

# **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.

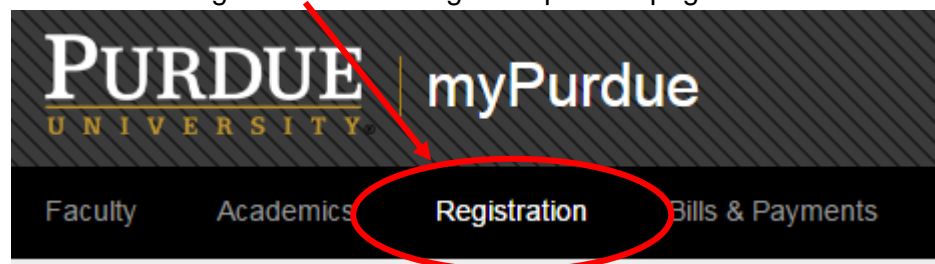
## Using the Student Scheduling Assistant

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.



The image shows a login screen for Purdue University. At the top, it says "PURDUE UNIVERSITY" in large letters. Below that, it says "Log in using your Purdue Career Account". There are two input fields: "Login:" and "Password:". A "Login" button is located below the password field. At the bottom, there is a message: "To access the page you are requesting, a valid Purdue University career account Username and Password must be provided."

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



Find the

**Register for Classes**

box to find the

**Use Scheduling Assistant**

link.

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

The screenshot shows the 'Student Scheduling Assistant' interface. At the top, it displays 'User: Student, I M' and 'Session: Fall 2014 (PWL)'. Below this is the 'Course Requests' section with 12 priority slots. A modal dialog box is overlaid on the interface, titled 'Please enter your PIN ...'. The dialog contains a text input field labeled 'PIN:', an 'Ok' button, and a 'Cancel' button. Below the priority slots, there is an 'Alternate Course Requests' section with 3 slots. At the bottom right, there is a 'Build Schedule' button.

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.

This screenshot shows the top portion of the 'Student Scheduling Assistant' interface. It displays 'User: Student, Imogene Alice' and 'Session: Summer 2016 (PWL)'. The 'Session: Summer 2016 (PWL)' text is enclosed in a red rectangular box, indicating that users should verify the correct session term.

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

The screenshot shows the 'Student Scheduling Assistant' interface with a grid for course requests. The 'Course Requests' section has 12 priority slots, each with a text input field and a set of navigation icons (up, down, left, right, and a trash icon). Below this is the 'Alternate Course Requests' section with 3 slots. At the bottom, there is a 'Degree Plan' dropdown menu and a 'Build Schedule' button. The interface also includes a footer with version information: 'Version: 1.4.277 (Build) built on Fri, 20 Mar 2015 © 2008 - 2015 The Anson Foundation. This production instance is registered in...'.

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.

Student Scheduling Assistant

User: Student, Imogene Alice Click here to lockup a student    Session: Summer 2016 (PWL) Click here to change the session





**Class Schedule**


Lock	Subject	Course	Type	CRN-SectionId	Avail	Days	Start	End	Date	Room	Instructor	Requires	Note	Credit
<input type="checkbox"/>	BIOL	11000	Lec	10399-001	24 / 56	MTWR	9:50a	10:40a	06/13 - 08/02	WTHR 320	M E Browning			4
<input type="checkbox"/>			Rec	10401-002	17 / 28	WF	1:30p	2:20p	06/15 - 07/29	WTHR 316	B Jiang, M E Browning			
<input type="checkbox"/>			Lab	10402-005	15 / 28	TR	2:30p	4:20p	06/14 - 08/02	WTHR 316	B Jiang, M E Browning			
<input type="checkbox"/>	COM	11400	Lec	11708-311	10 / 25	MTWRF	9:50a	12:00p	05/16 - 06/10	BRNG B232	H M Lillie			3
<input type="checkbox"/>	FNR	10300	Dist (Online)	24117-001	72 / 99	Arrange Hours			06/13 - 08/02		J B Dunning			3
<input type="checkbox"/>	HIST	10300	Dist (Online)	22231-Y01	19 / 50	Arrange Hours			05/16 - 06/10		S Z Mitchell		The entire course is conducted o...	3

New Course      Total Credit: 13       Show unassignments

**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.



## Student Scheduling Assistant














User: Student, Imogene Alice Session: Summer 2016 (PWL)  
Click here to lookup a student. Click here to change the session.


