TEXAS STATE UNIVERSITY

The rising STAR *of Texas*

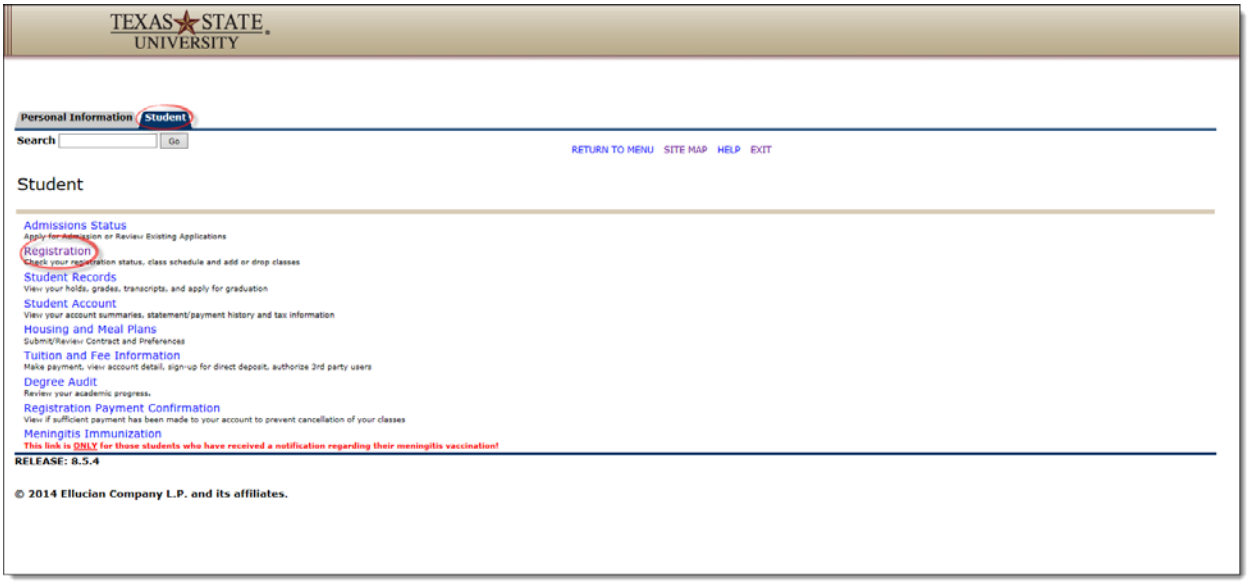
Registering for Classes with Bobcat Schedule Builder

The Bobcat Schedule Builder helps you prepare for advising and registration by planning out optimized variations of your classes that take into account your personal needs (work, athletics, leisure, etc.). The scheduler automatically saves your work so you can come back and rework a schedule at a later time or get a head start on the planning your next semester. Once you are satisfied with your schedule, you can register for your classes directly through Texas State Self-Service using the Bobcat Schedule Builder Registration Cart ***provided you have an active time ticket***.

Accessing Bobcat Schedule Builder:

Log in to Texas State Self-Service using your NetID and password.

From the ***Student*** tab, click ***Registration***



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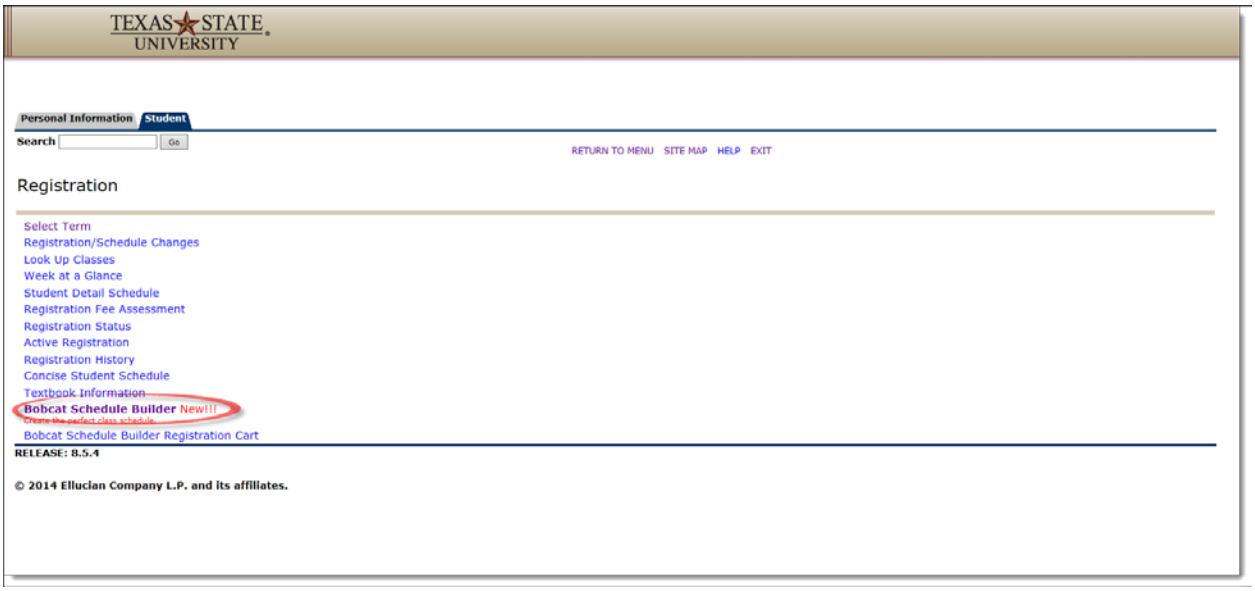
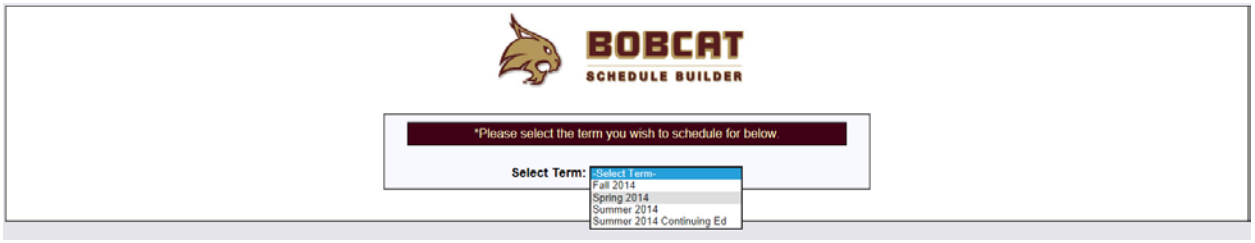
From the Registration page you can then select ***Bobcat Schedule Builder*** link which will automatically redirect you to the Bobcat Schedule Builder application.

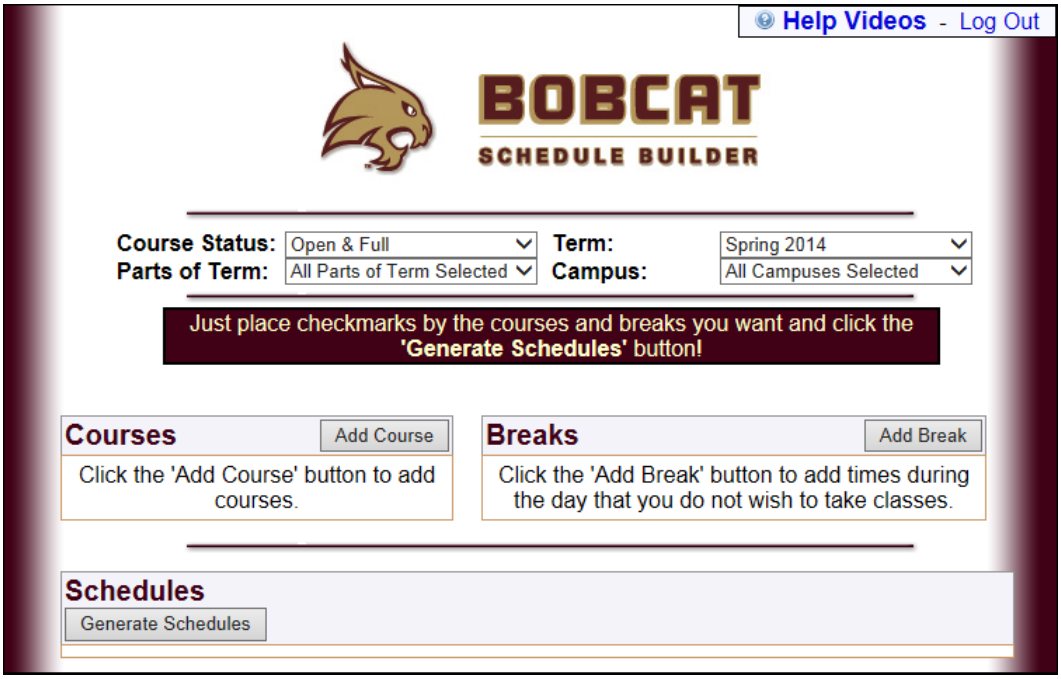


Once in the application, you will first need to select your term.



