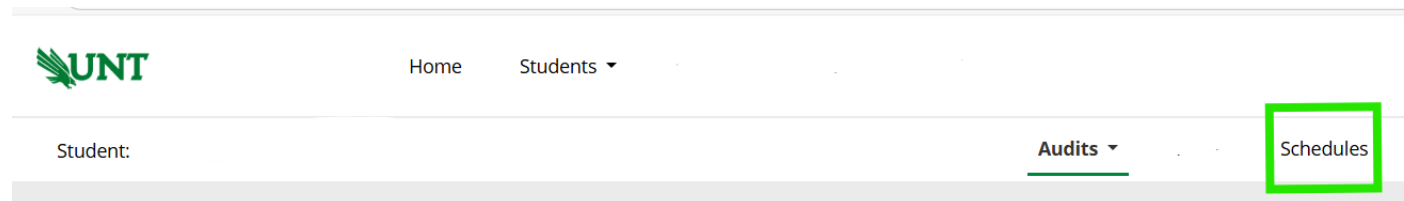


Schedule Builder Instructions

Schedule Builder is a tool to help students visualize their schedules before enrolling in classes.

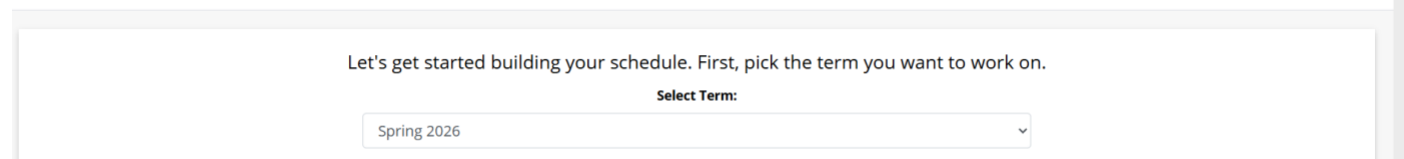
You can find Schedule Builder by selecting the “Advising and Orientation” tile (Degree Audit Report) in [myUNT](#) or where you access your [degree audit](#). You must be logged in to use this tool.

After you log in, click on “Schedules.”

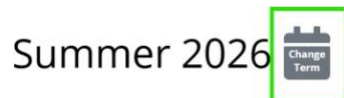


Using the drop-down menu, select the desired term.

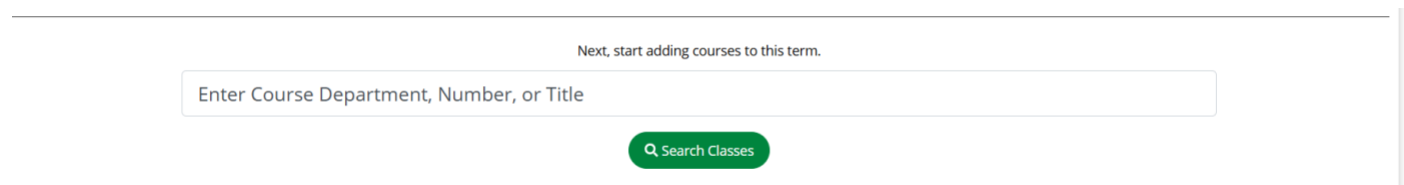
My Schedule



You have the option to select a different term at any time by clicking the “Change Term” icon found at the top of the screen.



Next, start adding courses. You can search by course department, number or title (for example: First-Year Writing I).



Use the “+Class” button to add the class to your search. Repeat for all courses you want to search for in the term.

Search bar containing "engl 1310" and a search icon.

Dept/Number Title

[Hide/Show All Course Details](#)

ENGL 1310 + Class

First-Year Writing I - 3 Hours

[Details](#)

Classes

| | |
|---|--|
| ENGL 1310 FIRST-YEAR WRITING I - 3 Hours | |
| MATH 1190 BUS CALCULUS - 3 Hours | |
| PSYC 1630 GEN PSY I - 3 Hours | |
| ACCT 2010 ACCOUNT PRIN I - 3 Hours | |

After you select all the courses you want to search for, click on the “Finished Adding Classes” button at the top of the screen.

Finished Adding Classes

You have the ability to customize schedules to your needs and preferences. If you have days or times that you are not available to take a class (i.e., time you are working), add a Busy Time to block out that time in your schedule.