### Course Requests

1. Priority	BIOL 11000						 
2. Priority	FNR 10300						  
3. Priority	HIST 10300		Alternative to HIST 10300				  
4. Priority	Enter a course name, e.g., ENG 10600						  
5. Priority	or a free time, e.g., Free MWF 7:30 - 8:30						  
6. Priority							  
7. Priority							  
8. Priority							  
9. Priority							  
10. Priority							  
11. Priority							  
12. Priority	Course with the lowest priority.						  

*Tip: The Alternate Course Requests below can be used to ensure that the desired number of courses are scheduled even when a Course Request (and its alternatives) are not available.*

### Alternate Course Requests (used only if a course requested above is not available)

1. Alternate	Alternate request if course(s) above not available.						  
2. Alternate							  
3. Alternate							 

Degree Plan
Current Registration
Build Schedule 

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.

**Student Scheduling Assistant** ?  
 User: Student, Imogene Alice Click here to lookup a student. Session: Fall 2016 (PWL) Click here to change the session.

**UNITIME**

**Course Requests**

1. Priority

2. Priority Course with the second highest priority.

3. Priority

4. Priority Enter a course name, e.g., ENG 10600

5. Priority or a free time, e.g., Free MWF 7:30 - 8:30

6. Priority

7. Priority

8. Priority

9. Priority

10. Priority

11. Priority

12. Priority Course with the lowest priority.

**Alternate Course Requests** (used only if a course requested above is not available)

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

2. Alternate

3. Alternate

[Degree Plan](#)

**Annotations:**

- Search buttons to find courses. (points to magnifying glass icons)
- Fields to provide alternative to a specific course. (points to the alternate request input fields)
- Arrows to change priority of courses. (points to up/down arrow icons)
- Trash cans to remove course requests (points to trash can icons)
- Fields to provide alternates to any course (points to the alternate request input fields)

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.

Course Finder
✖

Select

Courses
Free Time

Subject	Course	Avail	Title	Credit	Note
CSR	59000A	16 / 16	International Health Seminar		
CSR	69000A	16 / 16	International Health Seminar		
HK	21500	12 / 70	Basic Public Health Studies	3	
HK	42100	-1 / 39	Health Screening & Evaluation	3	
HSCI	10100	16 / 174	Intro Health Sciences	2	

Details
List of classes

**HK 21500 - Basic Public Health Studies**

Credit Hours: 3.00. Examination of basic scientific concepts as applied to the problems and issues in selected areas of human health behavior with particular attention to their influence on population and individual health. Restricted to students enrolled in major degree programs for which this course is a requirement. Typically offered Fall Spring.  
3.000 Credit hours

**Syllabus Available**

**Levels:** Graduate, Indiana College Network, Professional, Undergraduate
















**Schedule Types:** Distance Learning, Lecture

*Tip: Use Up and Down to navigate through courses, Enter to select one.*




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

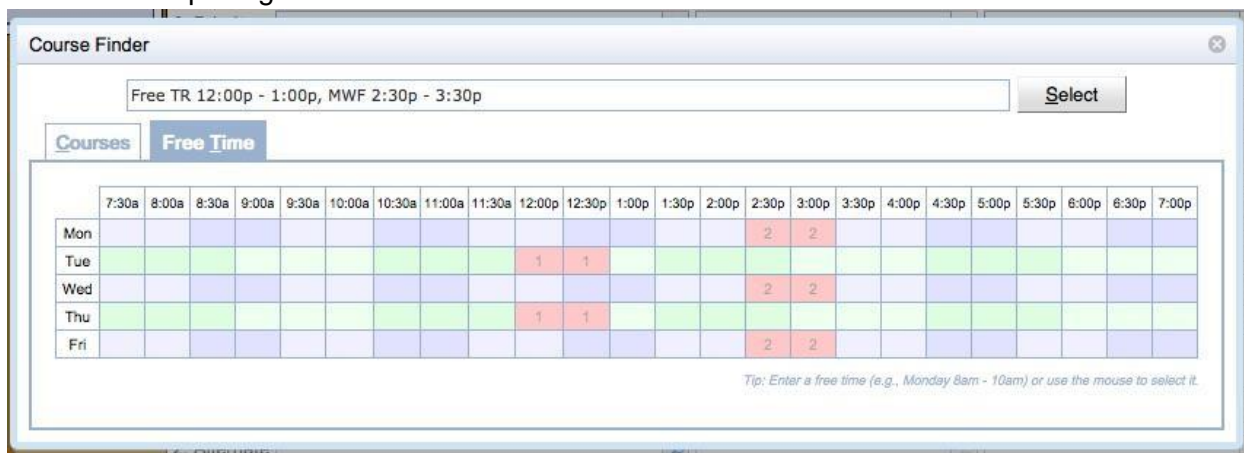
1. Priority	BIOL 11000		A
2. Priority	COM 11400		A
3. Priority	PSY 12000		A
4. Priority	HIST 15100		A
5. Priority	HDF		
6. Priority	HDFS 10000 - Current Issues In HDFS		
7. Priority	HDFS 20100A - Intro Family Processes		
8. Priority	HDFS 21000 - Intro Human Devlpment		
9. Priority	HDFS 21200 - Child Dev Pract YAFS		
10. Priority	HDFS 28000 - Divrsty Individual & Fam Life		
11. Priority	HDFS 29700 - Intro To Honors Research		
12. Priority	HDFS 31100 - Child Development		
	HDFS 31200 - Adult Development		
	HDFS 31300 - Adolescent Development		
	HDFS 32500 - Hlth Care Child & Fam		

