ROSE STATE COLLEGE

Schedule Builder Student Manual

Last Updated: 3/24/2020

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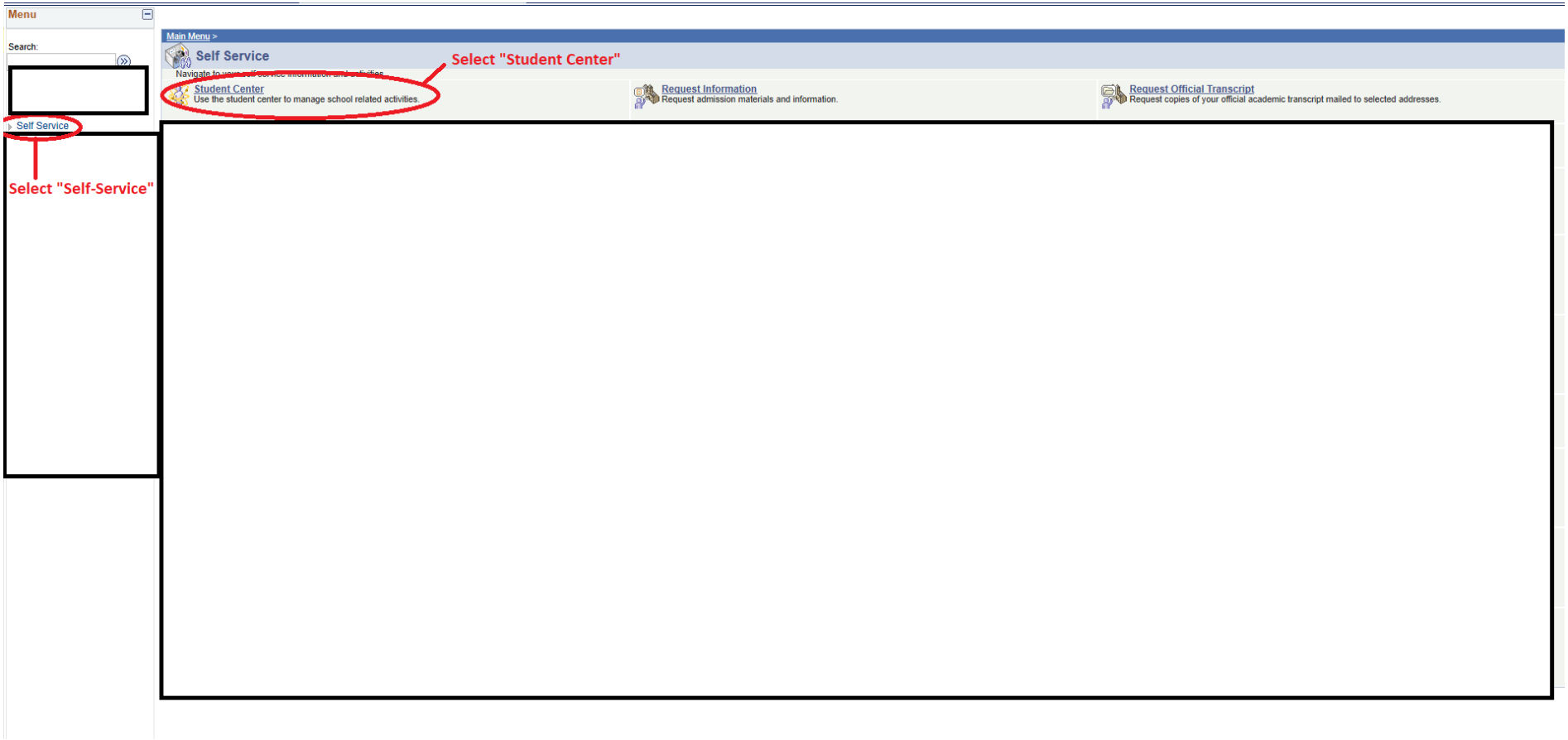
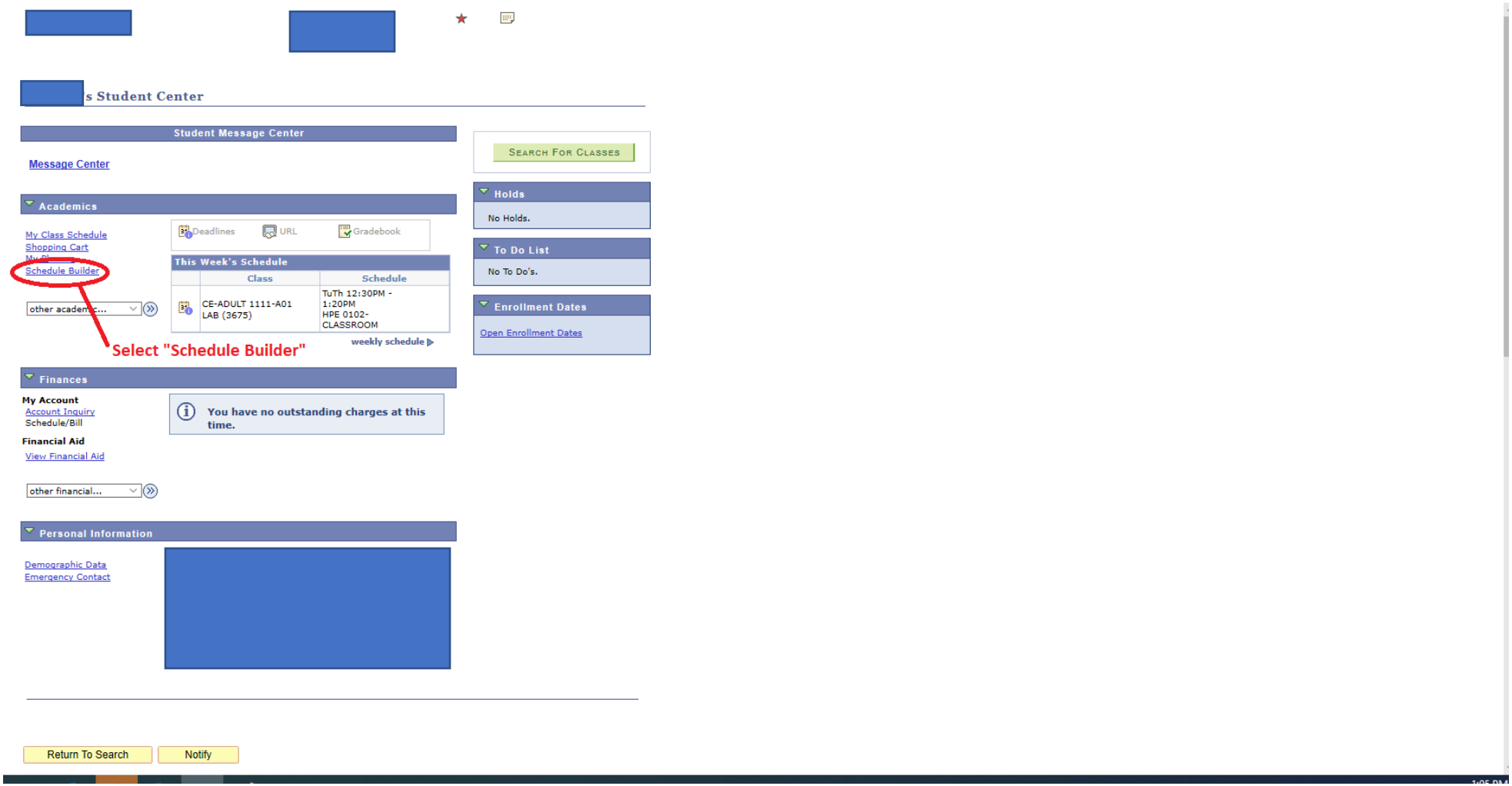
Accessing the Schedule Builder in Oasis

