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

2. After logging into the MyUofC portal, on the home page, scroll to the middle of the page and click “Schedule Builder”
3. Upon clicking “Schedule Builder”, you will be directed to the below screen. Click “Continue”

4. Upon clicking “Continue”, you will be directed to choose a term in the next page. Select the appropriate term you want perform the search
5. Once the “Term” is selected, click “Advanced Search” as shown in the screenshot below.

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

1. Select the value “No Pre-Requisite” from the drop-down list for the “Course Attribute” field.
2. Select the value “No Pre-Requisite” from the drop-down list for the “Course Attribute Value” field.
3. Click “Search”.
4. 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.
5. Once you have selected the course(s), click “Add Selected Courses” as shown in the screenshot below.
7. 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.

END OF PROCESS