:05 am ENG 100 ENGLISH COMPOSITION San Marcos Campus H-310	7:50 - 11:00 am BIOL 100 INTRO BIO: GEN BIO San Marcos Campus NS-225

Schedule Builder



Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

4. Once you've selected your preferred schedule option, click "Enroll" to enroll in all selected classes. In the Set Options page, confirm whether you'd like to be placed on waitlist if class is full at time of enrollment.

Select a class to view additional details Show Un

Enroll

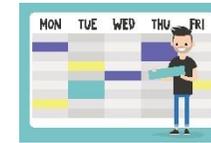
< PREV **1** 2 3 4 5 ... 10 NEXT >

	SUN	MON	TUE	WED	THU
6 AM					
7 AM					
8 AM		8:00 - 10:05 am ENG 100 ENGLISH COMPOSITION San Marcos Campus H-310	7:50 - 11:00 am BIOL 100 INTRO BIO: GEN BIO San Marcos Campus NS-225		
9 AM					
10 AM					
11 AM			11:10 - 12:35 pm BIOL 100 INTRO BIO: GEN BIO San Marcos Campus	11:10 - 2:20 pm BIOL 101L INTRO BIO: GEN BIO (LAB)	11:10 - 12:35 pm BIOL 100 INTRO BIO: GEN BIO San Marcos Campus

Select Classes ×

<input checked="" type="checkbox"/> SECTION	DAYS	START	END	ROOM	WAIT LIST OPEN
BIOL 100 - INTRO BIO: GEN B/O					
<input checked="" type="checkbox"/> 20-LEC (33259)	TuTh	11:10 am	12:35 pm	NS-137	10/10
<input type="checkbox"/> 21-LAB (33260)	Tu	7:50 am	11:00 am	NS-225	10/10
BIOL 101L - INTRO BIO: GEN BIO (LAB)					
<input checked="" type="checkbox"/> 2-LAB (33307)	We	11:10 am	2:20 pm	NS-217	10/10
ENG 100 - ENGLISH COMPOSITION					
<input checked="" type="checkbox"/> 10-LEC (30252)	Mo	8:00 am	10:05 am	H-310	10/10
MATH 110 - COLLEGE ALGEBRA					
<input checked="" type="checkbox"/> 8-LEC (30319)	TuTh	12:45 pm	2:50 pm	NS-259	10/10

Schedule Builder



Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

← Set Options ×

Select a class to set enrollment options.

ENG 100: 10-LEC (30252)

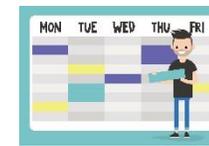
MATH 110: 8-LEC (30319)

Enrollment options ×

ENG 100: ENGLISH COMPOSITION | 10 - 30262

Wait list if class is full

Schedule Builder



Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

5. If enrolled successfully, Enrollment Results will show courses have been added to your class schedule. If you receive an enrollment error, a brief explanation will appear. For requisite errors, you may contact the Evaluations & Records office

at <https://www.palomar.edu/evaluationsandrecords/> **Email:** records@palomar.edu **Phone:** (760) 744-1150, ext. 2169

Enrollment results

Enrollment results of 4 classes for the term: 2023 Spring.

