

How to See if Other Classes/Sections Fit into Current Schedule

Did a course or section close on you and you need to see if another course or section of the same course fits into your schedule? Or do you just want to know if a different course or section fits in with your already scheduled classes? This document is here to guide you through how to use Schedule Builder to check!

First, you will need to open Schedule Builder. To do so, log in to AccesSPoint and select the “My Classes” tile. In the navigation menu, select “Schedule Builder” and click on “Open Schedule Builder”.



In the new tab that opens, select the semester you are registering for, save and continue, and the campus you are matriculated into, save and continue.

You should end up on a page that lists any courses added to Schedule Builder during registration (“Courses”), followed by courses you are currently registered for- (“Current Schedule”):

Build Schedule
Shopping Cart (0)
Current Schedule (5)

Courses + Add Course

Select All ✕

- English 253**
Intro to Creative Writing ⚙ Options ⓘ 🔒 ✕
- History 256**
Europe to 1500 ⚙ Options ⓘ 🔒 ✕
- Philosophy 380**
Environmental Ethics ⚙ Options ⓘ 🔒 ✕
- Sociology 230**
Criminology ⚙ Options ⓘ 🔒 ✕
- Sociology 270**
Race and Ethnicity ⚙ Options ⓘ 🔒 ✕

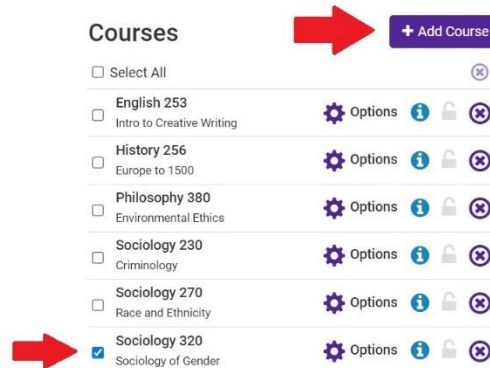
Breaks + Add Break

Add times during the day you do not wish to take classes.

Current Schedule

✓	Class #	Status	Section	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Campus
✓	i 80696	Enrolled	04	English	253	Jill Stukenberg	TTh 11:00am - 12:15pm - Collins Classrm Ctr (CCC) 233	3	Main Campus
✓	i 82303	Enrolled	02	History	256	Lauren Wildes	TTh 9:30am - 10:45am - Trainer Nat Res Bldg (TNR) 255	3	Main Campus
✓	i 80777	Enrolled	02	Philosophy	380	Christian Diehm	MTTh 3:00pm - 3:50pm - Collins Classrm Ctr (CCC) 214	3	Main Campus
						Dorothy De	TTh 12:20pm - 1:45pm - Science		Main

To see if a **NEW COURSE** you are interested in taking fits into your current schedule, you must add the class to your “Courses” list. In this example, the student would like to enroll into SOC 320.



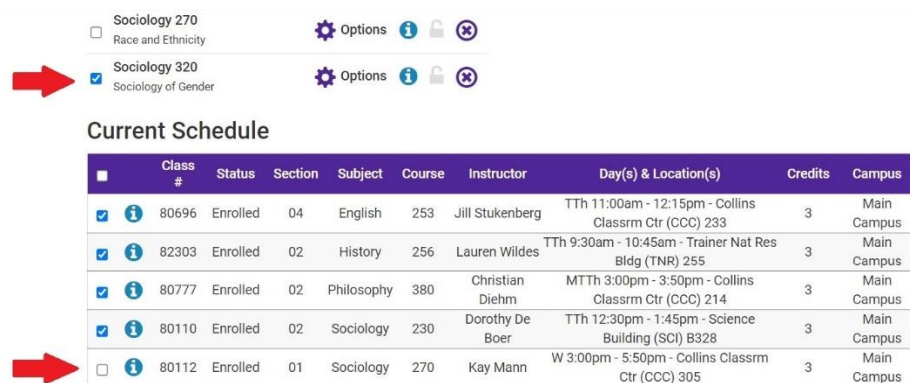
Courses [+ Add Course](#)

Select All ⊗

- English 253**
Intro to Creative Writing ⚙️ Options ⓘ 🔒 ⊗
- History 256**
Europe to 1500 ⚙️ Options ⓘ 🔒 ⊗
- Philosophy 380**
Environmental Ethics ⚙️ Options ⓘ 🔒 ⊗
- Sociology 230**
Criminology ⚙️ Options ⓘ 🔒 ⊗
- Sociology 270**
Race and Ethnicity ⚙️ Options ⓘ 🔒 ⊗
- Sociology 320**
Sociology of Gender ⚙️ Options ⓘ 🔒 ⊗

Once the class is added, you will need to first make sure the only class selected in your “Courses” list is the new class.