Add Busy Time

One last thing before we start to build your schedule: adding busy time.

If you have days or times that you're not available to take a class, add a busy time to block off that time. This will help eliminate sections that are offered during those times when you're not available.

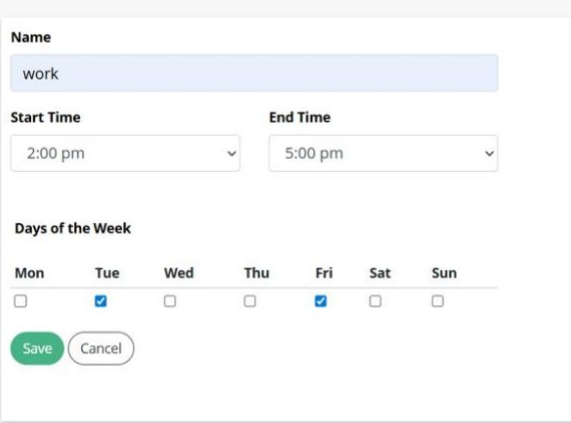
 Add Busy Time

[Skip this step](#)

Adding a Busy Time will help eliminate sections that are offered during those times when you are not available.

Name the Busy Time (for example, work). Use the drop-down menu to add a start time and an end time. Select the days of the week and click "Save."

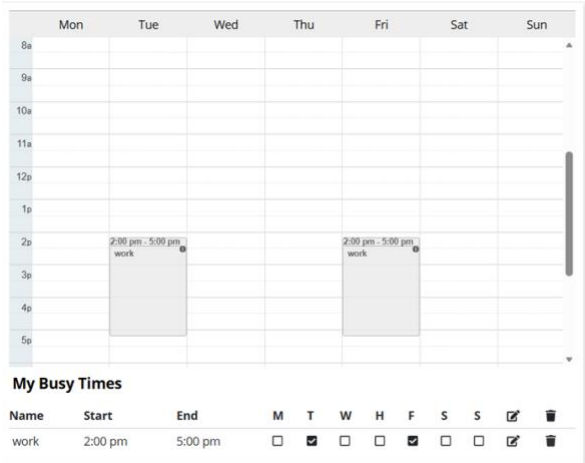
Busy Times



The screenshot shows a form for adding a busy time. It includes a text input for the name, two dropdown menus for start and end times, and a row of checkboxes for the days of the week. The 'work' name, 2:00 pm start time, 5:00 pm end time, and Tuesday and Friday checkboxes are selected.

| Name | | | | | | | |
|--------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--|
| work | | | | | | | |
| Start Time | | | | End Time | | | |
| 2:00 pm | | | | 5:00 pm | | | |
| Days of the Week | | | | | | | |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Save | | Cancel | | | | | |

In this example, Schedule Builder will not schedule classes on Tuesday or Friday between 2 p.m. and 5 p.m.



When you are ready to move on, select “Finished Adding Busy Times” at the top of the screen.

Finished Adding Busy Times

You can choose to create your own schedule or let the system auto-generate schedules for you. If you decide to create your own schedule, you can search course by course to select and add sections you wish to take.

NOTE: If you plan to enroll in a special problems section, you should follow the instructions below to create your own schedule, select the specific special problems section and lock it before utilizing the auto-generate functionality. If you plan to enroll in a zero-credit hour course, you should use the [Public Class Search](#) to find the course and manually add it to your shopping cart.

Build your schedule

Now we're ready to get started building your schedule.

You can manually create your own, or you can have us generate some for you. You can always come back and do the other option at any time.

Create Your Own

Auto-Generate

After you have added all of your preferred sections, click

Finished Editing Sections

at the top of the page.

Build your schedule

Now we're ready to get started building your schedule.

You can manually create your own, or you can have us generate some for you. You can always come back and do the other option at any time.

Create Your Own

Auto-Generate

If you choose to auto-generate, click

Configure Preferences

to open other options to customize your schedule.

Preferences Locked Sections

Time-Based Preferences

Number of Classes

Professor Preferences

Additional Preferences

Auto-Generate Schedules

We can auto-generate different schedules based on the classes you've added to this term.

You can configure some settings to help us generate schedules more tailored to fit your needs, or you can skip this step and just use the default options.