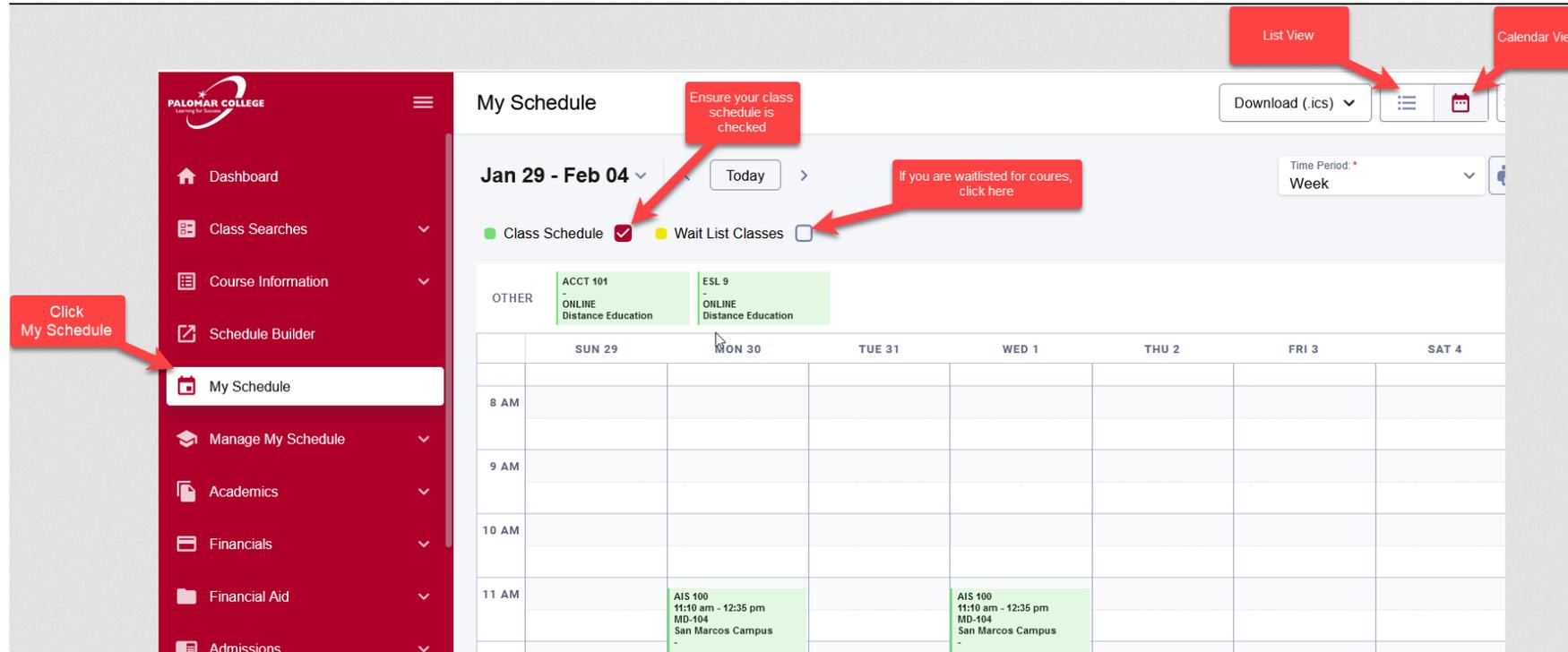
ENG 100 (10-30262)	Added to your schedule.
You have already taken this class. When graded this course may be subject to repeat rules. Verify that the class will apply toward your course of study.	
MATH 110 (B-30319)	Error
Unable to add this class - requisites have not been met. Prerequisite: Eligibility determined through math placement process. Corequisite: MATH 11 MATH 110 - COLLEGE ALGEBRA class number 30319 is linked to MATH 11 class number 32037.	
BIOL 100 (20-33259)	Added to your schedule.
This class has been added to your schedule.	
BIOL 101L (2-33307)	Error
Unable to add this class - requisites have not been met. Prerequisite: A minimum grade of 'C', or concurrent enrollment in, BIOL 101 or 114	

OK

My Schedule



To confirm your schedule after enrolling, click the left navigation “My Schedule”

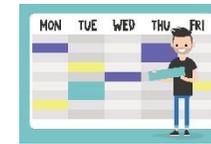


The screenshot shows the 'My Schedule' page with several red callout boxes providing instructions:

- Click My Schedule:** Points to the 'My Schedule' option in the left navigation menu.
- Ensure your class schedule is checked:** Points to the 'Class Schedule' radio button, which is checked.
- If you are waitlisted for courses, click here:** Points to the 'Wait List Classes' radio button, which is unchecked.
- List View:** Points to the 'List View' button in the top right.
- Calendar View:** Points to the 'Calendar View' button in the top right.

The main content area displays the schedule for 'Jan 29 - Feb 04'. It includes a 'Download (.ics)' button, a 'Time Period' dropdown set to 'Week', and a calendar grid. The grid shows classes for 'SUN 29', 'MON 30', 'TUE 31', 'WED 1', 'THU 2', 'FRI 3', and 'SAT 4'. Classes listed include ACCT 101 (ONLINE Distance Education), ESL 9 (ONLINE Distance Education), and AIS 100 (11:10 am - 12:35 pm MD-104 San Marcos Campus).

