Schedule Builder on MyBU Student

Use this guide to learn how to use the Schedule Builder to plan your schedule for next semester.

Schedule Builder is the new version of the Planner. You can use it to create and view different schedule options while you are planning your courses.

1. Log into MyBU Student. Expand the menu on the left side of the screen if it is not expanded already.

2. Open Enrollment and select Fall 2024 Schedule Builder.

3. Click Continue to proceed to the Schedule Builder page, or View Tips to walk through the help tips within Schedule Builder.

Tips can also be viewed directly from the Schedule Builder page.

4. Click Expand Filters (on the top right) to search for classes.
5. The fields to search for a class will appear. The only required fields are **Subject and Catalog Number** (for example, CASCS 111). Search for a course and click **Add Course**. Repeat for as many classes as you need.

When you have added all of the classes, you will be able to see your total units (bottom left corner). You can also select your sections for each class.

When you are ready, click **Build Schedule**. One or more schedules will be created based on these classes.

When you have built a schedule, you can view the drop down and choose to add those classes to your **Shopping Cart**.

Just like with the StudentLink planner, **adding a course to the Schedule Planner does not guarantee that you have a seat in the class**. This is a planning tool to help you enroll more smoothly once registration opens.