We will also use any Busy Times you've set up to make sure we don't select classes when you're not available. If you haven't set up any Busy Times, you can do so now: [Add Busy Times](#).

Configure Preferences

[Skip this step](#)

Information added as a preference will help the system customize schedule options for you to select from. Note: Preferences are not guaranteed.

Time-Based Preferences:

Generate schedules based on the number of days you want to take classes, the minimum and maximum time you want between classes and to try to fit classes in a set window of time (time block).

Time-Based Preferences

First up, let's narrow down when you want to take classes.

Time Between Classes

Minimum Minutes Between Classes

Maximum Minutes Between Classes

Number of Days

Fewer Days, More Classes per Day

Balanced

More Days, Fewer Classes per Day

Time Block

While Busy Times is where you identify times when you *can't* take classes, Time Blocks is where you tell us the days and times when you *want* to take classes.

| Name | Start | End | M | T | W | H | F | S | S | | |
|----------------------|---------|---------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|-------|
| <input type="text"/> | 8:00 am | 9:00 am | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Save | Clear |

(Maximum characters: 50)

Cancel

Next >

Save & Finish

Click "Next" to continue with more preference options then select "Save & Finish."

Number of Classes:

You can select more courses than you will enroll in for the term and let Schedule Builder generate schedules with a maximum number of courses. For example, you can list several elective courses and let Schedule Builder generate schedules containing only one or two of the elective courses but not all of them.

If you want Schedule Builder to schedule all the classes that you have chosen, select "Take them all."

Number of Classes

Next, let's identify how many classes you want to take.

You have 4 classes this term. Do you want to take all of them? Or have you planned a few extra as backup?

- Take them all
- I planned extra

Cancel

< Back

Next >

Save & Finish

Reset All Preferences to Default

If you have selected extra courses, click "I planned extra."

Number of Classes

Next, let's identify how many classes you want to take.

You have 4 classes this term. Do you want to take all of them? Or have you planned a few extra as backup?

- Take them all
- I planned extra

Of the 4 classes you have, what's the **minimum** number you want to take?

0

What's the **maximum** number?

4

Of the 13 Credit Hours you have, what's the **minimum** number you want to take?

0

What's the **maximum** number?

30

You will be able to choose the minimum and maximum number of courses and credits to include in the generated schedules.

You can also specify courses that **MUST** be taken together (corequisites) or courses that you do not want to take together. For example, you chose two courses that fulfill a core requirement but only need to take one of them.

Number of Classes

Next, let's identify how many classes you want to take.

You have 4 classes this term. Do you want to take all of them? Or have you planned a few extra as backup?

- Take them all
 I planned extra

Of the 4 classes you have, what's the **minimum** number you want to take?

What's the **maximum** number?

Of the 13 Credit Hours you have, what's the **minimum** number you want to take?

What's the **maximum** number?

Are there classes you **must** take together? Examples include a science lecture and it's corresponding lab.

ACCT 2010 ACCOUNT PRIN I AND ACCT 2010 ACCOUNT PRIN I +

First Course

Second Course

Delete

Are there classes you **do not want** to take together? Example: you've added two English classes and you want to take one or the other, but not both.

ACCT 2010 ACCOUNT PRIN I OR ACCT 2010 ACCOUNT PRIN I +

First Course

Second Course

Delete

Click "Next" to continue with more preference options then select "Save & Finish."

Professor Preferences:

You can identify faculty that you prefer for the courses that you have selected.

Next to each professor, you can choose:

- Don't Want
- Don't Prefer
- Prefer
- Want

The system will default to Neutral (you have no preference about this professor)

Professor Preferences

Now, let's identify the professors you most prefer over others.

| Professor | Professor Preference | Classes |
|------------|---|----------|
| [Redacted] | <input type="radio"/> Don't Want <input type="radio"/> Don't Prefer <input checked="" type="radio"/> Neutral <input type="radio"/> Prefer <input type="radio"/> Want | ACCT2010 |
| [Redacted] | <input type="radio"/> Don't Want <input type="radio"/> Don't Prefer <input checked="" type="radio"/> Neutral <input type="radio"/> Prefer <input type="radio"/> Want | ENGL1310 |

Click "Next" to continue with more preference options then select "Save & Finish."

