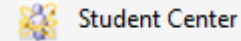


How to Enroll in Classes Using Schedule Builder

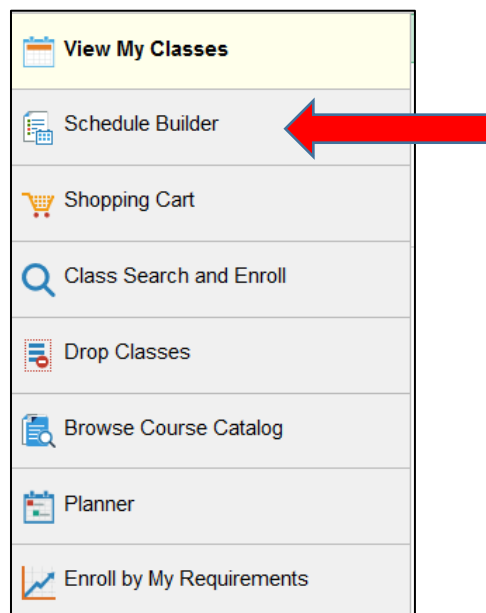
1. Log into **MyCLC** at the bottom of the CLC Website:



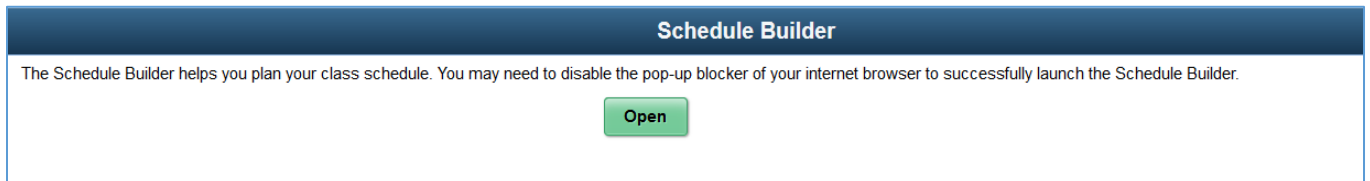
Then click on Student Center under the Launchpad on the left hand side:



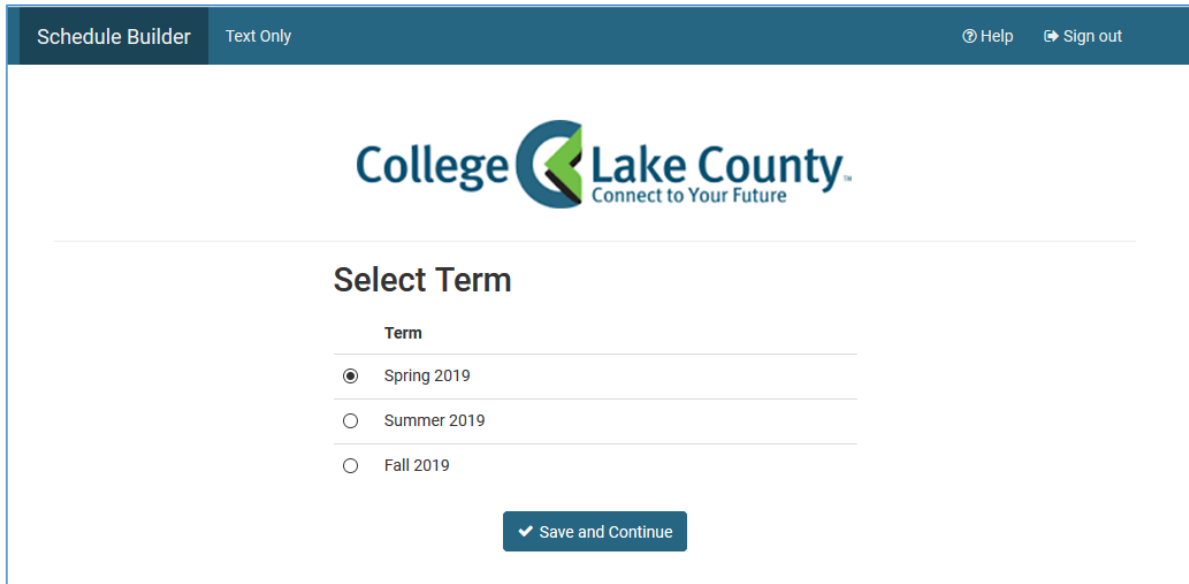
2. Click on **"Manage Classes"**, then click on **Schedule Builder**



