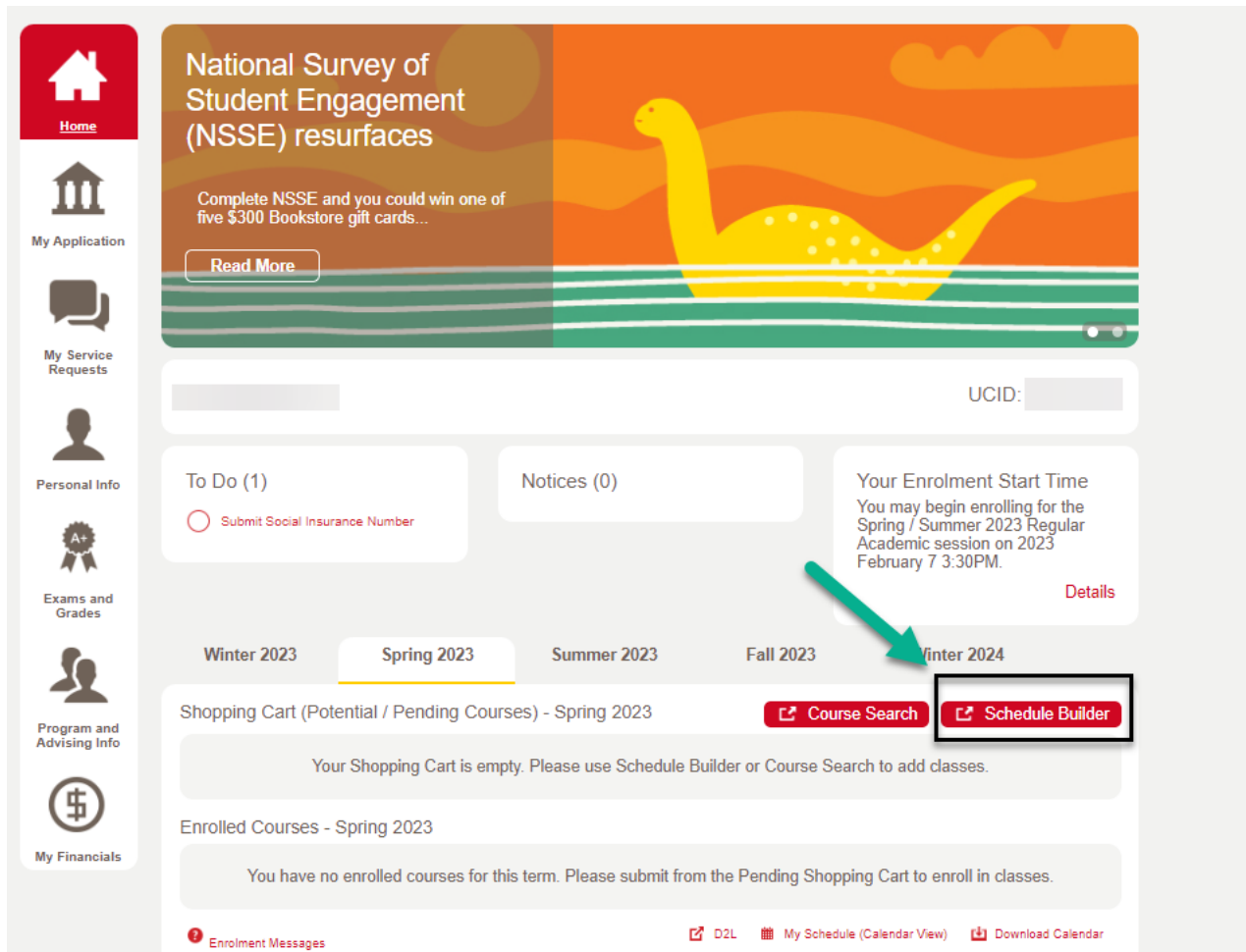


This document outlines the steps to search for open classes with and without pre-requisites in visual schedule builder (VSB)