ADDITIONAL PREFERENCES

You can select the campus(es) and delivery method(s) to include in the generated schedules.

- Campus:
 - INET-Online Section
 - MAIN-Denton Main Campus
 - FRSC-Frisco Location
- Delivery Method:
 - Face to Face
 - Hybrid
 - 100-Percent Online Course

Additional Preferences

Just a few final preferences you can set and then we can start generating schedules.

Identify the campuses where you prefer to take classes.

INET

Don't Want Don't Prefer Neutral Prefer Want

MAIN

Don't Want Don't Prefer Neutral Prefer Want

FRSC

Don't Want Don't Prefer Neutral Prefer Want

Some of the classes you have added to this term have multiple delivery types, set priorities on those you prefer over others.

Face to Face

Don't Want Don't Prefer Neutral Prefer Want

Hybrid

Don't Want Don't Prefer Neutral Prefer Want

100-Percent Online Course

Don't Want Don't Prefer Neutral Prefer Want

Click “Next” to continue with more preference options then select “Save & Finish.”

Number of Schedules:

Use the drop-down to choose the number of schedules you want to be generated to choose from based on your previous selections.

Click “Generate Schedules.”

Auto-Generate Schedules


We can auto-generate different schedules based on the classes you've added to this term.

Select the maximum number of schedules to generate.

 Generate Schedules

[Configure Preferences](#)

Generate Schedules:

Review the generated schedules. Click “View Details” for additional information on the courses in the schedule or select  for additional information about the section (course description, section enrollment and prerequisites).

Schedule 1 - 13 Hours [Save](#)

Mon Tue Wed Thu Fri Sat Sun

| | | | | | | |
|-----------|-----------|-----------|-----------|-----------|--|--|
| ACCT 2010 | | ACCT 2010 | | ACCT 2010 | | |
| | PSYC 1630 | | PSYC 1630 | | | |
| ENGL 1310 | | ENGL 1310 | | ENGL 1310 | | |
| MATH 1190 | | MATH 1190 | | | | |

[View Details](#)

Schedule 2 - 13 Hours [Save](#)

Mon Tue Wed Thu Fri Sat Sun

| | | | | | | |
|-----------|-----------|-----------|-----------|-----------|--|--|
| | PSYC 1630 | | PSYC 1630 | | | |
| ENGL 1310 | | ENGL 1310 | | ENGL 1310 | | |
| | ACCT 2010 | | ACCT 2010 | | | |
| MATH 1190 | | MATH 1190 | | | | |

[View Details](#)

Schedule 3 - 13 Hours [Save](#)

Mon Tue Wed Thu Fri Sat Sun

| | | | | | | |
|-----------|-----------|-----------|-----------|-----------|--|--|
| ACCT 2010 | | ACCT 2010 | | ACCT 2010 | | |
| | PSYC 1630 | | PSYC 1630 | | | |
| ENGL 1310 | | ENGL 1310 | | ENGL 1310 | | |
| MATH 1190 | | MATH 1190 | | | | |

[View Details](#)

Schedule 4 - 13 Hours [Save](#)

Mon Tue Wed Thu Fri Sat Sun

| | | | | | | |
|-----------|-----------|-----------|-----------|-----------|--|--|
| | PSYC 1630 | | PSYC 1630 | | | |
| ACCT 2010 | | ACCT 2010 | | ACCT 2010 | | |
| ENGL 1310 | | ENGL 1310 | | | | |
| MATH 1190 | | MATH 1190 | | | | |

[View Details](#)

Schedule 5 - 13 Hours [Save](#)

Mon Tue Wed Thu Fri Sat Sun

| | | | | | | |
|-----------|-----------|-----------|-----------|-----------|--|--|
| | PSYC 1630 | | PSYC 1630 | | | |
| ACCT 2010 | | ACCT 2010 | | ACCT 2010 | | |
| ENGL 1310 | | ENGL 1310 | | | | |
| MATH 1190 | | MATH 1190 | | | | |

[View Details](#)


Schedule 6 - 13 Hours [Save](#)

Mon Tue Wed Thu Fri Sat Sun

| | | | | | | |
|-----------|-----------|-----------|-----------|-----------|--|--|
| ACCT 2010 | | ACCT 2010 | | ACCT 2010 | | |
| | PSYC 1630 | | PSYC 1630 | | | |
| ENGL 1310 | | ENGL 1310 | | | | |
| MATH 1190 | | MATH 1190 | | | | |

[View Details](#)

When auto-generating schedules, if you find a particular section of a class that you prefer, lock it and every schedule you auto-generate after this will include the section.

