

This document outlines the steps to search for open classes with and without pre-requisites in visual schedule builder (VSB)

1. Log into the MyUofC portal.


Log in

[Continue with your IT account](#)

For current students and staff.

[Continue with your eID](#)

For student applicants, alumni, and guests.

 UNIVERSITY OF CALGARY | **Start something.**

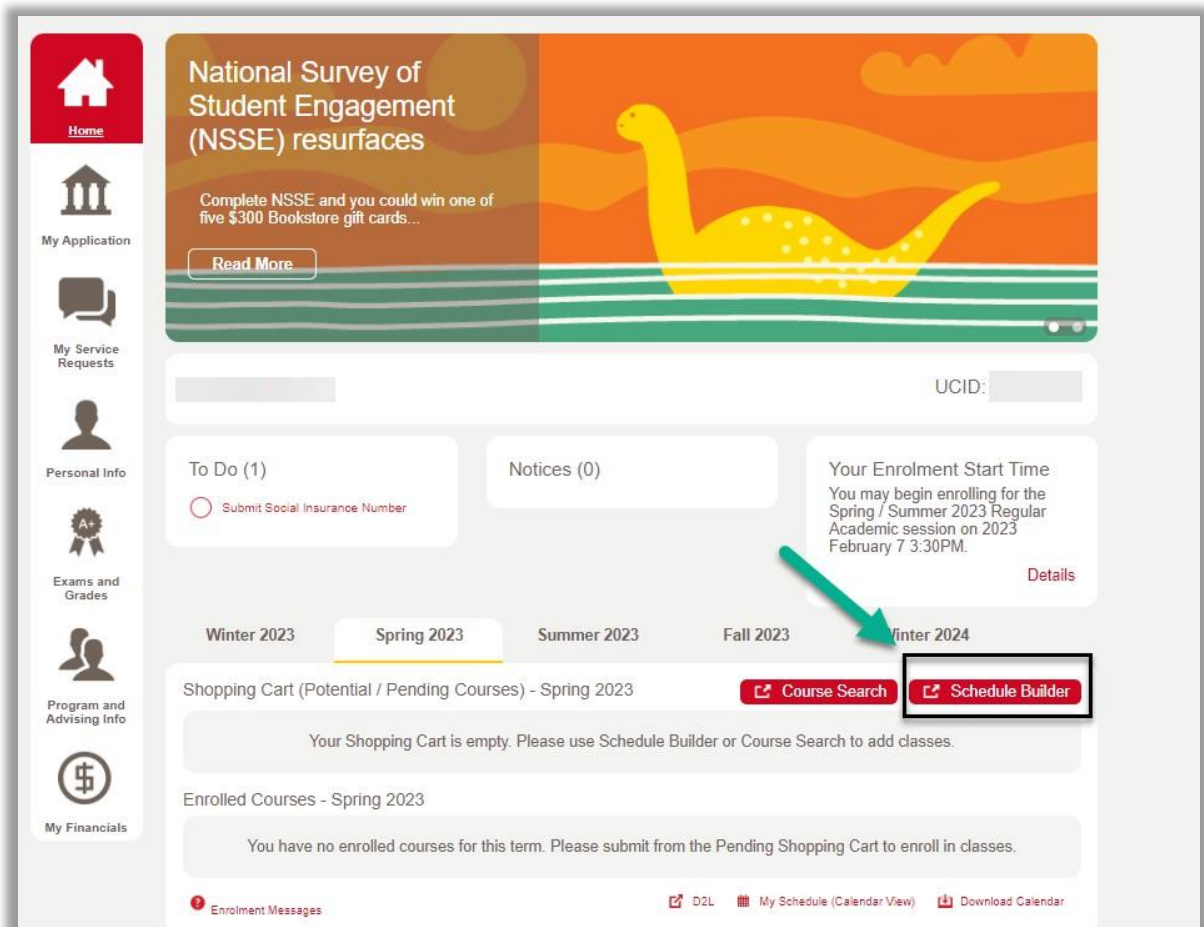
Sign in

[Can't access your account?](#)

[Back](#) [Next](#)