Scroll down to your “Current Schedule” and only select the courses you plan to remain enrolled in. Uncheck any you are interested in dropping. In this example, the student would like to replace SOC 270 with SOC 320.



Sociology 270
Race and Ethnicity ⚙️ Options ⓘ 🔒 ⊗

Sociology 320
Sociology of Gender ⚙️ Options ⓘ 🔒 ⊗

Current Schedule

<input type="checkbox"/>	i	Class #	Status	Section	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Campus
<input checked="" type="checkbox"/>	i	80696	Enrolled	04	English	253	Jill Stukenberg	TTh 11:00am - 12:15pm - Collins Classrm Ctr (CCC) 233	3	Main Campus
<input checked="" type="checkbox"/>	i	82303	Enrolled	02	History	256	Lauren Wildes	TTh 9:30am - 10:45am - Trainer Nat Res Bldg (TNR) 255	3	Main Campus
<input checked="" type="checkbox"/>	i	80777	Enrolled	02	Philosophy	380	Christian Diehm	MTTh 3:00pm - 3:50pm - Collins Classrm Ctr (CCC) 214	3	Main Campus
<input checked="" type="checkbox"/>	i	80110	Enrolled	02	Sociology	230	Dorothy De Boer	TTh 12:30pm - 1:45pm - Science Building (SCI) B328	3	Main Campus
<input type="checkbox"/>	i	80112	Enrolled	01	Sociology	270	Kay Mann	W 3:00pm - 5:50pm - Collins Classrm Ctr (CCC) 305	3	Main Campus

Note: unchecking the class from your “Current Schedule” does not drop the course.

Next, click on “Generate Schedules” and see if any schedules are listed. If no schedules are listed, this means the course you are interested in taking has a conflict with one or more of your currently enrolled courses. If there are available schedules, click “View” on the first schedule to start viewing your options.



Schedules [⚙️ Advanced Options](#) [📅 View Schedules](#)

[🔄 Generate Schedules](#) [⌛ Shuffle](#)

Generated 1 Schedule ⊗

[📄 Compare](#) ⓘ Select at least two schedules to compare side by side

[👁️ View](#) 1 [🔍](#) 253-English-04, 256-History-02, 380-Philosophy-02, 230-Sociology-02, 320-Sociology-01

When viewing schedules, you can see if you are “Enrolled” or “Not Enrolled” in a class in the schedule you are viewing.

	Status	Class #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
	Enrolled	80696	04	English	253	0	TTh 11:00am - 12:15pm - Collins Classrm Ctr (CCC) 233	Main Campus	3
	Enrolled	82303	02	History	256	0	TTh 9:30am - 10:45am - Trainer Nat Res Bldg (TNR) 255	Main Campus	3
	Enrolled	80777	02	Philosophy	380	0	MTTh 3:00pm - 3:50pm - Collins Classrm Ctr (CCC) 214	Main Campus	3
	Enrolled	80110	02	Sociology	230	0	TTh 12:30pm - 1:45pm - Science Building (SCI) B328	Main Campus	3
	Not Enrolled	80113	01	Sociology	320	4	MW 9:30am - 10:45am - Science Building (SCI) D224	Main Campus	3
									15

If you would like to add the class, you can send the schedule to your “Shopping Cart”.

Potential Schedule for 2024 Fall

Only the classes “Not Enrolled” will be listed in your Shopping Cart.

Shopping Cart for 2024 Fall

Class #	Section	Subject	Course	Instructor	Day(s) & Location(s)	
	80113	01	Sociology	320	Ann Herda-Rapp	MW 9:30am - 10:45am - Science Building (SCI) D224

Week 2 (09/09/2024 - 09/16/2024)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Sociology 320															

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45	Sociology-320		Sociology-320		
10am	Science Building (SCI) D224		Science Building (SCI) D224		
10:15	Ann Herda-Rapp		Ann Herda-Rapp		
10:30					

Click “Register” in the upper right-hand corner to finalize your enrollment into the new course.

