



## UC Denver Student Guide Scheduler

### Table of Contents

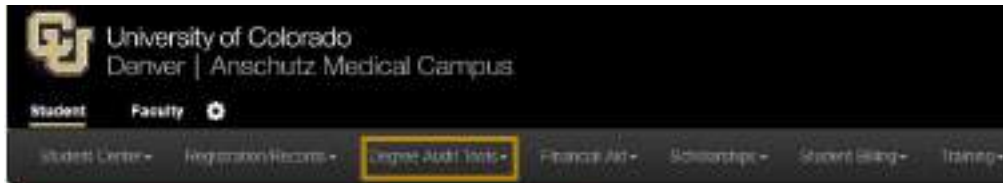
<u>Student Access</u>	<u>2</u>
<u>Getting Started</u>	<u>4</u>
<u>Creating Schedules without Plans</u>	<u>4</u>
<u>Creating Schedules from Preferred Plan</u>	<u>8</u>
<u>Classes</u>	<u>11</u>
<u>Busy Times</u>	<u>13</u>
<u>Schedules</u>	<u>15</u>
<u>Create Your Own</u>	<u>15</u>
<u>Auto-Generate</u>	<u>18</u>
<u>Preferences</u>	<u>19</u>
<u>Locked Sections</u>	<u>23</u>
<u>Auto-Generate Schedules</u>	<u>24</u>
<u>Managing Schedules</u>	<u>28</u>
<u>Pre-Enrolling Classes</u>	<u>32</u>
<u>FAQs</u>	<u>33</u>
<u>When I first add courses, are my courses going directly to my shopping cart?</u>	<u>33</u>
<u>What does <b>Date Not Found</b> mean under eligible?</u>	<u>33</u>
<u>Why are some courses that I had in Planner not showing up in Schedules?</u>	<u>33</u>
<u>My added Busy Time is conflicting with a course on my schedule, how do I fix this?</u>	<u>33</u>
<u>I'm trying to search for a specific course, but there were no results?</u>	<u>34</u>
<u>What's the difference between Want/Don't Want and Prefer/Don't Prefer?</u>	<u>34</u>
<u>Why am I unable to Pre-Enroll?</u>	<u>34</u>
<u>If I select Pre-Enroll button, does that mean that I'm registered for these classes?</u>	<u>35</u>
<u>What if I decide not to register some courses in my shopping cart, will scheduler automatically update?</u>	<u>35</u>



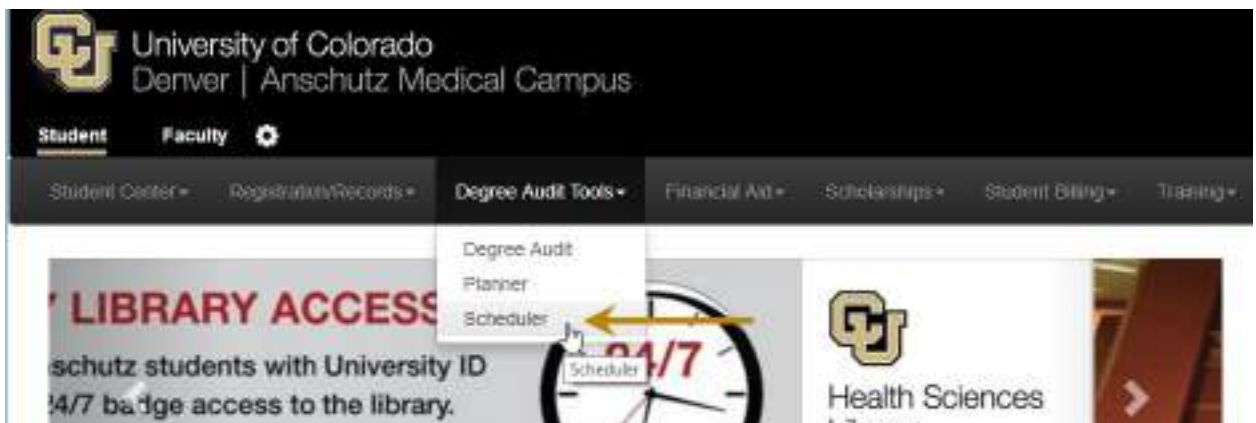
## Student Access

Go to [Creating Schedules from Preferred Plan](#) (pg. 8) if you have accessed **Schedules** through Planner. If not, below are steps to access **Schedules** through the Degree Audit system.

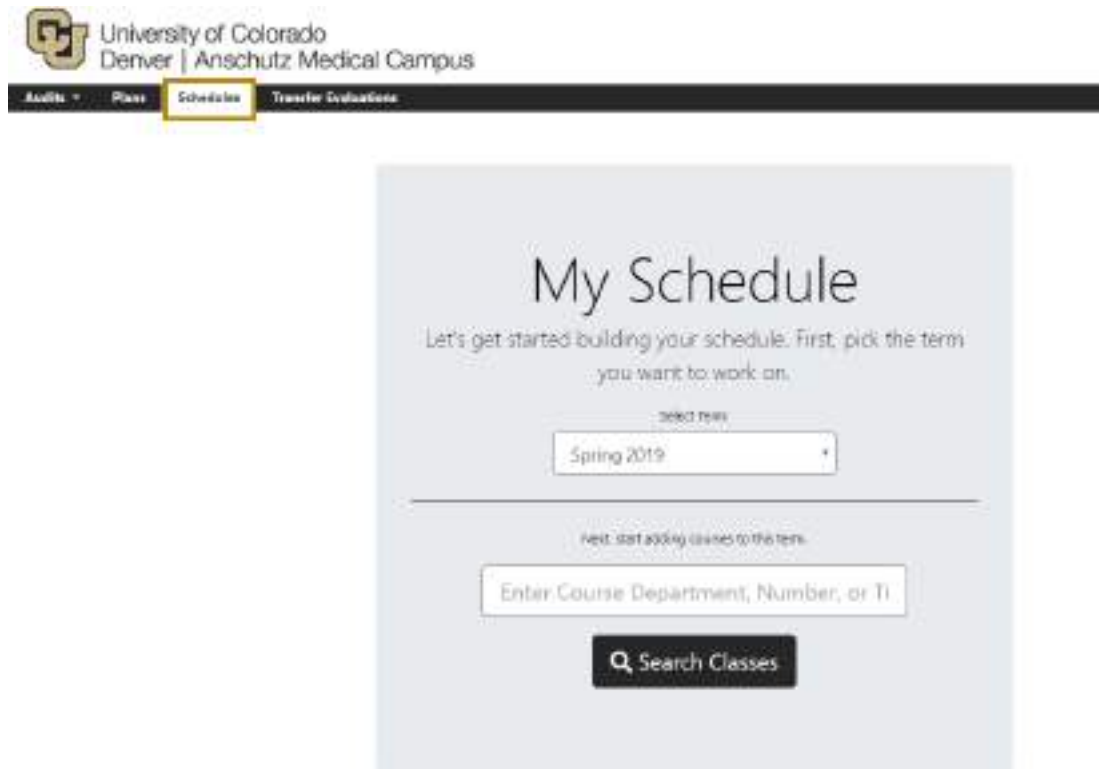
1. Go to your **UCDAccess** portal and click on **Degree Audit Tools**



2. Select **Scheduler**



3. This will take you directly into Scheduler



4. If no plans had been made in the Planner to be applied to Scheduler, go to [Creating Schedules without Plans](#) (pg. 4)



## Getting Started

### Creating Schedules without Plans

1. If courses are not in the Planner, courses can be manually added to **Schedules**
2. Once in the Degree Audit system, click on **Schedules** tab
3. Following the directions that pop up: Pick the term from the drop down list

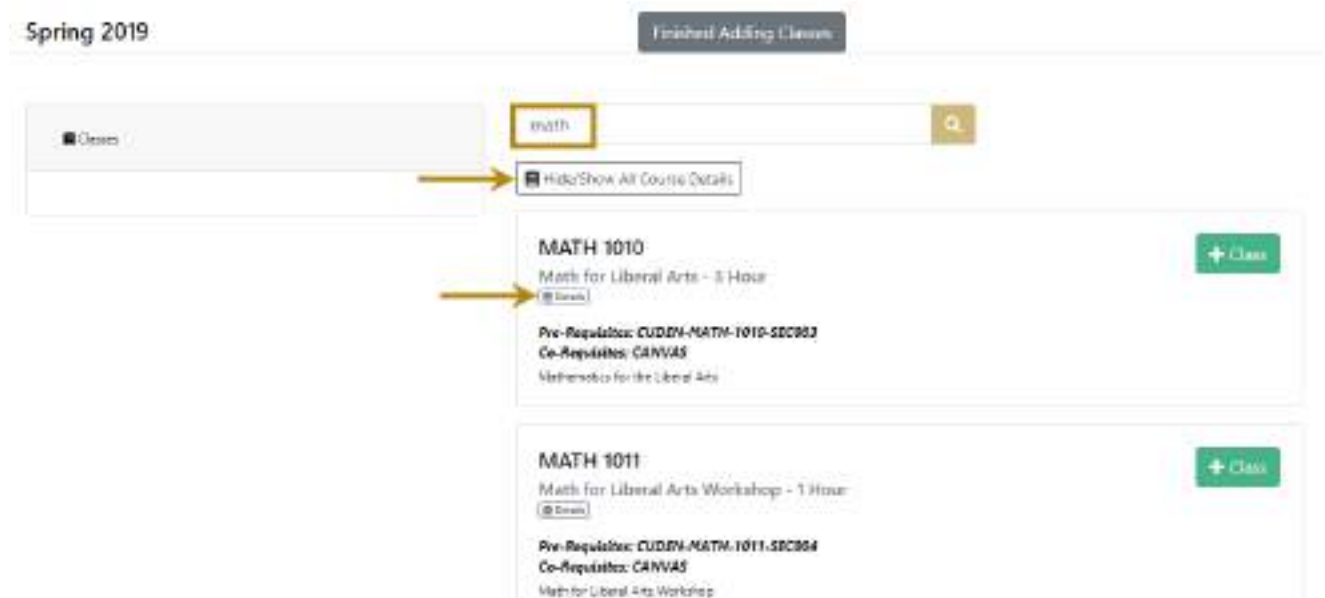
*NOTE: Depending on when you are planning – there may be two terms open for registration*

4. You can either add a course in the box, a department prefix or just click on **Search Classes**
  - a. Make sure to put a space between Department and Course Code
5. Once inside Schedules application, it will walk you through a series of steps to initially set up your schedule



