Step 1

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

• Log in to Schedule Builder using your NetID and Password
• Note: @msu.edu is already included in the login, so do not type it.
Step 3  
After you have logged in, click on the “Search for Courses” tab
Step 4

- Select your desired Semester of Enrollment and Subject
- Leave “Course Number” as is to see a full list of courses
- Click the “Find 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.
• Click on the section number to see what books and supplies you will need and important dates regarding enrollment.
• In the top right, you will see a website for the department, which often has more detailed descriptions of courses.
Step 6

- The “X” icon means that a section is full
- The lock icon means that a class is restricted for certain students, and you cannot enroll in it.
- The calendar icon means that a class has open seats

**Click on the calendar icon beside your desired course to add it to your Planned Courses in 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 from your Planned Courses by clicking the “X” to the right of the enrollment button.

**Next, click on “Schedule - Grid View” from the dropdown menu**

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### Enrolled Courses for Spring 2017

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Ant.</th>
<th>Credits</th>
<th>Status</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAS 303</td>
<td>301</td>
<td>8</td>
<td>2</td>
<td>Enrolled</td>
<td>Media Design</td>
<td>W</td>
<td>10:20 AM-11:10 PM</td>
<td>171 Communication Arts Bldg</td>
<td>D. Stumer</td>
</tr>
<tr>
<td>CAS 206</td>
<td>301</td>
<td>8</td>
<td>4</td>
<td>Enrolled</td>
<td>Graphics &amp; Illustration</td>
<td>P</td>
<td>10:20 AM-12:10 PM</td>
<td>0223 Reuben Hall</td>
<td>M. Dzima</td>
</tr>
<tr>
<td>CAS 496</td>
<td>301</td>
<td>8</td>
<td>3</td>
<td>Enrolled</td>
<td>Advanced Media Project Design</td>
<td>Tu-Th</td>
<td>8:00 AM-12:00 PM</td>
<td>0223 Reuben Hall</td>
<td></td>
</tr>
<tr>
<td>CAS 206</td>
<td>301</td>
<td>8</td>
<td>4</td>
<td>Enrolled</td>
<td>Media Design</td>
<td>W</td>
<td>10:20 AM-11:10 PM</td>
<td>171 Communication Arts Bldg</td>
<td>D. Stumer</td>
</tr>
<tr>
<td>E 381</td>
<td>301</td>
<td>8</td>
<td>2</td>
<td>Enrolled</td>
<td>Oral Expression</td>
<td>Tu-Th</td>
<td>10:20 AM-11:40 AM</td>
<td>320 Weller Hall</td>
<td>S. Benson-Hampton</td>
</tr>
<tr>
<td>E 455</td>
<td>301</td>
<td>8</td>
<td>2</td>
<td>Enrolled</td>
<td>Project Management (W)</td>
<td>Th</td>
<td>12:45 PM-2:30 PM</td>
<td>191 Communication Arts Bldg</td>
<td></td>
</tr>
<tr>
<td>THK 300A</td>
<td>301</td>
<td>8</td>
<td>4</td>
<td>Enrolled</td>
<td>Theatre Practicum - Production</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>THK 300A</td>
<td>301</td>
<td>8</td>
<td>4</td>
<td>Enrolled</td>
<td>Theatre Practicum - Production</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>THK 300C</td>
<td>301</td>
<td>8</td>
<td>3</td>
<td>Enrolled</td>
<td>Theatre Practicum - Area</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>THK 431</td>
<td>301</td>
<td>8</td>
<td>3</td>
<td>Enrolled</td>
<td>Studies in Theatre History</td>
<td>Tu-Th</td>
<td>3:00 PM-4:00 PM</td>
<td>332 Snyder Hall</td>
<td></td>
</tr>
</tbody>
</table>

Total Enrolled Credits: 30

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### Planned Courses for Spring 2017

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Ant.</th>
<th>Credits</th>
<th>Status</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAS 496</td>
<td>301</td>
<td>8</td>
<td>3</td>
<td>Planned - Restricted</td>
<td>Advanced Media Project Design</td>
<td>Tu-Th</td>
<td>4:40 PM-6:00 PM</td>
<td>039 Williams Hall</td>
<td></td>
</tr>
<tr>
<td>THK 300A</td>
<td>301</td>
<td>8</td>
<td>4</td>
<td>Planned - Open</td>
<td>Theatre Practicum - Production</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>THK 300A</td>
<td>301</td>
<td>8</td>
<td>4</td>
<td>Planned - Open</td>
<td>Theatre Practicum - Production</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>THK 300C</td>
<td>301</td>
<td>8</td>
<td>3</td>
<td>Planned - Open</td>
<td>Theatre Practicum - Area</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>THK 431</td>
<td>301</td>
<td>8</td>
<td>3</td>
<td>Planned - Open</td>
<td>Studies in Theatre History</td>
<td>Tu-Th</td>
<td>3:00 PM-4:00 PM</td>
<td>332 Snyder Hall</td>
<td></td>
</tr>
</tbody>
</table>

Total Planned Credits: 30

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Your weekly schedule will appear, showing each of your chosen sections. Verify that these days/times fit into your schedule. If you are taking multiple courses, make sure they do not overlap.

You may click "Schedule Builder" from the Schedule Tools drop down menu at any time to change your planned courses, or to enroll in courses.
The final step to ENROLLING:
Once you have selected your preferred section and checked that it fits your schedule, you may click the green “Enroll” button to enroll yourself in the class.

Please note that some sections have pre-requisites and you will not be able to enroll yourself until you receive permission (which is called an override). The GATE office obtains the override for you, and you will be notified via email of the next steps you need to take.

Repeat these steps with any other classes in which you wish to enroll.
How to Set Up an ALERT

If you search for a course and the section you want is full: Click on the “X” button to add it to your Planned Courses. Then you will be able to enable an Alert (see next page) that will notify you if a seat opens in the class. An Alert is also called an Open Seat Notification Update.

NOTE: Enabling an Alert DOES NOT guarantee that you will get into your first choice section. It is wise to set up Alerts for multiple sections that fit into your schedule to have a better chance of getting into one of them.
Next, in Schedule Builder, where 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 in the section becomes available.

IMPORTANT: The Alert WILL NOT automatically enroll you in a section. If you receive an Alert, you MUST log in to Schedule Builder and enroll in the class. You should do this ASAP after receiving the Alert, because there may be other students trying to enroll in the same open spot.
Make sure you explore your class options and get to know Schedule Builder. You will use Schedule Builder to search for any classes you wish to take as a Dual Enrollment student.

If you have difficulty accessing Schedule Builder, please contact the GATE office at 517-432-2129.

Thank you!