

ROSE STATE COLLEGE

**Schedule Builder
Student Manual**

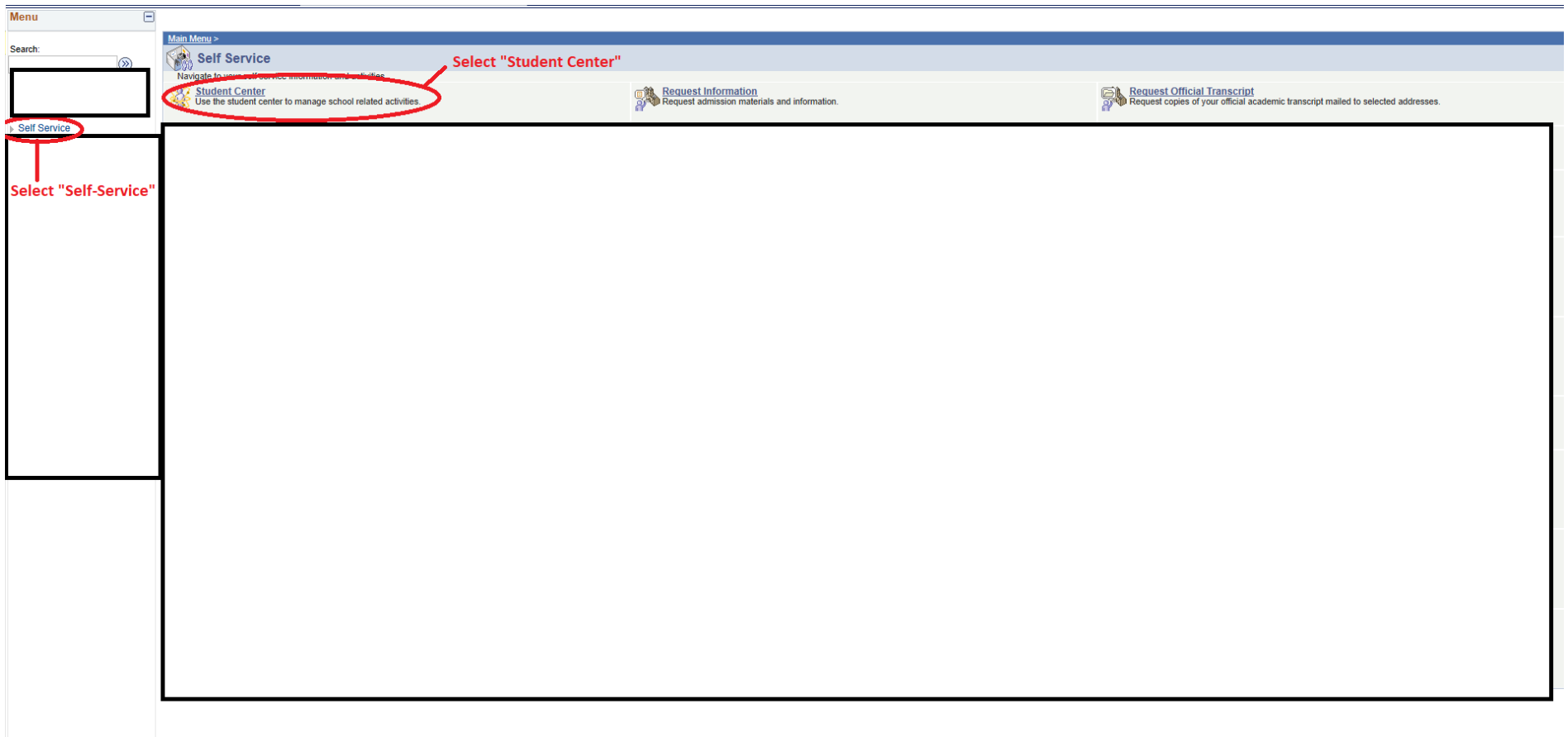
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Accessing the Schedule Builder in Oasis

1. In your RSC Oasis account, select “Self-Service” in the left menu and then select “Student Center” in the Center Options.



2. In the Student Center, select "Schedule Builder" under the "Academics" tab

The screenshot shows a web interface for a Student Center. At the top, there are two blue rectangular boxes and a red star icon. Below this is a header bar with the text "Student Center".