### Alternate Course Requests



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

4. Priority	<input type="text" value="HIST 15100"/>	
5. Priority	<input type="text" value="Free MWF 11:30a - 12:30p, TR 12:00p - 1:00p"/>	
6. Priority	<input type="text" value="Free MWF 730"/>	
7. Priority	<input type="text" value="Free MWF 7:30a - 8:30a"/>	
8. Priority	<input type="text"/>	

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



## Student Scheduling Assistant ?

User: Student, I M Click here to log out.      Session: Fall 2014 (PWL) Click here to change the session.

### Course Requests

1. Priority	BIOL 11000	🔍	Alternative to BIOL 11000	🔍		🔍	↓	🗑️
2. Priority	COM 11400	🔍	Alternative to COM 11400	🔍		🔍	↑	🗑️
3. Priority	PSY 12000	🔍	Alternative to PSY 12000	🔍		🔍	↑	🗑️
4. Priority	HIST 15100	🔍	Alternative to HIST 15100	🔍		🔍	↑	🗑️
5. Priority	Free TR 12:00p - 1:00p, MWF 2:30p - 3:30p	🔍		🔍		🔍	↑	🗑️
6. Priority	Free MWF 7:30a - 8:30a	🔍		🔍		🔍	↑	🗑️
7. Priority		🔍		🔍		🔍	↑	🗑️
8. Priority		🔍		🔍		🔍	↑	🗑️
9. Priority		🔍		🔍		🔍	↑	🗑️
10. Priority		🔍		🔍		🔍	↑	🗑️
11. Priority		🔍		🔍		🔍	↑	🗑️
12. Priority	Course with the lowest priority.	🔍		🔍		🔍	↑	🗑️

*Tip: Start entering the name (e.g., ENGL 10600) of the course or a part of its title (e.g., History) to see suggestions.*

### Alternate Course Requests (used only if a course requested above is not available)

1. Alternate	Alternate request if course(s) above not available.	🔍		🔍		🔍	↑	🗑️
2. Alternate		🔍		🔍		🔍	↑	🗑️
3. Alternate		🔍		🔍		🔍	↑	🗑️

Build Schedule

You have made some changes in your schedule. Please click the Submit Schedule button to update your registration.

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.

Available spaces in class/class enrollment limit

Sends registration request to myPurdue

Lock	Subject	Course	Type	CRN-SectionId	Avail	Days	Start	End	Date	Room	Instructor	Requires	Note	Credit
	BIOL	11000	Lec	10399-001	23 / 56	MTWR	9:50a	10:40a	06/13 - 08/02	WTHR 320	M E Browning			4
			Rec	10401-002	16 / 28	WF	1:30p	2:20p	06/15 - 07/29	WTHR 316	B Jlang, M E Browning			
			Lab	10402-005	14 / 28	TR	2:30p	4:20p	06/14 - 08/02	WTHR 316	B Jlang, M E Browning			
	FNR	10300	Dist (Online)	24117-001	71 / 99	Arrange Hours			06/13 - 08/02		J B Dunning			3
	HIST	10300	Dist (Online)	22231-Y01	19 / 50	Arrange Hours			05/16 - 06/10		S Z Mitchell		The entire course is conducted o...	3
	ENGL	69900	Res	11843-001		Arrange Hours			05/16 - 06/02		E L Allen	Instructor		1-18

Total Credit: 11

Submit Schedule Print

**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’

This schedule only displays classes with assigned time. To see your full list of classes, please open the List of classes tab.