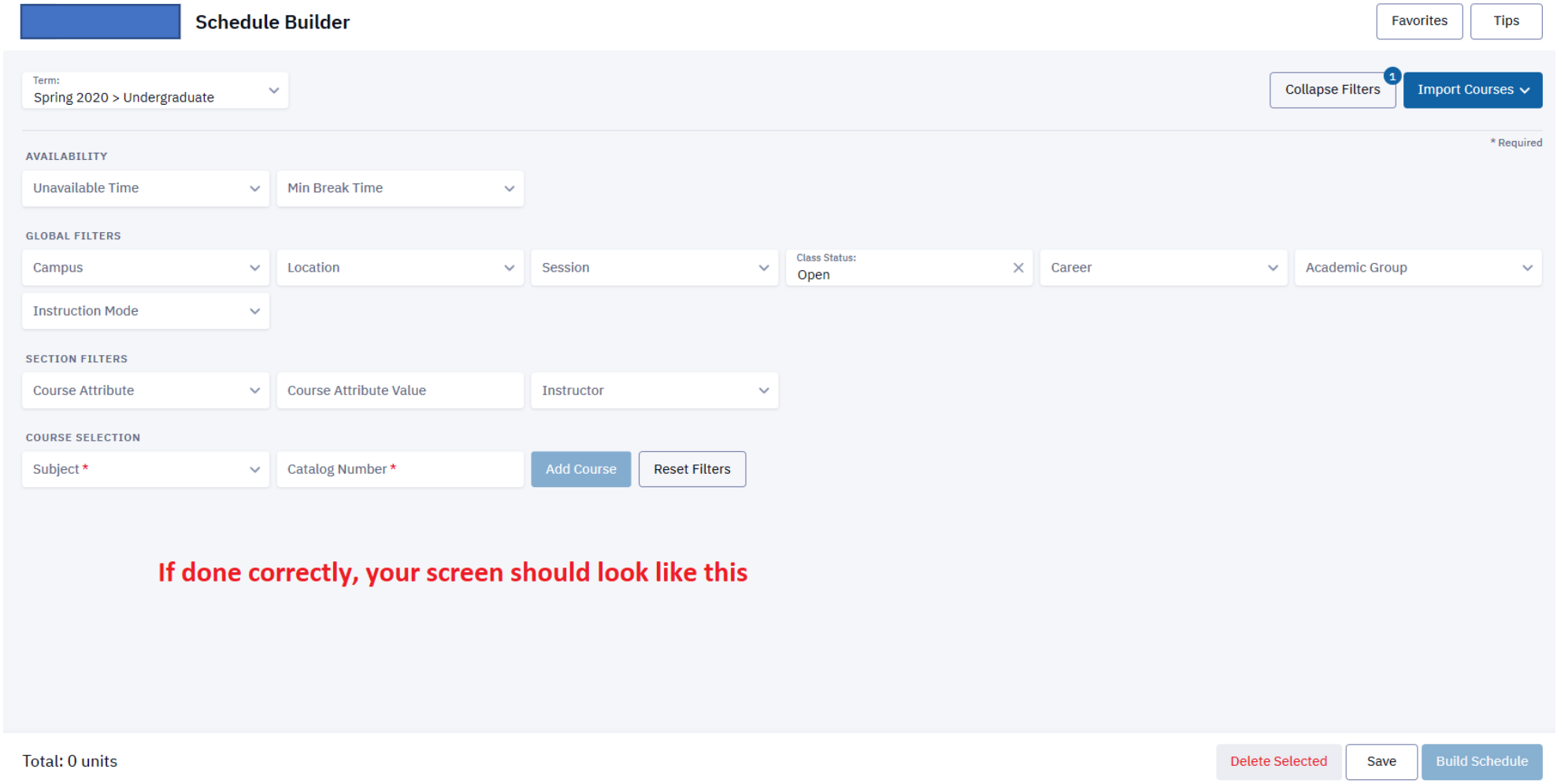
1. **In your RSC Oasis account, select “Self-Service” in the left menu and then select “Student Center” in the Center Options.**