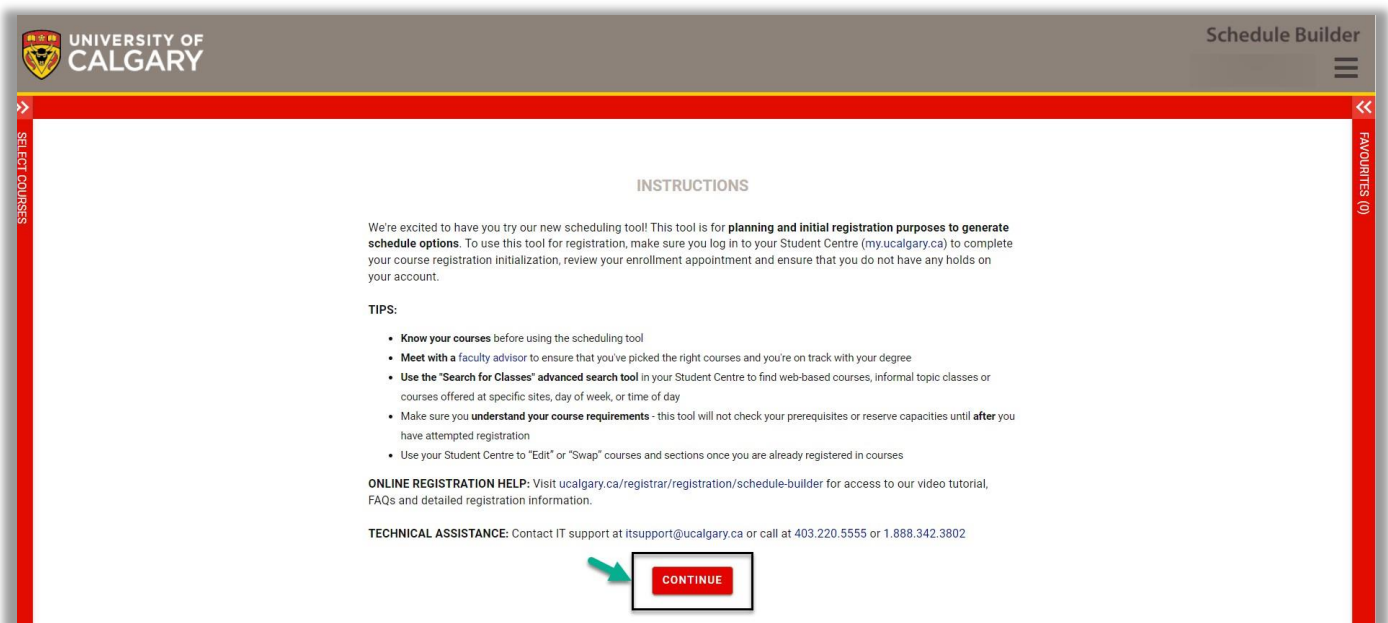
[Register IT Account](#) | [Account FAQs](#) | [Contact UCalgary IT Support](#)

- After logging into the MyUofC portal, on the home page, scroll to the middle of the page and click "Schedule Builder".



The screenshot displays the MyUofC portal home page. On the left is a vertical navigation menu with icons for Home, My Application, My Service Requests, Personal Info, Exams and Grades, Program and Advising Info, and My Financials. The main content area features a banner for the National Survey of Student Engagement (NSSE) resurfaces, a search bar with a UCID field, and a 'To Do' list with one item: 'Submit Social Insurance Number'. Below this is a 'Notices' section with zero notices. A 'Your Enrolment Start Time' notice states that enrollment for the Spring / Summer 2023 Regular Academic session begins on February 7 at 3:30 PM. A green arrow points to the 'Winter 2024' tab in the semester navigation bar. Below the navigation bar, the 'Shopping Cart (Potential / Pending Courses) - Spring 2023' section shows an empty cart with a message: 'Your Shopping Cart is empty. Please use Schedule Builder or Course Search to add classes.' The 'Schedule Builder' button is highlighted with a red box. Below the shopping cart is the 'Enrolled Courses - Spring 2023' section, which shows no enrolled courses and a message: 'You have no enrolled courses for this term. Please submit from the Pending Shopping Cart to enroll in classes.' At the bottom, there are links for 'Enrolment Messages', 'D2L', 'My Schedule (Calendar View)', and 'Download Calendar'.

- Upon clicking “Schedule Builder”, you will be directed to the below screen. Click “Continue”



UNIVERSITY OF CALGARY Schedule Builder

INSTRUCTIONS

We're excited to have you try our new scheduling tool! This tool is for **planning and initial registration purposes to generate schedule options**. To use this tool for registration, make sure you log in to your Student Centre (my.ucalgary.ca) to complete your course registration initialization, review your enrollment appointment and ensure that you do not have any holds on your account.

