

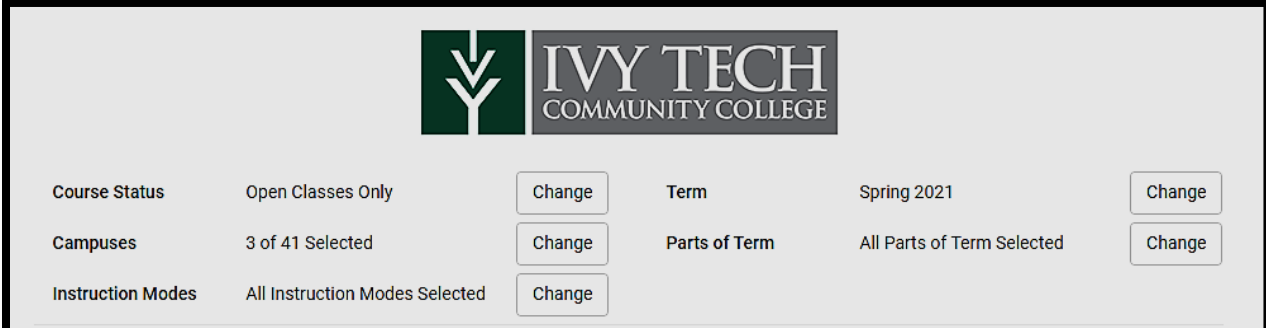
Schedule Builder Instruction Sheet

We have a new and easy to use Schedule Building Software! Check it out!

- Log into **MyIvy > Student > Student Dashboard > Schedule Builder** (dark green box).
- Select your term: **Spring 2021**
- Select your campus: **Sellersburg, Scottsburg, and IvyOnline** (for online classes)
- Verify your address and acknowledge the campus COVID statement.

Now you're ready to search for classes!

Step 1: Set Your Search Filters

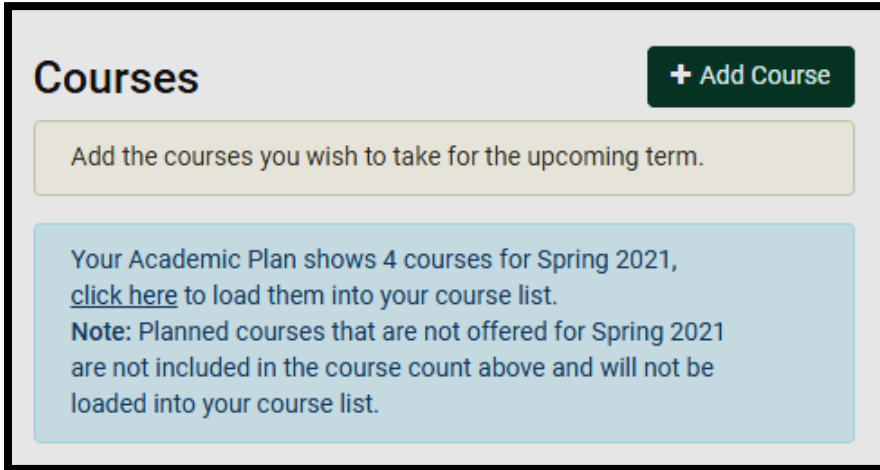


The screenshot shows the Ivy Tech Community College logo at the top center. Below the logo, there are three rows of search filters, each with a 'Change' button to its right:

Course Status	Open Classes Only	Change	Term	Spring 2021	Change
Campuses	3 of 41 Selected	Change	Parts of Term	All Parts of Term Selected	Change
Instruction Modes	All Instruction Modes Selected	Change			