Monday	Tuesday	Wednesday	Thursday	Friday
ENGL 10600 Lec		ENGL 10600 Lec	ENGL 10600 Rec	ENGL 10600 Lec
BIOL 11000 Lec	BIOL 11000 Lec	BIOL 11000 Lec	BIOL 11000 Lec	
	BIOL 11000 Lab	BIOL 11000 Rec	BIOL 11000 Lab	BIOL 11000 Rec

Submit Schedule Print

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.

**UNI TIME** Student Scheduling Assistant ?

User: Student, I M Session: Fall 2014 (PWL)

Click here to log out. Click here to change the session.

List of Classes Time Grid

Lock	Subject	Course	Type	CRN-sectionid	Avail	Days	Start	End	Date	Room	Instructor	Requires	Note	Credit
<input type="checkbox"/>	BIOL	11000	Lec	12063-003	10 / 443	TR	8:30a	9:20a	08/26 - 12/11	LILY 1105	D H Bos		Supplemental Instruction (SI) st...	4
<input type="checkbox"/>			Rec	12082-021	2 / 31	W	1:30p	2:20p	08/27 - 12/10	WTHR 362			Supplemental Instruction (SI) st...	
<input type="checkbox"/>			Lab	12145-085	3 / 29	R	6:00p	7:50p	08/28 - 12/11	WTHR 316			Supplemental Instruction (SI) st...	
<input type="checkbox"/>	COM	11400	Lec	69447-645	6 / 24	M	12:30p	1:20p	08/25 - 12/08	BRNG B248	J Fawley			3
<input type="checkbox"/>			Lec	69447-645	6 / 24	W	12:30p	1:20p	08/27 - 12/10	BRNG B248	J Fawley	69447-645		
<input type="checkbox"/>			Lec	69447-645	6 / 24	F	12:30p	1:20p	08/29 - 12/12	BRNG B248	J Fawley	69447-645		
<input type="checkbox"/>	PSY	12000	Lec	27704-001	2 / 468	TR	3:00p	4:15p	08/26 - 12/11	EE 129	J E Vanarsdall			3
<input type="checkbox"/>	HIST	15100	Lec	21297-001	3 / 48	MF	11:30a	12:20p	08/25 - 12/12	UNIV 201	B M Alberts			3
<input type="checkbox"/>			Rec	68626-003	3 / 24	W	3:30p	4:20p	08/27 - 12/10	UNIV 301	B M Alberts			
<input type="checkbox"/>	Free	Time				TR	12:00p	1:00p						
<input type="checkbox"/>	Free	Time				MWF	2:30p	3:30p						
<input type="checkbox"/>	Free	Time				MWF	7:30a	8:30a						

Total Credit: 13

Show unassignments

Add/Drop Courses Rearrange Schedule Current Registration **Submit Schedule** Print


You have made some changes in your schedule. Please click the Submit Schedule button to update your registration.

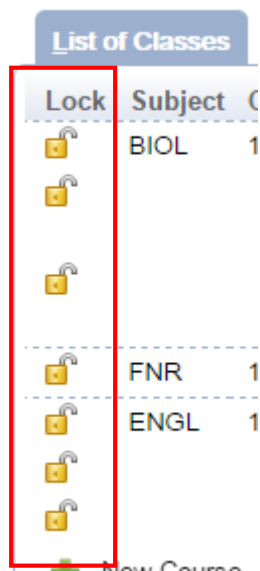
Students can alternatively enter the CRNs listed on the **'List of Classes'** tab into myPurdue to register for the classes. The CRN is the first 5 digits of the number listed in the CRN column. The three digits after the '-' are the three digit section number used by myPurdue.

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.

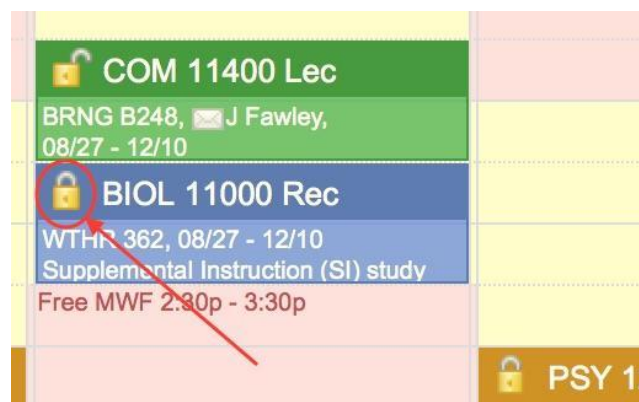
Once a student has registered for courses in myPurdue, that information will flow back into UniTime and after a short delay, should be reflected in the Student Scheduling Assistant. The student should be able to see this update by pressing the **'Student Scheduling Assistant'** menu item or refreshing 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.