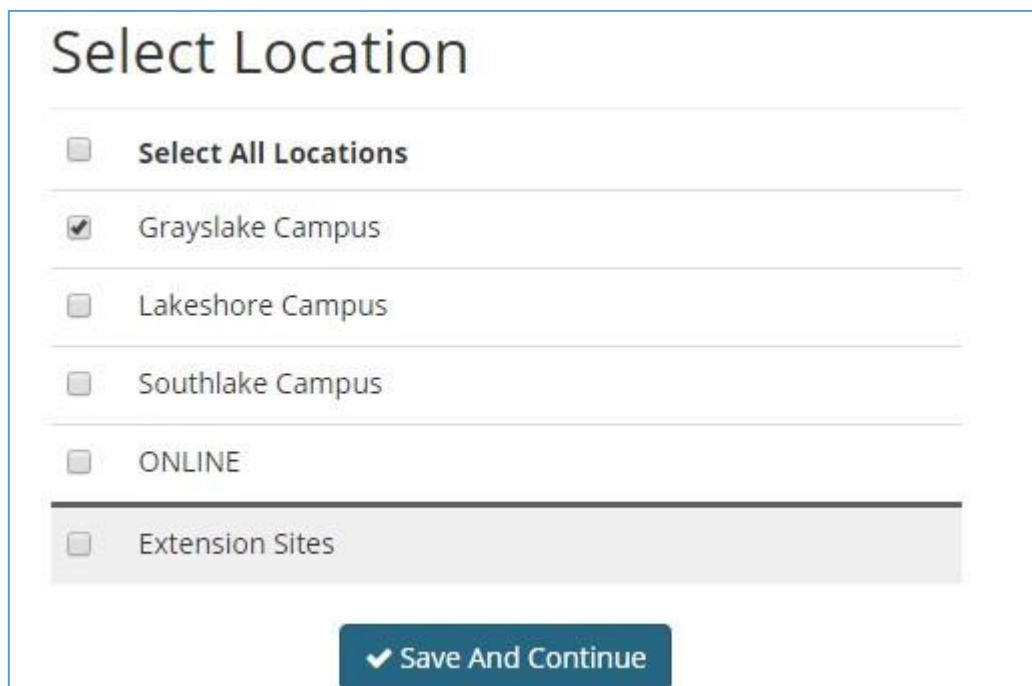
3. Click "Open" to open the Schedule Builder in a pop-up window.



4. Schedule Builder will open in a new tab. Select the Term for which you want to enroll, then click Save and Continue.



5. Select the location(s) at which you would like to take classes, then click Save and Continue



6. Add desired courses and breaks and click Generate Schedules.

Course Status Open Classes Only Term Fall 2017

Locations 1 of 5 Selected Instruction Modes 5 of 7 Selected

i Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses **Breaks**

i Add the courses you wish to take for the upcoming term. **i** Add times during the day you do not wish to take classes.

Schedules

7. To add courses, select the subject from the drop down menu, then select the course. If the Topics drop down menu pops up, select the appropriate topic or choose Non-Topic Sections. Do this for all of your courses, clicking Add Course after each course. When you are finished, click Done.

Add Course

By Subject My Planner

Subject PDS - Personal Development

Course 120 Becoming A Successful Student

PDS - Personal Development 120 - Becoming A Successful Student


This course is designed to teach students attitudes and skills valuable for college success. Topics may include: goal setting, time management, memory development, note taking, textbook reading strategies, test-taking strategies, library use, college resources, motivation, and stress management. Note: Involves extensive reading and homework assignments since intensive practice is required for mastery.

Courses

- i** **CMM - Communication 121** Fundamentals of Speech
Topic: Non-Topic Sections
- i** **ENG - English 121** English Composition I
Topic: Non-Topic Sections
- i** **MTH - Mathematics 142** General Education Statistics
- i** **PDS - Personal Development 120** Becoming A Successful Student
- i** **PSY - Psychology 121** Introduction to Psychology

8. You can add breaks for days/times you do not wish to take classes. Add in breaks you need for your schedule, thinking of work or other commitments. Click Add Break when you are done entering your break(s).

Add New Break

 Breaks are times during the day that you do not wish to take classes.

