Schedule Builder Tutorial

https://schedule.msu.edu
Step 1

• Go to schedule.msu.edu
• Click on the “Schedule Builder” tab
Step 2

• Log in to Schedule Builder using your NetID and Password
• Note: @msu.edu is already included in the login
Step 3

After you have logged in, click on the “Search for Courses” tab.
Step 4

- Select your desired Semester of Enrollment and Course Subject
- Leave “Course Number” as is to see a full list of courses
- Click the “Search for Courses” button
Step 5

- You will see the courses listed by Course Number and Section
- Click on the Course Number to see a course description and a list of pre-requisites
- In the top right, you will see a number that can be reached if you have questions about which course to take
Step 6

- The “X” icon means that a section is full
- The calendar icon means that a class has open seats
- The lock icon means that a class is restricted for certain students

**Click on the calendar icon to add a course to your Schedule Builder**
Step 7

• After you click on your preferred section, the website will take you to your Schedule Builder.
• You may delete unwanted sections by clicking the “X” on the right.

**Click on “View Visual & Print Friendly Schedule”**
Your weekly schedule will appear, showing each of your chosen sections,

You may click “Return to Schedule Builder” at any time to change your schedule

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Status</th>
<th>Credits</th>
<th>Title</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>004</td>
<td>Planned - Open</td>
<td>1</td>
<td>Freshman Seminar for Business</td>
<td>Tu</td>
<td>11:30 AM - 12:20 PM</td>
<td>133 Axers Hall</td>
<td>D. Hardspike</td>
</tr>
</tbody>
</table>

Sec 004-Restricted to freshmen students in the Eli Broad College of Business.
Once you have selected your preferred section and checked that it fits your schedule, you may click “Enroll” to enroll yourself in that class.

Repeat these steps with any other classes you wish to enroll in.
In the event that a section that you wish to enroll in is full: You may click on the “X” button to enable a mobile alert application to notify you if a seat opens in the class.

NOTE: Enabling the alerts application DOES NOT guarantee that you will be placed in your first choice section.
• When you would normally click “Enroll” for an open section, instead click “Alert”

• The website will guide you to a page where you can set up email and text message alerts that you will receive if a seat opens in the section

NOTE: The alerts application WILL NOT automatically enroll you in a section. If you receive one of these alerts, you MUST log in to Schedule Builder and enroll in the class.
Make sure you explore your class options and get to know Schedule Builder. It is a helpful tool that will ensure your success as a Dual Enrollment student.

If you have difficulty accessing Schedule Builder, please contact the GATE office at 517.432.2129.

Thank you!