UniTime

Student Scheduling

Assistant

User Manual

The Student Scheduling Assistant

The Student Scheduling Assistant was created to help students quickly build a workable class schedule. It takes a list of courses a student is interested in and determines the class sections the student needs to take in order to get as many of the courses being requested as possible. The Student Scheduling Assistant tries to calculate a schedule for the student based on the following criteria:

- the student's priority for the course
- the student's free time requests
- the student must be able to attend all parts of the course
- provide as many of the selected courses as possible
- the distance between back-to-back classes (if distance between two classes is greater than a normal person can cover during the break time a roadrunner icon 🏃 is displayed)
- whether an overlap is allowed between two classes
- keep existing schedule as much as possible
- alternative courses are only used if a selected course is not available
- a section choice that prevents the fewest future students from also getting the course

Once the assistant has suggested a schedule, a student can make changes to the schedule until they find a combination of time for the classes that meets their needs.

Note: Many sections only have one or two spaces available in them at any given time, if the Student Scheduling Assistant suggests one of these sections, it is a good idea to submit the schedule quickly by pressing the "Submit Schedule" button in order to be registered for it in myPurdue. This is because the spaces may be taken by another student since the assistant does not block other students from registering for a suggested section.
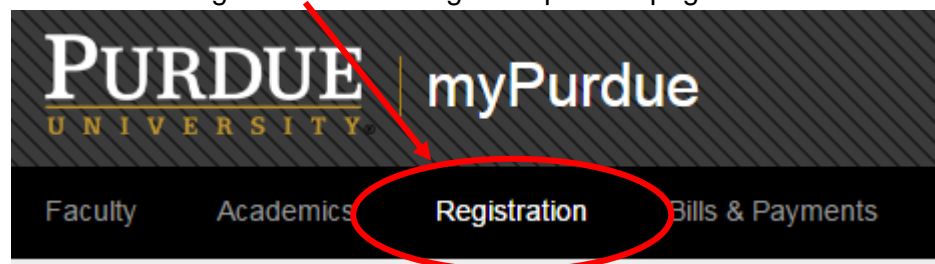
Using the Student Scheduling Assistant

To use the Scheduling Assistant students log into myPurdue.purdue.edu using their career account name and password into the log in screen and press the '**Log In**' button.

Look for the Registration link along the top of the page. Click on it.

Find the box to find the link.

Students will then be prompted to enter their registration pin they received from their advisor.

If students do not know their pin they can select the "Cancel" button and use the Scheduling Assistant *without* the ability to submit the course schedule created to myPurdue.

Review the term in the upper right corner to ensure you are in the correct term.

If students have not previously registered for any courses, the Student Scheduling Assistant will present a grid to fill in their course request.

Students that have an existing plan in myPurduePlan can then go to the [Degree Plan] button from the Course Request Edit Grid to import course/s from their myPurduePlan planner by pressing the '**Add/Drop Courses**' button.

If a student has an existing schedule, they will be shown their current list of classes. When adding additional classes the scheduling assistant tries to retain existing time placements; however, it will move class times in order to provide a more complete schedule. If a student wishes to guarantee that a time is retained on a particular class, they should select the '**Lock**' checkbox next to that class.

Note: It is recommended that students who are pre-enrolled in course(s) such as learning communities lock all associated course(s) to ensure the assistant does not try to move them into a different section prior to adding to their Course Request Edit Grid.

For a student who has previously registered for one or more courses, the course request edit grid will contain a list of those courses. The courses will appear with a ✔ next to them. The student can make changes to this list by adding courses to the empty spots in the grid, removing courses using the 🗑, changing priorities using the ↑ ↓ or submitting free time requests.

Students that have an existing plan in myPurduePlan can then go to the [Degree Plan] button from the Course Request Edit Grid to import course/s from their myPurduePlan planner by pressing the '**Add/Drop Courses**' button.

OR

Students may enter all courses they wish to take in the course request edit grid. They should enter the courses in descending order from their highest priority to their lowest priority. If there is an alternative to any specific course a student wants to take, they can enter that information on the same line to the right of that course. Also, if a student wants to take a specific number of courses needed to make progress toward a degree, they may request a set of alternative courses that are acceptable if any course in the prioritized list is not available.