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

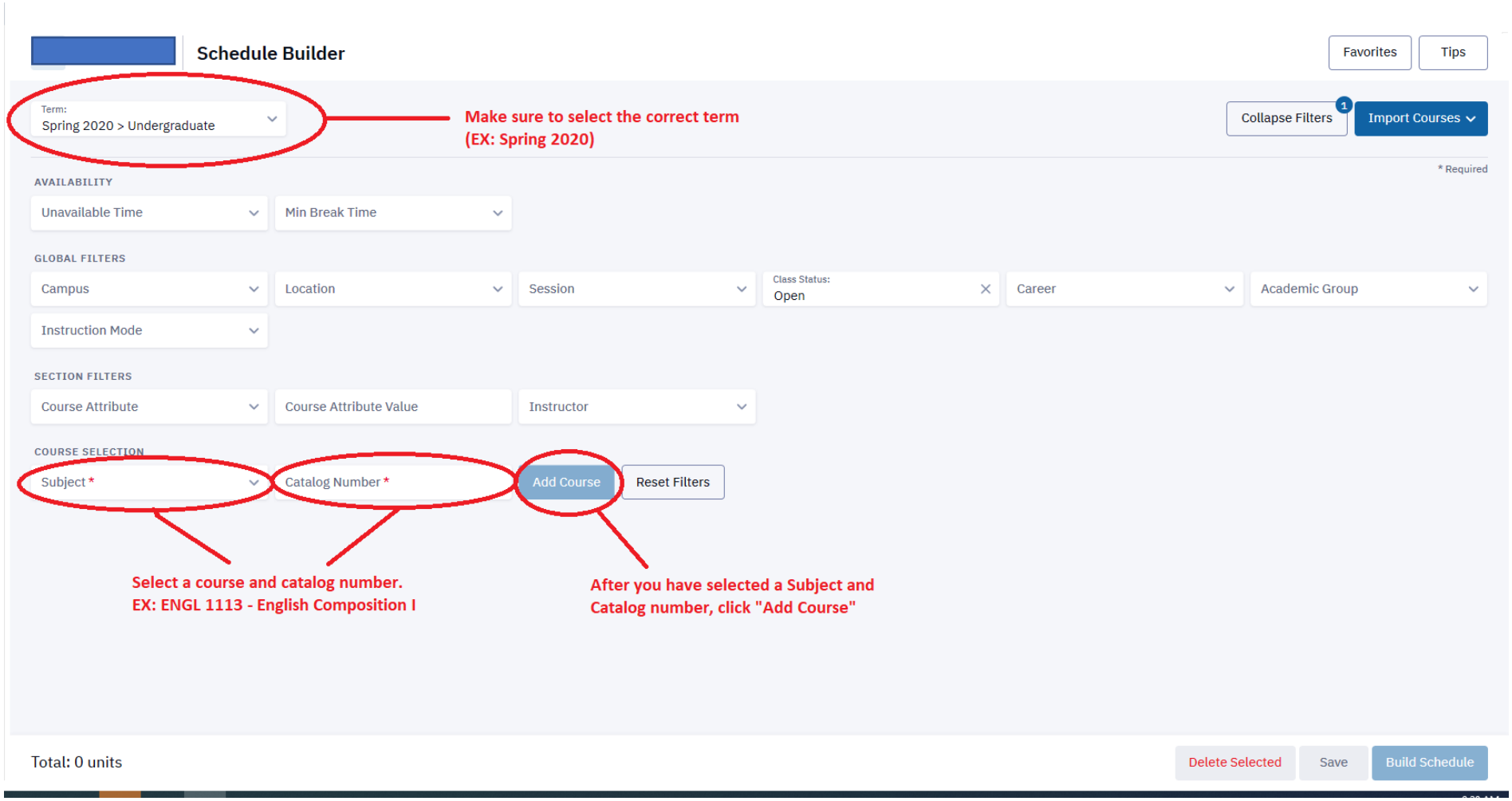


3. **If done correctly, your screen should look like the picture below. <u>If it does not, try selecting "Expand Filters" in the upper right.</u>**