TIPS:

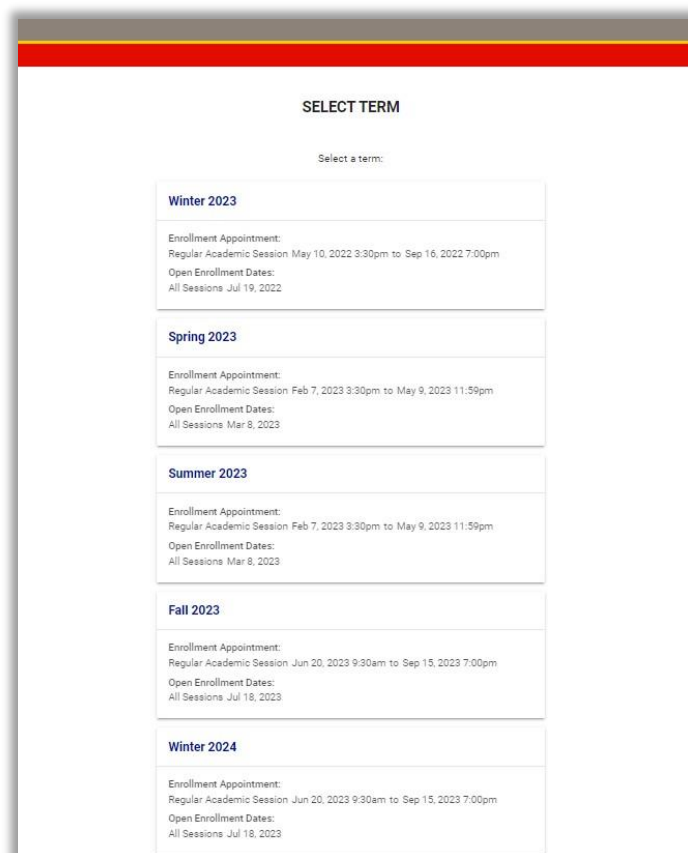
- **Know your courses** before using the scheduling tool
- **Meet with a faculty advisor** to ensure that you've picked the right courses and you're on track with your degree
- **Use the "Search for Classes" advanced search tool** in your Student Centre to find web-based courses, informal topic classes or courses offered at specific sites, day of week, or time of day
- Make sure you **understand your course requirements** - this tool will not check your prerequisites or reserve capacities until **after** you have attempted registration
- Use your Student Centre to "Edit" or "Swap" courses and sections once you are already registered in courses

ONLINE REGISTRATION HELP: Visit ucalgary.ca/registrar/registration/schedule-builder for access to our video tutorial, FAQs and detailed registration information.

TECHNICAL ASSISTANCE: Contact IT support at itsupport@ucalgary.ca or call at 403.220.5555 or 1.888.342.3802

CONTINUE

- Upon clicking “Continue”, you will be directed to choose a term in the next page. Select the appropriate term you want perform the search.

