Schedule Builder – Advisor Use

Overview: Schedule Builder is a web-based tool easily accessible via SOLAR. Schedule Builder allows you to select courses and compare all possible schedules for the student. Once a desired schedule is selected, you can send the schedule to the quick enroll page and ultimately register the student.

SOLAR Navigation: Academic Advisement – View My Advisees

Due to ongoing feature enhancements, some of the screenshots below might look different than the current live version.
The following page with instructions will appear. Schedule Builder will open in a new tab, and you will be able to select your class search filters.
You can review/change your filters on the top of your screen. Click on Add Course to begin selecting courses.

TIP: Click on “MORE” to search by DEC.
When adding a course with topics, a new search field will become available. You will be able to select a topic before adding the course.

TIP: A topic must be selected for topics courses.
Review class details. You have the ability to customize your selections by clicking on Options, as well as, adding breaks. Breaks are used to exclude specific days/times when generating schedules.
Click on Generate Schedules to populate schedules. Hovering over the magnifying glass allows you to quickly view and compare schedules.
Once desired schedule is selected, click on Send to Quick Enroll. Click OK to continue.
You will be taken back to the instructions page. Log into PeopleSoft and navigate to Quick Enroll.

Finish the transaction by clicking on Submit to register the student. Review each status message for success or error messages.