Registering for Classes with Bobcat Schedule Builder

From there you will be directed to the main Bobcat Schedule Builder page



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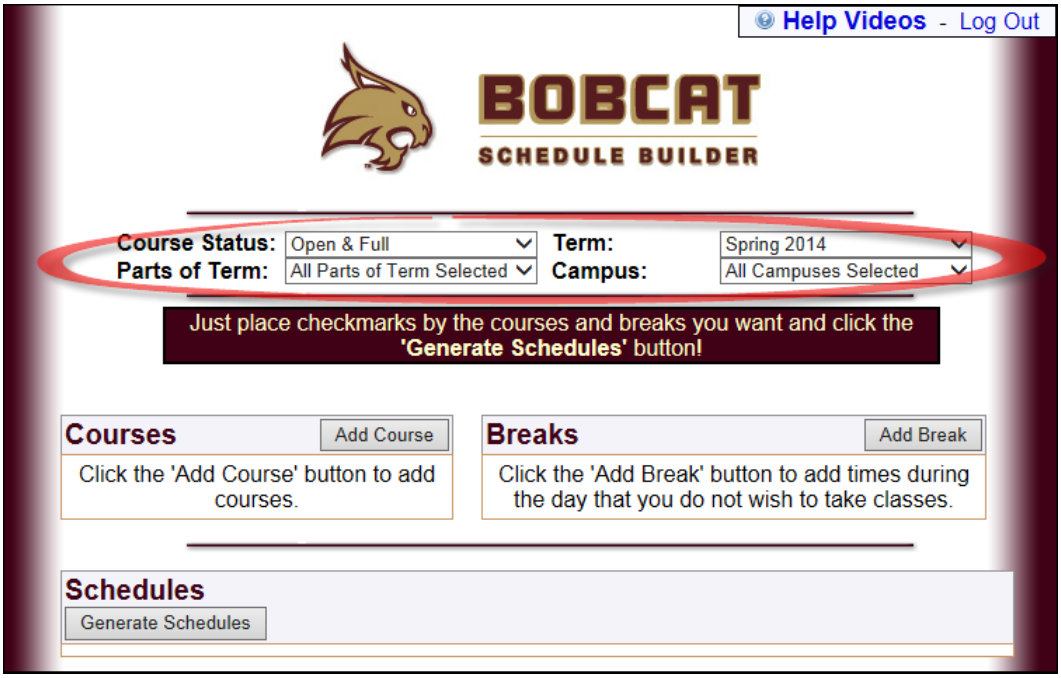
Registering for Classes with Bobcat Schedule Builder

Class Selection Options:

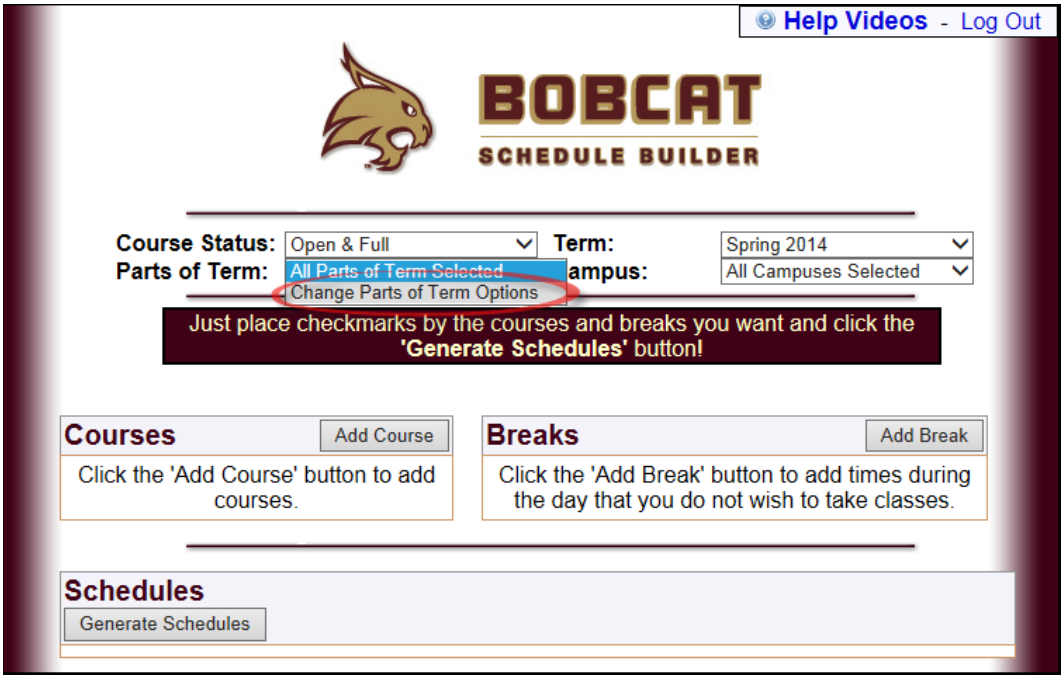
Bobcat Schedule Builder provides several options to narrow down your class searches. The ***Course Status*** dropdown lets you select between 'Open Classes Only' or 'Open and Full Classes'. ***Term*** dropdown allows you to switch between terms. The ***Parts of Term*** dropdown lets you to filter classes by specific parts of term. You are also able to filter classes by campus using the ***Campus*** dropdown menu.



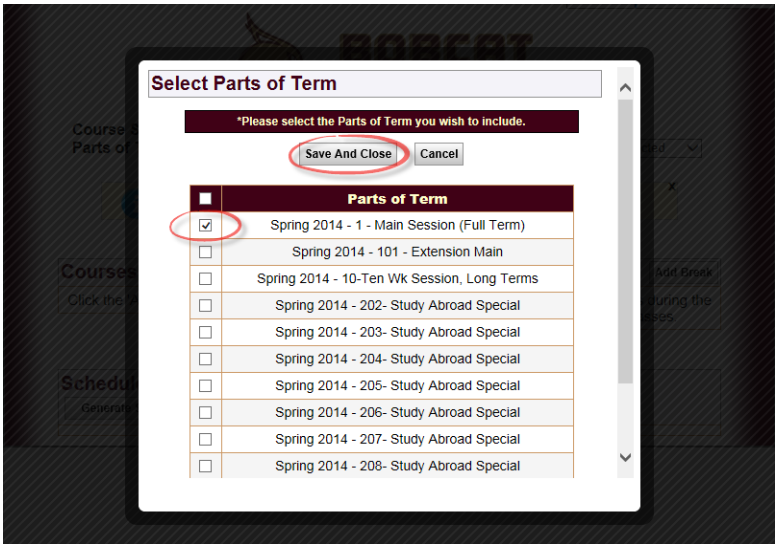
Registering for Classes with Bobcat Schedule Builder

Example: Changing Parts of Term

Select 'Change Parts of Term' from the ***Parts of Term*** dropdown menu.