Alternatives for BIOL 11000 Rec 12082-021

Filter: **Class being moved is in blue.** Original Time -> New Time Search Dates did not change. Original Dates -> New Dates

8.	BIOL	11000	Rec	12103-042	W 1:30p - 2:20p	→ F 12:30p - 1:20p	08/27 - 12/10	→ 08/29 - 12/12	BRNG B248	→ BRNG B238	T S Lawrence	69534-731
	COM	11400	Lec	69534-731	M 12:30p - 1:20p	→ T 9:30a - 10:20a	08/25 - 12/08	→ 08/26 - 12/09	BRNG B248	→ BRNG B238	T S Lawrence	
			Lec	69534-731	W 12:30p - 1:20p	→ W 9:30a - 10:20a	08/27 - 12/10		BRNG B248	→ BRNG B238	T S Lawrence	69534-731
			Lec	69534-731	F 12:30p - 1:20p	→ F 9:30a - 10:20a	08/29 - 12/12		BRNG B248	→ BRNG B238	T S Lawrence	69534-731
9.	BIOL	11000	Rec	12075-014	W 1:30p - 2:20p	→ W 7:30a - 8:20a	08/27 - 12/10		WTHR 362	→ WTHR 360		
	Free	Time			MWF 7:30a - 8:30a							
10.	BIOL	11000	Rec	12083-022	W 1:30p - 2:20p	→ W 2:30p - 3:20p	08/27 - 12/10		WTHR 362	→ WTHR 360		
	Free	Time			MWF 2:30p - 3:30p							
11.	BIOL	11000	Rec	12092-031	W 1:30p - 2:20p	→ R 12:30p - 1:20p	08/27 - 12/10	→ 08/28 - 12/11	WTHR 362	→ WTHR 360		
	Free	Time			TR 12:00p - 1:00p							
12.	BIOL	11000	Lec	12062-002	TR 8:30a - 9:20a	→ TR 12:30p - 1:20p	08/26 - 12/11		LILY 1105		D H Bos	
			Rec	12088-027	W 1:30p - 2:20p	→ R 8:30a - 9:20a	08/27 - 12/10	→ 08/28 - 12/11	WTHR 362	→ WTHR 360		
	Free	Time			TR 12:00p - 1:00p							
13.	BIOL	11000	Rec	12073-012	W 1:30p - 2:20p	→ T 3:30p - 4:20p	08/27 - 12/10	→ 08/26 - 12/09	WTHR 362	→ WTHR 360		
14.	PSY	12000	Lec	27704-001	TR 3:00p - 4:15p		08/26 - 12/11		EE 129		J E Vanarsdall	
	BIOL	11000	Rec	12095-034	W 1:30p - 2:20p	→ R 3:30p - 4:20p	08/27 - 12/10	→ 08/28 - 12/11	WTHR 362	→ WTHR 360		

Changes to the selected class BIOL 11000 Rec 12082-021 are in blue, classes to be removed from the schedule are in red, Changes to other classes or free times are in black

Classes being removed from schedule are in red. A suggestion for a move

**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

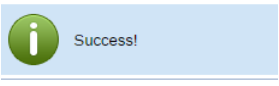
**Note:** If a class become unassigned as a result of a suggestion, it is shown in red.