Break Name

Start Time

8 : 00 am pm

End Time

11 : 00 am pm

Days Select Weekdays

MON TUE WED THU FRI SAT SUN

[← Back](#)

[✓ Add Break](#)

Breaks

[+ Add Break](#)



No Early Mornings

MTWThF - 7:00am to 9:30am



Edit



No Evenings

MTWThF - 4:00pm to 11:00pm



Edit



No Weekends

SaSu - 8:00am to 11:00am



Edit



9. Once you have added all your courses and breaks, make sure they are checked off and click Generate Schedules.

Courses

+ Add Course

<input checked="" type="checkbox"/>	<input type="checkbox"/>
CMM - Communication 121	<input type="checkbox"/>
<input checked="" type="checkbox"/> Fundamentals of Speech Topic: Non-Topic Sections	<input type="checkbox"/>
ENG - English 121	<input type="checkbox"/>
<input checked="" type="checkbox"/> English Composition I Topic: Non-Topic Sections	<input type="checkbox"/>
MTH - Mathematics 142	<input type="checkbox"/>
<input checked="" type="checkbox"/> General Education Statistics	<input type="checkbox"/>
PDS - Personal Development 120	<input type="checkbox"/>
<input checked="" type="checkbox"/> Becoming A Successful Student	<input type="checkbox"/>
PSY - Psychology 121	<input type="checkbox"/>
<input checked="" type="checkbox"/> Introduction to Psychology	<input type="checkbox"/>

Breaks

+ Add Break

<input checked="" type="checkbox"/>	<input type="checkbox"/>
No Early Mornings	<input type="checkbox"/>
<input checked="" type="checkbox"/> MTWThF - 7:00am to 9:30am	<input type="checkbox"/>
No Evenings	<input type="checkbox"/>
<input checked="" type="checkbox"/> MTWThF - 4:00pm to 11:00pm	<input type="checkbox"/>
No Weekends	<input type="checkbox"/>
<input checked="" type="checkbox"/> SaSu - 8:00am to 11:00am	<input type="checkbox"/>

Schedules

Generate Schedules

Shuffle

10. All available schedules will be shown. Click shuffle to see other options. Hover the cursor over the magnifying glass to get a glimpse of the schedule. Click View to see the schedule.

Schedules

Generate Schedules

Shuffle

Generated 1000+ Schedules

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CMM - Communication-121-005, ENG - English-121-012, MTH - Mathematics-142-001, PDS - Personal Development-120-001, PSY - Psychology-121-001
View 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
View 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CMM - Communication-121-032, ENG - English-121-046, MTH - Mathematics-142-001, PDS - Personal Development-120-001, PSY - Psychology-121-001
View 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CMM - Communication-121-032, ENG - English-121-047, MTH - Mathematics-142-001, PDS - Personal Development-120-001, PSY - Psychology-121-001

11. Review the schedule. If there is a certain class section you want to lock in, click the lock symbol. If you want to look at other schedules keeping the section(s) you locked, click back and click Generate Schedules. Once you find a schedule that works for you, click Send to Shopping Cart.

[← Back](#)

[🛒 Send to Shopping Cart](#)

[♥](#)
[🔀 Shuffle](#)

[←](#) Schedule 3 of 142 [→](#)

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

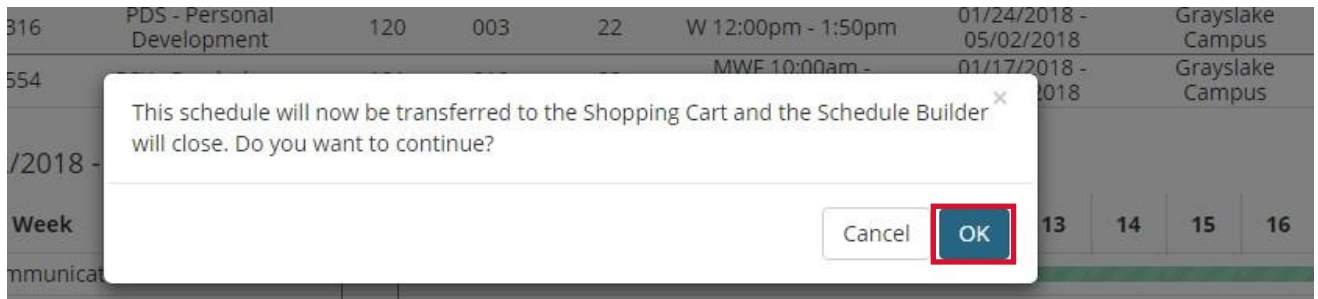
Class #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Location
5738	CMM - Communication	121	015	26	TTh 11:30am - 12:45pm	01/16/2018 - 05/03/2018	Grayslake Campus
5943	ENG - English	121	036	22	TTh 1:00pm - 2:20pm	01/23/2018 - 05/03/2018	Grayslake Campus
6922	MTH - Mathematics	142	003	32	MWF 11:00am - 11:50am	01/17/2018 - 05/04/2018	Grayslake Campus
6316	PDS - Personal Development	120	003	22	W 12:00pm - 1:50pm	01/24/2018 - 05/02/2018	Grayslake Campus
5554	PSY - Psychology	121	010	33	MWF 10:00am - 10:50am	01/17/2018 - 05/04/2018	Grayslake Campus