- **Course Status:** will allow you to see open, full, or classes with a waitlist.
- **Campuses:** will allow you to add or remove previously selected campuses.
- **Instruction Modes:** This is how the course is delivered.
 - Traditional – this is on campus, face-to-face instruction
 - Online only – 100% of the content is delivered online
 - Blended, primarily online – most of the content is online with some on-campus meetings
 - Blended, primarily traditional – most of the content will be delivered on campus, with some online requirements
 - Learn Anywhere – course will be taught on campus, with the option for student to attend on-site or virtually.
 - Virtual – students are required to attend online lectures and all other content/assignments will be delivered online.
- **Term:** this is the term for which you will be registering.
- **Parts of term:** Sellersburg only offers 16wk and 8wk options. This option will help you plan a balanced schedule.
 - 16 weeks: January – May
 - First 8 weeks: January – March
 - Second 8 weeks: March – May

Step 2: Add Your Courses to the Search Criteria



Courses + Add Course

Add the courses you wish to take for the upcoming term.

Your Academic Plan shows 4 courses for Spring 2021, [click here](#) to load them into your course list.
Note: Planned courses that are not offered for Spring 2021 are not included in the course count above and will not be loaded into your course list.

- Once you click the green Add Course button, you can then add courses you'd like to search for by subject, by instructor or by your **Academic Plan**. The classes on your Academic Plan have been selected by your advisor as good options for you to take in the spring. Check the box to the left of the course to select any or all of those classes to add them to your search option.
- Click Done.

Step 3: Add Your Breaks



Breaks + Add Break

Select All ⓧ

Work ⚙ Edit ⓧ
MWF - 8:00am to 4:00pm

Pick up kids ⚙ Edit ⓧ
TTh - 2:00pm to 3:00pm

Soccer Practice ⚙ Edit ⓧ
W - 6:00pm to 8:00pm

- Click Add Break to enter any time that you are unavailable to attend class. This will eliminate any time conflicts in your search results.

Step 4: Generate and Select Your Preferred Schedule

- Click the Generate Schedule button and you should see a list of courses populate. If no courses populate, you may need to remove breaks or deselect 1 or more courses to meet all the criteria.
- Once your list populates, click the “view” button to the left to see details of that schedule.

Status	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Campus	Credits										
Not Enrolled	BIOL	101	12P	30	WWW	IvyOnline	3										
Prerequisites Title: Introductory Biology - 16 weeks ONLINE																	
Not Enrolled	EDUC	250	26M	24	T 1:00pm - 2:15pm - PFAU P14 Th 1:00pm - 2:15pm - SLOC VIRTUAL	Sellersburg	3										
Prerequisites Title: Educational Psychology - Meets on Campus with Online/Virtual Content 16wks																	
Not Enrolled	MATH	123	BAM	11	MW 1:00pm - 2:50pm - SLOC VIRTUAL	Sellersburg	3										
Prerequisites Corequisites Special Approval Title: Quantitative Reasoning - Co-req with MATH 080-BAM 42952 Virtual Content Live/Recorded 16wks																	
Not Enrolled	SCIN	111	12P	30	WWW	IvyOnline	3										
Prerequisites Title: Physical Science - 16 weeks ONLINE																	
							12										
Week 2 (01/25/2021 - 02/01/2021)																	
Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
BIOL 101																	
EDUC 250																	
MATH 123																	
SCIN 111																	

- Here you can see the course, the days/time or online.
 - *Tips: click the blue “i” to see more info about the course.*
 - *If you like the one of the course options, but not the entire schedule, you can “lock” a course and new schedules will be generated around that course.*
 - *You can also see a visual representation if your schedule will be balanced between the 8wk and 16wk sections with the bar graph below your schedule.*

Step 5: Register!

- Once you find all of the classes and the most ideal schedule, you can “Add (classes) to Shopping Cart.”
- Click the Shopping Cart tab in the green menu bar to see your selected schedule. **At this point, you still have not registered.**
 - From your shopping cart, you can email your potential schedule to your advisor, employer, spouse, etc. if you want to get approval or suggestions before registering.
 - You can edit your cart if you need to adjust a class or two.
- If everything in your shopping cart looks good, click “**REGISTER.**”

- Accept the financial responsibility statement.
- Enter your Registration PIN for Spring 2021.
- If there were any issues with registration, an error window will pop up and you should reach out to your advisor for additional assistance.
- You are now registered!!