The main content area is divided into several sections:

- Student Message Center**: Contains a "Message Center" link and a "SEARCH FOR CLASSES" button.
- Academics**: This section is expanded. It includes links for "My Class Schedule", "Shopping Cart", "My Plan", and "Schedule Builder" (which is circled in red). Below these links is a dropdown menu with "other academi..." and a search icon. To the right, there are icons for "Deadlines", "URL", and "Gradebook". A "This Week's Schedule" table is displayed, showing a class "CE-ADULT 1111-A01 LAB (3675)" with a schedule of "TuTh 12:30PM - 1:20PM" and "HPE 0102-CLASSROOM". A "weekly schedule" link is also present.
- Holds**: A section with a dropdown arrow and the text "No Holds."
- To Do List**: A section with a dropdown arrow and the text "No To Do's."
- Enrollment Dates**: A section with a dropdown arrow and a link "Open Enrollment Dates".
- Finances**: This section is expanded. It includes "My Account" with links for "Account Inquiry" and "Schedule/Bill". A message box states "You have no outstanding charges at this time." Below this is "Financial Aid" with a link "View Financial Aid" and a dropdown menu with "other financial..." and a search icon.
- Personal Information**: This section is expanded. It includes links for "Demographic Data" and "Emergency Contact" and a large blue rectangular area.

At the bottom of the page, there are two buttons: "Return To Search" and "Notify".

3. If done correctly, your screen should look like the picture below. If it does not, try selecting “Expand Filters” in the upper right.

Schedule Builder Favorites Tips

Term: Spring 2020 > Undergraduate Collapse Filters ¹ Import Courses

AVAILABILITY * Required

Unavailable Time Min Break Time

GLOBAL FILTERS

Campus Location Session Class Status: Open Career Academic Group

Instruction Mode

SECTION FILTERS

Course Attribute Course Attribute Value Instructor

COURSE SELECTION

Subject* Catalog Number* Add Course Reset Filters

If done correctly, your screen should look like this

Total: 0 units Delete Selected Save Build Schedule

Selecting Courses and Building the Schedule

1. Once you are on the Schedule Builder screen and you have selected the correct term, you will select a Subject and Catalog Number. After you have selected a subject and catalog number, click “Add Course”

The screenshot shows the 'Schedule Builder' interface. At the top, there is a 'Term:' dropdown menu set to 'Spring 2020 > Undergraduate', which is circled in red. A red arrow points to this menu with the text: 'Make sure to select the correct term (EX: Spring 2020)'. To the right of the term menu are buttons for 'Collapse Filters' and 'Import Courses'. Below the term menu are sections for 'AVAILABILITY' (with 'Unavailable Time' and 'Min Break Time' dropdowns), 'GLOBAL FILTERS' (with 'Campus', 'Location', 'Session', 'Class Status: Open', 'Career', and 'Academic Group' dropdowns), and 'SECTION FILTERS' (with 'Course Attribute', 'Course Attribute Value', and 'Instructor' dropdowns). At the bottom, the 'COURSE SELECTION' section contains 'Subject *' and 'Catalog Number *' dropdowns, both circled in red, and an 'Add Course' button, also circled in red. A red arrow points to the 'Add Course' button with the text: 'After you have selected a Subject and Catalog number, click "Add Course"'. Another red arrow points to the 'Subject *' dropdown with the text: 'Select a course and catalog number. EX: ENGL 1113 - English Composition I'. At the bottom left, it says 'Total: 0 units'. At the bottom right, there are buttons for 'Delete Selected', 'Save', and 'Build Schedule'.

Schedule Builder

Term: Spring 2020 > Undergraduate

Make sure to select the correct term (EX: Spring 2020)

Unavailable Time Min Break Time

Campus Location Session Class Status: Open Career Academic Group

Instruction Mode

Course Attribute Course Attribute Value Instructor

Subject * Catalog Number * Add Course Reset Filters

Select a course and catalog number. EX: ENGL 1113 - English Composition I

After you have selected a Subject and Catalog number, click "Add Course"

Total: 0 units

Delete Selected Save Build Schedule

2. After selecting “Add Course” you will see the course description. Below the description, you will see the option to “Select Sections”. Click “Select Sections”