To see if a **DIFFERENT SECTION of the same course** fits in with your currently enrolled courses, make sure the course is listed in your “Courses” list. It may already be listed in the “Courses” section from registration advising previously. If not, you will need to add the course first. Once in the list, click on the “Options” button to the right of the course name to view the different sections of the course.

Courses + Add Course

Select All ⌵

- Chemistry 105** Options ⓘ 🔒 ⌵
 Fundamental Chemistry
Has Fees
- Food and Nutrition 105** Options ⓘ 🔒 ⌵
 Food and Well-being
Has Reserve Caps
- Mathematics 107** Options ⓘ 🔒 ⌵
 Algebra for Pre-Calculus
- Mathematics 95** Options ⓘ 🔒 ⌵
 Intermediate Algebra
- Sociology 101** Options ⓘ 🔒 ⌵
 Introduction to Sociology

If your filters are set to “Open Classes Only”, only sections with available seats can be viewed.

Course Status Open Classes Only Change **Instruction Modes** All Instruction Modes Selected Change

Locations All Locations Selected Change **Campuses** 1 of 3 Selected Change

Sessions All Sessions Selected Change **Academic Careers** All Academic Careers Selected Change

Term 2024 Fall Change

Build Schedule Shopping Cart (0) Current Schedule (7)

Enabled (4 of 5)		Disabled (12)		Advanced Filters			
<input type="checkbox"/>	Class #	Section	Subject	Component	Seats Open	Instructor	Day(s) & Location(s)
<input checked="" type="checkbox"/>	81438	01	Chemistry	LEC	2		MWF 8:00am - 8:50am - Chem Bio Building (CBB) 105
	Has Fees Waitlist Open: 30						
<input type="checkbox"/>	81439	01D1	Chemistry	DIS	2		T 8:00am - 8:50am - Chem Bio Building (CBB) 105
	Has Fees Waitlist Open: 30						
<input type="checkbox"/>	81442	01L3	Chemistry	LAB	1		Th 11:00am - 1:50pm - Chem Bio Building (CBB) 226
	Has Fees Waitlist Open: 10						
<input checked="" type="checkbox"/>	81443	02	Chemistry	LEC	4	Dana Haagenson	MWF 9:00am - 9:50am - Chem Bio Building (CBB) 105
	Has Fees Waitlist Open: 27						
<input type="checkbox"/>	81444	02D1	Chemistry	DIS	4	Dana Haagenson	T 9:00am - 9:50am - Chem Bio Building (CBB) 105
	Has Fees Waitlist Open: 27						

If any sections have an “H” listed in the section number, only students in the Honors Program can register for these sections. If you are not in the Honors Program, make sure these sections are not checked.

Waitlist Open: 10									
<input type="checkbox"/>		81454	04H	Chemistry	LEC	7	Joseph Mondloch	MWF 1:00pm - 1:50pm - Chem Bio Building (CBB) 105	
Has Fees									
Waitlist Open: 10									
<input type="checkbox"/>		81456	4HD1	Chemistry	DIS	7	Joseph Mondloch	Th 1:00pm - 1:50pm - Chem Bio Building (CBB) 105	
Has Fees									
Waitlist Open: 10									
<input type="checkbox"/>		81457	4HL1	Chemistry	LAB	7	Joseph Mondloch	T 8:00am - 10:50am - Chem Bio Building (CBB) 226	
Has Fees									
Waitlist Open: 10									

After you have selected the other sections of the course, return to the “Build Schedule” screen by clicking “Save and Close” at the bottom of the webpage.

waitlist Open: 10									
<input checked="" type="checkbox"/>		81460	05	Chemistry	LEC	9	Amanda Jonsson	MWTh 2:00pm - 2:50pm - Chem Bio Building (CBB) 105	
Has Fees									
Waitlist Open: 40									
<input type="checkbox"/>		81461	05D1	Chemistry	DIS	9	Amanda Jonsson	T 2:00pm - 2:50pm - Chem Bio Building (CBB) 105	
Has Fees									
Waitlist Open: 40									
<input type="checkbox"/>		81464	05L3	Chemistry	LAB	3	Amanda Jonsson	Th 11:00am - 1:50pm - Chem Bio Building (CBB) 230	
Has Fees									
Waitlist Open: 10									