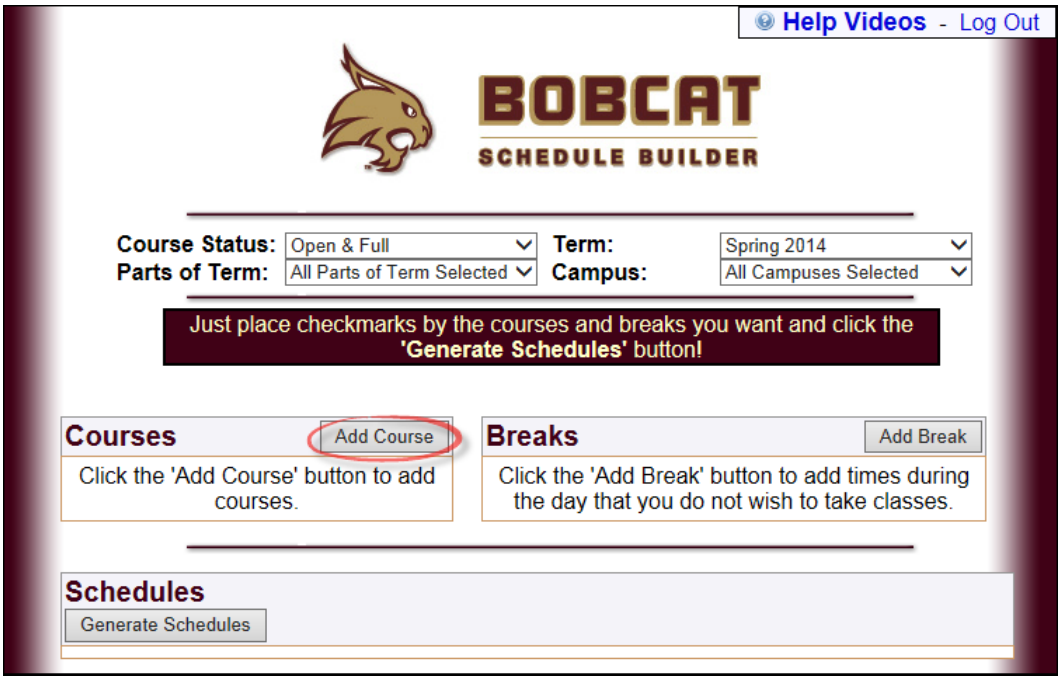
Another window will open where you can check which parts of term you would like to search for. Choose ***Save and Close*** to return to the main Bobcat Schedule Builder page.



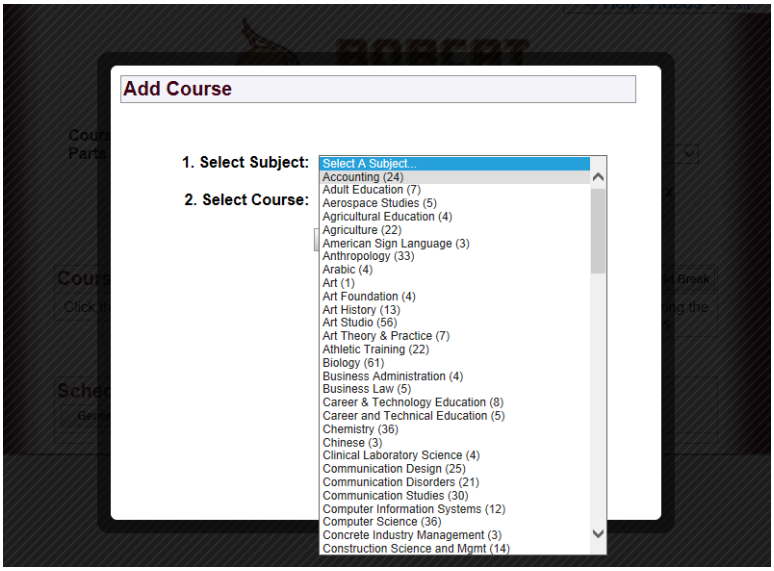
Registering for Classes with Bobcat Schedule Builder

Adding Courses:

Click the 'Add Course' button under the ***Courses*** section.

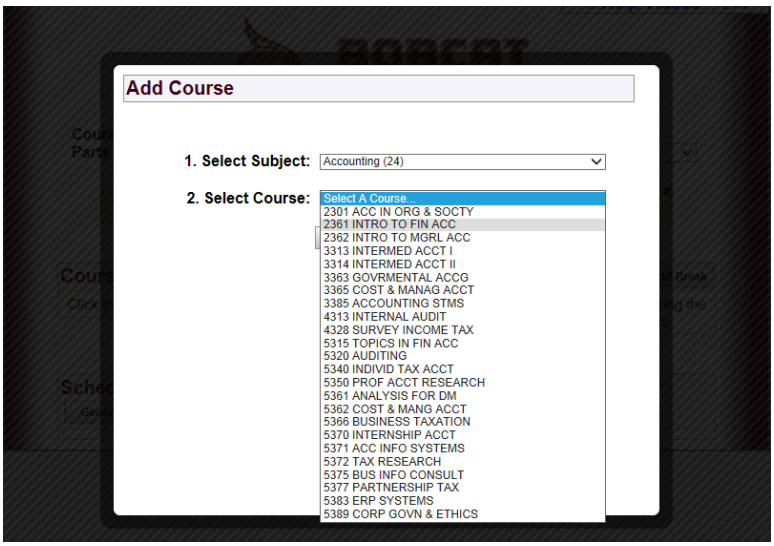


A new window will open that allows you to first select a subject. The number next to the subject indicates how many different courses exist.

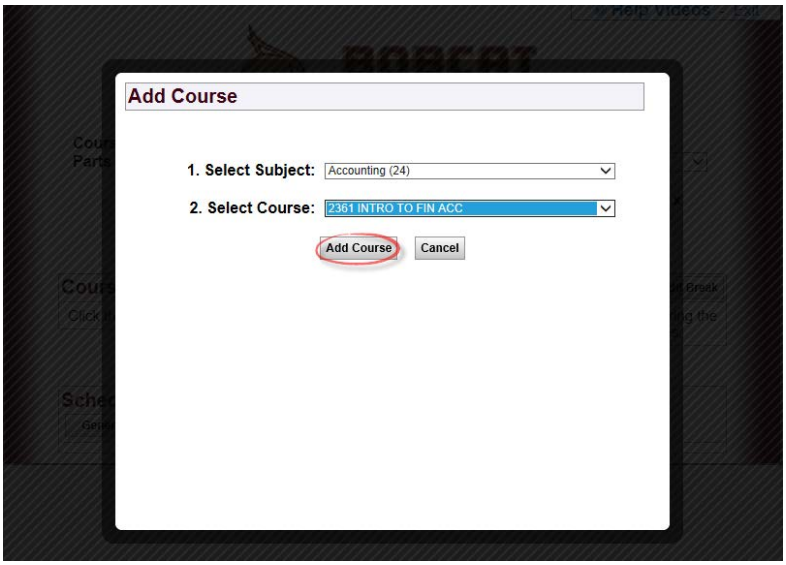


Registering for Classes with Bobcat Schedule Builder

Next choose your course from the second dropdown menu.

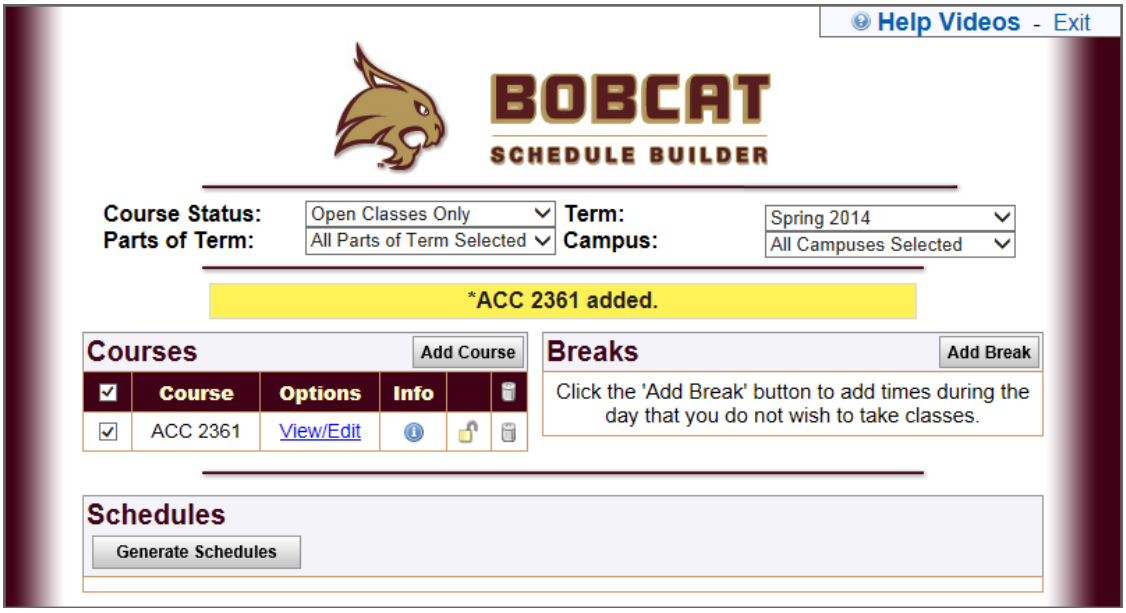


Click the 'Add Course' button and you will be brought back to the main Bobcat Schedule Builder page.