The screenshot shows the 'Schedule Builder' interface. At the top, there are 'Favorites' and 'Tips' buttons. Below are filter sections: 'AVAILABILITY' with 'Unavailable Time' and 'Min Break Time' dropdowns; 'GLOBAL FILTERS' with 'Campus', 'Location', 'Session', 'Class Status: Open', 'Career', and 'Academic Group' dropdowns; 'SECTION FILTERS' with 'Course Attribute', 'Course Attribute Value', and 'Instructor' dropdowns; and 'COURSE SELECTION' with 'Subject: ENGL - English' and 'Catalog Number: 1113 - ENGLISH COMP I' dropdowns, along with 'Add Course' and 'Reset Filters' buttons. A red circle highlights the 'COURSE DESCRIPTION' section, which contains the text: 'ENGL 1113 is the first in a two-course sequence that integrates critical reading, thinking, writing, and other communication skills to prepare students to compose texts in both academic and professional career situations. In this first course, students will closely read and analyze texts focusing on cultural issues in both essays and other forms of rhetorical situation so that they may more thoughtfully reflect on their own culture and use the intellectual skills gained from that reflection in complex composition. Prerequisite: Successful completion of ENGL 0131 with a grade of C or better; successful completion of ENGL 0133 with a grade of C or better and concurrent enrollment in ENGL 0142, or satisfactory assessment score for ENGL 1113.' A red arrow points from the text 'Course Description' to this section. Below the description is the heading 'Select up to 10 courses to build your schedule' and a table with columns 'COURSE', 'COURSE TITLE', 'UNITS', and 'STATUS'. The table contains one row: 'ENGL 1113', 'ENGLISH COMP I', '3', and '-'. A red circle highlights the 'Select Sections' button in the table's right column, with a red arrow pointing to it from the text 'Click "Select Sections"'. At the bottom, there is a 'Total: 3 units' label and three buttons: 'Delete Selected', 'Save', and 'Build Schedule'.

3. After clicking “Select Sections” you will be brought to the “Select Sections” screen. On this screen, you can select one or several class times to put in the builder. In-class options will list days and times, online courses will list “TBA” under days and times. All course options are selected by default, you can toggle the selection with the blue check mark on the far right. Once you have selected all desired courses/times, click “Ok” at the bottom.

Schedule Builder > Select Sections

1002-LEC*	1/24	0/0	0/0	Theresa Walther	TBA	TBA	TBA	DL 0000-Distance Le...	<input checked="" type="checkbox"/>
CLASS NOTES This class is delivered substantially or entirely via the Internet. It is essential that you visit the Internet web courses page at http://www.rose.edu/internet-courses for current information and requirements regarding our Internet courses.									
1003-LEC*	1/24	0/0	0/0	Rebecca Ewing	TBA	TBA	TBA	DL 0000-Distance Le...	<input checked="" type="checkbox"/>
CLASS NOTES This class is delivered substantially or entirely via the Internet. It is essential that you visit the Internet web courses page at http://www.rose.edu/internet-courses for current information and requirements regarding our Internet courses.									
1004-LEC*	2/24	0/0	0/0	Marcus Mallard	TBA	TBA	TBA	DL 0000-Distance Le...	<input checked="" type="checkbox"/>
CLASS NOTES This class is delivered substantially or entirely via the Internet. It is essential that you visit the Internet web courses page at http://www.rose.edu/internet-courses for current information and requirements regarding our Internet courses.									
1006-LEC*	2/24	0/0	0/0	Jessica Burch	TBA	TBA	TBA	DL 0000-Distance Le...	<input checked="" type="checkbox"/>
CLASS NOTES This class is delivered substantially or entirely via the Internet. It is essential that you visit the Internet web courses page at http://www.rose.edu/internet-courses for current information and requirements regarding our Internet courses.									
2011-LEC*	1/24	0/0	0/0	Kelly Bailey	MoWe	9:30 am	10:45 am	HU 0206-CLASSROOM	<input checked="" type="checkbox"/>
2012-LEC*	7/24	0/0	0/0	Staff	MoWe	9:30 am	10:45 am	TBA	<input checked="" type="checkbox"/>
2021-LEC*	3/24	0/0	0/0	Sherri Mussatto	MoWe	11:00 am	12:15 pm	UC 0202-Classroom	<input checked="" type="checkbox"/>