6. Continue adding the courses:
  - a. Either type in the department prefix for a complete list of department courses or the 'department prefix *SPACE* course code'
  - b. To view course details, click on **Hide/Show All Course Details** or **Details** under a specific course

- i. This also displays pre-requisite/co-requisite for courses



- c. Click on the green **+ Class** button to add under **Classes** on the left hand side
  - i. A notification will pop up on the upper right hand corner **Added Course to your Cart**



- ii. If added classes do not initially show up on the left hand side, click on **Classes** to view the list of recent adds





- d. Click on **Finished Adding Classes** to continue and view all added courses



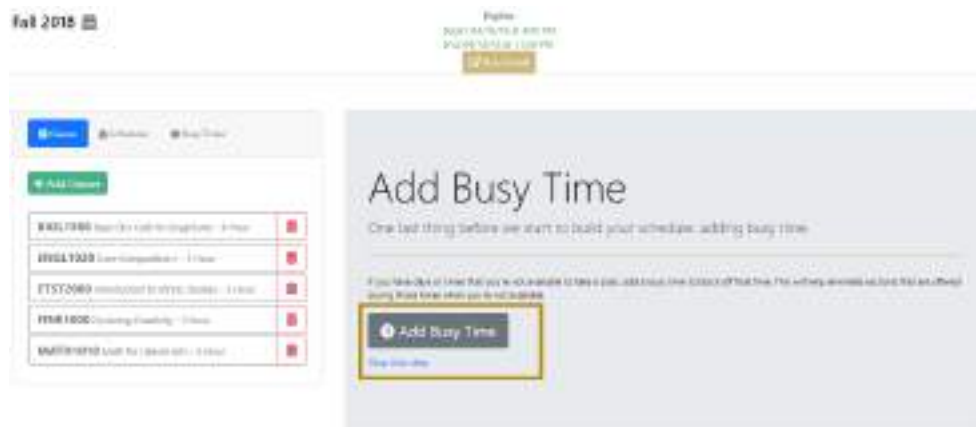
*NOTE: After adding classes, you may receive a notification of holds preventing you from registering, but you can continue to create schedules. Also, courses may already appear on the calendar if you are Enrolled or Pre-Enrolled in classes*

Fall 2018



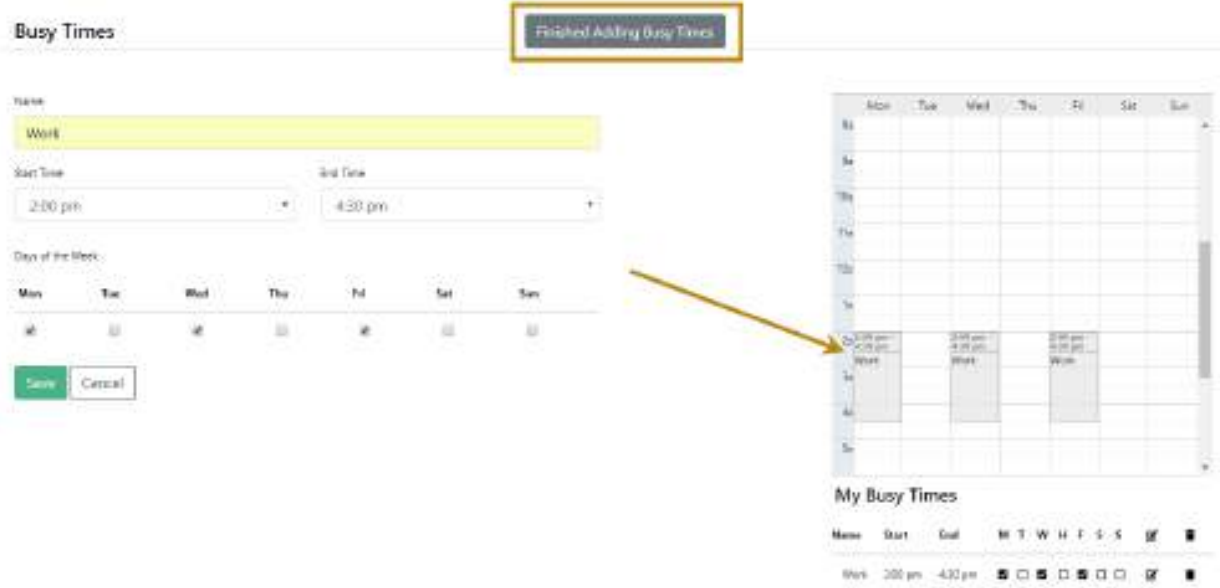
7. **Add Busy Time**

- a. Scheduler will direct you to block busy times on your schedule, click on **Add Busy Time** -OR-
- b. You can click on **Skip this step** if you do not need to add busy times
  - i. You can jump to: [Create Your Own](#) (pg. 15) or [Auto-Generate](#) (pg. 18) for how-to





- c. Once in **Busy Times**
  - i. Enter name for your busy time
  - ii. Select from the drop down menu for **Start Time** and **End Time**
  - iii. Check the days of the week
  - iv. Click on **Save** and busy times will show up on the schedule in grey
  - v. Click on **Finished Adding Busy Times**

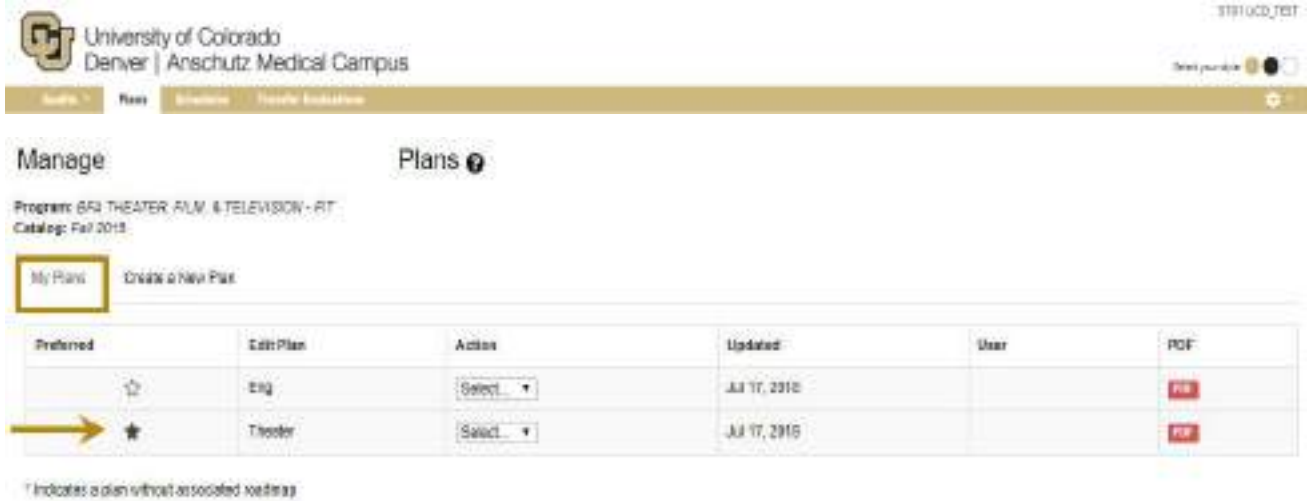


- 8. Schedules
  - a. The scheduler will then prompt you to build your schedule by either **Create Your Own** or **Auto-Generate**
  - b. You can jump to: [Create Your Own](#) (pg. 15) or [Auto-Generate](#) (pg. 18) for how-to

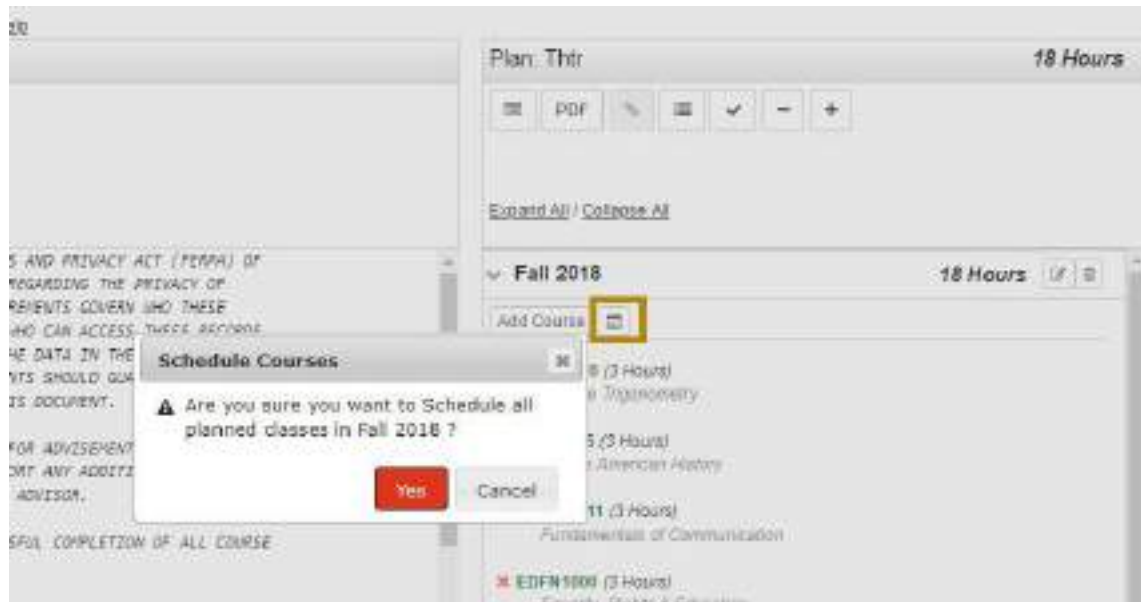


### Creating Schedules from Preferred Plan

1. As mentioned in the Planner guide, if multiple plans have been made, a **Preferred/Starred or Locked Plan** is the only plan that can be applied to **Schedules**
2. The calendar icon will not appear if it is not the **Preferred Plan**