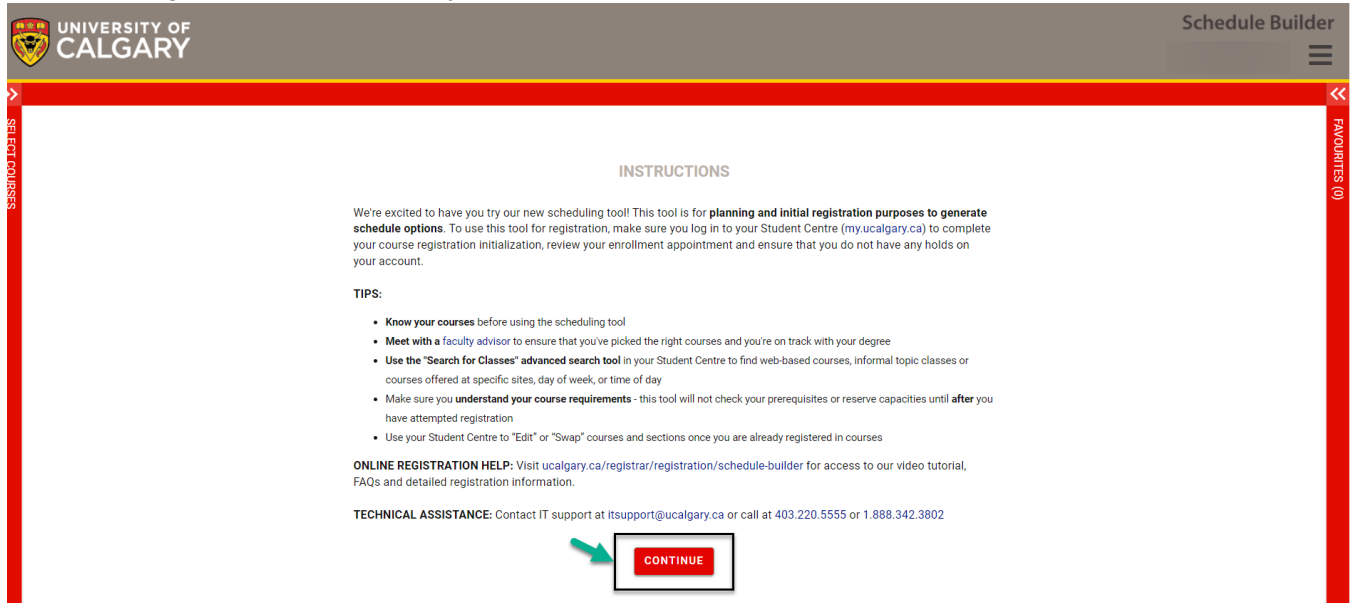
1. Log into the MyUofC portal



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”



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

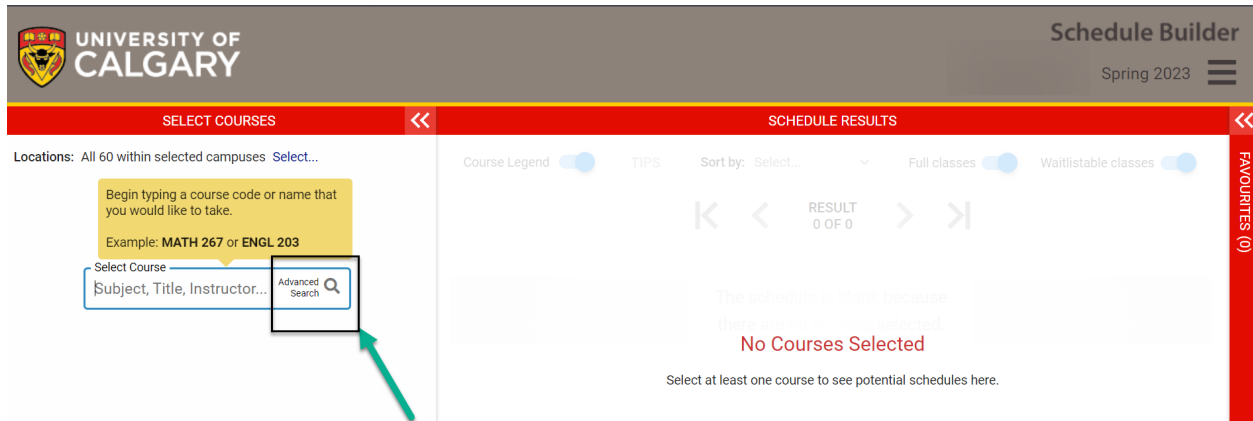
4. Upon clicking “Continue”, you will be directed to choose a term in the next page. Select the appropriate term you want perform the search