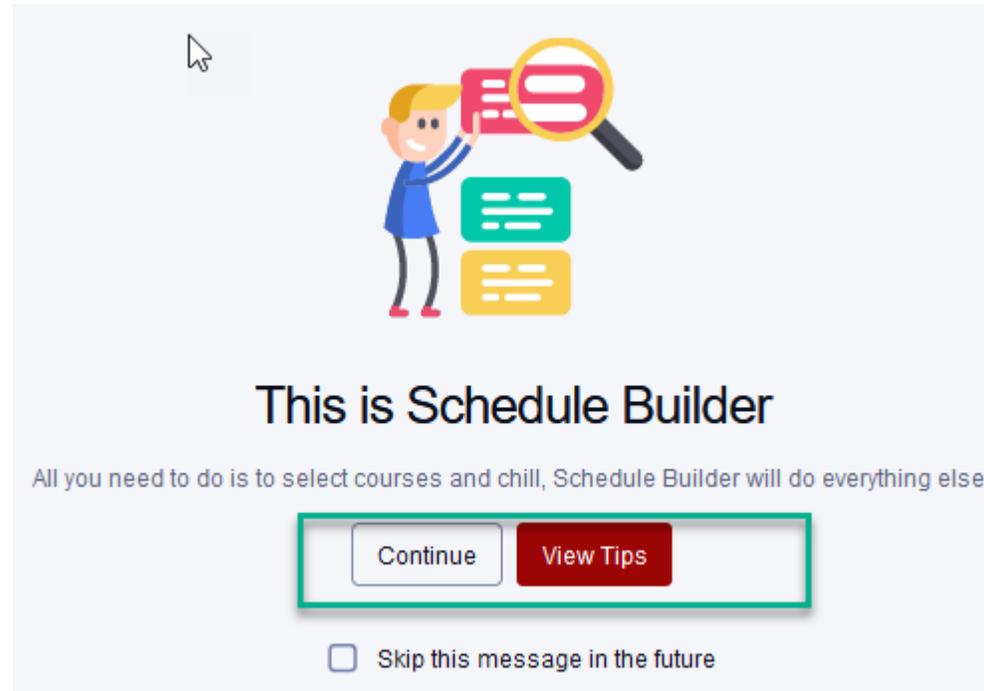
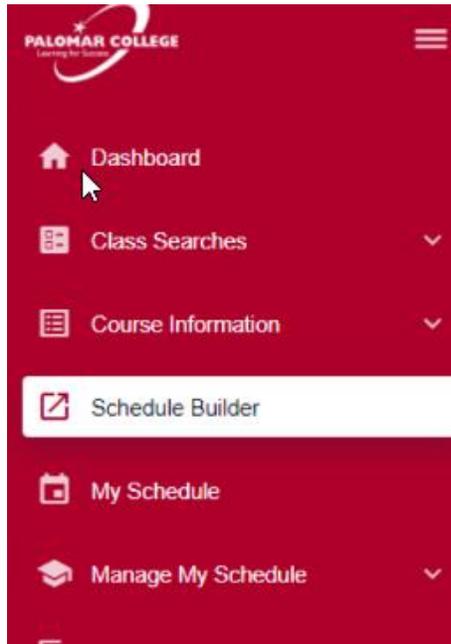
Schedule Builder



Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

STU – How To – Enroll via Schedule Builder

1. Click Schedule Builder in left navigation bar. Click “View Tips” for a quick click-through the tool.





Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

2. Use the filters to search narrow down your class search and add courses to build schedule options. When finished, click “Build Schedule”.

Schedule Builder

Favorites Tips

Term: 2023 Fall ▼

AVAILABILITY

Unavailable Time ▼ Min Break Time ▼

GLOBAL FILTERS

Campus ▼ Session ▼ Class Status: Open × ▼ Credit/Noncredit ▼

SECTION FILTERS

Online Or GE ▼ Online Or GE Type

COURSE SELECTION

Subject* ▼ Catalog Number* Add Course Reset Filters

Collapse Filters 1 Import Courses ▼

* Required

Select up to 10 courses to build your schedule

<input checked="" type="checkbox"/>	COURSE	COURSE TITLE	UNITS	STATUS	
<input checked="" type="checkbox"/>	EME 106	EMT (LECTURE)	6	👤	Select Sections 🗑️
<input checked="" type="checkbox"/>	EME 106L	EMT BASIC (LABORATORY)	1.5	👤	Select Sections 🗑️
<input checked="" type="checkbox"/>	NBASC 904	SUPERVISED TUTORING	0	👤	Select Sections 🗑️

Total: 7.5 units

Delete Selected Save Build Schedule



Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

NOTE: Some courses may have a large number of class options available (e.g. ENG 100). As a result, the following error may be displayed.