4. After clicking on the calendar icon through **Plan**, it will take you directly to the **Schedules** application





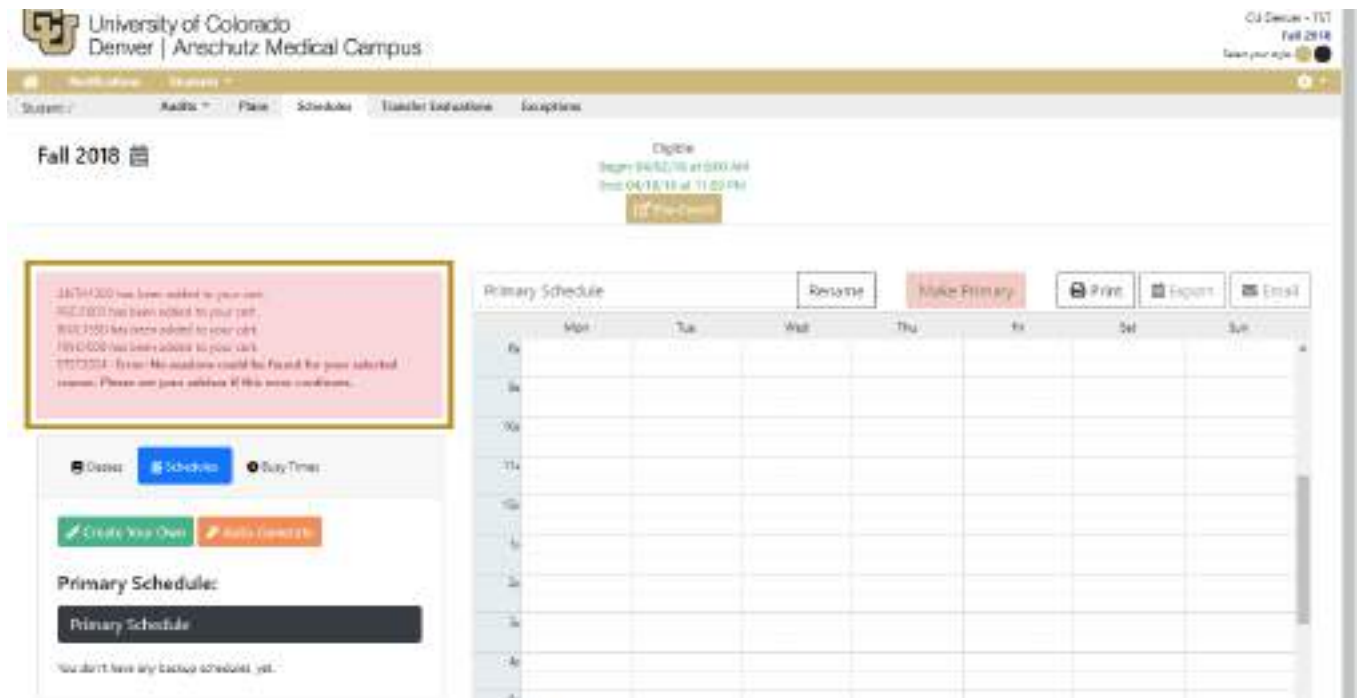


4. When you first enter, a pink pop up notification will let you know what all has been added

*NOTE: It currently says "added to your cart", it has NOT been added and the wording is going to be fixed. The classes have just been added to the scheduler. You must click on Pre-Enroll and then courses will actually be added to the cart.*

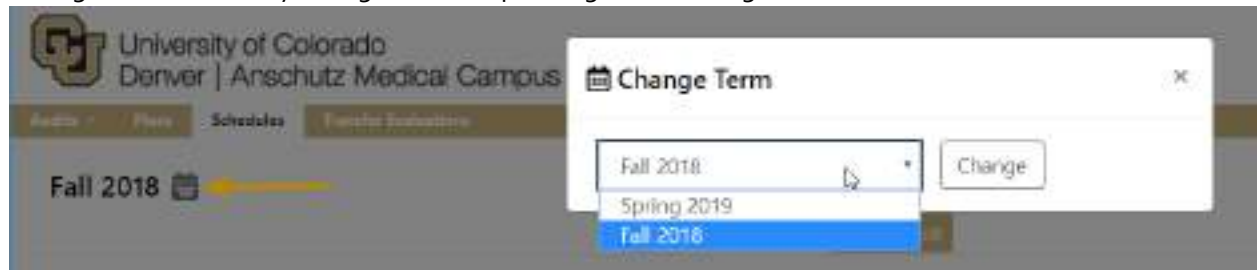
- a. An error may appear: **No sessions could be found for your selected course. Please see your advisor if this error continues.**
  - i. If this occurs, this means that this class is not offered for the upcoming registration term
- b. You can manually add a different class if this error pops up, go to [Classes](#) (pg. 11) section on how to

*NOTE: Courses may already appear on the calendar if you are Enrolled or Pre-Enrolled in classes*



Other information when first accessing Scheduler:

1. Change Term: You may change terms depending on if two registration terms are available

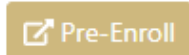




2. Eligible:

- a. This section will display your enrollment appointment dates and if you are eligible to enroll
- b. If dates are in green – eligible to enroll and push courses to shopping cart to register

Eligible:  
Begin: 04/16/18 at 4:00 PM  
End: 04/18/18 at 11:59 PM



- c. If dates are in red or it says **Date Not Found** – not eligible to enroll. You can still create Schedules, but are unable to push classes to your cart to register. The Pre-Enroll button will become clickable once you are within the enrollment appointment.
  - i. Date Not Found – means the date has not been updated yet

Eligible:  
Date Not Found





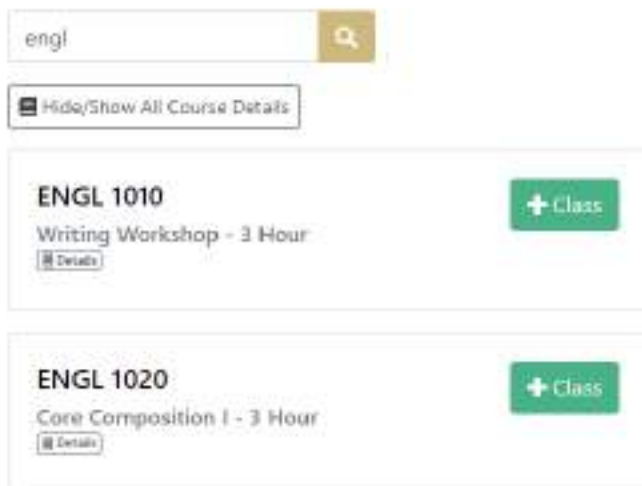
## Classes

1. Click on **Classes** and the imported classes will appear as a list on the left hand side
2. If you would like to add classes, you can manually add by clicking on **Add Classes**



- a. There are several ways you can search for a class:
  - i. You can enter the department prefix and it will show a full list of that department's courses
  - ii. If you know the full course code, enter the department prefix *SPACE* and then add the number

Finished Adding Classes



Finished Adding Classes





- b. Clicking on **Hide/Show All Course Details** will show all details for courses
- c. Click on the green button **+ Class** to add

Finished Adding Classes

Search: engl

**Hide/Show All Course Details**

**ENGL 1010**  
Writing Workshop - 3 Hour  
[Details](#)

Pre-Requisite: CU-DEN-ENGL-1010-SEC001  
Co-Requisite: CANVAS  
Writing Workshop

**+ Class**

- d. A notification will appear in the right hand corner that the course has been added, the class will display on the classes list
- e. Click on **Finished Adding Classes** once you are done

University of Colorado Denver | Anschutz Medical Campus

Added Course to Cart  
ENGL1010 has been added to your cart.

Fall 2018

Finished Adding Classes

<b>ANTH1202</b> Introduction to Archaeology - 4 Hour	<input type="checkbox"/>
<b>BIOL1550</b> Basic Bio: Ecology, Diversity, Life - 4 Hour	<input type="checkbox"/>
<b>FINE1000</b> Fostering Creativity - 3 Hour	<input type="checkbox"/>
<b>PSCI1001</b> Intro. Pol. Sci. Freshman/transfer - 3 Hour	<input type="checkbox"/>
<b>ENGL1010</b> Writing Workshop - 3 Hour	<input checked="" type="checkbox"/>

Search: engl

**Hide/Show All Course Details**

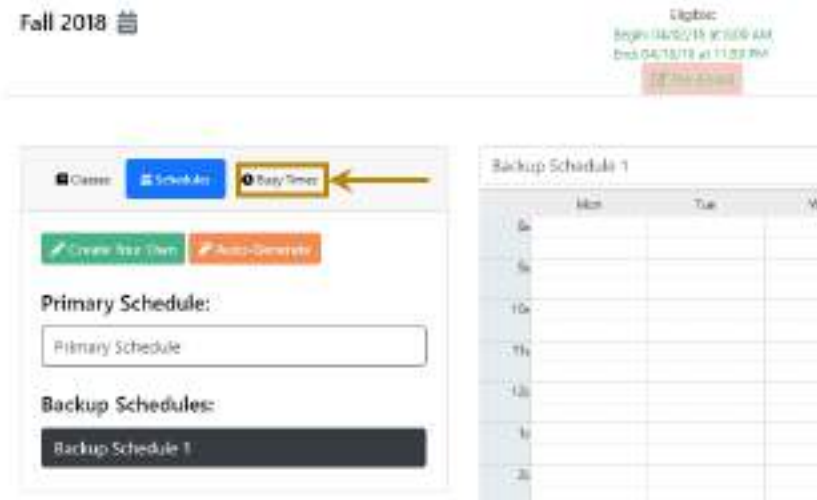
**ENGL 1010**  
Writing Workshop - 3 Hour  
[Details](#) **+ Class**

**ENGL 1020**  
Core Composition I - 3 Hour  
[Details](#) **+ Class**



## Busy Times

*NOTE: Although the Scheduler initially highlights the **Schedules** section after added classes, it is best to first go to **Busy Times** if you wish to block off busy times.*

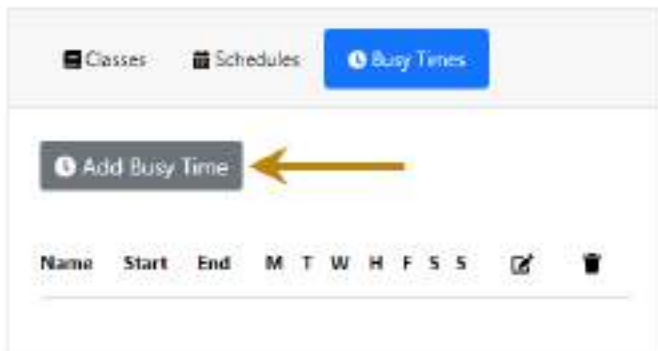


*If you first create or generate schedules, an error may appear when adding busy times as it could conflict with already scheduled classes.*



*It is better to set Busy Times before generating schedules, see [FAQs](#) (pg. 33) section if you have already generated schedules and want to add a busy time.*

1. After selecting **Busy Times**
  - a. Click on **Add Busy Time**





- b. Enter the **Name** e.g. Work
- c. Select from the drop down menus of both **Start Time** and **End Time**
- d. Check days of the week
- e. Click on **Save**
- f. Once saved click on **Finished Adding Busy Times**

