
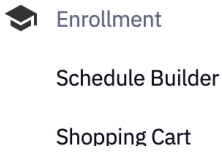
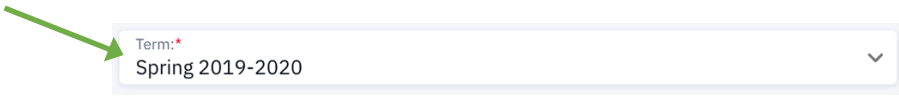



Schedule Builder

1.	<p>Click on the Student Dashboard.</p> <p style="text-align: center;">Student Dashboard</p> 
2.	<p>Click the Enrollment menu, then Schedule Builder.</p> 
3.	<p>Select the term for which you want to schedule classes.</p> 







4. Availability (OPTIONAL)
- a. Click the dropdown menu arrow.

AVAILABILITY

Unavailable Time:
(7): Su, Mo, Tu, We, Th, I 

- b. Label: title your break time.
- c. Time: enter a reasonable start and end time for your break.
- d. Days: Select the day(s) you wish for the break time.
- e. Click the **Apply** button.
- f. Click the **+ Add Time** button.

UNAVAILABLE TIME ×

LABEL b	TIME c	DAYS d	
Label: No evenings	Time Range: 5:00 pm - 8:00 pm 	Days: (7): Su, Mo, ... 	
Label: No mornings	Time Range: 8:00 am - 9:00 am 	Days: (7): Su, Mo, ... 	

f – If you want to add other breaks.

[+ Add Time](#)

Reset
e Apply

5. Campus (Required): Select the campus(es) where you'd like to take courses.

Campus:
(2): Hattiesburg, Online × ^

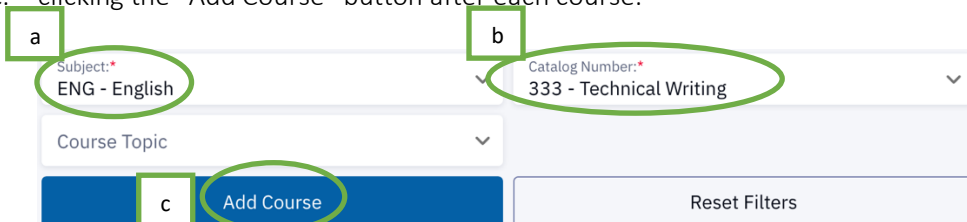
- Hattiesburg
- Online
- USM Gulf Coast

6.	<p>Location (Optional): Select the location(s) where you'd like to take courses.</p> <div data-bbox="407 323 930 695"> <p>Location: (2): Hattiesburg, Online Course ✕ ^</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gulf Coast Research Lab <input type="checkbox"/> Gulf Park Campus <input type="checkbox"/> Gulfport <input checked="" type="checkbox"/> Hattiesburg <input type="checkbox"/> Marine Research Center <input checked="" type="checkbox"/> Online Course <input type="checkbox"/> Stennis <input type="checkbox"/> Study Abroad </div>
7.	<p>Session (Optional): Select the session types for which you'd like to take courses.</p> <div data-bbox="407 783 776 1150"> <p>Session: (3): Eight Week - First, Eight W... ✕ ^</p> <ul style="list-style-type: none"> <input type="checkbox"/> CEDL Session 1 <input type="checkbox"/> CEDL Session 2 <input type="checkbox"/> CEDL Session 3 <input checked="" type="checkbox"/> Eight Week - First <input checked="" type="checkbox"/> Eight Week - Second <input type="checkbox"/> Intersession <input checked="" type="checkbox"/> Regular Academic Session </div>

8. Click the “Add Classes” button to select the courses you wish to take.

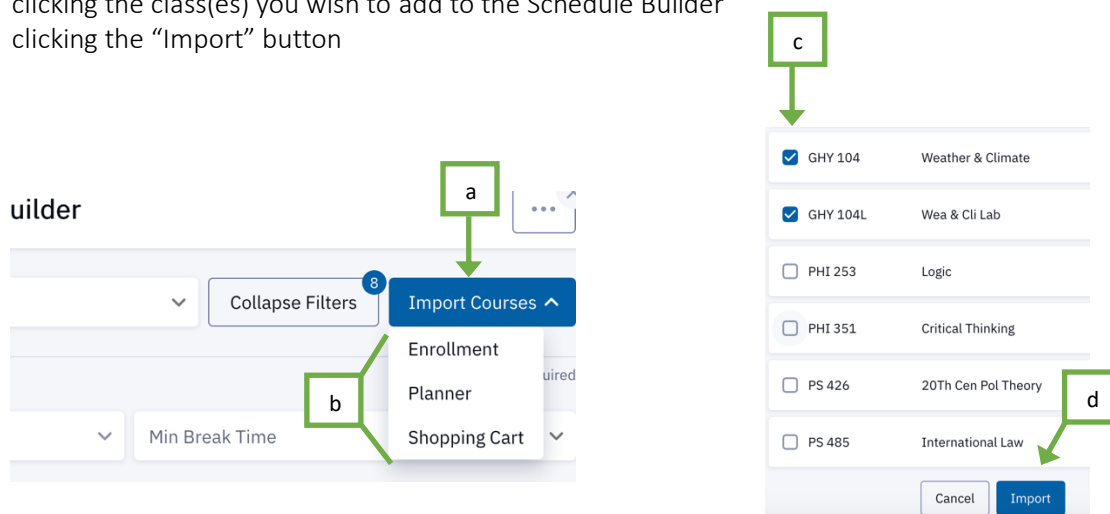
OPTION A: Search for courses

- a. searching each subject code
- b. searching each course number
- c. clicking the “Add Course” button after each course.