From the course request edit grid a student can add courses to their list by using the search

button ( ). This brings up a window that allows the student to search for courses. The student can enter a course number or a set of words that may be found in the title of the course. The search window will display a set of courses that match the search, and the student can click on each course to see more details about it from the course catalog. Once the student has found the course they are looking for, they can double click the course to select it. This then closes the window and populates the appropriate field in the course request edit grid.

In addition to using the search button, the student can type their search into an input box and it will show them a drop down list of the courses that match their search criteria. The student can then select a course from the drop down.

Course Requests

1. Priority	BIOL 11000	🔍	A
2. Priority	COM 11400	🔍	A
3. Priority	PSY 12000	🔍	A
4. Priority	HIST 15100	🔍	A
5. Priority	HDF	🔍	

HDFS 10000 - Current Issues In HDFS
HDFS 20100A - Intro Family Processes
HDFS 21000 - Intro Human Devlpment
HDFS 21200 - Child Dev Pract YAFS
HDFS 28000 - Divrsty Individual & Fam Life
HDFS 29700 - Intro To Honors Research
HDFS 31100 - Child Development
HDFS 31200 - Adult Development
HDFS 31300 - Adolescent Development
HDFS 32500 - Hlth Care Child & Fam

6. Priority
7. Priority
8. Priority
9. Priority
10. Priority
11. Priority
12. Priority

Alternate Course Requests

| 1. Alternate | Alternate request if course(s) above not available. | 🔍 | |

Note: The Student Scheduling Assistant may suggest multiple suffixed course offerings for a course number. These are different variations of the same course. These suffixes will not be shown in myPurdue. The student should pay attention to the suffix to make sure they select the correct version for their needs. For example, a student wanting to take an honors version of a course would pick the one with an H suffix and the word "Honors" in the title.

Students can also use the search button (🔍) to enter free time requests. Please note that a high priority free time request may prevent the Student Scheduling Assistant from placing the student into a lower priority course if that course meets during the requested free time.   To use the course search to enter a free time, click on each half hour grid square that should be free and a free time request will be built in the text box. Clicking on a grid square a second time will de-select it. Press the "Select" button or use the enter key to insert the free time request into the course request grid.
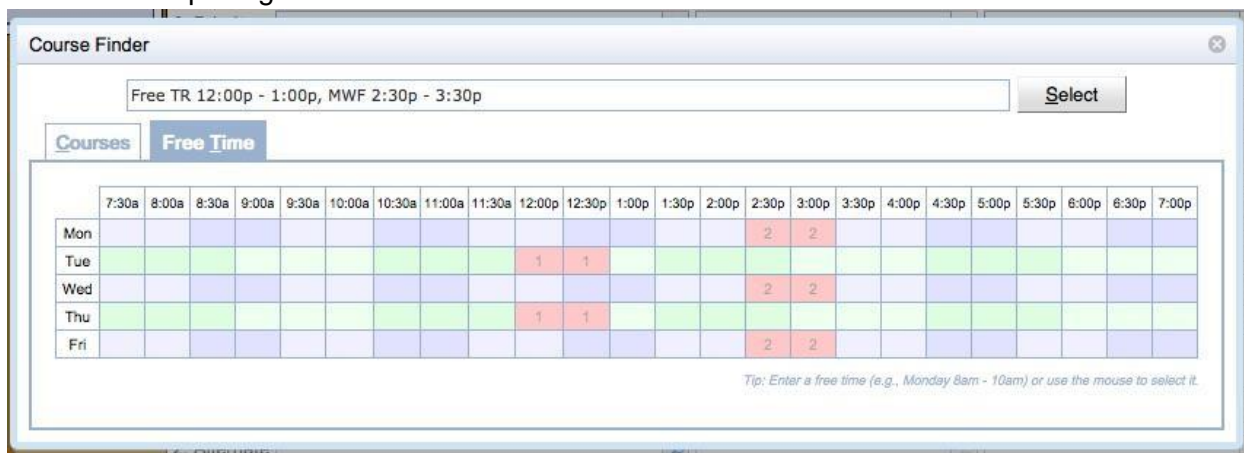
It is also possible to enter free time requests by typing them into the input box and selecting a suggestion.

Once the student has entered their courses and free time requests they can press the '**Build Schedule**' button to get a suggested schedule.

The student is then presented with a suggested schedule. The student should note the number of available spaces in the classes. If a class is filling up and the time is acceptable to the student, they may want to register for the class quickly by pressing the "**Submit Schedule**" button so another student does not get the space.