✖ ERROR ✖

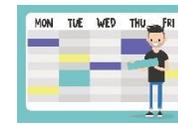
Too many ENG 100 classes meet your criteria. The Schedule Builder can only produce results for up to 30 classes for the same course. Please apply additional filters or use the Select Sections button to narrow your results.

Ok

Select up to 10 courses to build your schedule

<input checked="" type="checkbox"/>	COURSE	COURSE TITLE	UNITS	STATUS	
<input checked="" type="checkbox"/>	BIOL 100	INTRO BIO: GEN BIO	4	-	Select Sections 
<input checked="" type="checkbox"/>	BIOL 101L	INTRO BIO: GEN BIO (LAB)	1	-	Select Sections 
<input checked="" type="checkbox"/>	ENG 100	ENGLISH COMPOSITION	4	-	Select Sections 
<input checked="" type="checkbox"/>	MATH 110	COLLEGE ALGEBRA	4	-	Select Sections 

Schedule Builder



Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

3. Schedule Builder will produce up to 10 class schedule options based on your selected criteria.

SECTION	TOPIC	UNRESERVED SEATS OPEN	RESERVED SEATS OPEN	WAIT LIST OPEN	INSTRUCTOR	DAYS	START	END	ROOM	STATUS
10-LEC* (30262)	-	25/25	0/0	10/10	Staff	OL	-	-	ONLINE	<input checked="" type="checkbox"/>
<p>> CLASS NOTES</p> <p>2 hours and 5 minutes per week of instruction are completed asynchronously online. This is a partially online class and requires both classroom attendance and use of Email, the Internet, and other means of electronic communication. Students registering for this class must consult the following Web site: https://www.palomar.edu/atrc/lms-login/</p>										
> 100-LEC* (30279)	-	25/25	0/0	10/10	Melissa Mart...	TuTh	2:45 pm	4:50 pm	H-319	<input type="checkbox"/>
> 101-LEC* (30285)	-	25/25	0/0	10/10	Ronald Smit...	MoWe	12:30 pm	2:35 pm	H-319	<input checked="" type="checkbox"/>
> 104-LEC* (30286)	-	25/25	0/0	10/10	Amy Shen	MoWe	2:45 pm	4:50 pm	H-315	<input type="checkbox"/>

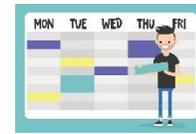
Schedule Builder > Schedules

To add a schedule option to your favorites, click the Add to Favorites () icon.

Select a class to view additional details

Enroll   < PREV 1 2

	SUN	MON	TUE
6 AM			
7 AM			
8 AM		9:00 - 10:05 am ENG 100 ENGLISH COMPOSITION San Marcos Campus H-310	7:50 - 11:00 am BIOL 100 INTRO BIO: GEN BIO San Marcos Campus NS-225
9 AM			



Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

To compare schedule options, click the Add to Compare () icon for all preferred options. When finished, click "Compare".

Schedule Builder > Schedules

Select a class to view additional details

Enroll   < PREV 1 2

	SUN	MON	TUE
6 AM			
7 AM			
8 AM		9:00 - 10:05 am ENG 100 ENGLISH COMPOSITION San Marcos Campus H-310	7:50 - 11:00 am BIOL 100 INTRO BIO: GEN BIO San Marcos Campus NS-225