Check box to toggle course selection

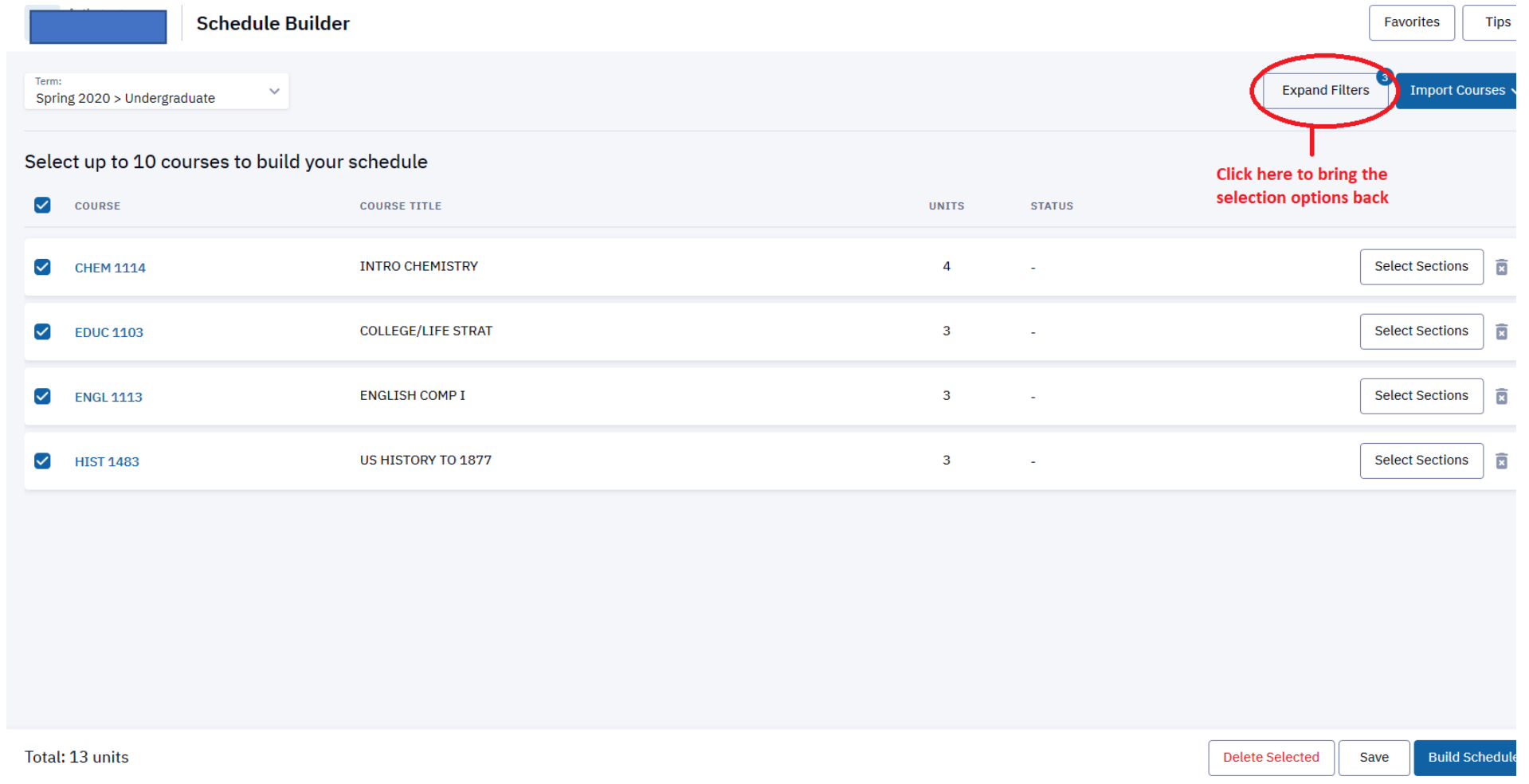
TBA indicates an online course

Time and day indicates in-class courses





Click "Ok" after you have made course selection

Cancel Ok

4. When you return to the “Schedule Builder” screen, make sure to click expand filters to bring up course selection options from Step 1.



The screenshot shows the 'Schedule Builder' interface. At the top, there is a 'Term:' dropdown menu set to 'Spring 2020 > Undergraduate'. To the right, there are buttons for 'Favorites' and 'Tips'. Below the term selection, there is a button for 'Expand Filters' which is circled in red and has a small blue notification bubble with the number '3'. To its right is a button for 'Import Courses'. Below these buttons, the instruction 'Select up to 10 courses to build your schedule' is displayed. A table lists four selected courses with columns for 'COURSE', 'COURSE TITLE', 'UNITS', and 'STATUS'. Each row also has a 'Select Sections' button and a trash icon. At the bottom left, it says 'Total: 13 units'. At the bottom right, there are buttons for 'Delete Selected', 'Save', and 'Build Schedule'.