Note: If a class requires permission of instructor or department, then it will be noted in the '**Requires**' column for that class.

The student can also view their suggested schedule as a time grid by selecting the '**Time Grid**'

A student should review the suggested schedule. If they are happy with the schedule, they can press the '**Submit Schedule**' button. This will send the request to myPurdue for additional validation, and the student will be registered for all courses that pass validation by myPurdue. If any course fails validation, information about the failure will be shown in the lower portion of the screen. All successful registrations will be displayed immediately in the Scheduling Assistant. For some examples of messages that may be seen when myPurdue validation fails go to the '[Messages from myPurdue](#)' section at the end of this document.

Students can alternatively enter the CRNs listed on the '**List of Classes**' tab into myPurdue to register for the classes. The CRN is the first 5 digits of the number listed in the CRN column. The three digits after the '-' are the three digit section number used by myPurdue.

Note: In UniTime the same CRN may be listed multiple times for a course. If a CRN is listed multiple times, it only needs to be entered into myPurdue once.

Once a student has registered for courses in myPurdue, that information will flow back into UniTime and after a short delay, should be reflected in the Student Scheduling Assistant. The student should be able to see this update by pressing the '**Student Scheduling Assistant**' menu item or refreshing the page. If this is the first time a student has ever registered at Purdue, the student may need to log out and log back in the see their enrollments.

If a student wishes to make changes to the suggested schedule, they should first decide if there are any classes they want to keep at the suggested time. Any such classes should be locked.

This can be done on the '**List of Classes**' tab by clicking the ' next to a class. The student does not have to lock any of the classes.
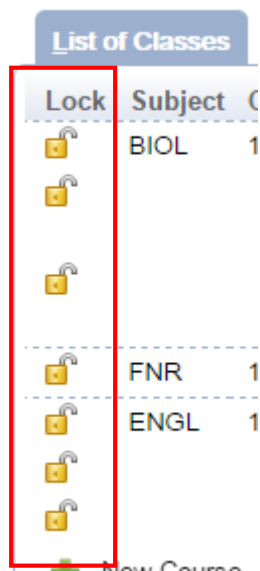
It is also possible to lock a class on the '**Time Grid**' table by clicking the lock icon.
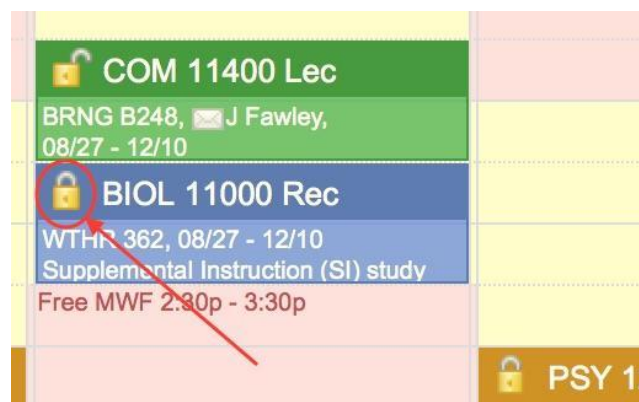
Classes can be unlocked at any time by unchecking the '**Lock'** checkbox or by clicking the lock icon a second time.

After the student has reviewed their classes, then they can click on a class whose time they wish to change and the Student Scheduling Assistant will provide the student with a list of suggestions for changes that can be made to move the class. This list may contain suggestions that shuffle one or more classes in addition to the individual class that was selected. If the student does not like any of the suggestions they can just click outside the window and no changes will be made to their suggested schedule. If the student likes one of the suggestions, they can click on it and their suggested schedule will be updated to reflect the change.

Note: If a class is offered at the same time in multiple rooms, the first suggestions will be for room changes for that class followed by time changes.

