

UniTime Student Scheduling Assistant FAQs

What is the Student Scheduling Assistant?

The Student Scheduling Assistant is a tool that helps students quickly build a workable class schedule. It takes a list of courses a student is interested in and determines the class sections the student needs to take in order to get as many of the courses being requested as possible. You will need to log in with your career account and password and select a term. If you access the tool via myPurdue, the Student Scheduling Assistant will open in another window and you will not need to sign in.

How do I enter the course options that are on the Advisor Schedule Recommendation Form (Form 23A) that was given to me by my advisor?

Students should enter all courses they wish to take in the course request grid. They should enter the courses in descending order from their highest priority to their lowest priority. If there is an alternative to any specific course a student wants to take, they can enter that information on the same line to the right of that course. Also, if a student wants to take a specific number of courses needed to make progress toward a degree, they may request a set of alternative courses that are acceptable if any course in the prioritized list is not available.

Student Scheduling Assistant ?

User: Imogene Alice Student [Click here to log out.](#) Session: Fall 2016 (PWL) [Click here to change the session.](#)

Course Requests

1. Priority	HIST 10400		Alternative to HIST 10400						
2. Priority	COM 11400		Alternative to COM 11400						
3. Priority									
4. Priority	Enter a course name, e.g., ENG 10600								
5. Priority	or a free time, e.g., Free MWF 7:30 - 8:30								
6. Priority									
7. Priority									
8. Priority									
9. Priority									
10. Priority									
11. Priority									
12. Priority	Course with the lowest priority.								

Tip: Start entering the name (e.g., ENGL 10600) of the course or a part of its title (e.g., History) to see suggestions.

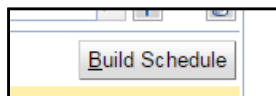
Alternate Course Requests *(used only if a course requested above is not available)*

1. Alternate	Alternate request if course(s) above not available.								
2. Alternate									
3. Alternate									

[Degree Plan](#) [Build Schedule](#)

After I enter my course options into the Student Scheduling Assistant and I am satisfied with my choices, am I registered?

No, you need to click the “Build Schedule” button to be presented with a workable schedule to review.



You can make changes to the suggested schedule. If you are satisfied, you can click the “Submit Schedule” button to commit your selected courses.

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Class Schedule

Lock	Subject	Course	Type	CRN-SectionId	Avail	Days	Start	End	Date	Room	Instructor	Requires	Note	Credit
	HIST	10400	Lec	21288-002	9 / 90	TR	10:30a	11:45a	08/23 - 12/08	MSEE B012	J L Foray			3
	COM	11400	Lec	17451-800	1 / 25	T	7:30a	8:20a	08/23 - 12/06	ME 1006	M C Mochel			3
			Lec	17451-800	1 / 25	W	7:30a	8:20a	08/24 - 12/07	ME 1006	M C Mochel	17451-800		
			Lec	17451-800	1 / 25	F	7:30a	8:20a	08/26 - 12/09	ME 1006	M C Mochel	17451-800		

+ New Course Total Credit: 6 ☒ Show unassignments

You are not registered for any classes yet. Please click the Submit Schedule button in order to complete your registration.

Does the Student Scheduling Assistant check for prerequisites and co-requisites?

Yes, it does check whether or not you have met these requirements.

Does the Scheduling Assistant allow for me to enter days and times that I cannot be in classes, i.e. practice times, work, and internships?

Students can also use the search button () to enter free time requests. Please note that a high priority free time request may prevent the Student Scheduling Assistant from placing the student into a lower priority course if that course meets during the requested free time. To use the course search to enter a free time, click on each half hour grid square that should be free and a free time request will be built in the text box. Clicking on a grid square a second time will de-select it. Press Enter to insert the free time request into the course request grid.

Course Finder

Courses **Free Time**

	7:30a	8:00a	8:30a	9:00a	9:30a	10:00a	10:30a	11:00a	11:30a	12:00p	12:30p	1:00p	1:30p	2:00p	2:30p	3:00p	3:30p	4:00p	4:30p	5:00p	5:30p	6:00p	6:30p	7:00p
Mon																								
Tue																								
Wed																								
Thu																								
Fri																								

Tip: The numbers in the selected times counts the number of overlapping standard time patterns (3x50, 2x75, 1x150), try to avoid overlapping too many of those.

No free time entered.

It is also possible to enter free time requests by typing them into the input box and selecting a suggestion.

How do I enter a specific CRN that my advisor told me to add?

From your Course requests page type in the CRN you were provided.

The Scheduling Assistant will offer suggestions based on what you start typing.

When you see the Sub/Crse/CRN you need simply click on it. The Scheduling Assistant will add that to your list of course requests.

The Scheduling Assistant should now reflect the proper subj/course in the Course request list.

You can now enter additional courses and then click [Build Schedule ➔](#).

Tips and Tricks

Tip: Start entering the name (e.g., ENGL 10600) of the course or a part of its title (e.g., History) to see suggestions.

Tip: The Alternate Course Requests at the bottom can be used to ensure that the desired numbers of courses are scheduled even when a Course Request (and its alternatives) are not available.

Tip: Enter a free time to avoid getting classes in time you need for something else.

Tip: All courses above a free time should not overlap with the free time (you will get the course even when the only possibility is to break the free time).

Tip: All courses listed below a free time cannot overlap with the free time (you will only get the course if there are sections that do not break the free time).

Tip: Do not break too many standard time patterns with a free time (see the numbers in the Course Finder dialog).

Tip: Use Esc to hide suggestions; use Ctrl+S to show suggestions.