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

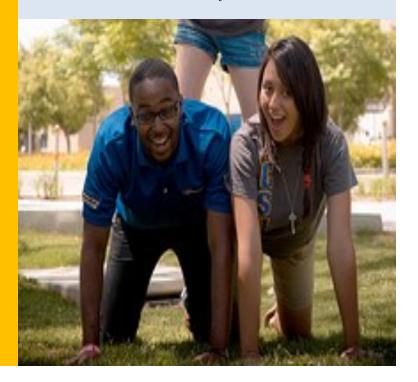
For more information, see the student guides at:

www.csub.edu/training/students 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

- 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.