Note: The best suggestion for any relocation of a class is shown, not all possibilities. The assistant does not show multiple rooms for a time move
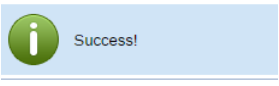
Note: If a class become unassigned as a result of a suggestion, it is shown in red.
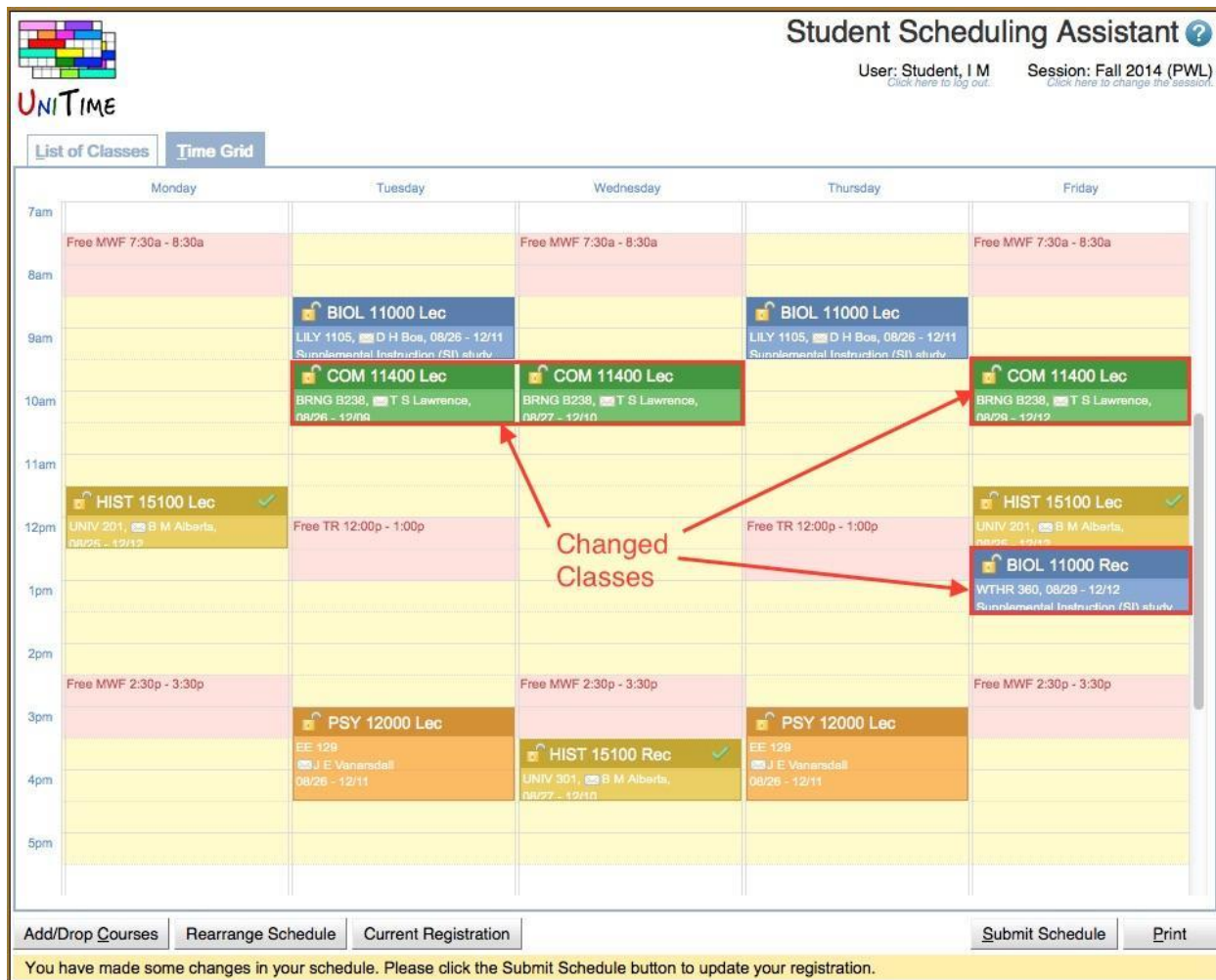
Note: The filter can be used to change the list of suggestions shown. A student can hover her mouse over the filter field to see instructions on how to use the filter.

If the student mouses over a suggestion, a pop-up of the schedule grid showing the complete schedule with the change will be displayed.

Once the student has selected a change, they are returned to the '**Time Grid**' tab or the '**List of Classes**' tab, and their suggested schedule will be updated with her selection once they click the Submit Schedule button and a [Success!] message is displayed along the bottom of the page.

If a student who is already registered for classes makes changes to their suggested schedule they can see both the added and removed classes in the '**List of Classes**' tab. The added classes have a plus icon (✚) in the last column. The unchanged classes have a check icon(✔) in the last column. The removed classes are in greyed italic font and have a red 'X' icon (✖) in the last column. The student can use these indicators to determine which CRNs to will be added and dropped when the '**Submit Schedule**' button is pressed to update their registration in myPurdue.