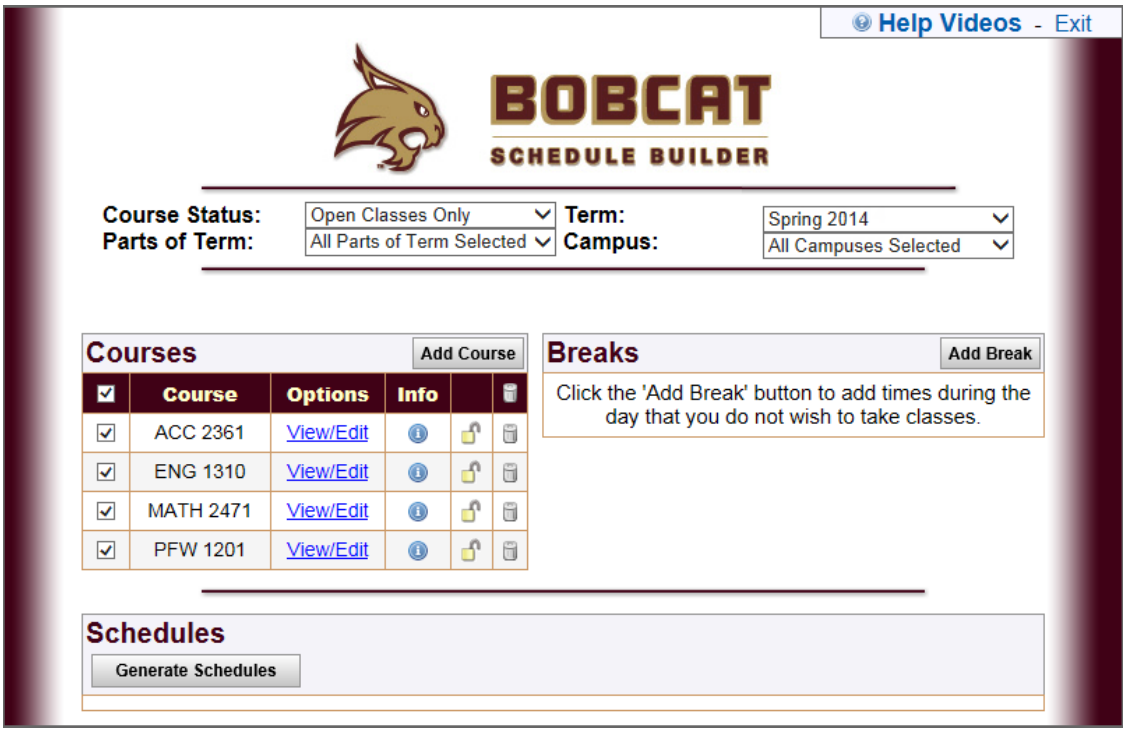


Registering for Classes with Bobcat Schedule Builder

A yellow bar with flash briefly indication your course was successfully added.



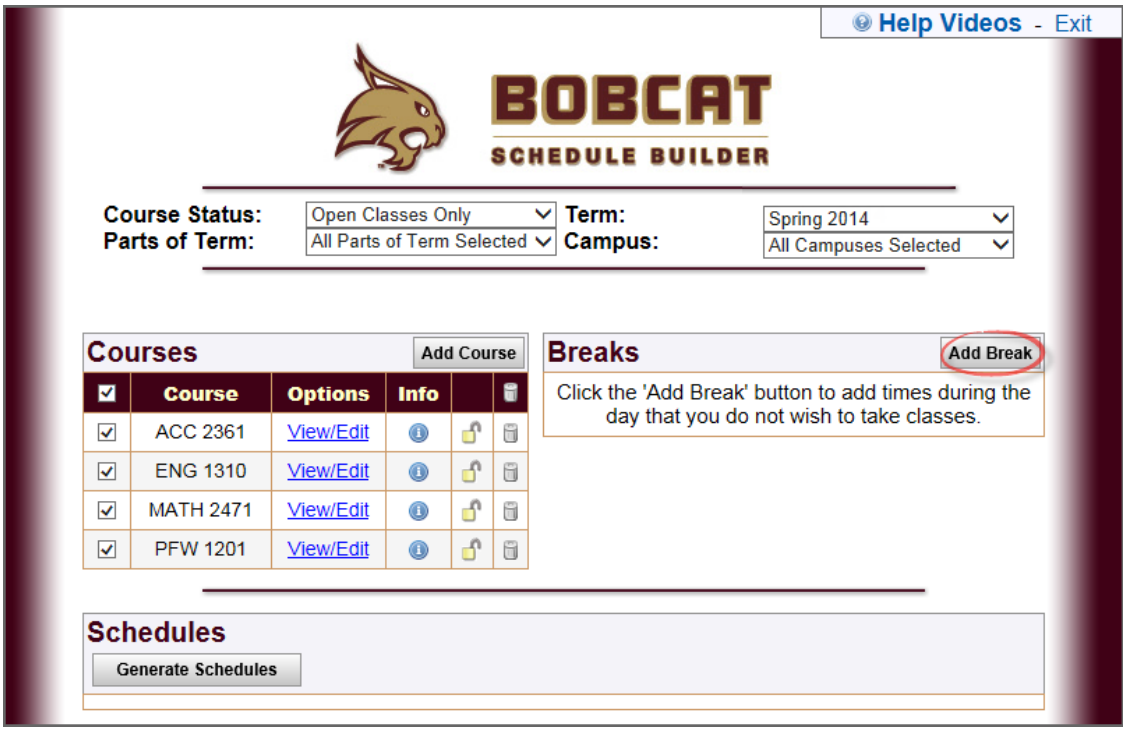
Repeat this process to continue adding courses as necessary.



Registering for Classes with Bobcat Schedule Builder

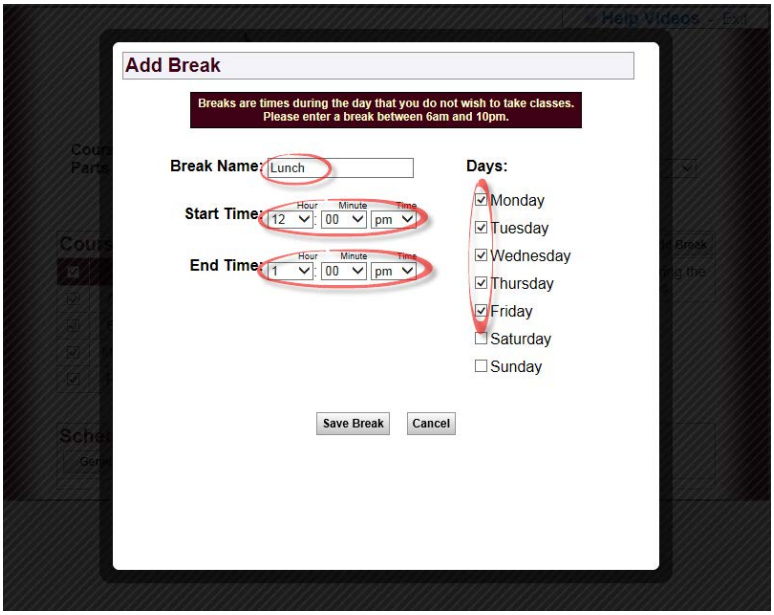
Adding Breaks:

Breaks allow you to exclude times in your schedule search. This is helpful for scheduling a lunch break or working hours. To begin click the 'Add Break' button.