Schedule Builder > Schedules

Select a class to view additional details

Enroll   < PREV 1 ... 6 7 8 9 10 NEXT >  

Compare 3 Favorites Tips

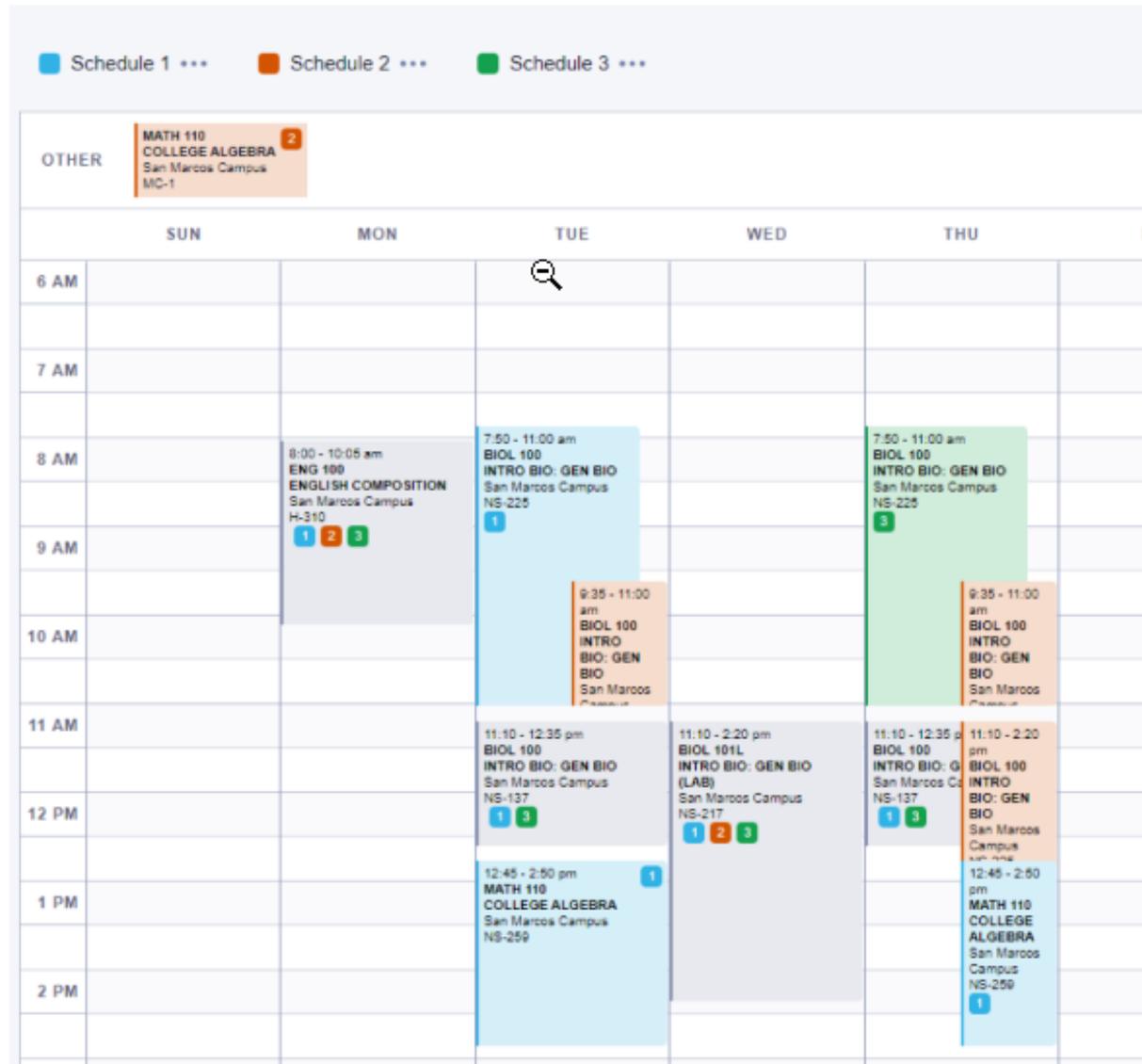
Show Unavailable Sort Type ▼

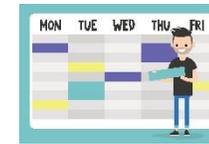
	SUN	MON	TUE	WED	THU	FRI	SAT
6 AM							
7 AM							



Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

Schedule Builder > Schedules > Compare





Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

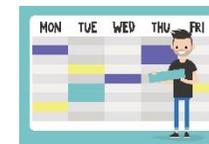
To make any adjustments, click “Schedule Builder” to return back to the previous page.