<input checked="" type="checkbox"/>	COURSE	COURSE TITLE	UNITS	STATUS	
<input checked="" type="checkbox"/>	CHEM 1114	INTRO CHEMISTRY	4	-	Select Sections 
<input checked="" type="checkbox"/>	EDUC 1103	COLLEGE/LIFE STRAT	3	-	Select Sections 
<input checked="" type="checkbox"/>	ENGL 1113	ENGLISH COMP I	3	-	Select Sections 
<input checked="" type="checkbox"/>	HIST 1483	US HISTORY TO 1877	3	-	Select Sections 

Total: 13 units





Delete Selected Save Build Schedule

5. After you have selected your courses, sections, days and times, select “Build Schedule”

Schedule Builder Favorites Tips

Term: Spring 2020 > Undergraduate Expand Filters ³ Import Courses ▾

Select up to 10 courses to build your schedule

<input checked="" type="checkbox"/>	COURSE	COURSE TITLE	UNITS	STATUS	
<input checked="" type="checkbox"/>	CHEM 1114	INTRO CHEMISTRY	4	-	Select Sections 
<input checked="" type="checkbox"/>	EDUC 1103	COLLEGE/LIFE STRAT	3	-	Select Sections 
<input checked="" type="checkbox"/>	ENGL 1113	ENGLISH COMP I	3	-	Select Sections 
<input checked="" type="checkbox"/>	HIST 1483	US HISTORY TO 1877	3	-	Select Sections 

Click "Build Schedule" after you have made your selections

Total: 13 units Delete Selected Save **Build Schedule**

6. On the next screen, you will see a list of schedules that have been generated for you. You can look through the available schedules with the numbers at the top. Once you have found a schedule you like, you can click “Enroll” to enroll in the listed course -OR- you can click the heart icon to add the schedule to favorites to discuss the schedule further with your academic advisor. Use the “Schedule Builder” link at the top to return to the previous screen.

Schedule Builder > Schedules

Click Schedule Builder to return to the previous screen

Use these numbers to scroll through available schedules

Use the heart icon to save schedules for later review

Use the "Enroll" button to select a schedule and enroll in the courses.

Select a class to view additional details

Show Unavailable Sort Type

Enroll

< PREV 1 2 3 4 5 ... 100 NEXT >

OTHER	MON	TUE	WED	THU	FRI	SAT
ENGLISH COMP 1 0 ENGL 1113 0						
US HISTORY TO 1877 0 HIST 1483 0						
6 AM						
7 AM						
8 AM						
9 AM						
9:30 - 12:00 pm INTRO CHEMISTRY (CHEM 1114 LAB H) CHEM 1114 (CHEM 1114 LAB H)						
9:30 - 10:45 am INTRO CHEMISTRY 0 CHEM 1114 0						
9:30 - 10:45 am INTRO CHEMISTRY 0 CHEM 1114 0						
10 AM						
11 AM						
12 PM						
12:30 - 1:45 pm COLLEGE/LIFE STRAT 0 EDUC 1103 0						
12:30 - 1:45 pm COLLEGE/LIFE STRAT 0 EDUC 1103 0						
1 PM						
2 PM						

Other Options in Schedule Builder

Adding Unavailability and Breaks

1. On the Schedule Builder screen, you can add unavailability and breaks to further customize the schedule. You will select the “Unavailable Time” pull-down and then select a time range and days to input your unavailability. EX: Below shows an example of completely eliminating Monday and Wednesday classes by selecting the days and 6:00 AM – 10:00 PM of unavailability.

The screenshot shows the Schedule Builder interface with several red annotations and circles highlighting specific elements:

- Top Navigation:** "Schedule Builder" title, "Favorites", and "Tips" buttons.
- Term Selection:** "Term: Spring 2020 > Undergraduate" dropdown.
- AVAILABILITY Section:** "Unavailable Time: (2): Mo, We" dropdown and "Min Break Time" dropdown are circled in red. A red arrow points to this section with the text: "Select these options to change availability and add breaks".
- UNAVAILABLE TIME Modal:** A modal window is open with "Time Range: 6:00 am - 10:00 pm" and "Days: (2): Monday, Wednesday" circled in red. A red arrow points to this modal with the text: "Select date and time ranges to further customize the schedule".
- Apply Button:** The "Apply" button in the modal is circled in red. A red arrow points to it with the text: "When you are ready to add the unavailable times, select 'Apply'".
- Example Text:** A red arrow points to the "Apply" button with the text: "This is an example of completely eliminating Monday and Wednesday Options".
- Filters:** "Class Status: Open", "Career", and "Academic Group" dropdowns are visible.
- Bottom Bar:** "Total: 0 units", "Delete Selected", "Save", and "Build Schedule" buttons.