SELECT TERM

Select a term:

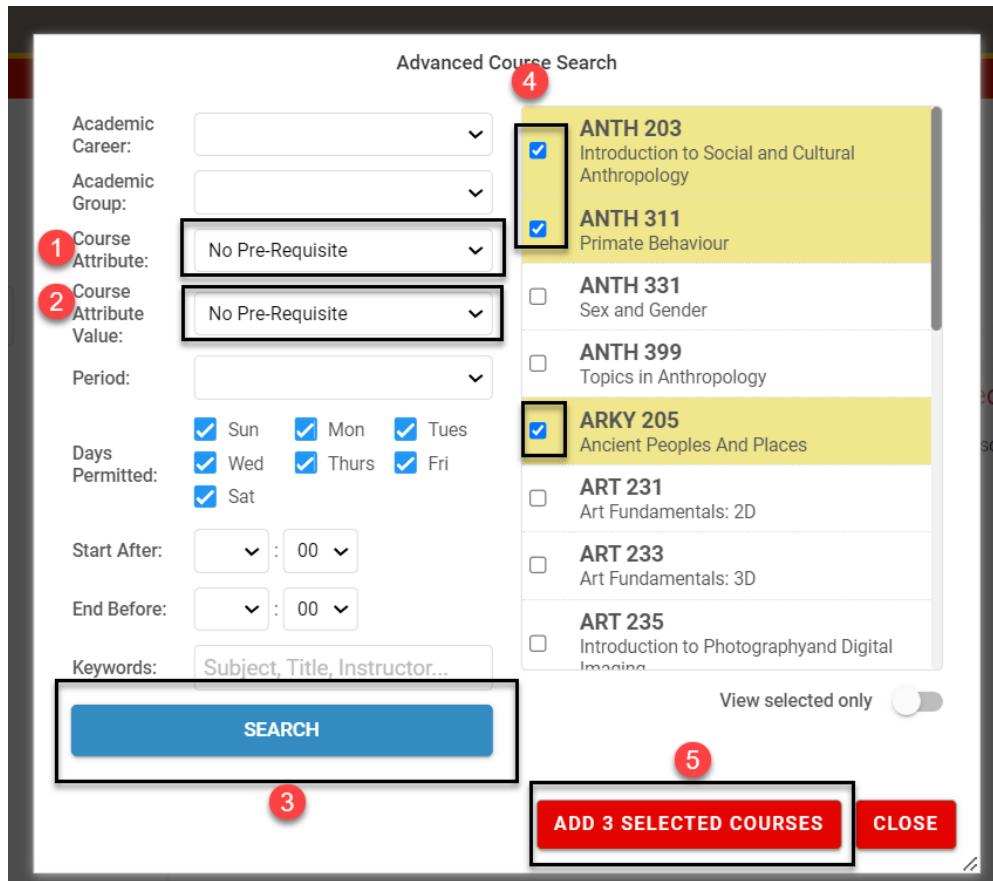
<p>Winter 2023</p> <p>Enrollment Appointment: Regular Academic Session May 10, 2022 3:30pm to Sep 16, 2022 7:00pm Open Enrollment Dates: All Sessions Jul 19, 2022</p>
<p>Spring 2023</p> <p>Enrollment Appointment: Regular Academic Session Feb 7, 2023 3:30pm to May 9, 2023 11:59pm Open Enrollment Dates: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