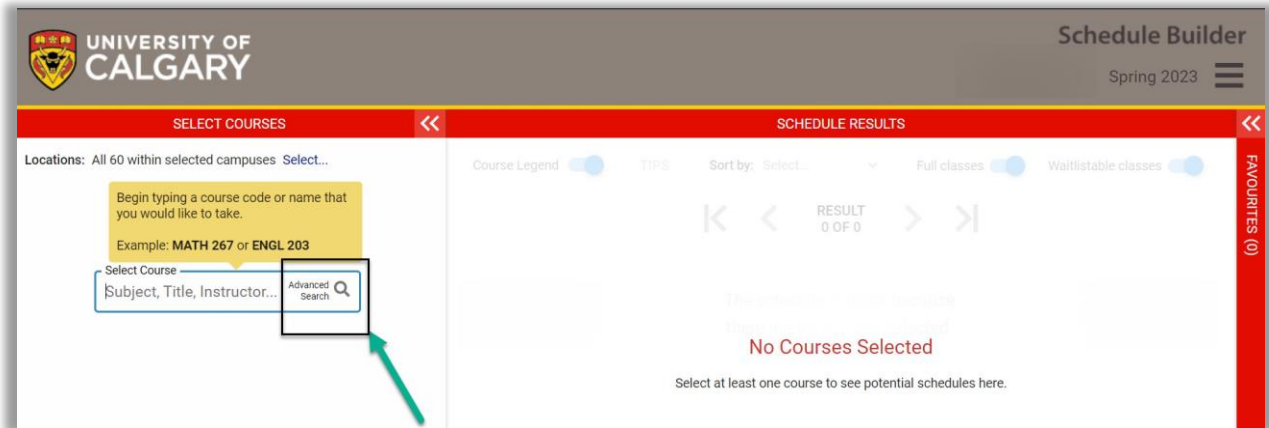


SELECT TERM

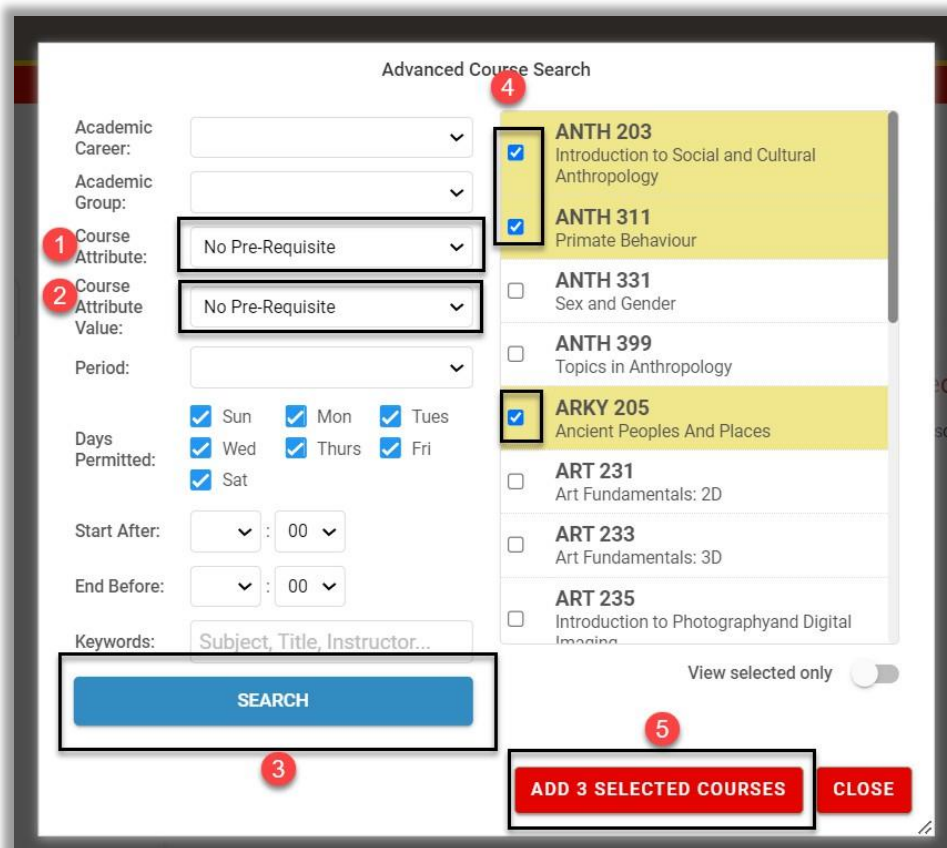
Select a term:

Winter 2023 Enrollment Appointment: Regular Academic Session May 10, 2022 3:30pm to Sep 16, 2022 7:00pm Open Enrollment Dates: All Sessions Jul 19, 2022
Spring 2023 Enrollment Appointment: Regular Academic Session Feb 7, 2023 3:30pm to May 9, 2023 11:59pm Open Enrollment Dates: All Sessions Mar 8, 2023
Summer 2023 Enrollment Appointment: Regular Academic Session Feb 7, 2023 3:30pm to May 9, 2023 11:59pm Open Enrollment Dates: All Sessions Mar 8, 2023
Fall 2023 Enrollment Appointment: Regular Academic Session Jun 20, 2023 9:30am to Sep 15, 2023 7:00pm Open Enrollment Dates: All Sessions Jul 18, 2023
Winter 2024 Enrollment Appointment: Regular Academic Session Jun 20, 2023 9:30am to Sep 15, 2023 7:00pm Open Enrollment Dates: All Sessions Jul 18, 2023

- Once the “Term” is selected, click “Advanced Search” as shown in the screenshot below.



- Clicking “Advanced Search” will open a dialog box as shown below. Please follow the steps listed below.