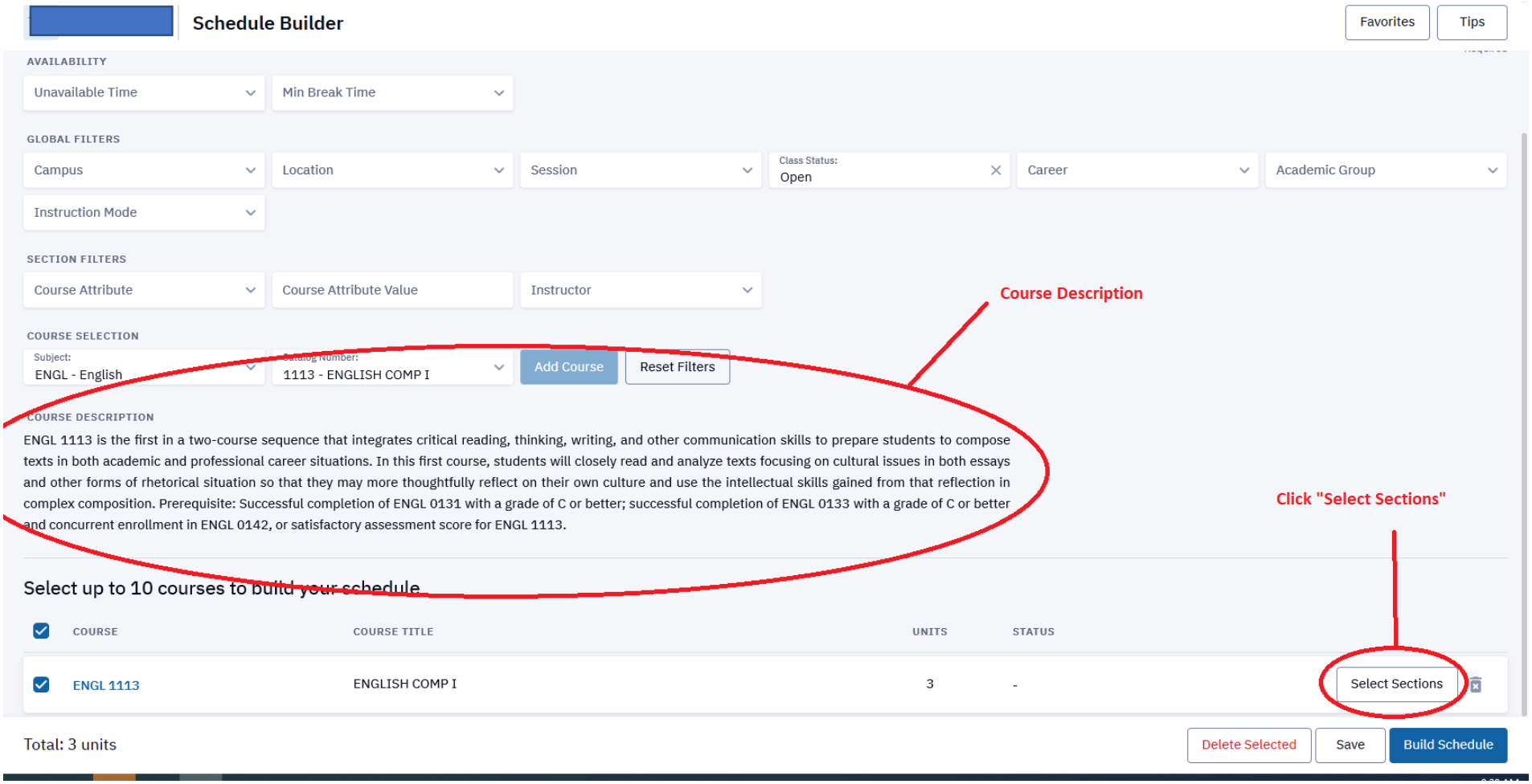


Selecting Courses and Building the Schedule

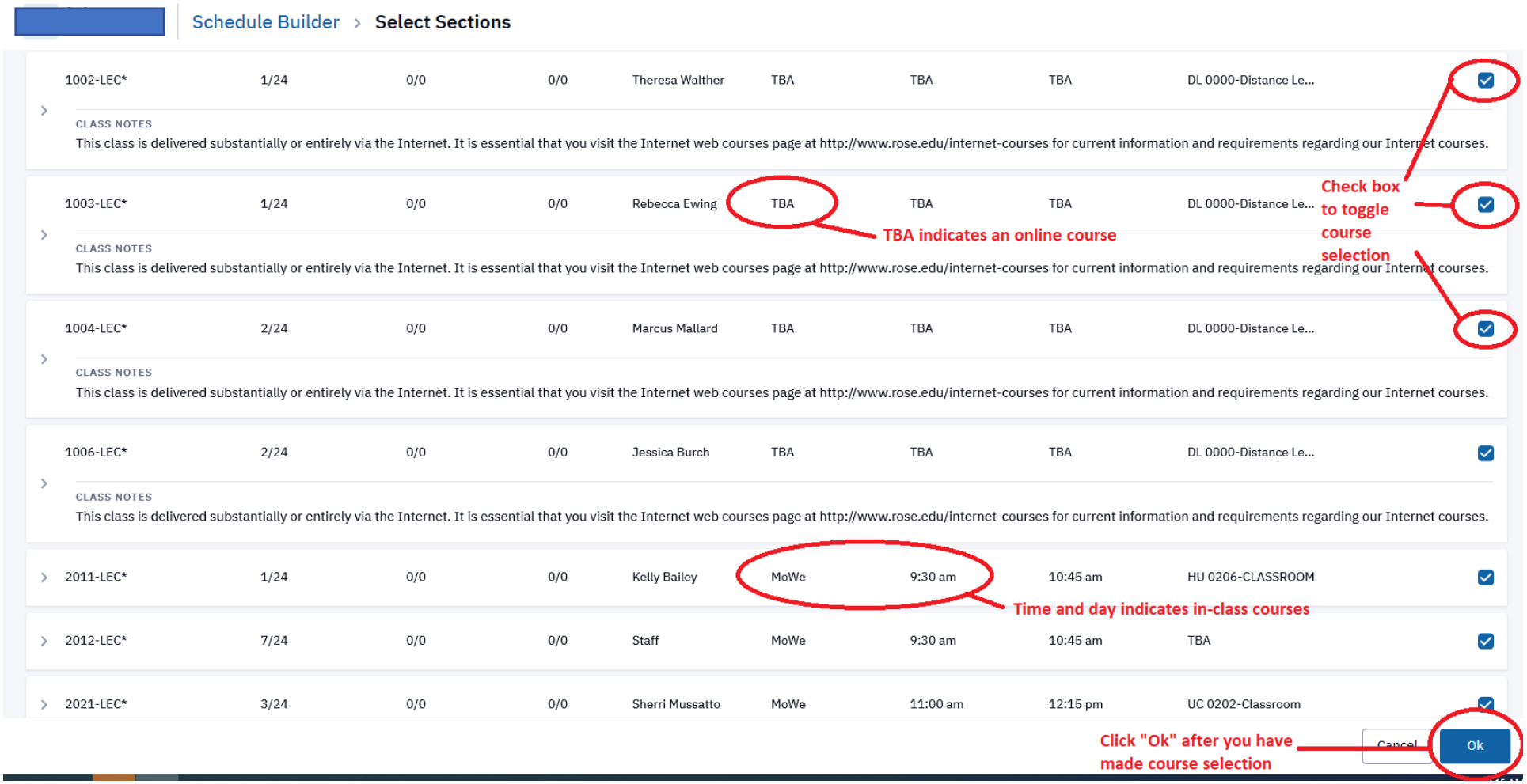
1. **Once you are on the Schedule Builder screen and you have <u>selected the correct term</u>, you will select a Subject and Catalog Number. After you have selected a subject and catalog number, click "Add Course"**



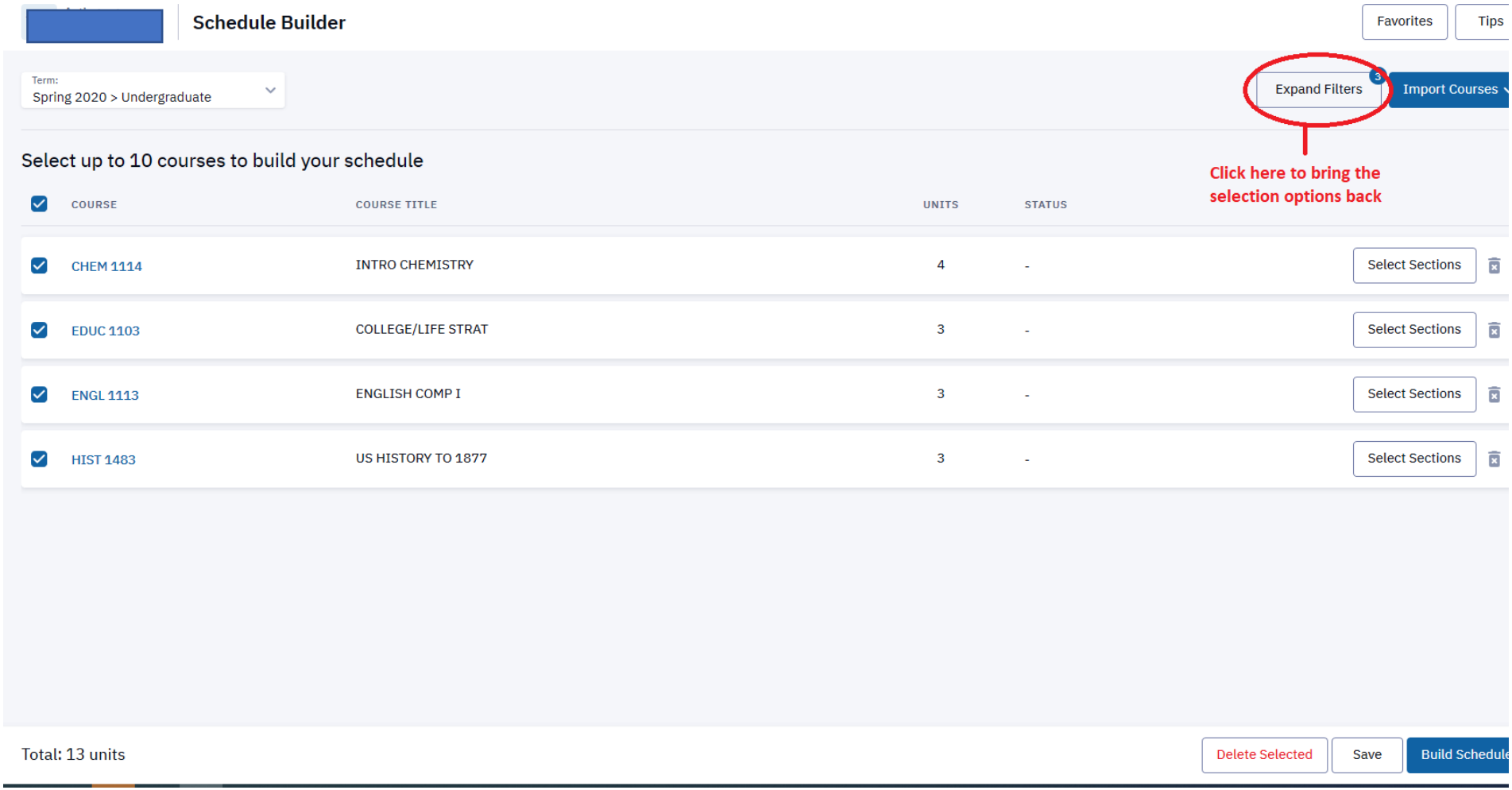
2. **After selecting "Add Course" you will see the course description. Below the description, you will see the option to "Select Sections". Click "Select Sections"**