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

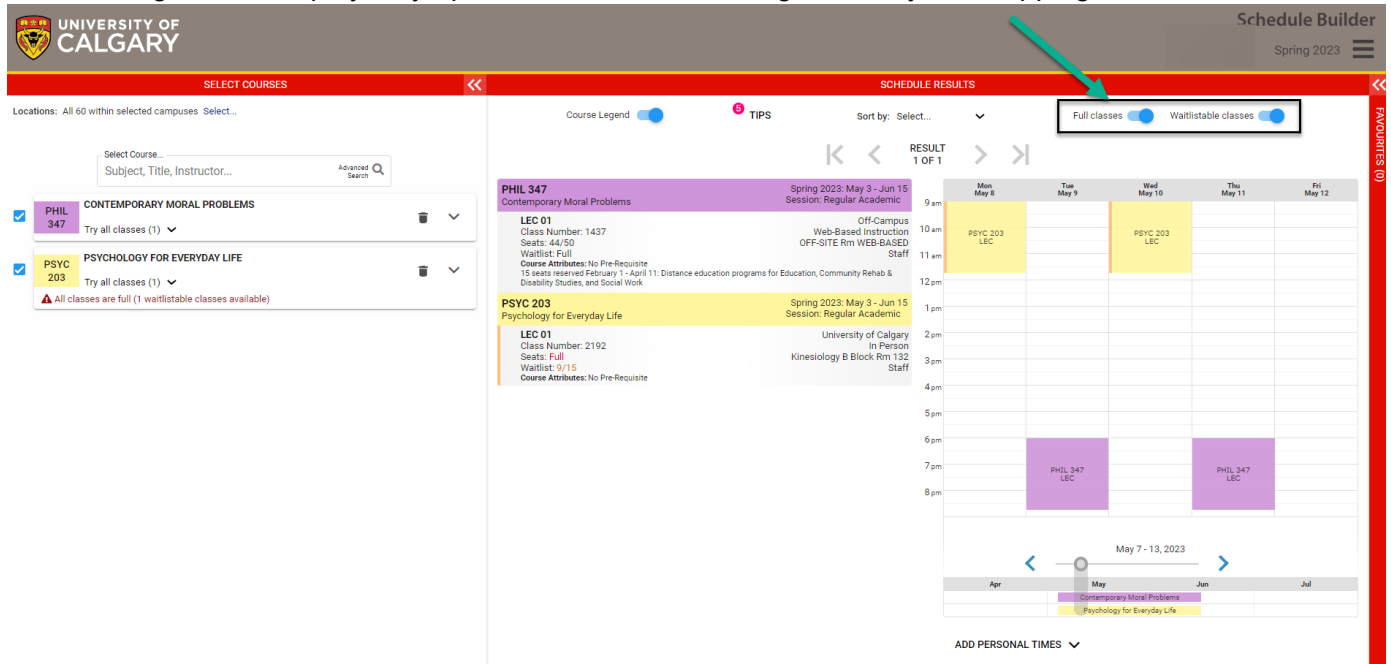


6. Clicking “Advanced Search” will open a dialog box as shown below. Please follow the steps listed below

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



- 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



UNIVERSITY OF CALGARY Schedule Builder
Spring 2023

SELECT COURSES << >> **SCHEDULE RESULTS**

Locations: All 60 within selected campuses Select...

Select Course... Subject, Title, Instructor... Advanced Search

- PHIL 347** CONTEMPORARY MORAL PROBLEMS Try all classes (1)
- PSYC 203** PSYCHOLOGY FOR EVERYDAY LIFE Try all classes (1)

▲ All classes are full (1 waitlistable classes available)

Course Legend TIPS Sort by: Select... Full classes Waitlistable classes

RESULT 1 OF 1

Time	Mon May 8	Tue May 9	Wed May 10	Thu May 11	Fri May 12
9 am					
10 am	PSYC 203 LEC		PSYC 203 LEC		
11 am					
12 pm					
1 pm					
2 pm					
3 pm					
4 pm					
5 pm					
6 pm					
7 pm		PHIL 347 LEC		PHIL 347 LEC	
8 pm					

May 7 - 13, 2023

Apr May Jun Jul

ADD PERSONAL TIMES

END OF PROCESS