[← Back](#) [✓ Save & Close](#)


Once back on the “Build Schedule” page, scroll down and make sure the course in the “Courses” list is the only one checked, and the same course in your “Current Schedule” list is unchecked. If there are multiple components to a class (lecture, lab, discussion), as in this example of CHEM 105, make sure all the components are unchecked from your current schedule:

Current Schedule

<input type="checkbox"/>		Class #	Status	Section	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Campus
<input type="checkbox"/>		81458	Enrolled	04L2	Chemistry	105	Laura Cole	W 8:00am - 10:50am - Chem Bio Building (CBB) 226	5	Main Campus
Has Fees										
<input type="checkbox"/>		81453	Enrolled	04	Chemistry	105	Joseph Mondloch	MWF 1:00pm - 1:50pm - Chem Bio Building (CBB) 105	0	Main Campus
Has Fees										
<input type="checkbox"/>		81455	Enrolled	04D1	Chemistry	105	Joseph Mondloch	Th 1:00pm - 1:50pm - Chem Bio Building (CBB) 105	0	Main Campus
Has Fees										
<input checked="" type="checkbox"/>		80929	Enrolled	01	Food and Nutrition	105	Deborah Tang	T 11:00am - 11:50am - Trainer Nat Res Bldg (TNR) 170	1	Main Campus
Has Reserve Caps										
<input checked="" type="checkbox"/>		81157	Enrolled	01	Mathematics	107		MW 11:00am - 12:50pm - Science Building (SCI) A212	2	Main Campus
<input checked="" type="checkbox"/>		81145	Enrolled	01	Mathematics	95		MW 11:00am - 12:50pm - Science Building (SCI) A212	2	Main Campus
<input checked="" type="checkbox"/>		80101	Enrolled	02	Sociology	101	Kay Mann	TTh 2:00pm - 3:15pm - Collins Classrm Ctr (CCC) 128	3	Main Campus


Next, click on “Generate Schedules”, and “View” to start viewing possible schedule options with the new section of the course.

Schedules ⚙️ Advanced Options 📅 View Schedules

 🔄 Generate Schedules 🔀 Shuffle

Generated 1 Schedule ✕

📄 Compare ℹ️ Select at least two schedules to compare side by side


 View 1 🔍 ☐ 105-Chemistry-01, 105-Chemistry-01D1, 105-Chemistry-01L3, 105-Food and Nutrition-01, 107-Mathematics-01, 95-Mathematics-01, 101-Sociology-02

Like adding a new course, when viewing schedules, you can see if you are “Enrolled” or “Not Enrolled” in a class in the schedule you are viewing.

Potential Schedule for 2024 Fall

⬅️ Back 🖨️ Print ⌵ Validate 🛒 Send to Shopping Cart ❤️ 🔀 Shuffle

You are viewing a potential schedule only and you must still register. Visit [The University Store](#) for textbook information. ✕

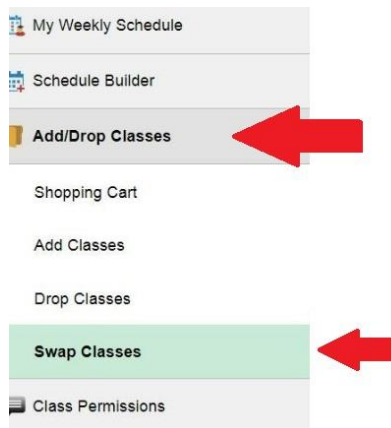
	Status	Class #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
	Not Enrolled	81438	01	Chemistry	105	2	MWF 8:00am - 8:50am - Chem Bio Building (CBB) 105	Main Campus	0
	Not Enrolled	81439	01D1	Chemistry	105	2	T 8:00am - 8:50am - Chem Bio Building (CBB) 105	Main Campus	0
	Not Enrolled	81442	01L3	Chemistry	105	1	Th 11:00am - 1:50pm - Chem Bio Building (CBB) 226	Main Campus	5
	Enrolled	80929	01	Food and Nutrition	105	0	T 11:00am - 11:50am - Trainer Nat Res Bldg (TNR) 170	Main Campus	1
	Enrolled	81157	01	Mathematics	107	0	MW 11:00am - 12:50pm - Science Building (SCI) A212	Main Campus	2
	Enrolled	81145	01	Mathematics	95	0	MW 11:00am - 12:50pm - Science Building (SCI) A212	Main Campus	2
	Enrolled	80101	02	Sociology	101	0	TTh 2:00pm - 3:15pm - Collins Classrm Ctr (CCC) 128	Main Campus	3
									13

If wanting to swap the sections, using the SWAP feature in AccesSPoint is highly recommended.