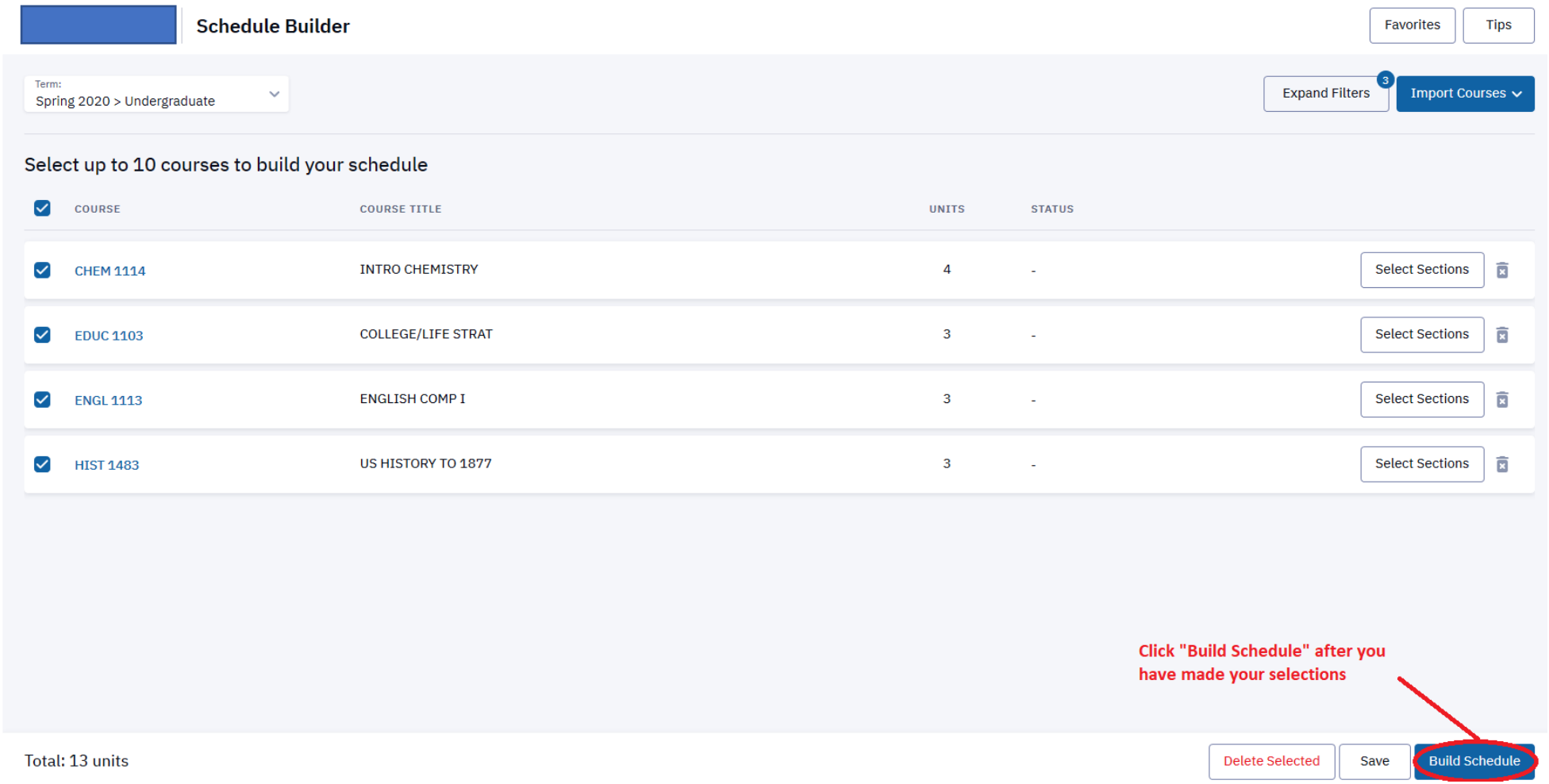
3. After clicking “Select Sections” you will be brought to the “Select Sections” screen. On this screen, you can select one or several class times to put in the builder. In-class options will list days and times, online courses will list “TBA” under days and times. All course options are selected by 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.