COURSE DESCRIPTION
College and Life Strategies is designed to help students develop effective approaches for completion of their Rose State College education. The knowledge and concepts behind such strategies are also transferable to other educational, professional, and personal contexts.

- To add a break, select the “Min. Break Time” pull down and select the minimum number of minutes you would like to have between classes. EX: The below example will give a student a minimum of 30 minutes between every class.

Schedule Builder Favorites Tips

Term: Spring 2020 > Undergraduate Collapse Filters ⁵ Import Courses

AVAILABILITY * Required

Unavailable Time: (2): Mo, We Min Break Time:

GLOBAL FILTERS

Campus 10 Minutes Session Class Status: Open Career Academic Group

Instruction Mode 15 Minutes

SECTION FILTERS

Course Attribute 20 Minutes 25 Minutes Instructor

COURSE SELECTION

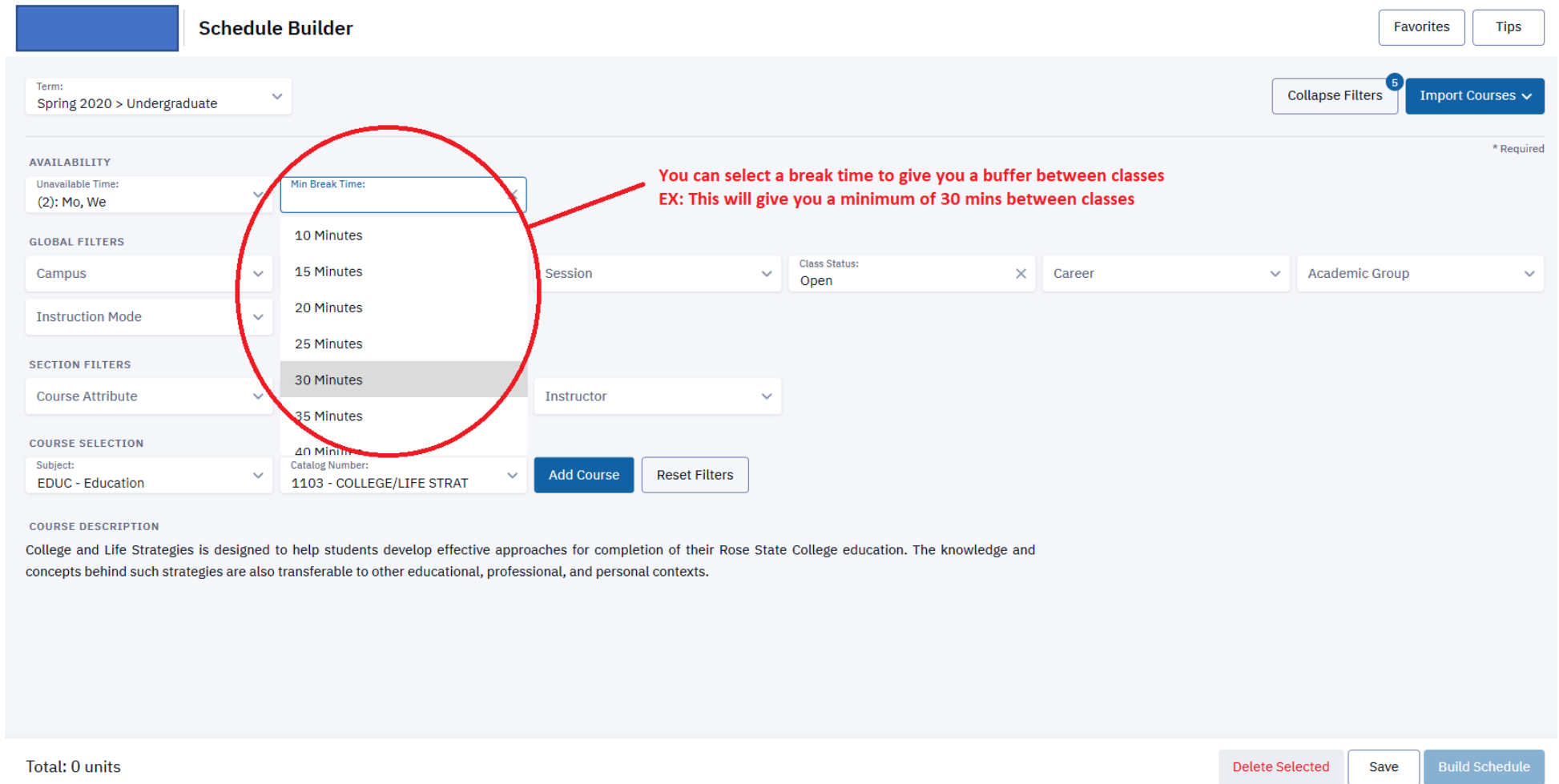
Subject: EDUC - Education 30 Minutes 35 Minutes 40 Minutes Add Course Reset Filters