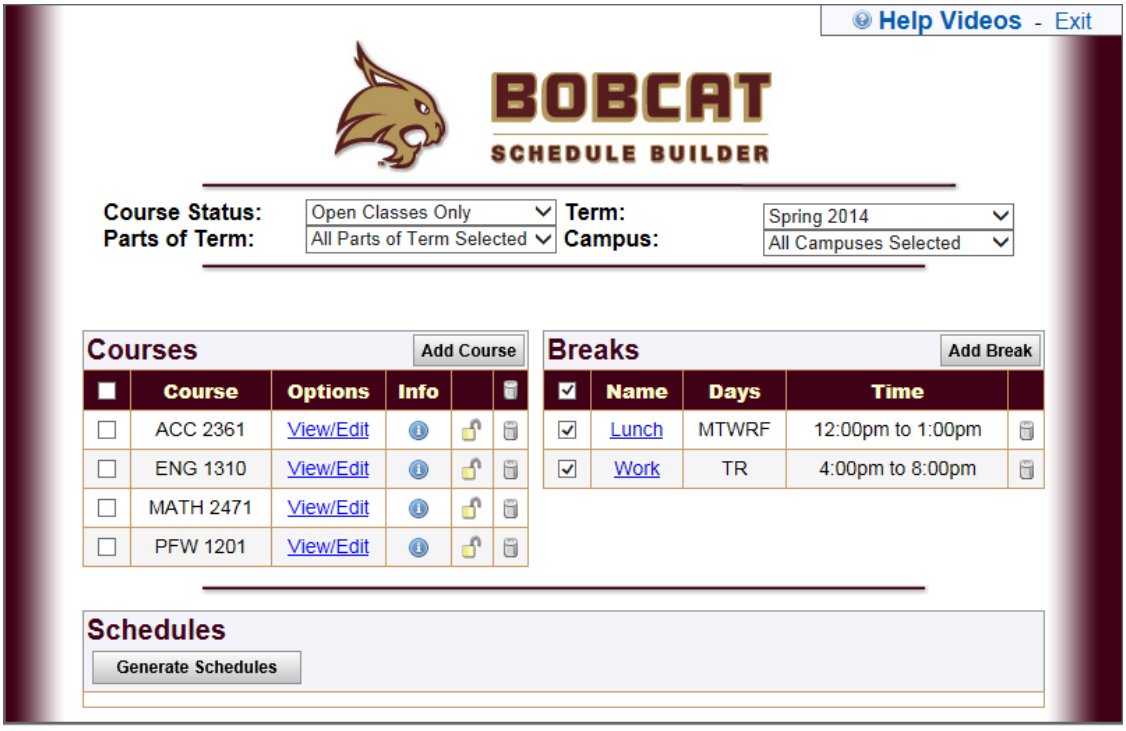


Registering for Classes with Bobcat Schedule Builder

Enter a descriptive name for your break and select the start and end time. Also make sure to check the corresponding days of the week. Click 'Save Break' when you are finished.



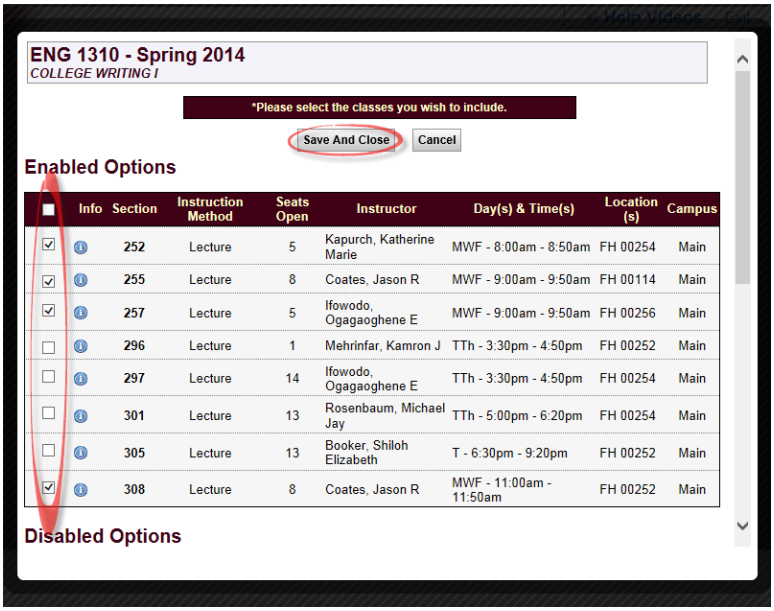
Repeat this process to add as many breaks as you need.



Registering for Classes with Bobcat Schedule Builder

View/Edit Courses:

Clicking a 'View/Edit' link under the ***Courses*** section allows you to view detailed information about a course. You have the option of deselecting any sections you do not want included in your search. When you are done click the 'Save and Close' button to return to the main screen.

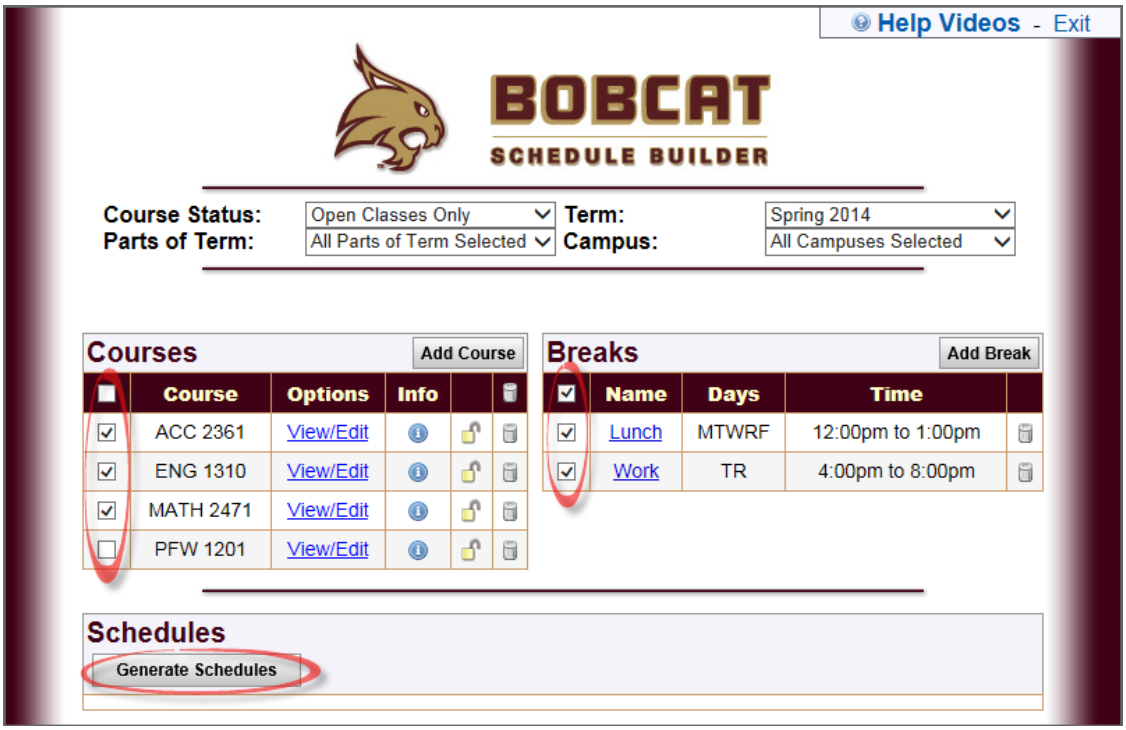


	Info	Section	Instruction Method	Seats Open	Instructor	Day(s) & Time(s)	Location (s)	Campus
☑		252	Lecture	5	Kapurch, Katherine Marie	MWF - 8:00am - 8:50am	FH 00254	Main
☑		255	Lecture	8	Coates, Jason R	MWF - 9:00am - 9:50am	FH 00114	Main
☑		257	Lecture	5	Ifowodo, Ogagaoghene E	MWF - 9:00am - 9:50am	FH 00256	Main
☐		296	Lecture	1	Mehrinfar, Kamron J	TTh - 3:30pm - 4:50pm	FH 00252	Main
☐		297	Lecture	14	Ifowodo, Ogagaoghene E	TTh - 3:30pm - 4:50pm	FH 00254	Main
☐		301	Lecture	13	Rosenbaum, Michael Jay	TTh - 5:00pm - 6:20pm	FH 00254	Main
☐		305	Lecture	13	Booker, Shiloh Elizabeth	T - 6:30pm - 9:20pm	FH 00252	Main
☑		308	Lecture	8	Coates, Jason R	MWF - 11:00am - 11:50am	FH 00252	Main