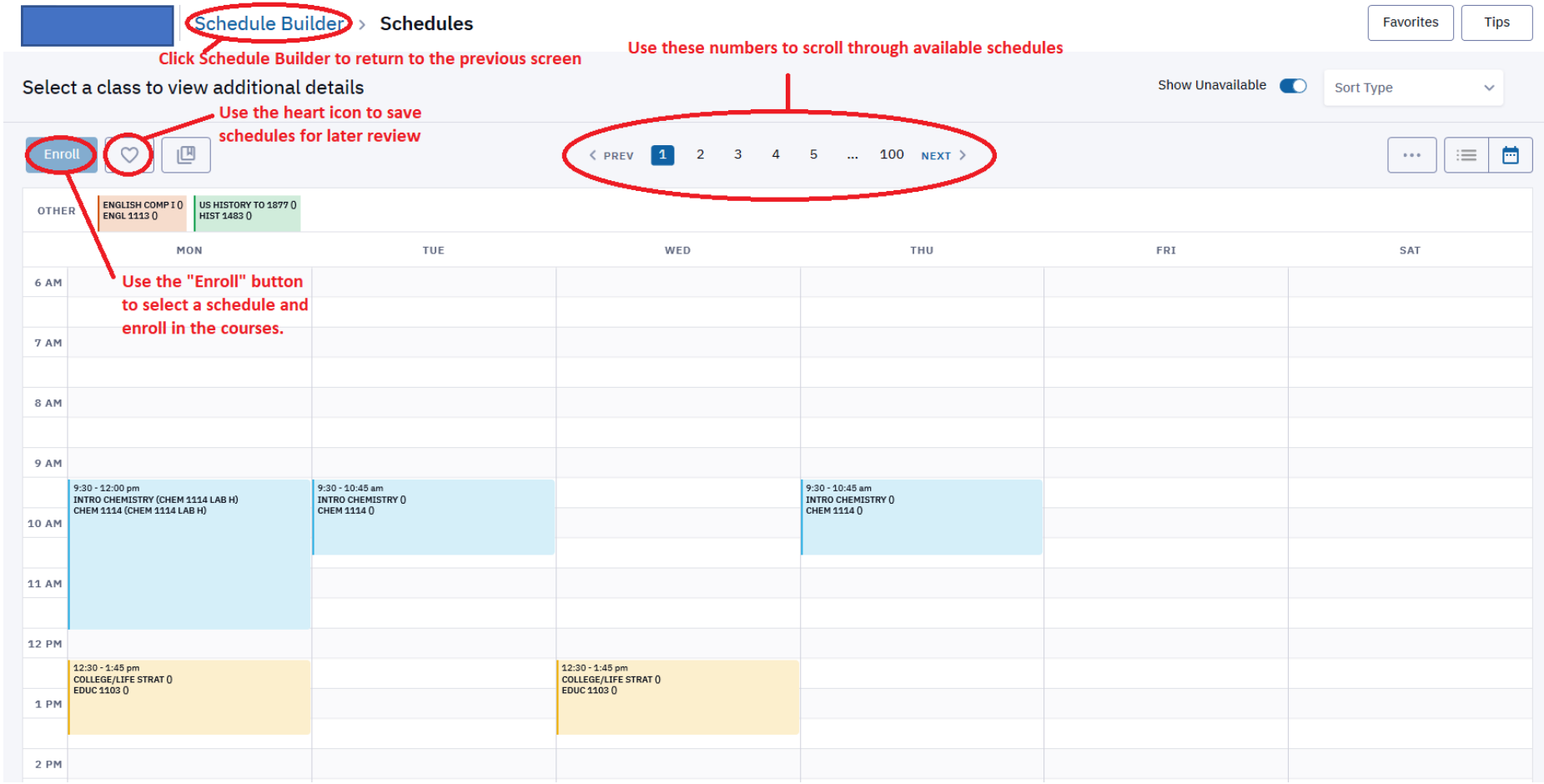
4. When you return to the "Schedule Builder" screen, make sure to click expand filters to bring up course selection options from Step 1.



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



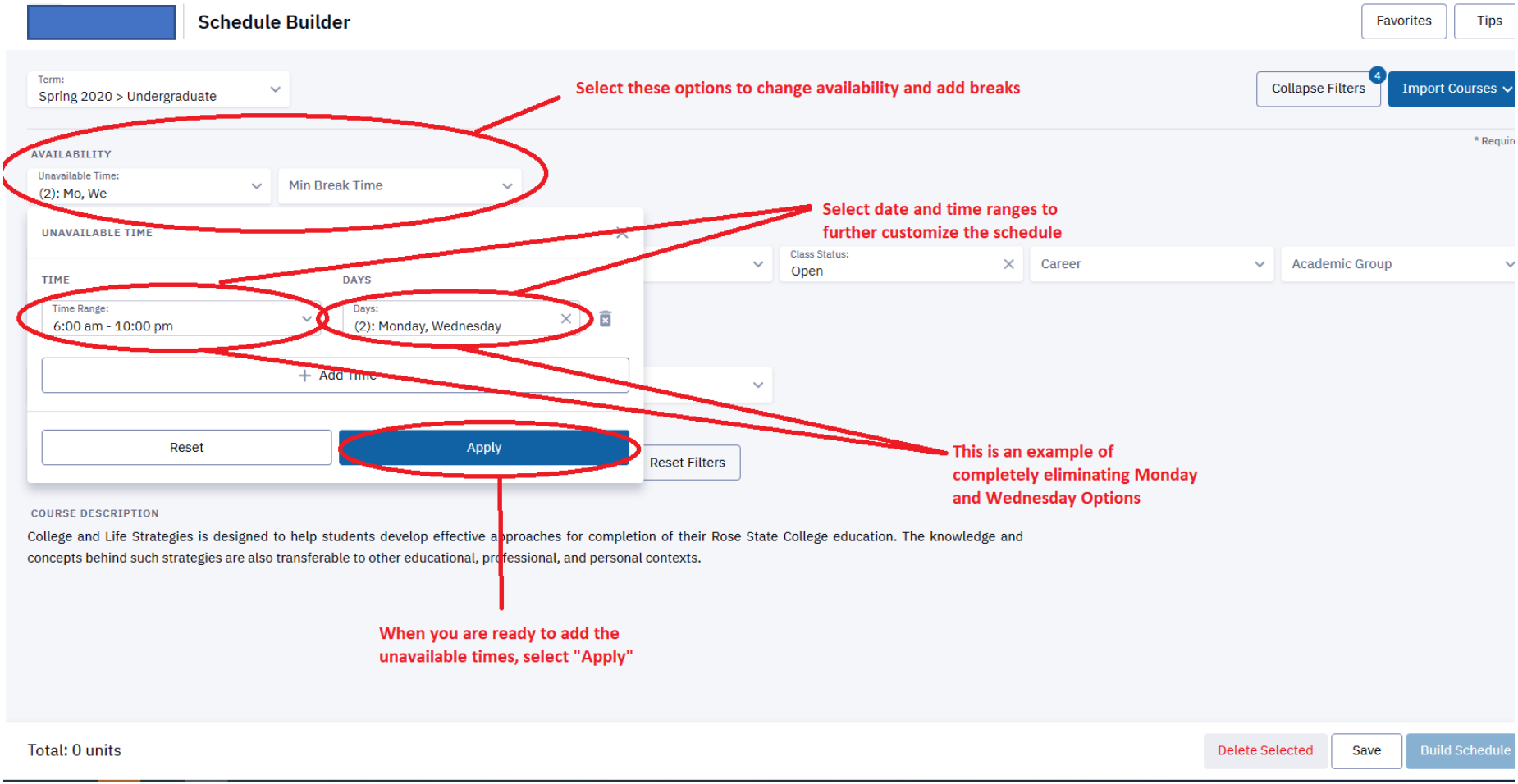
6. On the next screen, you will see a list of schedules that have been generated for you. You can look through the available schedules with the numbers at the top. Once you have found a schedule you like, you can click “Enroll” to enroll in the listed course -OR- you can click the heart icon to add the 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.