- Click on View Details
- Scroll to the bottom of schedule and click  .

Sections

| Lock | Class | Section |
|-------------------------------------|----------|---------|
| <input checked="" type="checkbox"/> | ACCT2010 | 001 |

Save your preferred generated schedule.

Schedule 1 - 12 Hours Save

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----------|-----------|-----------|-----------|-----------|-----|-----|
| | ENGL 1310 | | ENGL 1310 | | | |
| ACCT 2010 | | ACCT 2010 | | ACCT 2010 | | |
| MATH 1190 | | MATH 1190 | | MATH 1190 | | |
| PSYC 1630 | | PSYC 1630 | | PSYC 1630 | | |

Save Schedule ×

Name your schedule:

SP FIRST CHOICE

Make Primary Schedule

Cancel
Save

After you “lock” your preferred schedule, click on Finished Auto-Generating Schedules at the top of the screen.



You will see a message at the top of the screen with your registration window. Once your registration window opens, you can push your saved schedule to your “Shopping Cart.”

Your registration window opens:
 Begin: 03/19/26 at 7:00 AM
 End: 06/03/26 at 11:59 PM

Push to Shopping Cart

↗

Please note: You are not enrolled in any classes yet. You must log in to [myUNT](#) to complete your registration.

In the “Enrollment” tile in [myUNT](#), click on your “Shopping Cart” tab on the left-hand side of the screen. The courses you have added to the cart will be listed.

Review your classes, check the ones you want to enroll in, and then click "Enroll" in the top right corner to finalize enrollment.

Shopping Cart

2024 Semester
Undergraduate
University of North Texas

View My Classes/Schedule 1 Enroll Delete Validate

Enrollment Appointments 2

Class Search and Enroll

Shopping Cart 1

Drop Classes

Update Classes

Swap Classes

Browse Course Catalog

Your Shopping Cart Copy image

| Select | Availability | Class | Description | Session | Days and Times | Room | Instructor | Units | Seats | Preferences |
|--------|--------------|-------------------------------|-----------------------|---------------------|----------------|---------------------|------------|-------|-------------------------|--------------------|
| 2 | Open | Section 435 - Class Nbr 12145 | HIST 2620 U S FM 1865 | Eight Week - Second | None | UNT Internet Course | M. Welch | 3.00 | Open Seats 43 of 250 | Change Preferences |

1. Select 'Shopping Cart' tab
2. Click the 'Select' Box for the classes you want to enroll in
3. Select 'Enroll'

After selecting “Enroll,” you will receive a confirmation.

Confirmation

2024 Semester
Undergraduate
University of North Texas

View My Classes/Schedule

Enrollment Appointments 2

Class Search and Enroll

Shopping Cart

Drop Classes

Update Classes

Swap Classes

Browse Course Catalog

✓ HIST 2620 - United States History Since 1865
This class has been added to your schedule.

Select “View My Classes/Schedule” to verify enrollment.

View My Classes

2024 Semester
Undergraduate
University of North Texas

View My Classes/Schedule By Class By Date

Printable Page Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes

Enrollment Appointments 2

Class Search and Enroll

Shopping Cart

Drop Classes

Update Classes

Swap Classes

Browse Course Catalog

ANTH 4021 ANTHRO THOUGHT

ANTH 4765 URBAN BEINGS

ENGL 3450 SHORT STORY

HIST 2620 U S FM 1865

| Status | Units | Grading Basis | Grade | Academic Program | Requirement Designation |
|----------|-------|---------------|-------|--------------------------------|-------------------------|
| Enrolled | 3.00 | Graded | | Liberal Arts & Social Sciences | |

| Class | Meeting Dates | Days and Times | Room |
|-------------------------------|-------------------------|---------------------------|---------------------|
| Section 435 - Class Nbr 12145 | 03/16/2026 - 05/08/2026 | Days: None Times: None | UNT Internet Course |

No Exams Scheduled