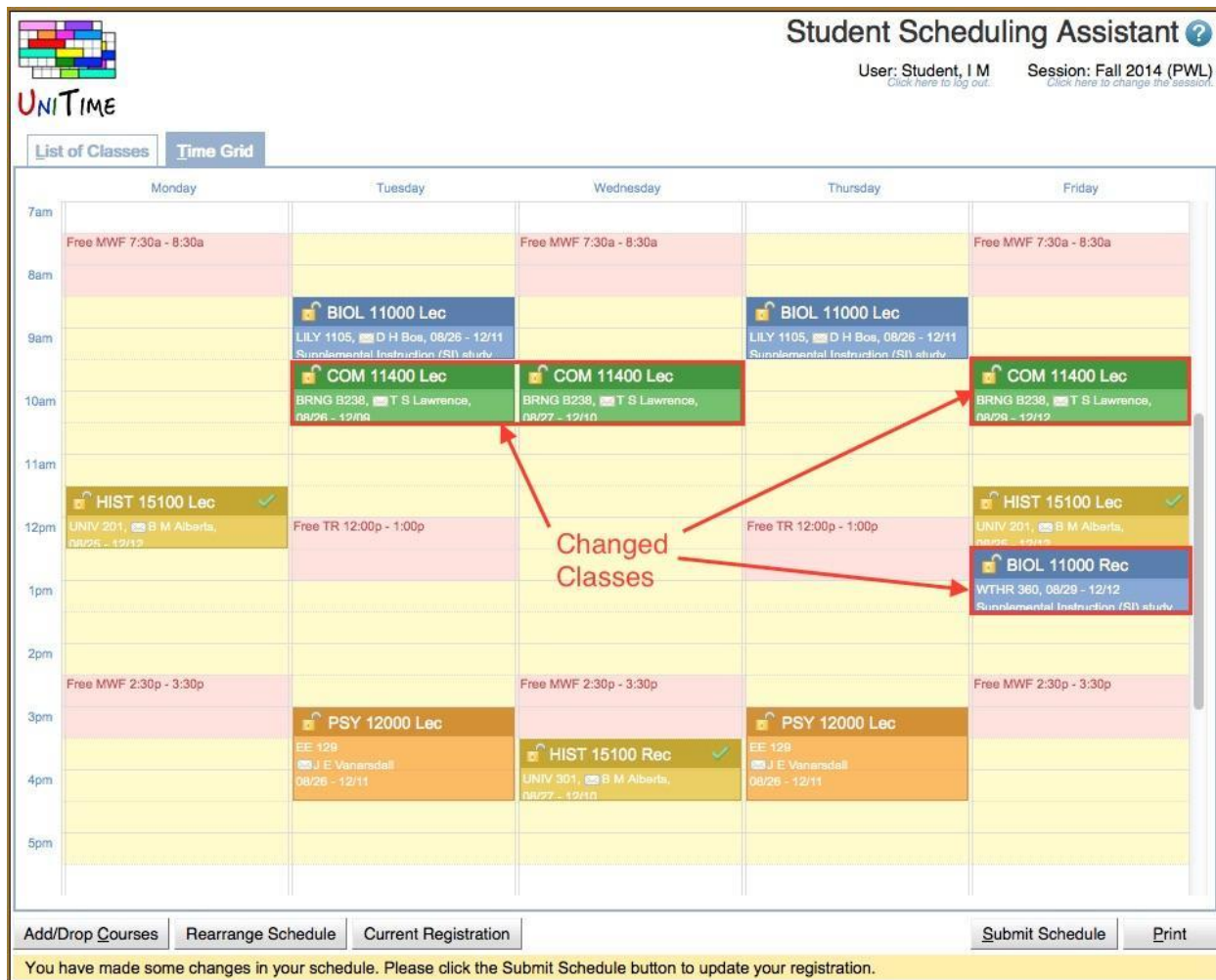
**Note:** The filter can be used to change the list of suggestions shown. A student can hover her mouse over the filter field to see instructions on how to use the filter.





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  message is displayed along the bottom of the page.



The screenshot shows the 'Student Scheduling Assistant' interface. At the top right, it displays 'User: Student, I M' and 'Session: Fall 2014 (PWL)'. Below this are navigation tabs for 'List of Classes' and 'Time Grid'. The main area is a time grid with columns for Monday through Friday and rows from 7am to 5pm. Several class blocks are visible, including 'BIOL 11000 Lec', 'COM 11400 Lec', 'HIST 15100 Lec', 'PSY 12000 Lec', and 'HIST 15100 Rec'. Three class blocks are highlighted with red borders and red arrows pointing to a central text label 'Changed Classes': a 'COM 11400 Lec' block on Tuesday at 10am, a 'COM 11400 Lec' block on Wednesday at 10am, and a 'BIOL 11000 Rec' block on Friday at 1pm. At the bottom of the grid, there are buttons for 'Add/Drop Courses', 'Rearrange Schedule', 'Current Registration', 'Submit Schedule', and 'Print'. A yellow banner at the very bottom states: 'You have made some changes in your schedule. Please click the Submit Schedule button to update your registration.'