Schedule Builder Schedules

Select a class to view additional details

Enroll < PREV 1 2

	SUN	MON	TUE
6 AM			
7 AM			
8 AM		8:00 - 10:05 am ENG 100 ENGLISH COMPOSITION San Marcos Campus H-310	7:50 - 11:00 am BIOL 100 INTRO BIO: GEN BIO San Marcos Campus NS-225



Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

4. Once you've selected your preferred schedule option, click "Enroll" to enroll in all selected classes. In the Set Options page, confirm whether you'd like to be placed on waitlist if class is full at time of enrollment.

Select a class to view additional details Show Un

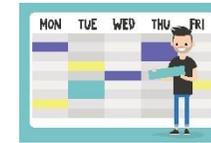
Enroll

< PREV **1** 2 3 4 5 ... 10 NEXT >

	SUN	MON	TUE	WED	THU
6 AM					
7 AM					
8 AM		8:00 - 10:05 am ENG 100 ENGLISH COMPOSITION San Marcos Campus H-310	7:50 - 11:00 am BIOL 100 INTRO BIO: GEN BIO San Marcos Campus NS-225		
9 AM					
10 AM					
11 AM			11:10 - 12:35 pm BIOL 100 INTRO BIO: GEN BIO San Marcos Campus	11:10 - 2:20 pm BIOL 101L INTRO BIO: GEN BIO (LAB)	11:10 - 12:35 pm BIOL 100 INTRO BIO: GEN BIO San Marcos Campus

Select Classes ×

<input checked="" type="checkbox"/> SECTION	DAYS	START	END	ROOM	WAIT LIST OPEN
BIOL 100 - INTRO BIO: GEN B/O					
<input checked="" type="checkbox"/> 20-LEC (33259)	TuTh	11:10 am	12:35 pm	NS-137	10/10
<input type="checkbox"/> 21-LAB (33260)	Tu	7:50 am	11:00 am	NS-225	10/10
BIOL 101L - INTRO BIO: GEN BIO (LAB)					
<input checked="" type="checkbox"/> 2-LAB (33307)	We	11:10 am	2:20 pm	NS-217	10/10
ENG 100 - ENGLISH COMPOSITION					
<input checked="" type="checkbox"/> 10-LEC (30262)	-	-	-	ONLINE	10/10
<input type="checkbox"/> 10-LEC (30262)	Mo	8:00 am	10:05 am	H-310	10/10
MATH 110 - COLLEGE ALGEBRA					
<input checked="" type="checkbox"/> 8-LEC (30319)	TuTh	12:45 pm	2:50 pm	NS-259	10/10



Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

← Set Options ×

Select a class to set enrollment options.

ENG 100: 10-LEC (30252)

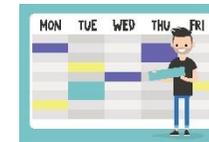
MATH 110: 8-LEC (30319)

Enrollment options ×

ENG 100: ENGLISH COMPOSITION | 10 - 30262

Wait list if class is full

Cancel Save



Q: How do I use the Schedule Builder feature to explore building a hypothetical schedule?

5. If enrolled successfully, Enrollment Results will show courses have been added to your class schedule. If you receive an enrollment error, a brief explanation will appear. For requisite errors, you may contact the Evaluations & Records office at <https://www.palomar.edu/evaluationsandrecords/> **Email:** records@palomar.edu **Phone:** (760) 744-1150, ext. 2169