Week 2 (01/22/2018 - 01/28/2018)

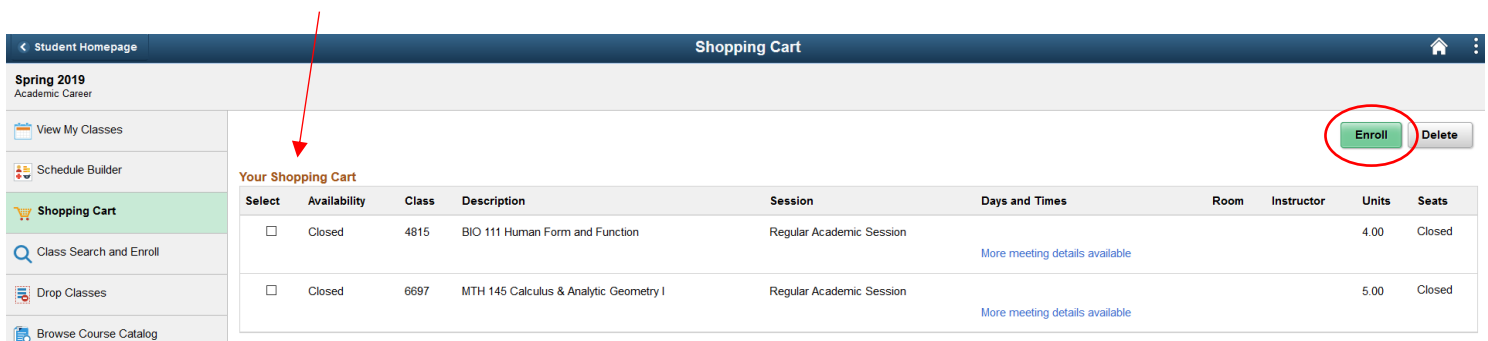
Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
CMM - Communication 121																
ENG - English 121																
MTH - Mathematics 142																
PDS - Personal Development 120																
PSY - Psychology 121																

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7am							
7:15	No Early Mornings	No Early Mornings	No Early Mornings	No Early Mornings	No Early Mornings		
7:30							
7:45							
8am							
8:15						No Weekends	No Weekends
8:30							
8:45							
9am							
9:15							
9:30							
9:45							
10am	i PSY - Psychology-121		i PSY - Psychology-121		i PSY - Psychology-121		
10:15							
10:30							
10:45							
11am	i MTH - Mathematics-142		i MTH - Mathematics-142		i MTH - Mathematics-142		
11:15		i CMM - Communicator 121		i CMM - Communicator 121			
11:30		B271 - Grayslake Campus B271	i PDS - Personal Development-120	B271 - Grayslake Campus B271			
11:45							
12pm							
12:15							
12:30							
12:45							
1pm		i ENG - English-121	C157 - Grayslake Campus C157	i ENG - English-121			
1:15		T234 - Grayslake Campus T234		T234 - Grayslake Campus T234			
1:30							
1:45							
2pm							
2:15							
2:30							

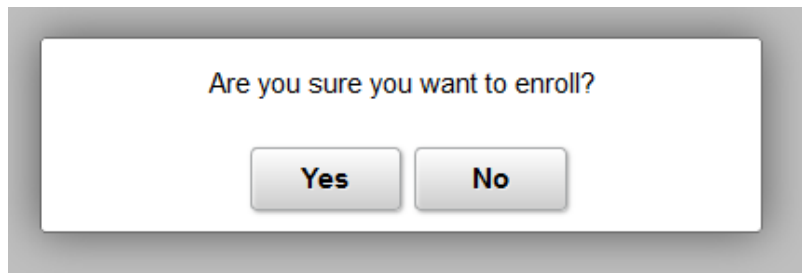
12. A pop-up window will appear. Click OK to transfer the schedule to your Shopping Cart. Schedule Builder will redirect you to the PeopleSoft Shopping Cart to finish enrolling.