Registering for Classes with Bobcat Schedule Builder

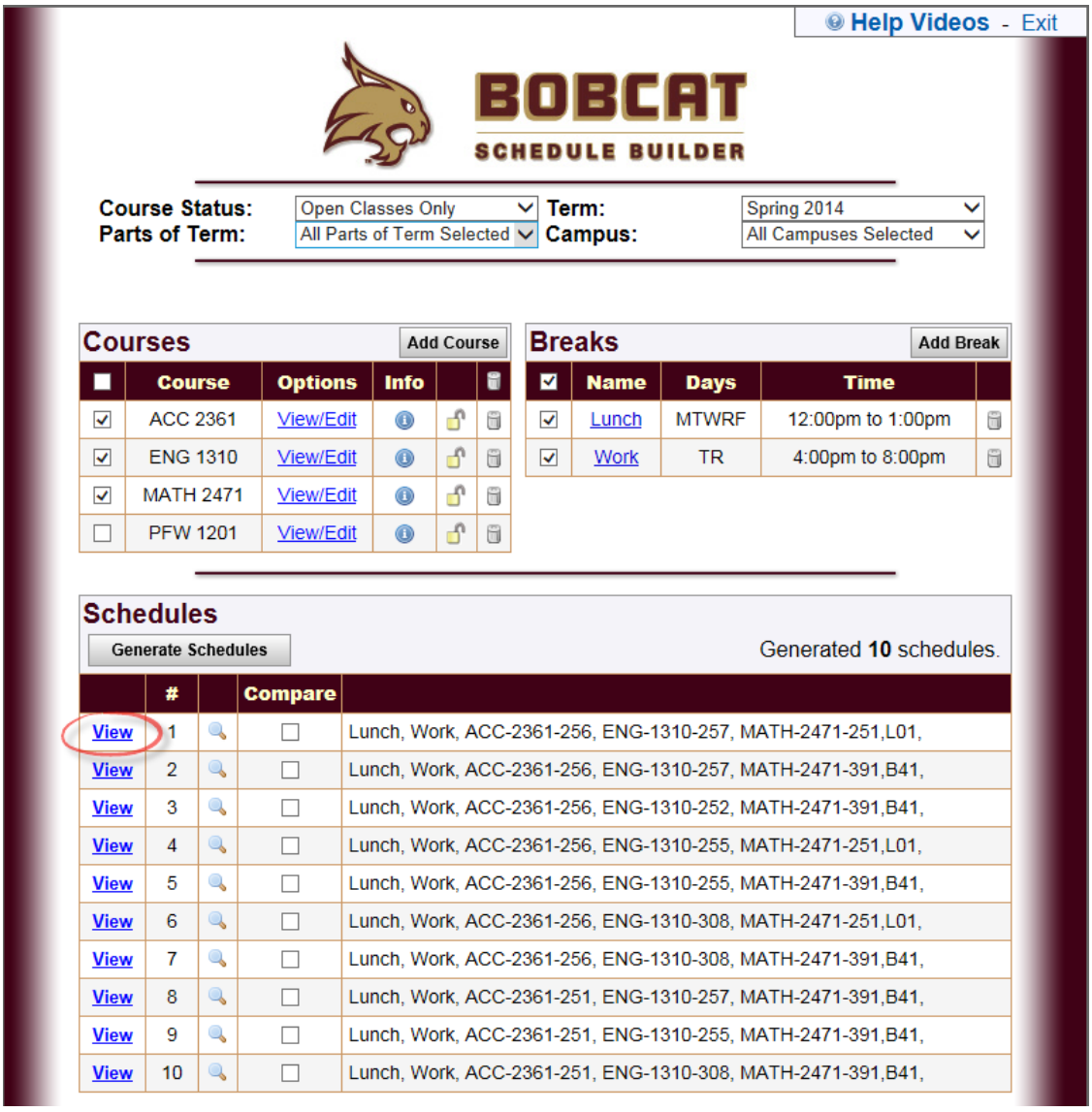
Generating Schedules:

When you have finished entering your search criteria, click the 'Generate Schedules' button to create a list of possible schedules. Make sure the classes and breaks you want to include have a check mark next to them.



Registering for Classes with Bobcat Schedule Builder

If your search returns a very high number of possible schedules consider adding more strict criteria to narrow down your search. This can be done by deselecting class sections or adding more breaks. Click the 'View' link for details about a specific schedule.



Registering for Classes with Bobcat Schedule Builder

A new window will open showing a detailed list of the classes selected and a calender view of a typical week. You may find a class at a certain time that you like and want it to be included in all of your searches. You have the ability to lock that class by clicking the padlock icon in the upper right next to the class name. Clicking the 'Close Schedule' button will return you to the main screen where you can generate a new set of schedules that will all contain the lock class or classes you had previously choosen.

View Schedule #1 - Spring 2014

Print Page | Send To Cart | Close Schedule

*You are viewing a potential schedule only and you must still register.

More Info	CRN#	Subject	Course	Section	Open Seats	Day(s) & Time(s)	Date	Location(s)	Campus	Credits
	30510	ACC	2361	256	1	MWF - 10:00am - 10:50am	1/13/2014 - 5/7/2014	MCOY 00119	Main	3
	38530	ENG	1310	257	5	MWF - 9:00am - 9:50am	1/13/2014 - 5/7/2014	FH 00256	Main	3
	33480	MATH	2471	251	29	MWF - 8:00am - 8:50am	1/13/2014 - 5/7/2014	DERR 00328	Main	4
	33503	MATH	2471	L01	29	TTh - 8:00am - 9:20am	1/14/2014 - 5/6/2014	DERR 00328	Main	0
										10

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	MATH-2471-251	MATH-2471-L01	MATH-2471-251	MATH-2471-L01	MATH-2471-251
8:15	DERR 00328-Lecture	DERR 00328-Laboratory	DERR 00328-Lecture	DERR 00328-Laboratory	DERR 00328-Lecture
8:30	McCabe, Terence W	Not Assigned	McCabe, Terence W	Not Assigned	McCabe, Terence W
8:45					
9:00	ENG-1310-257		ENG-1310-257		ENG-1310-257
9:15	FH 00256-Lecture		FH 00256-Lecture		FH 00256-Lecture
9:30	Ifowodo, Ogagaoghene E		Ifowodo, Ogagaoghene E		Ifowodo, Ogagaoghene E
9:45					
10:00	ACC-2361-256		ACC-2361-256		ACC-2361-256
10:15	MCOY 00119-Lecture		MCOY 00119-Lecture		MCOY 00119-Lecture
10:30	Severance, Robert L		Severance, Robert L		Severance, Robert L
10:45					
11:00					
11:15					
11:30					
11:45					
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
12:15					
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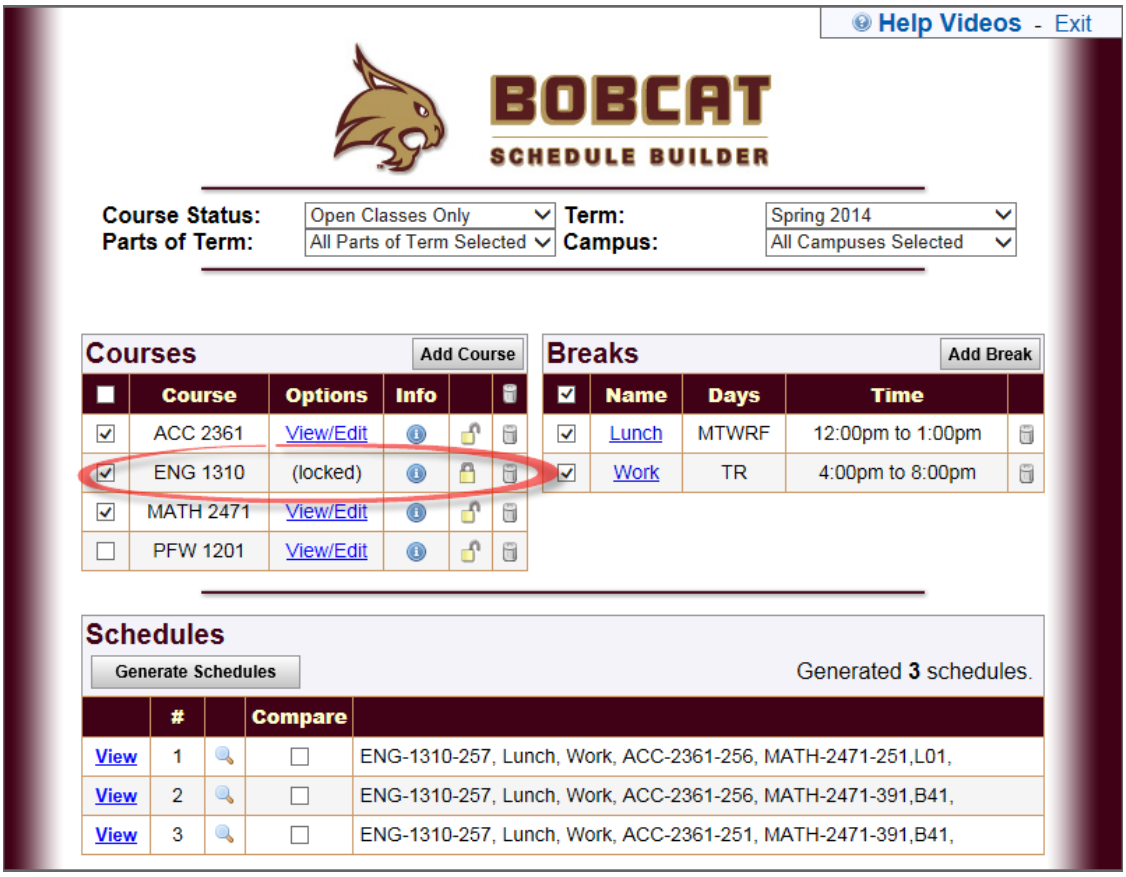
Registering for Classes with Bobcat Schedule Builder

Notice the class now shows it is locked and after clicking on the 'Generate Schedules' button there are fewer schedules to choose from. You can only lock a course when viewing a specific schedule but you are able to unlock a course from the main screen by clicking the padlock icon.