Enrollment results

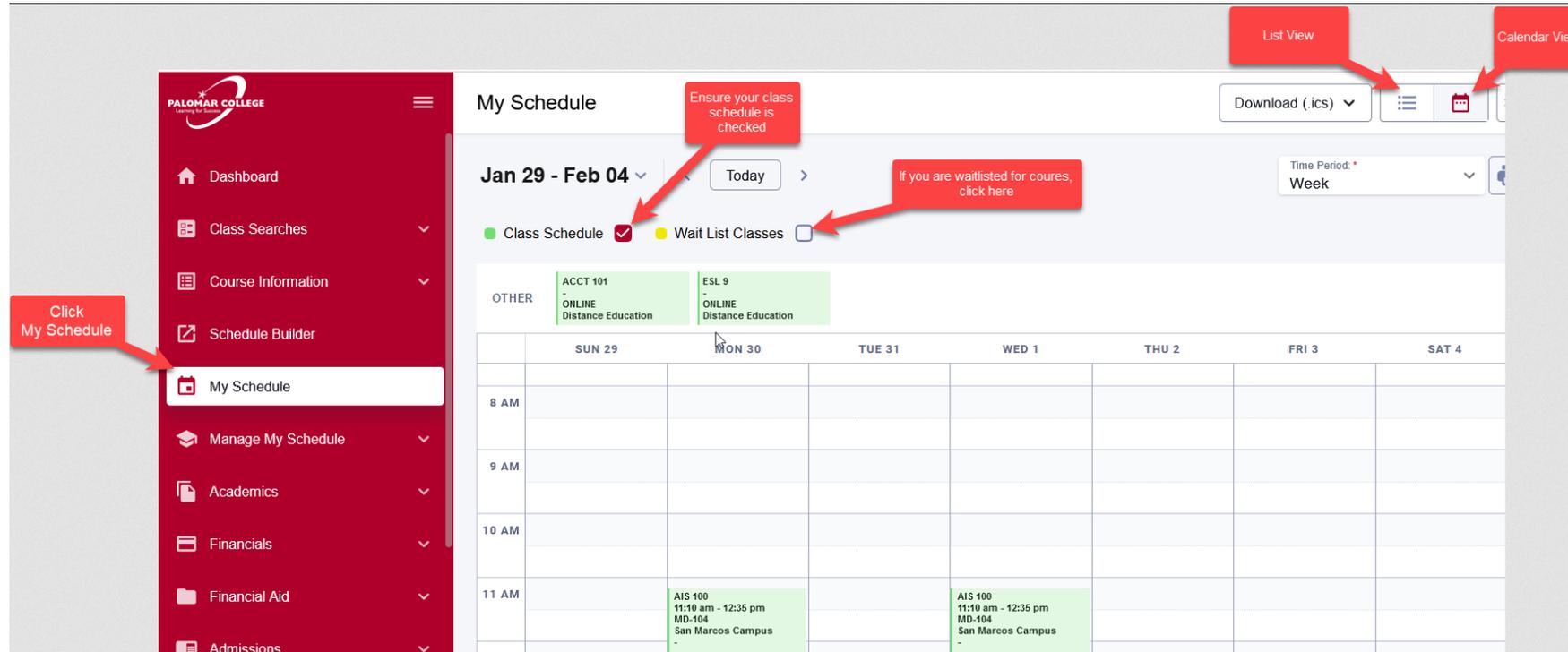
Enrollment results of 4 classes for the term: 2023 Spring.

ENG 100 (10-30262)	Added to your schedule.
You have already taken this class. When graded this course may be subject to repeat rules. Verify that the class will apply toward your course of study.	
MATH 110 (B-30319)	Error
Unable to add this class - requisites have not been met. Prerequisite: Eligibility determined through math placement process. Corequisite: MATH 11 MATH 110 - COLLEGE ALGEBRA class number 30319 is linked to MATH 11 class number 32037.	
BIOL 100 (20-33259)	Added to your schedule.
This class has been added to your schedule.	
BIOL 101L (2-33307)	Error
Unable to add this class - requisites have not been met. Prerequisite: A minimum grade of 'C', or concurrent enrollment in, BIOL 101 or 114	

OK



To confirm your schedule after enrolling, click the left navigation “My Schedule”



The screenshot shows the 'My Schedule' page with several red callout boxes providing instructions:

- Click My Schedule:** Points to the 'My Schedule' option in the left navigation menu.
- Ensure your class schedule is checked:** Points to the 'Class Schedule' radio button, which is currently selected.
- If you are waitlisted for courses, click here:** Points to the 'Wait List Classes' radio button.
- List View:** Points to the 'List View' button in the top right.
- Calendar View:** Points to the 'Calendar View' button in the top right.

The main content area displays the schedule for 'Jan 29 - Feb 04'. It includes a 'Download (.ics)' button, a 'Time Period' dropdown set to 'Week', and a calendar grid. The grid shows classes for 'SUN 29', 'MON 30', 'TUE 31', 'WED 1', 'THU 2', 'FRI 3', and 'SAT 4'. Specific classes shown include ACCT 101 (ONLINE Distance Education) and AIS 100 (11:10 am - 12:35 pm, MD-104, San Marcos Campus).