**Busy Times**

**Finished Adding Busy Times**

Name  
Work

Start Time: 2:00 pm      End Time: 4:00 pm

Days of the Week:  
Mon:     Tue:     Wed:     Thu:     Fri:     Sat:     Sun:

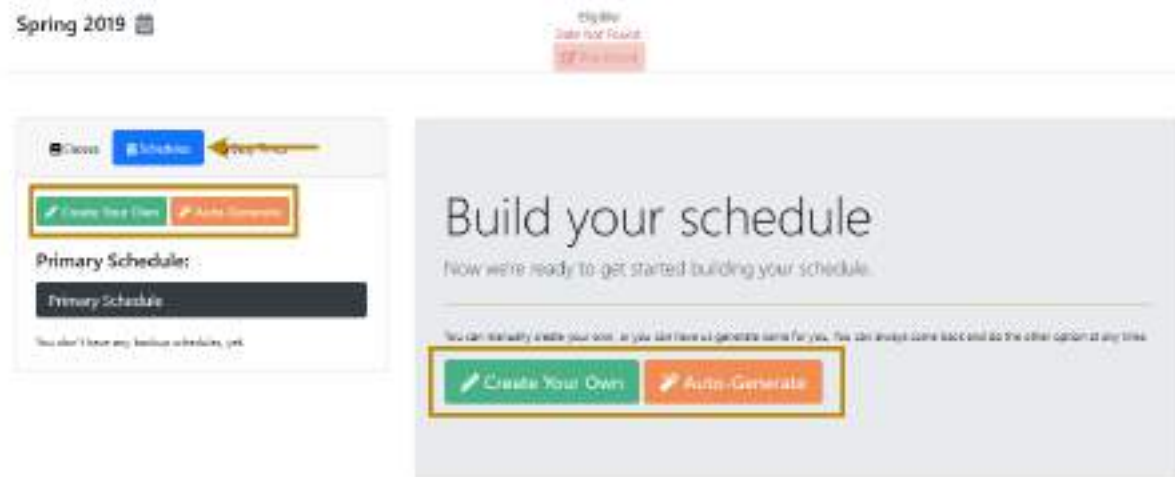
**My Busy Times**

Name	Start	End	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Work	2:00 pm	4:00 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



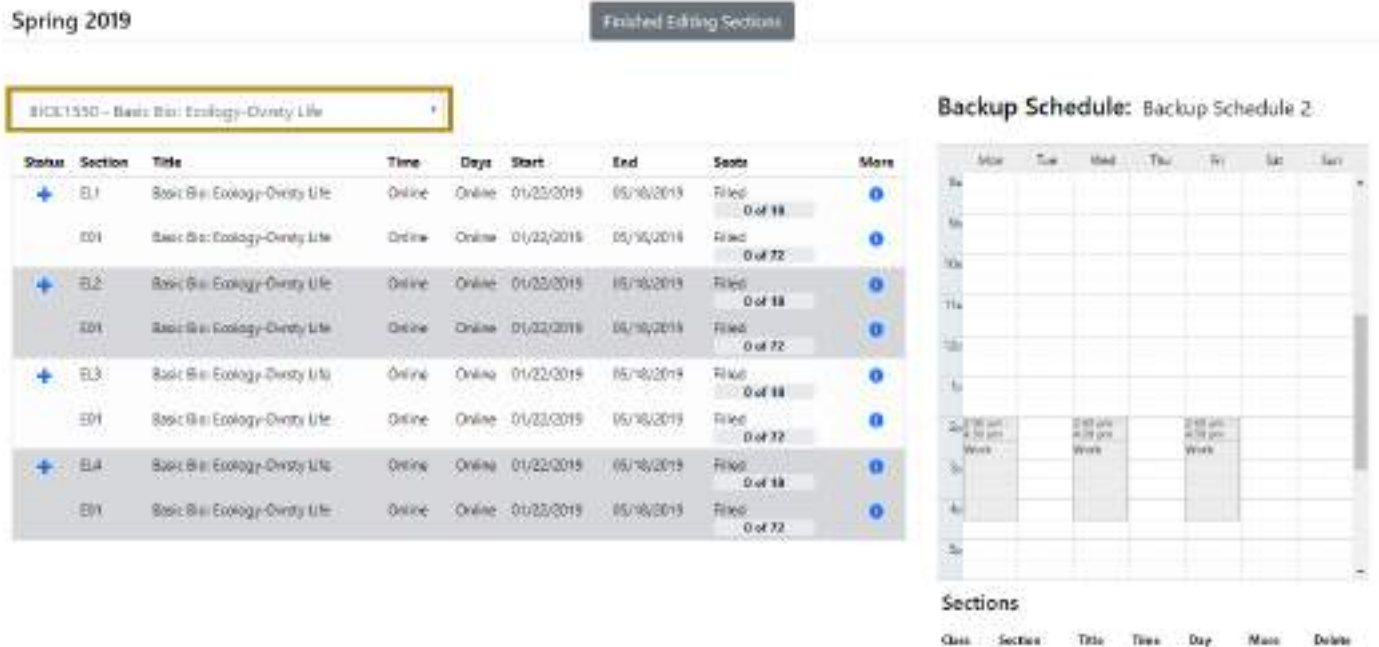
## Schedules

Click on **Schedules** once done with adding classes and/or **Busy Time**, two options will appear:



### Create Your Own

1. A drop down menu will appear with each course that you selected
2. Selecting a course from the drop down will set up a list of different course times/options
  - a. Section
    - i. E## - Online Class
    - ii. H## - Hybrid Class
    - iii. ### - In Person











b. Clicking on the blue  will show full section details

Spring 2019

Classified (Adding) Sections

BIOL1550 - Basic Bio: Ecology-Diversity Life

Status	Section	Title	Time	Days	Start	End	Seats	More
+	EL1	Basic Bio: Ecology-Diversity Life	Online	Online	01/22/2019	05/18/2019	Filled 0 of 18	
	EL1	Basic Bio: Ecology-Diversity Life	Online	Online	01/22/2019	05/18/2019	Filled 0 of 12	
+	EL2	Basic Bio: Ecology-Diversity Life	Online	Online	01/22/2019	05/18/2019	Filled 0 of 18	
	EL1	Basic Bio: Ecology-Diversity Life	Online	Online	01/22/2019	05/18/2019	Filled 0 of 12	
+	EL3	Basic Bio: Ecology-Diversity Life	Online	Online	01/22/2019	05/18/2019	Filled 0 of 18	
	EL1	Basic Bio: Ecology-Diversity Life	Online	Online	01/22/2019	05/18/2019	Filled 0 of 12	
+	EL4	Basic Bio: Ecology-Diversity Life	Online	Online	01/22/2019	05/18/2019	Filled 0 of 18	
	EL1	Basic Bio: Ecology-Diversity Life	Online	Online	01/22/2019	05/18/2019	Filled 0 of 12	

**BIOL1550 - EL1**

Basic Bio: Ecology-Diversity Life - 4 Hour  
Online - Online 01/22/2019 - 05/18/2019




Faculty: Roger  
Online Course - DC

Status: Available










Seats: Filled  
0 of 18  
Waitlist Filled  
0 of 12

Pre-Requisites: (BIOL) BIOL 1550 SUCCESS  
Co-Requisites: CANVAS  
Basic Bio Ecology-Diversity Life

Close

3. Clicking on the blue  will add the course time to the schedule
- Busy Time Conflict** means the class time conflicts with your busy time
  - A green check mark  means the class has been added to the schedule
  - A clock symbol  means that the course conflicts with an already scheduled class

MATH1010 - Math for Liberal Arts

Status	Section	Title	Time	Days	Start	End	Seats	More
Busy Time Conflict	001	Math for Liberal Arts	9:30 AM - 10:45 AM	MW	01/22/2019	05/18/2019	Filled 0 of 30	
	002	Math for Liberal Arts	12:30 PM - 1:45 PM	MW	01/22/2019	05/18/2019	Filled 0 of 30	
	003	Math for Liberal Arts	2:00 PM - 3:15 PM	MW	01/22/2019	05/18/2019	Filled 0 of 30	
	004	Math for Liberal Arts	3:30 PM - 4:45 PM	MW	01/22/2019	05/18/2019	Filled 0 of 30	
+	005	Math for Liberal Arts	11:00 AM - 12:15 PM	TH	01/22/2019	05/18/2019	Filled 0 of 30	
+	006	Math for Liberal Arts	12:30 PM - 1:45 PM	TH	01/22/2019	05/18/2019	Filled 0 of 30	





- Once you have finished adding courses to your schedule, click on **Finished Editing Sections**

Spring 2019

**Finished Editing Sections** ←

NATH1010 - Math for Liberal Arts

Status	Section	Title	Time	Days	Start	End	Seats	More
Buy Time Conflict	001	Math for Liberal Arts	9:00 AM - 10:45 AM	W	01/22/2019	05/10/2019	Filed	0 of 30
✓	002	Math for Liberal Arts	12:30 PM - 1:45 PM	W	01/22/2019	05/10/2019	Filed	0 of 30
+	003	Math for Liberal Arts	2:00 PM - 3:15 PM	W	01/22/2019	05/10/2019	Filed	0 of 30
●	004	Math for Liberal Arts	3:30 PM - 4:45 PM	W	01/22/2019	05/10/2019	Filed	0 of 30
+	005	Math for Liberal Arts	11:00 AM - 12:15 PM	Th	01/22/2019	05/10/2019	Filed	0 of 30
+	006	Math for Liberal Arts	12:30 PM - 1:45 PM	Th	01/22/2019	05/10/2019	Filed	0 of 30
+	007	Math for Liberal Arts	2:00 PM - 3:15 PM	Th	01/22/2019	05/10/2019	Filed	0 of 30
+	008	Math for Liberal Arts	3:30 PM - 4:45 PM	Th	01/22/2019	05/10/2019	Filed	0 of 30
+	009	Math for Liberal Arts	Online	Online	01/22/2019	05/10/2019	Filed	0 of 30

**Primary Schedule: Primary Schedule**

**Sections**

Class	Section	Title	Time	Day	More	Delete
00011000	002	Basic Bio. Ecology-Diversity Life				
00011000	001	Basic Bio. Ecology-Diversity Life				

- This will create your **Primary Schedule**
  - The **Primary** schedule is the only one you can use to Pre-Enroll

Spring 2019

Dipole  
Total 1000 Hours  
of 1000 Hours

Classes **Primary** Buy Time

✓ **Cancel Your Class** Add Courses

**Primary Schedule:**

Primary Schedule

You don't have any backup schedules, yet.