Advanced Course Search

Academic Career:

Academic Group:

1 Course Attribute:

2 Course Attribute Value:

Period:

Days Permitted: Sun Mon Tues Wed Thurs Fri Sat

Start After: : 00

End Before: : 00

Keywords:

3 **SEARCH**

4 **ANTH 203**
Introduction to Social and Cultural Anthropology

ANTH 311
Primate Behaviour

ANTH 331
Sex and Gender

ANTH 399
Topics in Anthropology

ARKY 205
Ancient Peoples And Places

ART 231
Art Fundamentals: 2D

ART 233
Art Fundamentals: 3D

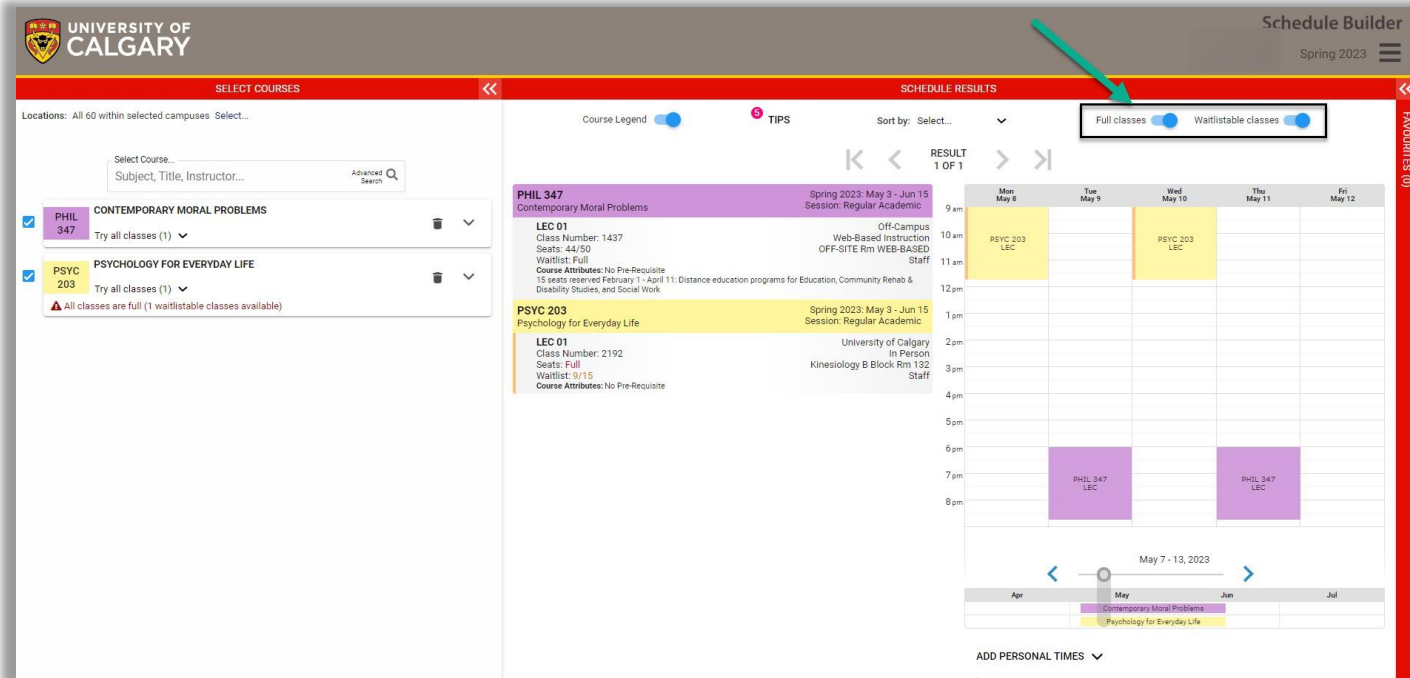
ART 235
Introduction to Photography and Digital Imaging

View selected only

5 **ADD 3 SELECTED COURSES** **CLOSE**

- Select the value “No Pre-Requisite” from the drop-down list for the “Course Attribute” field
- Select the value “No Pre-Requisite” from the drop-down list for the “Course Attribute Value” field
- Click “Search”
- Upon clicking “Search” you will be able to view all the courses with no-prerequisites on the right. Please select the appropriate classes by checking the box as shown in the screenshot below
- Once you have selected the course(s), click “Add Selected Courses” as shown in the screenshot below

- Once the selected course(s) are added, you can toggle(left) the “Full Classes” and “Waitlistable Classes” legends to display only open classes before adding them to your shopping cart.



The screenshot shows the Visual Scheduler Builder interface. On the left, under 'SELECT COURSES', two courses are selected: PHIL 347 (Contemporary Moral Problems) and PSYC 203 (Psychology for Everyday Life). The middle section, 'SCHEDULE RESULTS', displays details for these courses, including class numbers, seats, and waitlist status. The right section shows a calendar view for May 7-13, 2023, with PHIL 347 LEC on May 8 and May 11, and PSYC 203 LEC on May 9 and May 10. A red arrow points to the 'Full classes' and 'Waitlistable classes' toggle buttons in the top right corner of the 'SCHEDULE RESULTS' section.

END OF PROCESS