If a student wants to have a printed copy of her schedule, they can press the '**Print**' button and it will print to the local printer. If a printed copy is not needed they can log out of the system.
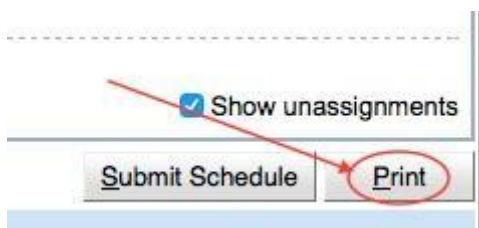
The print output formats the students suggested schedule grid and class list into one document.

Any time a student wants to change the courses in her suggested schedule, they can press the '**Add/Drop Courses**' button and go back to the course request edit grid.
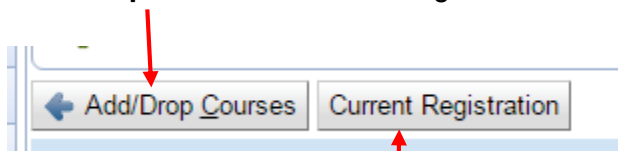
If a student wants to see the courses they are currently registered for they may press the '**Current Registration**' button.

Messages from myPurdue

The Scheduling Assistant communicates with myPurdue to validate a student's Pin when they first begin using it and it also communicates with myPurdue to validate a student's schedule request and enroll them into the courses that pass validation when the '**Submit Schedule**' button is pressed. This section contains some samples of messages that may be returned to a student as a result of the interaction between myPurdue and the Scheduling Assistant. The examples are not meant to be an exhaustive collection of all messages that could be received. The student needs to look at any error messages returned and determine the action that needs to be taken. If a student is unsure what action needs to be taken, they should contact their advisor.

When a student first clicks on the '**Scheduling Assistant**' menu item, it will check with myPurdue to see if the student is eligible to register for classes at that time. The best situation is the student is eligible to register at that time and they have entered a valid pin. In this case no message will appear at the bottom of the screen

and when the student is on the '**List of Classes**' tab or the '**Time Grid**' tab they will have the '**Submit Schedule**' button available to them. If the student has not submitted their schedule to myPurdue, there will also be a message reminding them to submit it at the bottom of the screen.

The 'Submit Schedule' allows students to transmit their schedule to myPurdue once they are happy with it. The 'Submit Schedule' button sends the student's schedule request to myPurdue for additional validation and registers the student to all courses that pass validation. If a student has requested a course(s) to be dropped they will see this message asking for confirmation before proceeding to dropping the course(s).
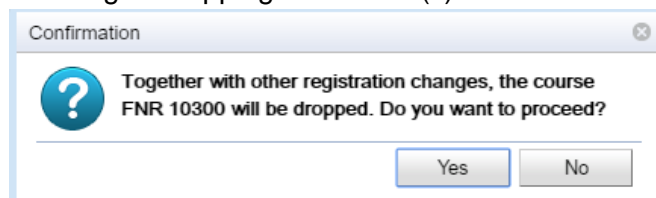
When all courses pass validation and the student is registered into their course they receive a 'Success!' message in response from myPurdue and the courses have a check icon(✔) in the last column indicating the student is enrolled.

As mentioned earlier, when students first enter the Scheduling Assistant, it communicates with myPurdue to see if the student is eligible to register for classes at that time. There are a variety of messages that may be returned if the student is not eligible to register for classes at the time the check is made. Messages from myPurdue are displayed to the student at the bottom of the screen. If the student is not eligible to register, they can still use the Scheduling Assistant to look at potential course schedules, but they will not be presented with the 'Submit Schedule' button to transmit the course schedule they have built to myPurdue.

Below is a sampling of messages that may be returned from myPurdue indicating the student will not be able to register for classes.

If a course request fails to pass validation by myPurdue when a student presses the '**Submit Schedule**' button, messages will be displayed at the bottom of the screen noting the reason the validation failed and the courses themselves be listed in red and will still have a plus icon (✚) as well as an exclamation icon (❗) in the last column along to indicate a problem occurred. Any courses that passed validation will have a check icon (✔) in the last column indicating the student was successfully registered for that course.

There are various reasons a course request may not pass myPurdue validation. It is the student's responsibility to look at the message returned and take the appropriate action. If the student is unsure what to do, they can contact their advisor.

Below are a few samples of messages the student may receive from myPurdue when a course request does not pass validation.