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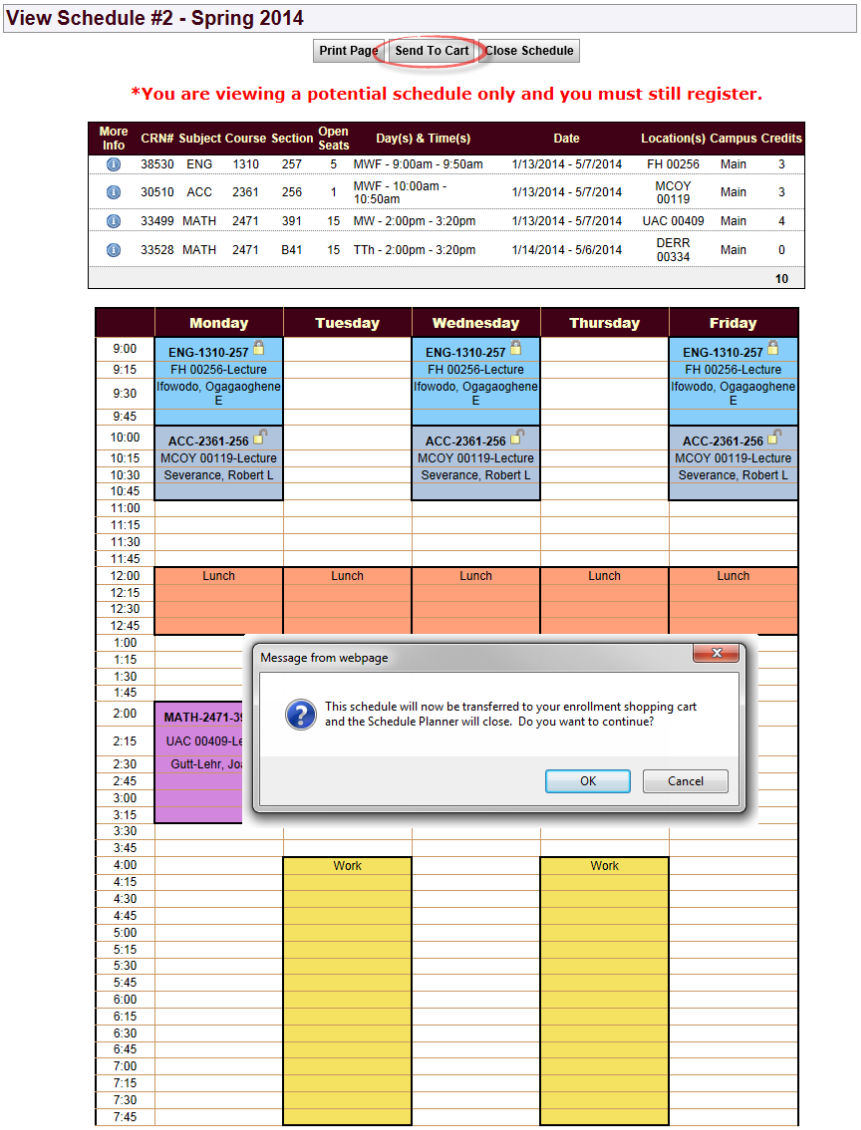
Registering for Classes with Bobcat Schedule Builder

When you find a schedule you are happy with click the 'Send To Cart' button at the top of the screen. You will get a popup message confirming that you want to move this schedule to your enrollment shopping cart. Clicking 'OK' will close the schedule builder and redirect you to the Bobcat Schedule Builder Registration Cart.



More Info	CRN#	Subject	Course	Section	Open Seats	Day(s) & Time(s)	Date	Location(s)	Campus	Credits
	38530	ENG	1310	257	5	MWF - 9:00am - 9:50am	1/13/2014 - 5/7/2014	FH 00256	Main	3
	30510	ACC	2361	256	1	MWF - 10:00am - 10:50am	1/13/2014 - 5/7/2014	MCOY 00119	Main	3
	33499	MATH	2471	391	15	MW - 2:00pm - 3:20pm	1/13/2014 - 5/7/2014	UAC 00409	Main	4
	33528	MATH	2471	B41	15	TTh - 2:00pm - 3:20pm	1/14/2014 - 5/6/2014	DERR 00334	Main	0
										10

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00	ENG-1310-257		ENG-1310-257		ENG-1310-257
9:15	FH 00256-Lecture		FH 00256-Lecture		FH 00256-Lecture
9:30	Ifowodo, Ogagaoghene E		Ifowodo, Ogagaoghene E		Ifowodo, Ogagaoghene E
9:45					
10:00	ACC-2361-256		ACC-2361-256		ACC-2361-256
10:15	MCOY 00119-Lecture		MCOY 00119-Lecture		MCOY 00119-Lecture
10:30	Severance, Robert L		Severance, Robert L		Severance, Robert L
10:45					
11:00					
11:15					
11:30					
11:45					
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
12:15					
12:30					
12:45					
1:00					
1:15					
1:30					
1:45					
2:00	MATH-2471-3				
2:15	UAC 00409-Le				
2:30	Gutt-Lehr, Joa				
2:45					
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4:00		Work		Work	
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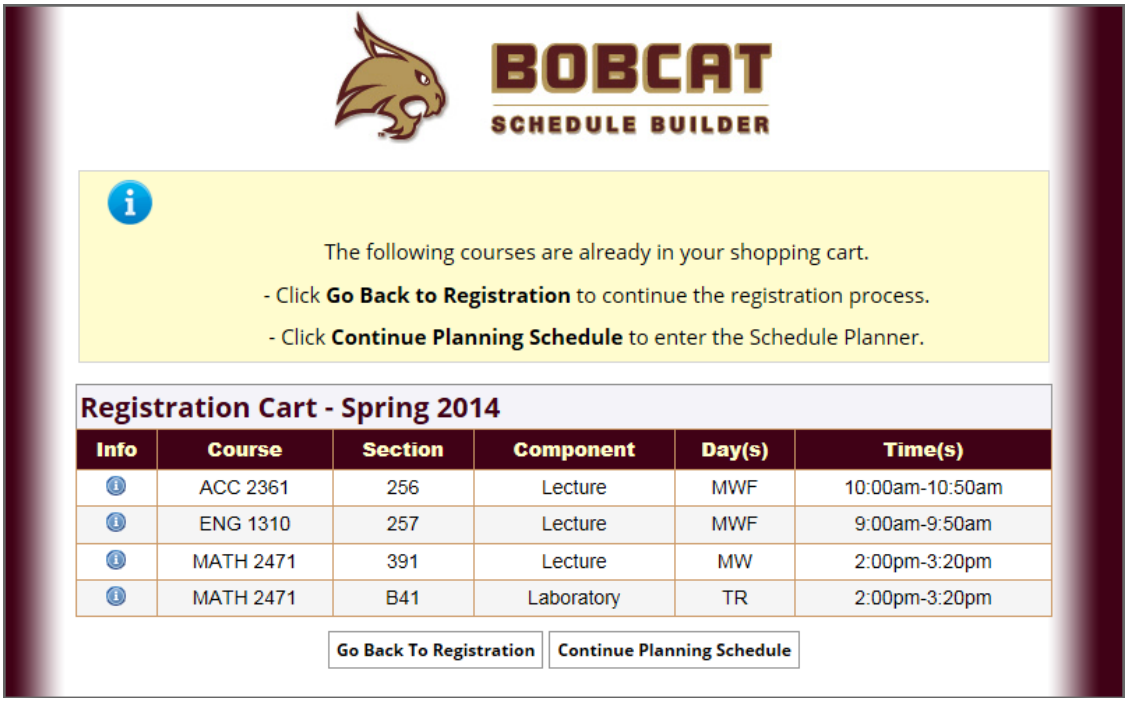
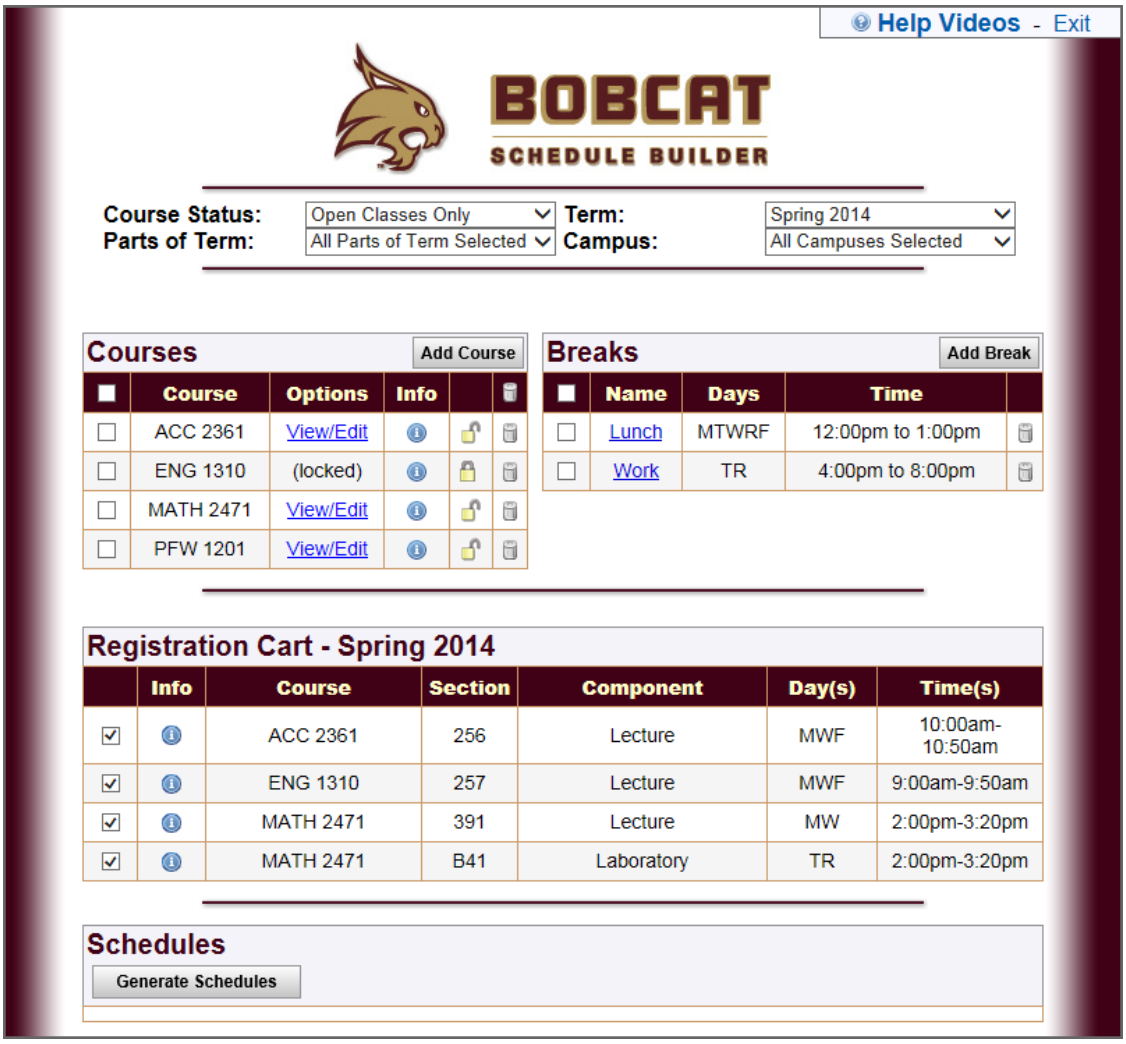
Registering for Classes with Bobcat Schedule Builder