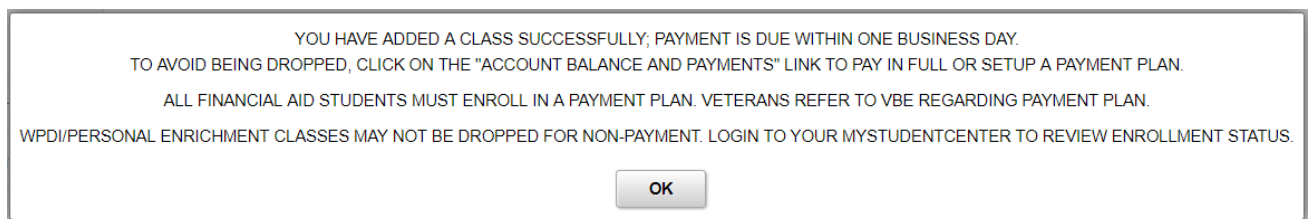
13. Check the class boxes that you want to enroll in, and click "Enroll"



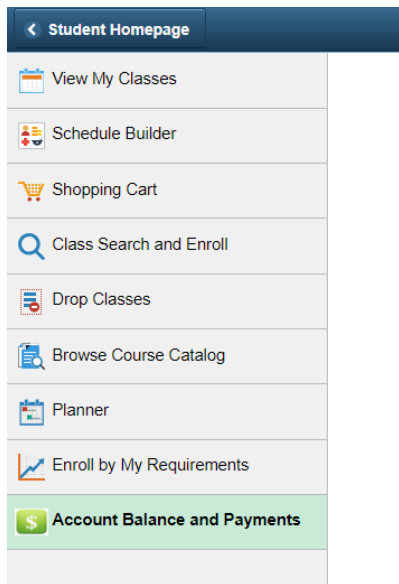
14. You will receive a confirmation box asking if you are sure you want to enroll. Check Yes.



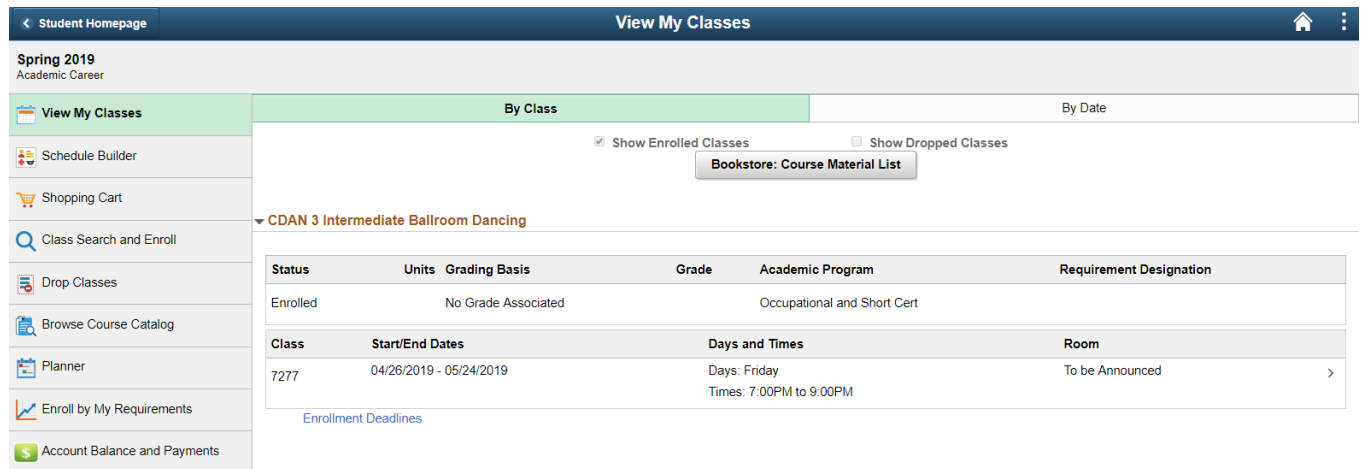
15. A pop up box notifying you about payment due dates and payment plans will appear, click OK after reading the message.



16. Click on “Account Balance and Payments” to review your charges, pay in full or set up a payment plan.



17. If you click “View My Classes”, you will see the classes you are enrolled in, including the days/times the class meets, the start and end date for the class, and the room location.



18. If you click “Bookstore: Course Materials List”, a pop up window will open showing you the books and materials you need.