Catalog Number: 1103 - COLLEGE/LIFE STRAT

COURSE DESCRIPTION

College and Life Strategies is designed to help students develop effective approaches for completion of their Rose State College education. The knowledge and concepts behind such strategies are also transferable to other educational, professional, and personal contexts.

Total: 0 units Delete Selected Save Build Schedule



Selecting Sessions and Instruction modes

1. You can select 16-week, first 8-week, and/or second 8-week course offerings in the “Session filter”.

The screenshot displays the 'Schedule Builder' interface. At the top, there is a blue header with the title 'Schedule Builder' and buttons for 'Favorites' and 'Tips'. Below the header, a dropdown menu shows 'Term: Spring 2020 > Undergraduate'. To the right, there are buttons for 'Collapse Filters' (with a notification badge '5') and 'Import Courses'. The main area is divided into several filter sections: 'AVAILABILITY' (Unavailable Time: (2): Mo, We; Min Break Time: 30 Minutes), 'GLOBAL FILTERS' (Campus, Location, Session, Class Status: Open, Career, Academic Group), 'SECTION FILTERS' (Course Attribute, Course Attribute Value), and 'COURSE SELECTION' (Subject: EDUC - Education; Catalog Number: 1103 - COLLEGE/LIFE STRAT). A red circle highlights the 'Session' dropdown menu, which is open and shows a list of session options: '1st 4/8 Week at TAFB', '1st 4/8 Week on Campus', '2nd 4/8 Week at TAFB', '2nd 4/8 Week on Campus', '8/16 Week at TAFB', and '8/16 Week on Campus'. A red arrow points from the text 'Select course session here' to the '1st 4/8 Week at TAFB' option. At the bottom, there is a 'Total: 0 units' label and buttons for 'Delete Selected', 'Save', and 'Build Schedule'.

Term: Spring 2020 > Undergraduate

AVAILABILITY

Unavailable Time: (2): Mo, We

Min Break Time: 30 Minutes

GLOBAL FILTERS

Campus

Location

Session:

Class Status: Open

Career

Academic Group

SECTION FILTERS

Course Attribute

Course Attribute Value

COURSE SELECTION

Subject: EDUC - Education

Catalog Number: 1103 - COLLEGE/LIFE STRAT

COURSE DESCRIPTION

College and Life Strategies is designed to help students develop effective approaches for completion of their Rose State College education. The knowledge and concepts behind such strategies are also transferable to other educational, professional, and personal contexts.

Total: 0 units

Delete Selected Save Build Schedule

Select course session here

2. You can select on-campus or online course filters, in the “Instruction Mode” filter. Select “Traditional” for in-class courses. Select “Computer-based” for online courses.

Schedule Builder Favorites Tips

Term: Spring 2020 > Undergraduate Collapse Filters ⁵ Import Courses

AVAILABILITY * Required

Unavailable Time: (2): Mo, We Min Break Time: 30 Minutes

GLOBAL FILTERS

Campus Location Session Class Status: Open Career Academic Group

Instruction Mode:

- Audio/Video
- Computer Based
- Hybrid
- Interactive Video
- Traditional

Course Attribute Value Instructor

Catalog Number: 1103 - COLLEGE/LIFE STRAT Add Course Reset Filters

COURSE DESCRIPTION

College and Life Strategies is designed to help students develop effective approaches for completion of their Rose State College education. The knowledge and concepts behind such strategies are also transferable to other educational, professional, and personal contexts.

Total: 0 units Delete Selected Save Build Schedule