OPTION B: Add classes according to your Planner, what’s already registered, or what is in your shopping cart

- a. clicking the “Import Courses” button at the top-right of the page
- b. selecting the appropriate option
- c. clicking the class(es) you wish to add to the Schedule Builder
- d. clicking the “Import” button

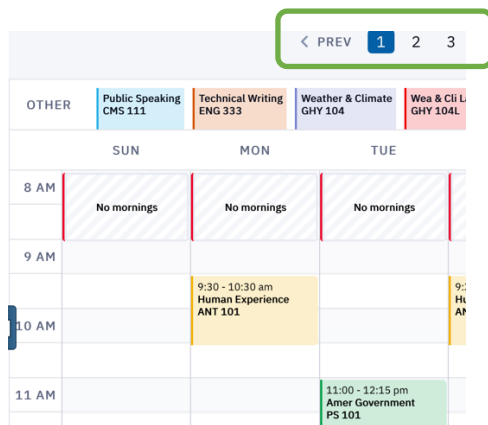


9. Once courses are added to the Builder, click the **Build Schedule** button at the bottom-right of the page.

Build Schedule

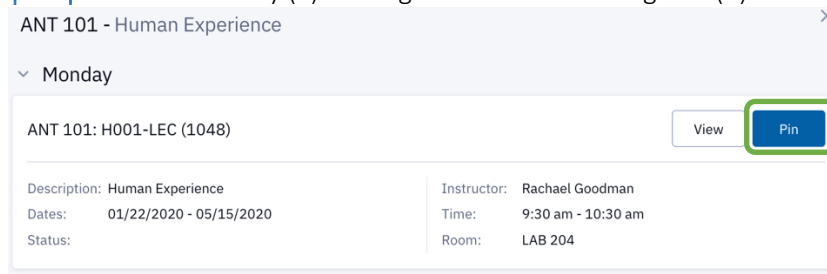
Narrow Down Options and Add to Shopping Cart

1. The Builder will provide an **overview** of the schedule and you can use the arrows at the top to view other schedules.



OTHER	Public Speaking CMS 111	Technical Writing ENG 333	Weather & Climate GHY 104	Wea & Cli L GHY 104L
	SUN	MON	TUE	
8 AM	No mornings	No mornings	No mornings	
9 AM				
10 AM		9:30 - 10:30 am Human Experience ANT 101		9:30 - 10:30 am Human Experience ANT 101
11 AM			11:00 - 12:15 pm Amer Government PS 101	

2. You can **pin specific sections** by (a) clicking on the course listing and (b) clicking the Pin button



ANT 101 - Human Experience

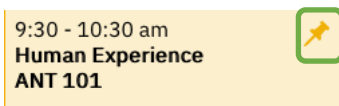
Monday

ANT 101: H001-LEC (1048) View Pin

Description: Human Experience
 Dates: 01/22/2020 - 05/15/2020
 Status:

Instructor: Rachael Goodman
 Time: 9:30 am - 10:30 am
 Room: LAB 204

Then, click the “Schedule Builder” will display a “pin” at the top-right of the section of that particular course.



9:30 - 10:30 am
Human Experience
ANT 101

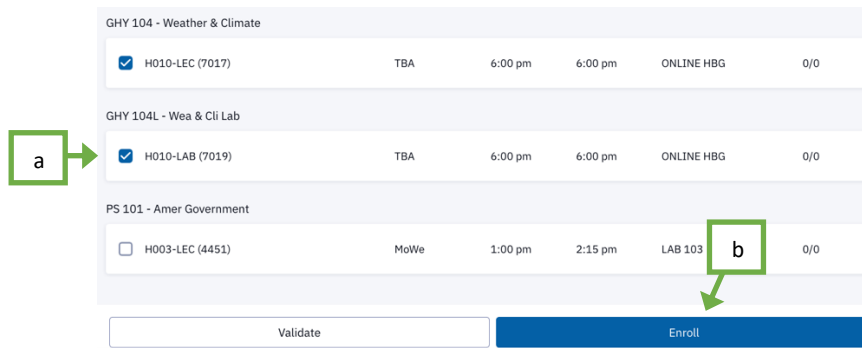
3. How to move forward:
- Enroll by clicking the “Enroll” button.
 - Save the schedule as a “Favorite” by clicking the heart icon.



a → Enroll ♥ ← b

4. To enroll:
- Click the classes you wish to add
 - Click the Enroll button.

NOTE: The Validate button checks your holds, pre-requisites prior to attempting registration.



The screenshot displays the SOAR 9.2 interface for selecting and enrolling in classes. It shows three class sections with checkboxes for selection:

Class	Section	Days	Start Time	End Time	Location	Credits
GHY 104 - Weather & Climate	<input checked="" type="checkbox"/> H010-LEC (7017)	TBA	6:00 pm	6:00 pm	ONLINE HBG	0/0
GHY 104L - Wea & Cli Lab	<input checked="" type="checkbox"/> H010-LAB (7019)	TBA	6:00 pm	6:00 pm	ONLINE HBG	0/0
PS 101 - Amer Government	<input type="checkbox"/> H003-LEC (4451)	MoWe	1:00 pm	2:15 pm	LAB 103	0/0

At the bottom of the interface, there are two buttons: a white "Validate" button and a blue "Enroll" button. A green box labeled "a" points to the checked checkboxes in the GHY 104L row, and a green box labeled "b" points to the "Enroll" button.