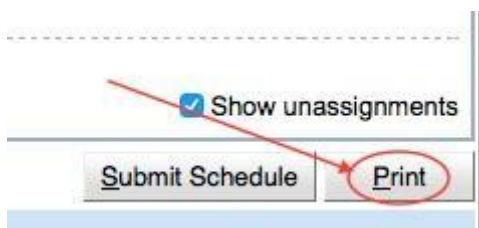
If a student who is already registered for classes makes changes to their suggested schedule they can see both the added and removed classes in the 'List of Classes' tab. The added classes have a plus icon (+) in the last column. The unchanged classes have a check icon (✓) in the last column. The removed 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.

The screenshot shows the 'Student Scheduling Assistant' interface. At the top right, it displays 'User: Student, I M' and 'Session: Fall 2014 (PWL)'. The main area is a table of classes with columns for Lock, Subject, Course, Type, CRN-Sectionid, Avail, Days, Start, End, Date, Room, Instructor, Requires, Note, and Credit. The table is annotated with red circles and arrows pointing to specific elements:

- Unchanged Classes:** A group of three rows (BIOL 11000 Lec, COM 11400 Lec, COM 11400 Lec) has a checkmark icon (✓) in the Credit column.
- Added Class:** The row for EAPS 10000 Lec (CRN 17524-001) has a plus icon (+) in the Credit column.
- Removed Class:** The row for HIST 15100 Lec (CRN 21297-001) is greyed out and italicized, with a red 'X' icon (✗) in the Credit column.
- CRNs to add:** The CRN 17524-001 is circled in red.
- CRNs to drop:** The CRNs 21297-001 and 68626-003 are circled in red.

At the bottom of the interface, there are buttons for 'Add/Drop Courses', 'Rearrange Schedule', 'Current Registration', 'Submit Schedule', and 'Print'. A yellow banner at the very bottom states: 'You have made some changes in your schedule. Please click the Submit Schedule button to update your registration.'

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.

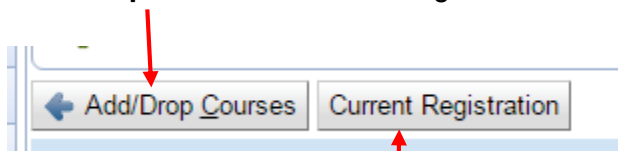
Student Schedule												
Fall 2014 (PWL)												
	Monday	Tuesday	Wednesday	Thursday	Friday							
7am	Free MWF 7:30a - 8:30a		Free MWF 7:30a - 8:30a		Free MWF 7:30a - 8:30a							
8am	BIOL 11000 Lec LILY 1105, D H Bos, 08/28 - 12/11 Supplemental Instruction (SI) study				BIOL 11000 Lec LILY 1105, D H Bos, 08/28 - 12/11 Supplemental Instruction (SI) study							
9am												
10am												
11am												
12pm	Free TR 12:00p - 1:00p		Free TR 12:00p - 1:00p		Free TR 12:00p - 1:00p							
1pm	COM 11400 Lec BRNG B248, J Fawley, 08/25 - 12/08		COM 11400 Lec BRNG B248, J Fawley, 08/27 - 12/10		COM 11400 Lec BRNG B248, J Fawley, 08/29 - 12/12							
2pm	EAPS 10000 Lec EE 129 L W Braille 08/26 - 12/11		BIOL 11000 Rec WTHR 362, 08/27 - 12/10 Supplemental Instruction (SI) study Free MWF 2:30p - 3:30p		EAPS 10000 Lec EE 129 L W Braille 08/26 - 12/11							
3pm	PSY 12000 Lec EE 129 J E Vanarsdall 08/26 - 12/11				PSY 12000 Lec EE 129 J E Vanarsdall 08/26 - 12/11							
4pm												
5pm												
6pm					BIOL 11000 Lab WTHR 316 08/28 - 12/11 Supplemental Instruction (SI) study sessions are available for students in this course. Evening Exams Required.							
7pm												
Subject	Course	Type	CRN-SectionId	Days	Start	End	Date	Room	Instructor	Requires	Note	Credit
BIOL	11000	Lec	12063-003	TR	8:30a	9:20a	08/26 - 12/11	LILY 1105	D H Bos		Supplemental Instruction (SI) study sessions are available for students in this course. Evening Exams Required.	4
		Rec	12082-021	W	1:30p	2:20p	08/27 - 12/10	WTHR 362			Supplemental Instruction (SI) study sessions are available for students in this course. Evening Exams Required.	
		Lab	12145-085	R	6:00p	7:50p	08/28 - 12/11	WTHR 316			Supplemental Instruction (SI) study sessions are available for students in this course. Evening Exams Required.	
COM	11400	Lec	69447-645	M	12:30p	1:20p	08/25 - 12/08	BRNG B248	J Fawley			3
		Lec	69447-645	W	12:30p	1:20p	08/27 - 12/10	BRNG B248	J Fawley	69447-645		
		Lec	69447-645	F	12:30p	1:20p	08/29 - 12/12	BRNG B248	J Fawley	69447-645		
PSY	12000	Lec	27704-001	TR	3:00p	4:15p	08/26 - 12/11	EE 129	J E Vanarsdall			3
EAPS	10000	Lec	17524-001	TR	1:30p	2:45p	08/26 - 12/11	EE 129	L W Braille			3
Free	Time			MWF	2:30p	3:30p						
Free	Time			TR	12:00p	1:00p						
Free	Time			MWF	7:30a	8:30a						