If you try to log in to the Bobcat Schedule Builder again after you have added classes to your Registration cart you will be presented with the following screen.



Registering for Classes with Bobcat Schedule Builder

Clicking 'Go Back To Registration' will return you to the Registration menu in Texas State Self-Service. If you click 'Continue Planning Schedule' it will open the main Bobcat Schedule Builder screen. The classes you had previously added to your Registration Cart will now show on the main screen as well.



Additional classes can be added from here, but you are not able to remove classes from your cart using the Bobcat Schedule Builder. That can be done by viewing your Registration Cart.

Registering for Classes with Bobcat Schedule Builder

Registering with Bobcat Schedule Builder Registration Cart:

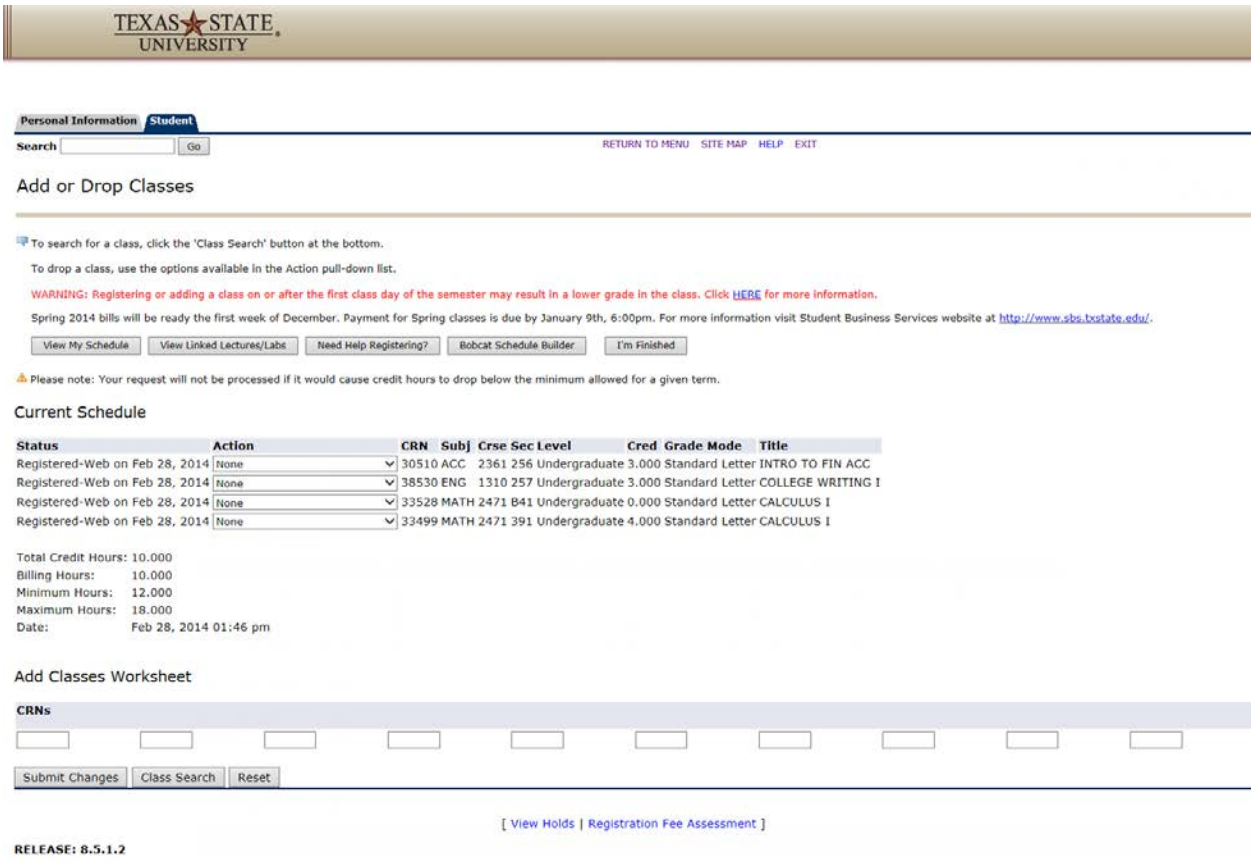
To get to your Registration Cart, click on the ***Student*** tab, click on the 'Registration' link and then click the 'Bobcat Schedule Builder Registration Cart' link at the bottom.

The cart will show the classes that you added using the Bobcat Schedule Builder.

You have the ability to clear your cart and start over with the Bobcat Schedule Builder, or you can register for some or all of the classes you have selected.

Registering for Classes with Bobcat Schedule Builder

Make sure the classes you want to register for have a check next to them and then click the 'Register' button. ******You will only be able to register if you have an active time ticket******

Registering for Classes with Bobcat Schedule Builder

You will be automatically redirected to the Add or Drop Classes page (can be found again by clicking the 'Registration/Schedule Changes' link on the ***Student*** tab in Texas State Self-Service). This page will show you all of the classes you were registered for along with any errors that might have prevented registration such as missing pre-requisites. You can add additional classes on the bottom if you know the CRN or you can drop classes by selecting an action from the drop-down menus. When you are done click the 'I'm Finished' button.