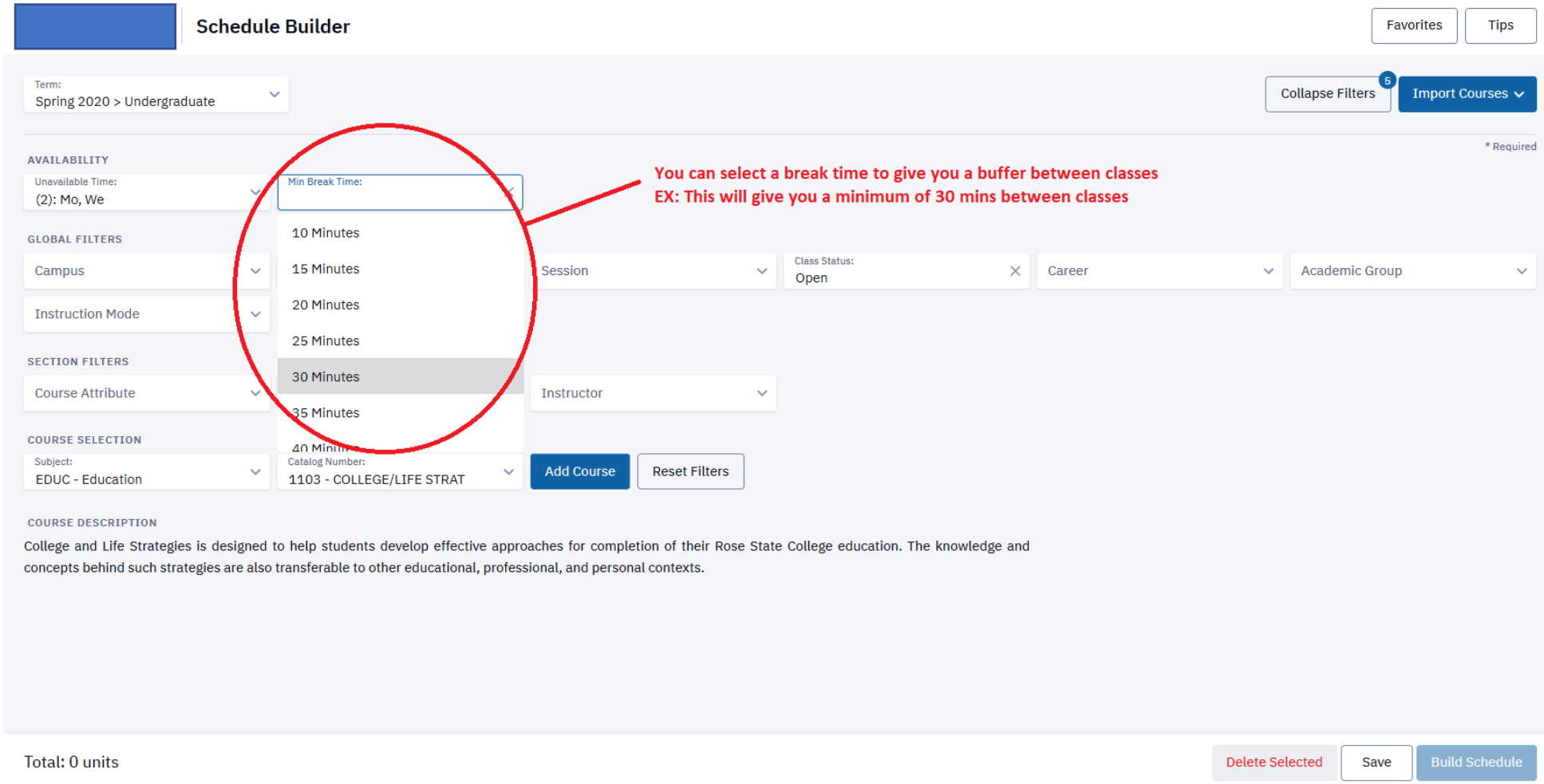
Other Options in Schedule Builder

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.**

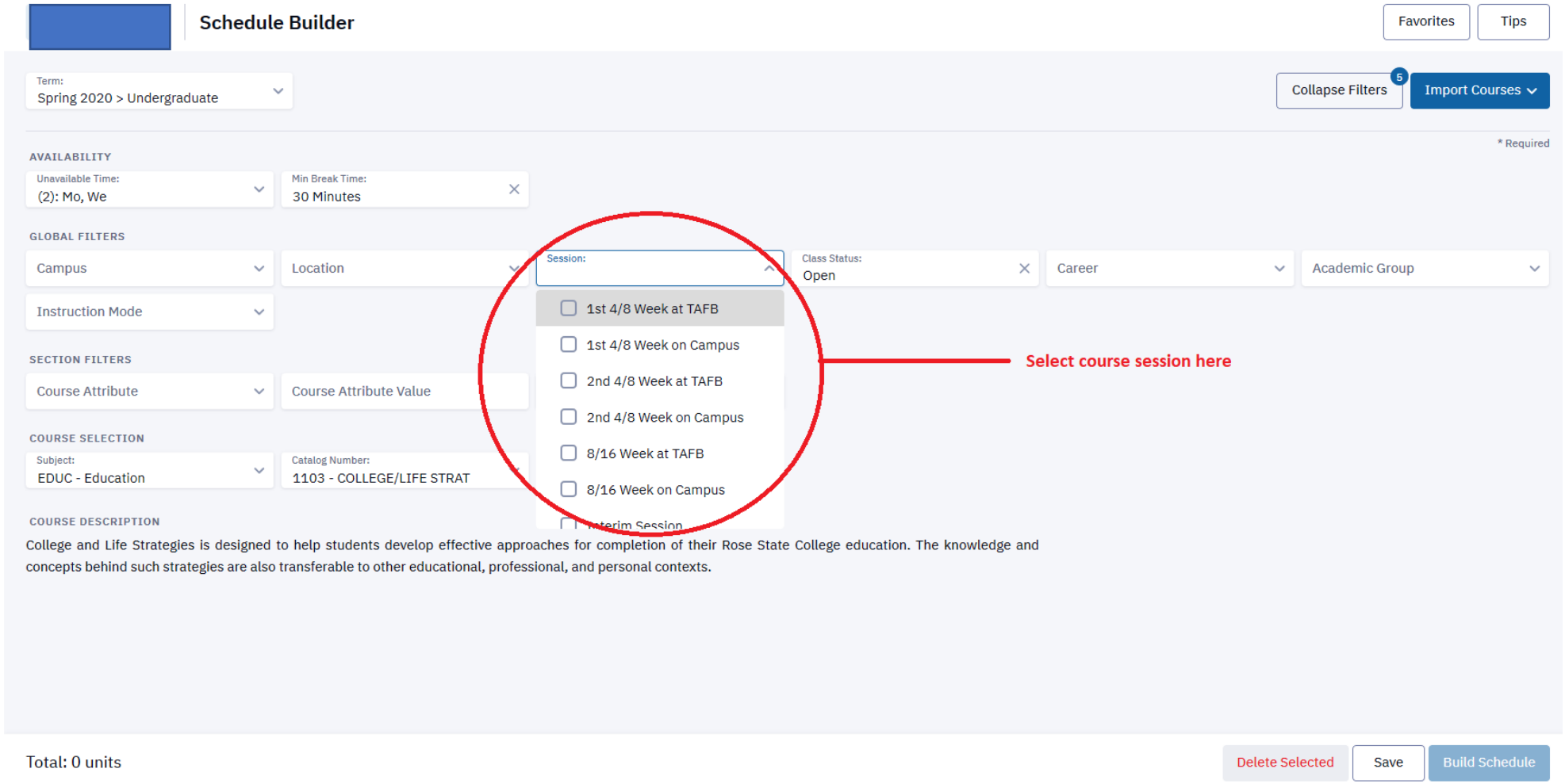
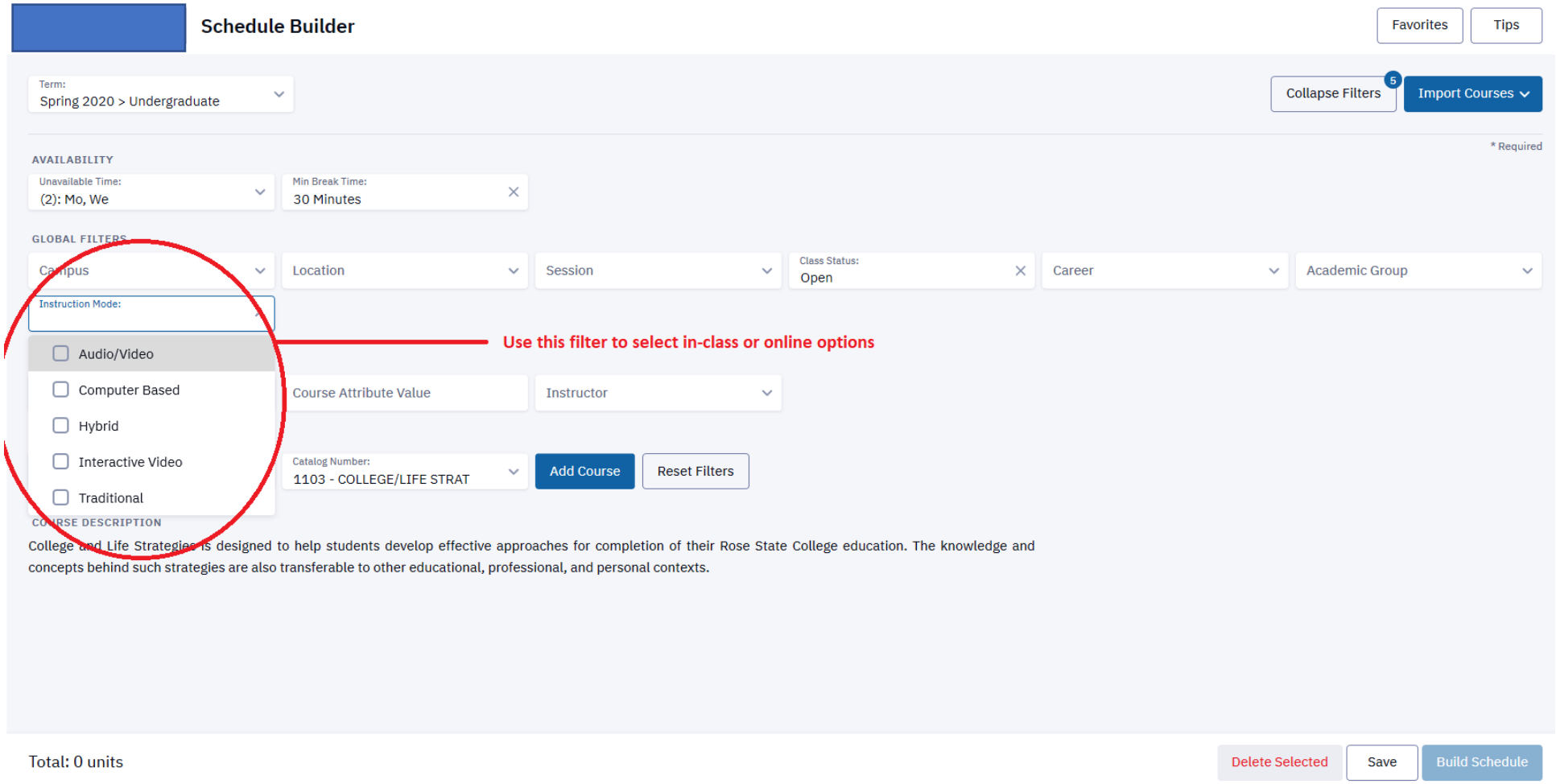


2. **To add a break, select the "Min. Break Time" pull down and select the minimum number of minutes you would like to have between classes. EX: The below example will give a student a minimum of 30 minutes between every class.**



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".**



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.**