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Oct 24, 2014 12:32:57 PM

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

The screenshot shows two search fields labeled '2. Alternate' and '3. Alternate'. Each field has a magnifying glass icon and a search button. To the right of the search fields are several navigation icons: an up arrow, a down arrow, and a trash icon. At the bottom right of the interface is a button labeled 'Build Schedule'.


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 screenshot shows a table of courses with the following data:

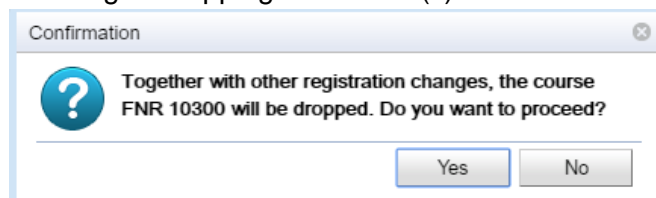
Lec	16981-004	1 / 17	F	7:30a	9:20a	06/17 - 07/29	WTHR 212	S E Craig	16981-004	✓
Rec	11786-006	1 / 8	R	7:30a	9:20a	06/16 - 07/28	HEAV 223	S E Craig	16981-004	✓
ENGL	42100	Dist (Online)	20842-Y03	1 / 20	Arrange Hours	06/13 - 08/02		J M Gerding		3

Below the table, there is a '+ New Course' button and 'Total Credit: 14'. At the bottom right, there is a 'Show unassignments' checkbox. The interface also includes 'Add/Drop Courses' and 'Current Registration' tabs, and 'Submit Schedule' and 'Print' buttons.

A yellow warning message is displayed at the bottom of the screen, enclosed in a red border:

 You have made some changes in your schedule. Please click the Submit Schedule button to update your registration.

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.

The screenshot shows the 'Student Scheduling Assistant' interface. At the top right, it displays 'User: Student, Imogene Alice' and 'Session: Summer 2016 (PWL)'. The main area is titled 'Class Schedule' and contains a table with columns: Lock, Subject, Course, Type, CRN-SectionId, Avail, Days, Start, End, Date, Room, Instructor, Requires, Note, and Credit. The table lists several courses, including BIOL 11000, FNR 10300, and ENGL 10600. Each row has a checkmark in the Credit column, indicating successful enrollment. At the bottom left, a green information icon with the word 'Success!' is circled in red. Navigation buttons include 'Add/Drop Courses', 'Current Registration', 'Submit Schedule', and 'Print'.

Lock	Subject	Course	Type	CRN-SectionId	Avail	Days	Start	End	Date	Room	Instructor	Requires	Note	Credit
🔒	BIOL	11000	Lec	10399-001	23 / 56	MTWR	9:50a	10:40a	06/13 - 08/02	WTHR 320	M E Browning			4 ✓
🔒			Rec	10401-002	16 / 28	WF	1:30p	2:20p	06/15 - 07/29	WTHR 316	B Jiang,			✓
🔒			Lab	10402-005	14 / 28	TR	2:30p	4:20p	06/14 - 08/02	WTHR 316	B Jiang,			✓
🔒	FNR	10300	Dist (Online)	24117-001	71 / 99	Arrange Hours			06/13 - 08/02		J B Dunning			3 ✓
🔒	ENGL	10600	Lec	16981-004	1 / 17	MW	7:30a	9:20a	06/13 - 08/01	HEAV 104	S E Craig			4 ✓
🔒			Lec	16981-004	1 / 17	F	7:30a	9:20a	06/17 - 07/29	WTHR 212	S E Craig	16981-004		✓
🔒			Rec	11786-006	1 / 8	R	7:30a	9:20a	06/16 - 07/28	HEAV 223	S E Craig	16981-004		✓

Total Credit: 11

Success!

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.