Primary Schedule

Make Primary

Print Export Email

**Sections** Edit Sections

Class	Section	Title	Time	Day	Start	End	Seats	More	Delete
00011000	002	Basic Bio. Ecology-Diversity Life			01/22/2019	05/10/2019	Filed	0 of 18	
00011000	001	Basic Bio. Ecology-Diversity Life			01/22/2019	05/10/2019	Filed	0 of 32	
00011000	002	Math for Liberal Arts	12:30pm-1:45pm	W	01/22/2019	05/10/2019	Filed	0 of 30	
00011000	005	Math Appreciation	3:30pm-4:45pm	W	01/22/2019	05/10/2019	Filed	0 of 44	

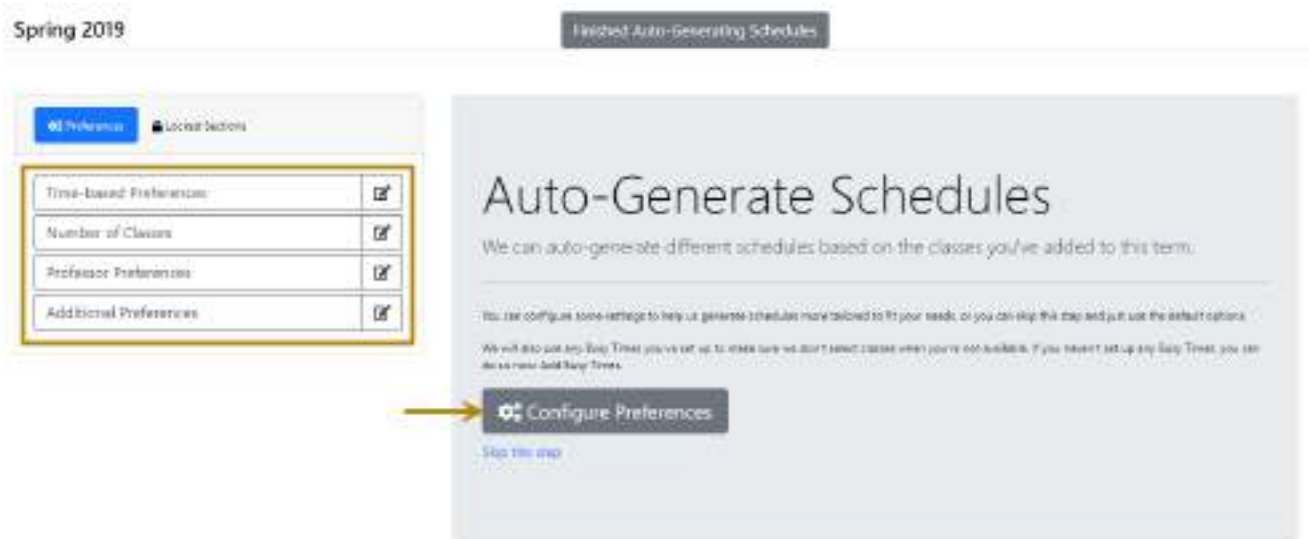


### Auto-Generate

**NOTE:** Student or staff can immediately generate schedules instead of setting preferences, click on **Skip this step** and go to [Auto-Generate Schedules](#) (pg. 24) for more info

Also, if **Busy Times** have not been added, it's best to add first before generating schedule. Scheduler reminds you to add with a link to **Add Busy Times**.

To add Preferences, click on **Configure Preferences** and it will direct you through every preference section. Or click on any of the Preference on the left hand side.





## Preferences

### Time-based Preferences

#### Time Between Classes

- Allows you to enter minimum and maximum minutes between classes

#### Number of Days

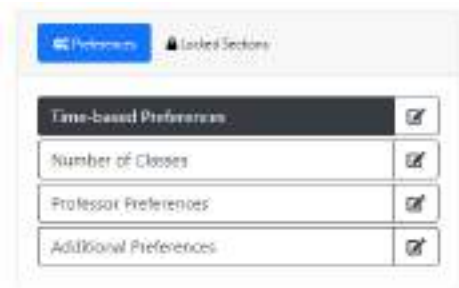
- Allows you to choose classes per day

1. Time Block – “While *Busy Times* is where you identify times when you can't take classes, *Time Blocks* is where you set the days and times when you want to take classes.”

- Fill out **Name** i.e. Available
- Select **Start** and **End** times from the drop down list
- Check the days that correspond with available times
- Click on **Save**
- Once all preferences are set, you can either click on **Next** or **Save & Finish**
- Save & Finish** will direct you right back to Auto-Generate Schedules

*NOTE: Clicking on **Finished Auto-Generate Schedules** will just take you to the main view and not generate schedules*

- You also can **Reset All Preferences to Default**



## Time-Based Preferences

First up, let's narrow down when you want to take classes.

### Time Between Classes

Minimum Minutes Between Classes:  Maximum Minutes Between Classes:

### Number of Days

**Fewer Days, More Classes per Day** | Balanced | More Days, Fewer Classes per Day

### Time Block

While *Busy Times* is where you identify times when you can't take classes, *Time Blocks* is where you tell us the days and times when you want to take classes.

Name	Start	End	M	T	W	Th	F	S	S	☑	✖
Free	8:00 am	10:00 am	☑	☐	☐	☐	☐	☐	☐	☑	✖
<input type="text" value=""/>	8:00 am	9:00 am	☐	☐	☐	☐	☐	☐	☐	Save	Clear

(Maximum Name: 50)

Cancel | Next > | Save & Finish

[Reset All Preferences to Default](#)

### Number of Classes

Per the instructions – select either **Take them all** or **I planned extra**

TIP! **I planned extra** is useful for planning backup classes in place if some are filling up fast or may not be offered during that specific semester

1. **I planned extra** walks you through preferences on extra planned courses
2. Once all preferences are set, you can either click on **Next** or **Save & Finish**
3. **Save & Finish** will direct you right back to Auto-Generate Schedules  
*NOTE: Clicking on **Finished Auto-Generate Schedules** will just take you to the main view and not generate schedules*
4. You also can **Reset All Preferences to Default**



Time Based Preference	On
Number of Classes	On
Preferred Professor	On
Additional Preferences	On



## Number of Classes

Next, let's identify how many classes you want to take.

Review your 12 class limit. Do you want to take all of them? Or how would you like to adjust?

I want them all  
 I planned extra

How many classes would you like to take? (What's the maximum number?)  
 4

Are there classes you **must** take together? (You can't take a class without its co-requisite.)

BIOC 2051 General Biology I + AND BIOC 2071 General Biology Lab I

**First Course:** BIOC 2051 General Biology I **Second Course:** BIOC 2071 General Biology Lab I

Are there classes you **do not** want to take together? (You can't take a class because you don't want to take another one.)

MATH 1070 College Algebra for Business + OR MATH 1070 Math for Liberal Arts

**First Course:** MATH 1070 College Algebra for Business **Second Course:** MATH 1070 Math for Liberal Arts

You can modify which classes to skip when generating schedules by clicking on which buttons you want in preference options.

**ANTH 1000 Introduction to Archaeology**

**ANTH 1000 Intro Biological Anthropology**

**ARTH 1312 Cultural Diversity: Modern World**

**BIOC 1840 Basic Bio: Cells to Organisms**

**BIOC 2851 General Biology I**

**BIOC 2871 General Biology Lab I**

**BIOC 1842 Core Competencies I**

**BMOL 2116 Intro to Creative Writing**

**GSST 2800 Introduction to Ethnic Studies**

**HWK 1808 Following Creativity**

**MATH 1070 Math for Liberal Arts**

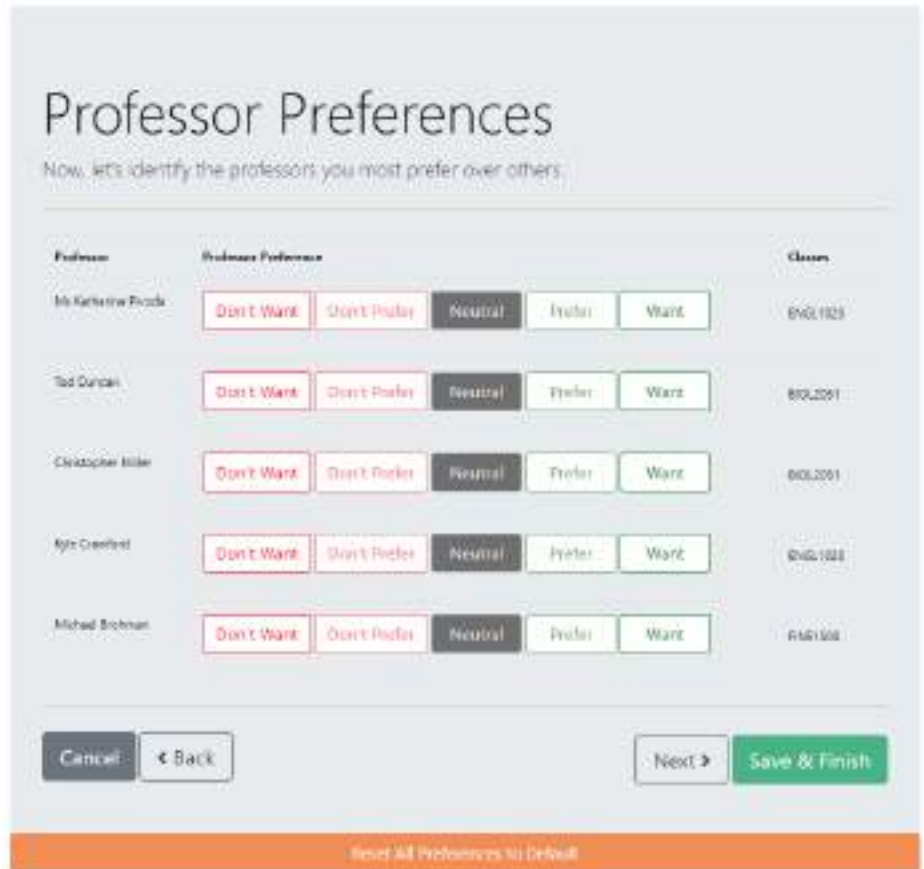
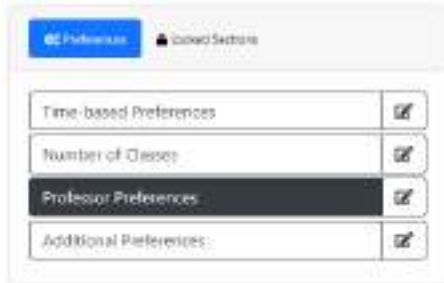
**MATH 1070 College Algebra for Business**