Likewise, if you first need to drop one of your currently enrolled classes to add a new class, using the SWAP feature in AccesSPoint is the safest way to not be dropped from your current class until officially enrolled into your new class.

Swapping Classes

In the “My Classes” tile in AccesSPoint, select “Add/Drop Classes”.



Select on the left-hand navigation, “Swap Classes”. Select term. Then from the drop-down menu, select the course you are currently enrolled in that you would like to replace.

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

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Swap This Class

Select from your schedule REL 340: Buddhism

With This Class

Search for Class

----- OR -----

Enter Class Nbr

▶ My 2019 Spring Class Schedule

[Go to top](#)

You can add the new class or section you are seeking to enroll into by entering the class number. This number can be found in Schedule Builder.

	Status	Class #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
	Enrolled	80696	04	English	253	0	TTh 11:00am - 12:15pm - Collins Classrm Ctr (CCC) 233	Main Campus	3
	Enrolled	82303	02	History	256	0	TTh 9:30am - 10:45am - Trainer Nat Res Bldg (TNR) 255	Main Campus	3
	Enrolled	80777	02	Philosophy	380	0	MTTh 3:00pm - 3:50pm - Collins Classrm Ctr (CCC) 214	Main Campus	3
	Enrolled	80110	02	Sociology	230	0	TTh 12:30pm - 1:45pm - Science Building (SCI) B328	Main Campus	3
	Not Enrolled	80113	01	Sociology	320	4	MW 9:30am - 10:45am - Science Building (SCI) D224	Main Campus	3
									15

If adding a course with a lab, use the lab class number. In the section number, the letter “L” will be listed.

	Not Enrolled	81438	01	Chemistry	105	2	MWF 8:00am - 8:50am - Chem Bio Building (CBB) 105	Main Campus	0
	Not Enrolled	81439	01D1	Chemistry	105	2	T 8:00am - 8:50am - Chem Bio Building (CBB) 105	Main Campus	0
	Not Enrolled	81442	01L3	Chemistry	105	1	Th 11:00am - 1:50pm - Chem Bio Building (CBB) 226	Main Campus	5

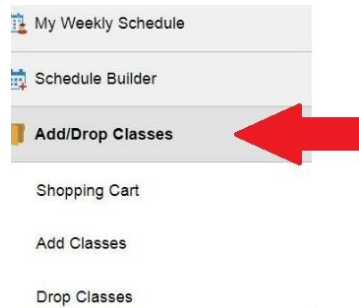
If the course only has a lecture and discussion, use the discussion class number. In the section number, the letter “D” will be listed.

01D1

Click on “Enter” and follow the prompts to swap the courses or sections.

Dropping, not Swapping a Class

In the “My Classes” tile in AccesSPoint, select “Add/Drop Classes”.



Select on the left-hand navigation, “Drop Classes”. Select term. Then select the course you would like to drop.

Drop Classes

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

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1. Select the class you want to drop.

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	COMM 390-01C (41240)	Seminar (Seminar)	TuTh 12:30PM - 1:45PM	Comm Arts Center (CAC) 237	T. Bodor	3.00	✓
<input type="checkbox"/>	COMM 480-04 (42679)	Communication Internship (Field)		TBA	T. Bodor	4.00	✓
<input type="checkbox"/>	COMM 499-12 (41284)	Special Work (Ind Study)		TBA	R. Sprague	3.00	✓
<input type="checkbox"/>	REL 340-01 (40302)	Buddhism (Lecture)	We 11:00AM - 12:50PM	Collins Classrm Ctr (CCC) 233	L. Whitmore	3.00	✓

2. Click on "Drop Selected Classes".

Drop Selected Classes

Finalize the drop by clicking on “Drop Selected Classes”.