Reset All Preferences to Default



### Professor Preferences

- **Professor Preferences** – identify professors you most prefer over others
    - **Want/Don't Want** – limits calendar options as schedules *must* include/not include these delivery type preferences
    - **Prefer/Don't Prefer** - more flexible than **Want/Don't Want** and will generate more calendars with this preference, but not necessarily remove calendars that don't follow it
    - **Neutral** – just how it sounds, generate any schedule without any preferences
1. Once all preferences are set, you can either click on **Next** or **Save & Finish**
  2. **Save & Finish** will direct you right back to Auto-Generate Schedules  
*NOTE: Clicking on **Finished Auto-Generate Schedules** will just take you to the main view and not generate schedules*
  3. You also can **Reset All Preferences to Default**

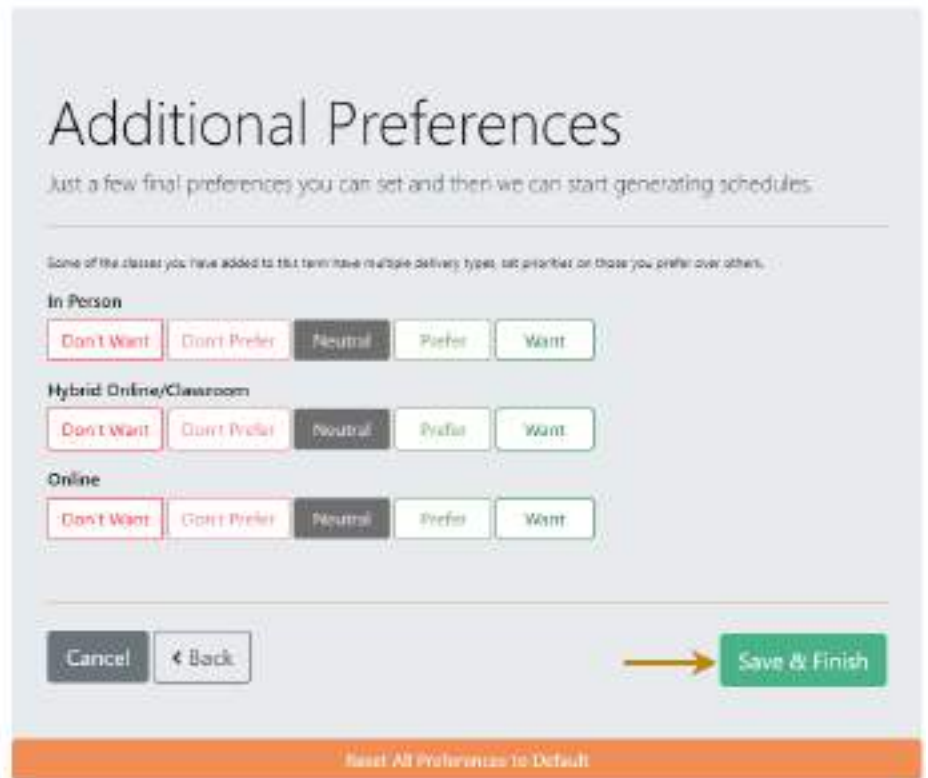




### Additional Preferences

This section depends mostly on the courses that were selected and their delivery types, below is a list that may populate based on which courses were selected

- In Person
  - Hybrid
  - Online
    - **Want/Don't Want** – limits calendar options as schedules *must* include/not include these delivery type preferences
    - **Prefer/Don't Prefer** - more flexible than **Want/Don't Want** and will generate more calendars with this preference, but not necessarily remove calendars that don't follow it
    - **Neutral** – just how it sounds, generate any schedule without these particular preferences
1. Once all preferences are set, click on **Save & Finish**
  2. **Save & Finish** will direct you right back to Auto-Generate Schedules  
*NOTE: Clicking on **Finished Auto-Generate Schedules** will just take you to the main view and not generate schedules*
  3. You also can **Reset All Preferences to Default**





### Locked Sections

1. This section shows locked courses which can be done *AFTER* auto-generating schedules, go to [Lock Sections \(pg. 26\)](#) for how to on locking courses

Fall 2018

Finished Auto-Generating Schedules

2. If you have locked sections already set, you may unlock by clicking on the red X under **Unlock**

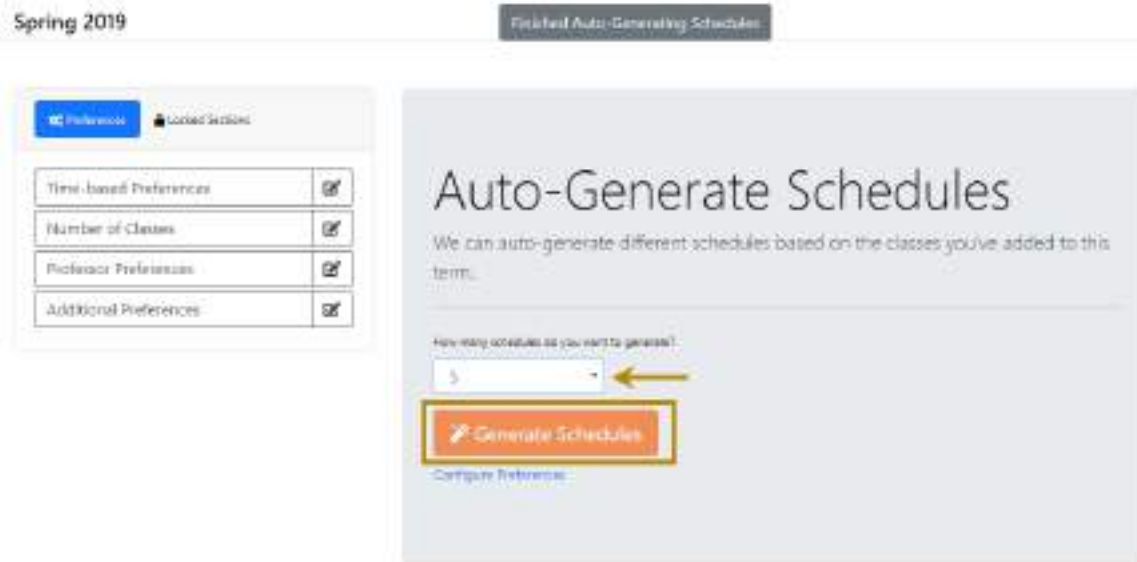
Class	Section Title	Time	Day	More	Unlock
BIOL2051	003 General Biology I	12:30pm-1:45pm	MW		



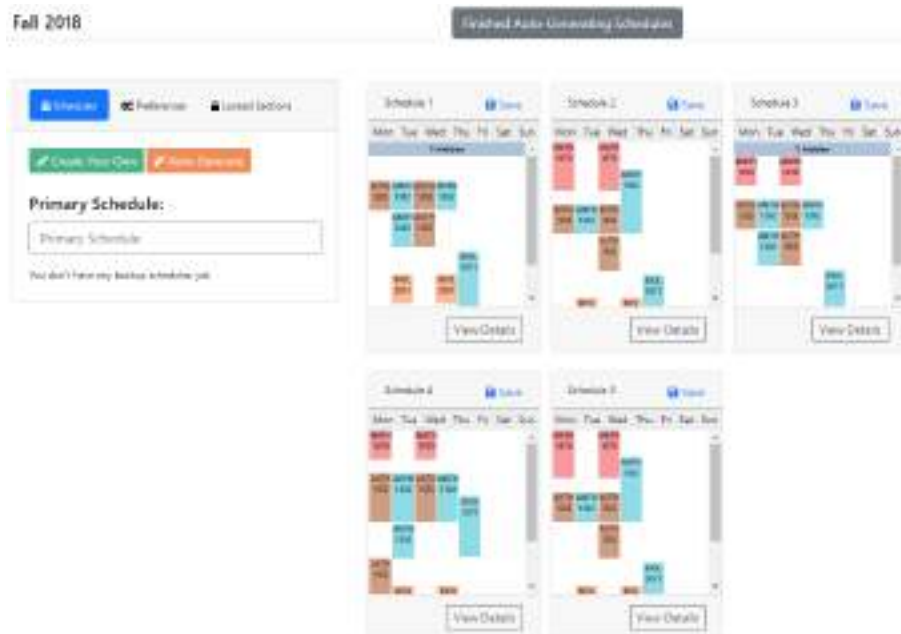
### Auto-Generate Schedules

1. Once you are ready to generate schedules
  - a. Under **How many schedules do you want to generate**, select the number from the drop down menu
  - b. Click on **Generate Schedules**
  - c. **Configure Preferences** – will just direct you to **Preferences** section

*NOTE: An alert may appear claiming "No schedules were generated based on your current preferences please change them and try again." This may appear as the more preferences you set, the narrower the search.*



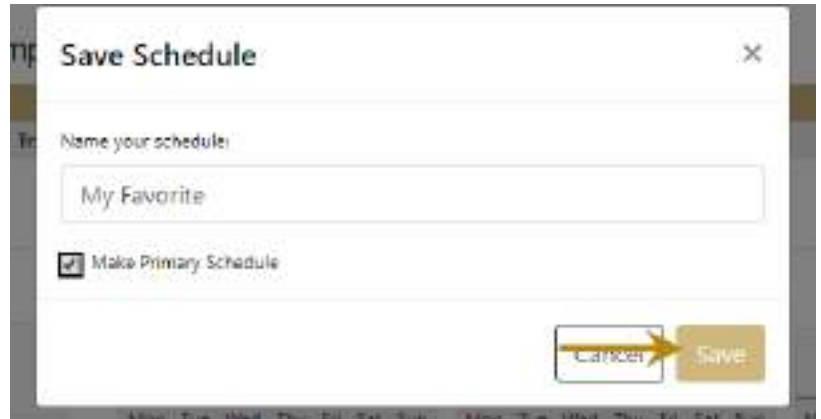
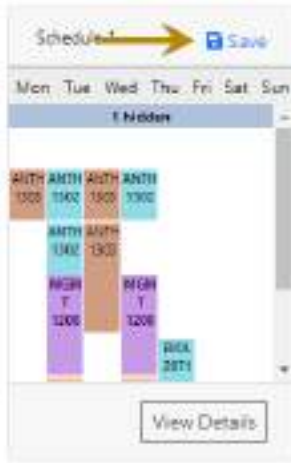
2. After generating several schedules, you go through schedules and either:





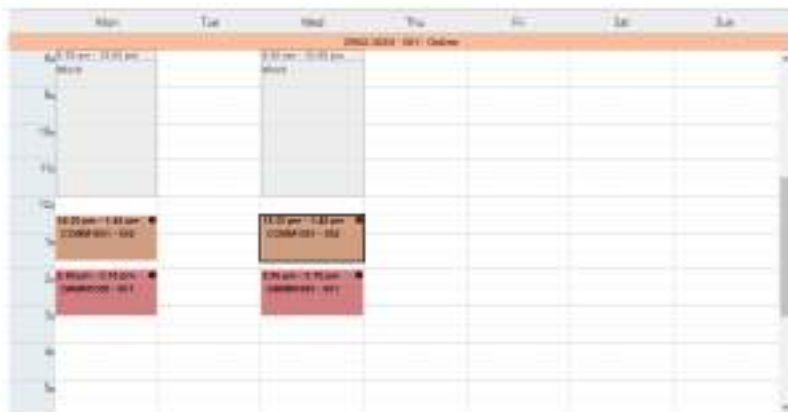
- a. Click on **Save, Name your schedule** and either check as **Primary Schedule** or it will save as a **Backup Schedule**

*NOTE: Hidden means courses are online*



-OR-

- b. **View Details**
- i. This option allows you to fully view the calendar and courses
  - ii. Calendar view
    1. Courses are color coded
    2. Online courses will appear at the top as a horizontal bar
    3. You can click on courses to view details





iii. Sections

Sections

Lock	Class	Section	Title	Time	Day	Start	End	Seats
	COMM1001	002	Presentational Speaking	12:30pm-1:45pm	MW	01/22/2019	05/18/2019	Filled 0 of 25
	ENGL1020	E01	Core Composition I			01/22/2019	05/18/2019	Filled 0 of 23
	GRMN1000	001	Germany and the Germans	2:00pm-3:15pm	MW	01/22/2019	05/18/2019	Filled 0 of 20

1. **Lock** – allows you to lock a class section you want to have appear on every schedule
  2. **Class** – Course code and color coded to calendar
  3. **Section**  
H## - Hybrid course  
E## - Online  
### – In Person
  4. Displays: **Title, Time, Day, Start & End Dates**
  5. **Seats** - Allows you view how many seats are available
  6. The blue icon gives full details of course
- iv. Locked Sections - lock which ones you prefer to have appear on every schedule every time it is generated
1. Click on the lock icon next to the course you wish to set for each calendar
  2. This will be saved in the locked section on the left hand side – you can unlock by clicking on the red X

**Locked Sections**

When auto-generating schedules, if you find a particular section of a class that you really like, lock it by pressing the button. This means that every schedule you auto-generate after this will include this section.

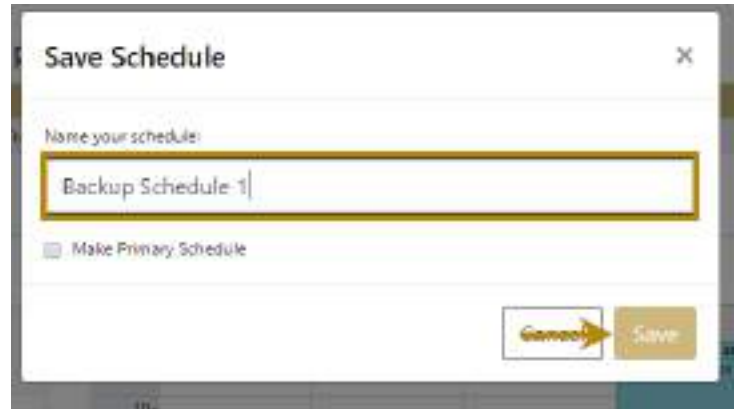
Class	Section	Title	Time	Day	More	Unlock
COMM1001	002	Presentational Speaking	12:30pm-1:45pm	MW		

**Sections**

Lock	Class	Section	Title
	COMM1001	002	Presentational Speaking
	ENGL1020	E01	Core Composition I
	GRMN1000	001	Germany and the Germans



- v. You can click on **Save** button to save this calendar as **Backup** or **Primary Schedule**



- vi. Click on **Return** to go back to other auto-generated schedules

*NOTE: This is live and linked to CU-SIS, course availability will update constantly and be sure to double check the saved calendars if courses are filled. This is why backup schedules and planning for extra can be helpful.*



- 3. Clicking on **Finished Auto-Generating Schedules** will take you back out to the main view and note that it will not auto-generate schedules

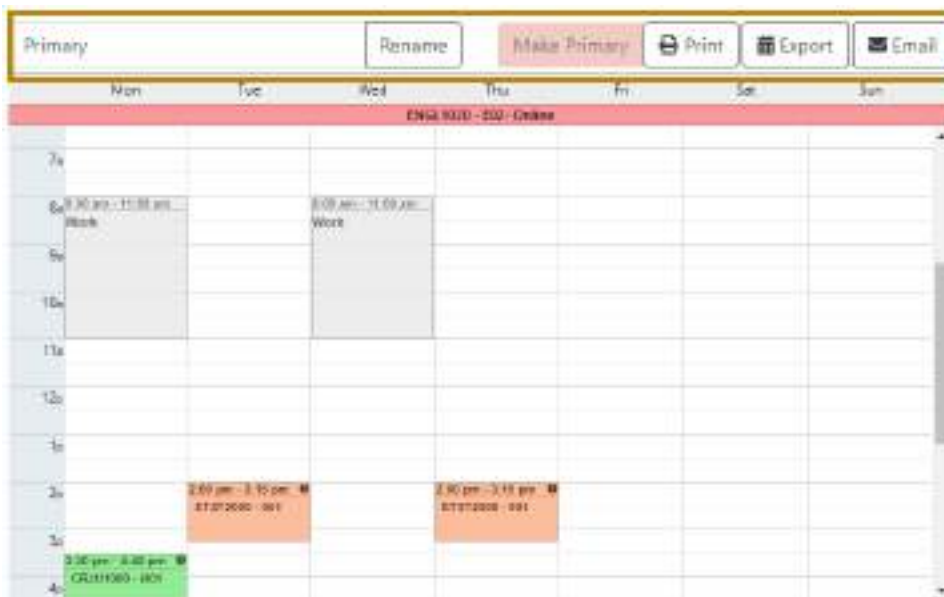


## Managing Schedules

1. Once back out in the main view of Schedules, you can access your **Primary** and **Backup Schedules**
  - a. Remove **Primary** – selecting another schedule and clicking on **Make Primary** will allow you to remove your previous Primary schedule that you no longer want

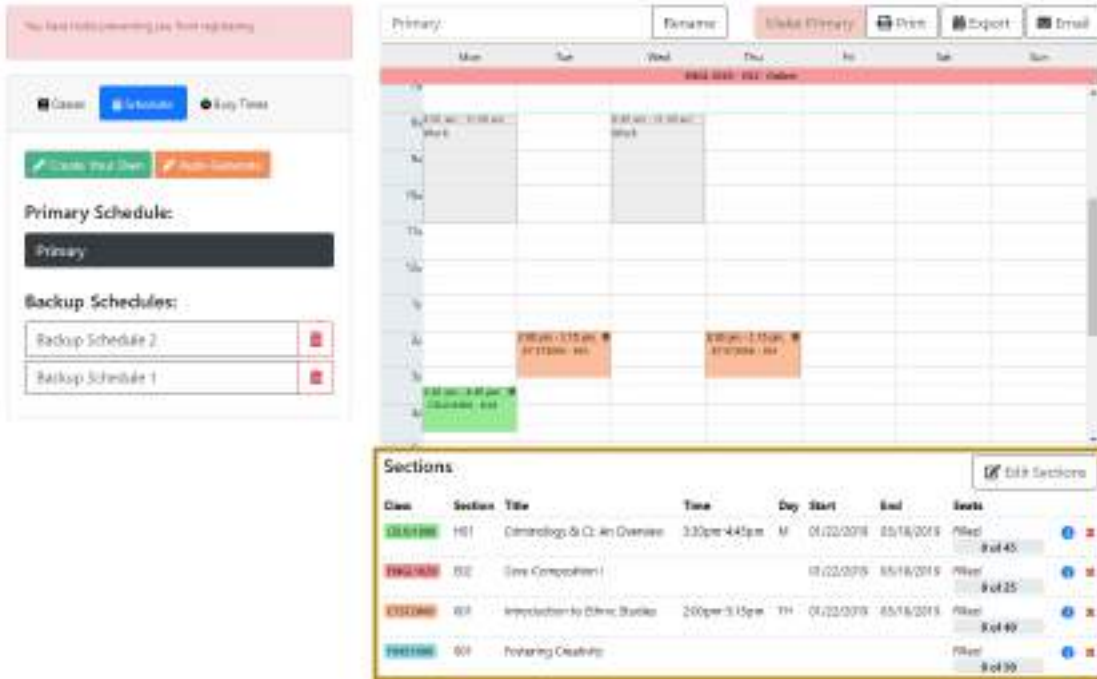


- b. Remove **Backup** - if you wish to delete a specific schedule, you will need to select a different schedule in order for the trashcan to appear
2. Clicking on the schedules will display visual schedule blocks where you can:
  - a. Print – this pulls up another tab to allow you to print either a **Short Calendar** or **Full Calendar**
  - b. Export – this will export to your webmail calendar
  - c. Email – this can be sent to anyone’s email
  - d. You can also **Rename** or **Make Primary** if it’s already not set as **Primary**

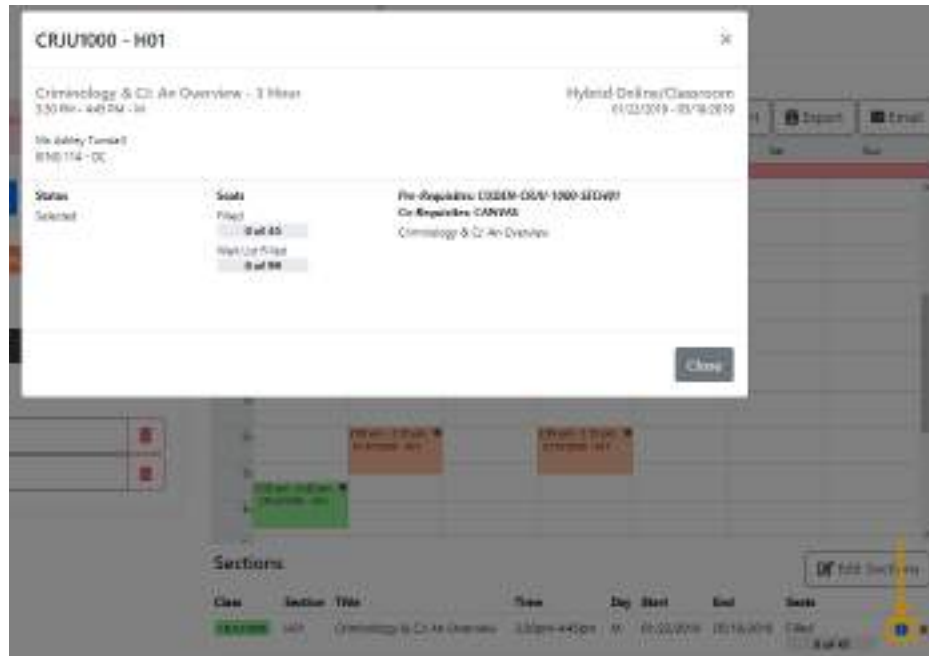




3. Sections



- Class** – Course code and color coded to calendar
- Section**
  - H## - Hybrid course
  - E## - Online
  - ### – In Person
- Displays: **Title, Time, Day, Start & End Dates**
- Seats** – Allows you view how many seats are available
- The blue **i** icon gives full details of course
- The red **X** will remove a courses from Sections and the calendar



- g. Edit Sections
  - i. Click on **Edit Sections**









  Edit Sections

Class	Section Title	Time	Day	Start	End	Seats
ANTH1301	L04 Intro Biological Anthropology	9:00am-10:50am	W	08/20/2018	12/15/2018	Filed 14 of 18
ANTH1301	003 Intro biological Anthropology	11:00am-12:10pm	MW	08/20/2018	12/15/2018	Filed 33 of 40
BIOL1051	003 General Biology I	2:00pm-3:15pm	MW	08/20/2018	12/15/2018	Filed 152 of 158
BIOL2071	027 General Biology Lab I	3:00pm-5:45pm	F	08/20/2018	12/15/2018	Filed 26 of 24
CLDE1000	001 Language, Identity, & Power	3:30pm-4:45pm	TH	08/20/2018	12/15/2018	Wait List Filed 0 of 10

- ii. This allows you to select different classes from the drop down menu
- iii. Selecting a course from the drop down will set up a list of different course times/options

Spring 2019 Finished Editing Sections









BIOL1550 - Basic Bio. Ecology-Diversity Life

Status	Section	Title	Time	Days	Start	End	Seats	More
+	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 18	
	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 12	
+	EL2	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 18	
	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 12	
+	EL3	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 18	
	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 12	
+	EL4	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 18	
	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 12	

- iv. Clicking on the blue  will show full section details

Spring 2019 Finished Editing Sections

BIOL1550 - Basic Bio. Ecology-Diversity Life

Status	Section	Title	Time	Days	Start	End	Seats	More
+	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 18	
	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 12	
+	EL2	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 18	
	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 12	
+	EL3	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 18	
	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 12	
+	EL4	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 18	
	EL1	Basic Bio. Ecology-Diversity Life	Online	Online	01/22/2019	05/15/2019	Filed 0 of 12	

**BIOL1550 - EL1**

Basic Bio. Ecology-Diversity Life - 4 Hour  
Online - Online Online  
01/22/2019 - 05/15/2019

Priority Register  
Online Course - DC

<b>Status</b>	Available	<b>Seats</b>	Filed 0 of 18 Wait List Filed 0 of 12	<b>Pre-Requisites</b> (FROM BIOL 1550 SUCCESS) Co-Requisites: CWR645 Basic Bio. Ecology-Diversity Life
---------------	-----------	--------------	--	--



- v. Clicking on the blue **+** will add the course time to the schedule
  - a. **Busy Time Conflict** means the class time conflicts with your busy time
  - b. A green check mark **✓** means the class has been added to the schedule
  - c. A clock symbol **🕒** means that the course conflicts with an already scheduled class

MATH1010 - Math for Liberal Arts

Status	Section	Title	Time	Days	Start	End	Seats	More
Busy Time Conflict	001	Math for Liberal Arts	9:30 AM - 10:45 AM	MW	01/22/2019	05/18/2019	Filled 0 of 30	🕒
✓	002	Math for Liberal Arts	12:30 PM - 1:45 PM	MW	01/22/2019	05/18/2019	Filled 0 of 30	🕒
+	003	Math for Liberal Arts	2:00 PM - 3:15 PM	MW	01/22/2019	05/18/2019	Filled 0 of 30	🕒
🕒	004	Math for Liberal Arts	3:30 PM - 4:45 PM	MW	01/22/2019	05/18/2019	Filled 0 of 30	🕒
+	005	Math for Liberal Arts	11:00 AM - 12:15 PM	TH	01/22/2019	05/18/2019	Filled 0 of 30	🕒
+	006	Math for Liberal Arts	12:30 PM - 1:45 PM	TH	01/22/2019	05/18/2019	Filled 0 of 30	🕒

- vi. Once you have finished editing courses to your schedule, click on **Finished Editing Sections**

Spring 2019

Finished Editing Sections

MATH1010 - Math for Liberal Arts

Status	Section	Title	Time	Days	Start	End	Seats	More
Busy Time Conflict	001	Math for Liberal Arts	9:30 AM - 10:45 AM	MW	01/22/2019	05/18/2019	Filled 0 of 30	🕒
✓	002	Math for Liberal Arts	12:30 PM - 1:45 PM	MW	01/22/2019	05/18/2019	Filled 0 of 30	🕒
+	003	Math for Liberal Arts	2:00 PM - 3:15 PM	MW	01/22/2019	05/18/2019	Filled 0 of 30	🕒
🕒	004	Math for Liberal Arts	3:30 PM - 4:45 PM	MW	01/22/2019	05/18/2019	Filled 0 of 30	🕒
+	005	Math for Liberal Arts	11:00 AM - 12:15 PM	TH	01/22/2019	05/18/2019	Filled 0 of 30	🕒
+	006	Math for Liberal Arts	12:30 PM - 1:45 PM	TH	01/22/2019	05/18/2019	Filled 0 of 30	🕒
+	007	Math for Liberal Arts	2:00 PM - 3:15 PM	TH	01/22/2019	05/18/2019	Filled 0 of 30	🕒
+	008	Math for Liberal Arts	3:30 PM - 4:45 PM	TH	01/22/2019	05/18/2019	Filled 0 of 30	🕒
+	009	Math for Liberal Arts	Online	Online	01/22/2019	05/18/2019	Filled 0 of 30	🕒

Primary Schedule: Primary Schedule

Sections

Class	Section	Title	Time	Day	More	Delete
MATH1010	002	Math for Liberal Arts	12:30 PM - 1:45 PM	MW	🕒	✖
MATH1010	001	Math for Liberal Arts	9:30 AM - 10:45 AM	MW	🕒	



## Pre-Enrolling Classes

1. Once you determine which schedule to enroll with
  - a. Make sure the calendar is set as **Primary**
  - b. Courses will be added to the registration shopping cart


**IMPORTANT:** *Students will still need to fully register for classes in their student portal according to their enrollment appointment. All registration rules will apply.*

2. After you register for courses and decide not to take some scheduled classes, you can you're your schedule with your registered courses by clicking on **Sync w/ Reg Sys**
  - a. This button will only appear *after* you Pre-Enroll

Eligible:

Begin: 04/16/18 at 4:00 PM

End: 04/18/18 at 11:59 PM

 Pre-Enroll

Sync w/ Reg Sys

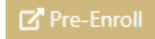




## FAQs

### *When I first add courses, are my courses going directly to my shopping cart?*

No, the Scheduler wording is saying that but classes are actually being added to the Schedules application. Please disregard that notice as it is currently being fixed and note that they're only being added to Scheduler. Courses will be pushed to the shopping cart when you select the Pre-Enroll button.



### *What does **Date Not Found** mean under eligible?*

This area is where your enrollment appointment dates will appear. **Date Not Found** means that information hasn't been updated to the system yet.

### *Why are some courses that I had in Planner not showing up in Schedules?*

Planner will not alert you if courses are not offered for particular semesters. In Scheduler, you will receive an error message if they are not offered that semester. You can manually add another class similar to what you are trying to fulfill or plan it for a different semester.



### *My added Busy Time is conflicting with a course on my schedule, how do I fix this?*

Select a different schedule that may have been created or create your own schedule on the list that does not conflict with your busy time. Add the time and the Busy Time will appear on all saved schedules and may overlap on the previous schedule that had the conflict error. Check all schedules to see if there is overlap.



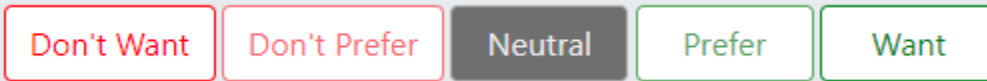
### I'm trying to search for a specific course, but there were no results?

Your search returned no results. Try to search with words that could be in the course title, department, and department number.

Make sure you put a space between the department prefix and course code. If you put in a space and there are still no results, it's also possible that class is not offered that semester.



### What's the difference between Want/Don't Want and Prefer/Don't Prefer?



**Want/Don't Want** – limits calendar options as schedules must include/not include these delivery type preferences

**Prefer/Don't Prefer** – more flexible than Want/Don't Want and will generate more calendars with this preference, but not necessarily remove calendars that don't follow it

**Neutral** – just how it sounds, generate any schedule without any preferences

### Why am I unable to Pre-Enroll?

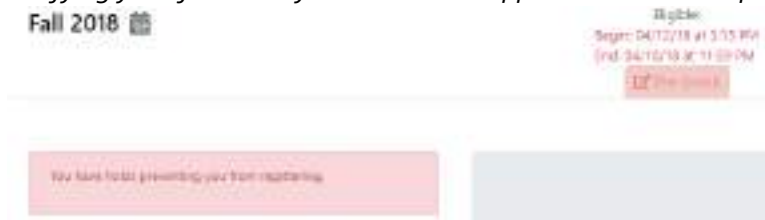
There could be several reasons:

1. You are not within your enrollment appointment, you can pre-enroll if your enrollment dates are green under Eligible





- You may have holds on your account, there will be a notification in Scheduler on the left hand side notifying you of this and your enrollment appointment shows up as red



- You may be trying to pre-enroll with a schedule that is not marked as **Primary**, make sure to change your Schedule to Primary if that's the schedule you want applied to the registration shopping cart.



*If I select Pre-Enroll button, does that mean that I'm registered for these classes?*  
No, the scheduled classes will then be pushed into your registration shopping cart and you can proceed with registering for classes in the CU Denver registration system.

*What if I decide not to register some courses in my shopping cart, will scheduler automatically update?*

No, but you can sync your schedule with the courses you registered for by selecting **Sync w/ Reg Sys** after you register for classes. This button will only appear after you Pre-Enroll.

