Adding Courses to the Schedule Builder Course Cart

1. Navigate to Schedule Builder on MyUI:

When logged on to MyUI, click “Courses/Registration” in the gold bar across the top of the page. Then click the “Schedule Builder” link on the right.

2. Click to begin adding course options:

To add the first course to your course cart, select the **Click me to start adding some Course Options!** link. If you already have courses in your cart, click on the **+Add Course Options** button to begin searching.

3. Begin searching for courses:

For specific course numbers: In the “Course Number” bar, type the subject and number. For example, to search for Engineering Math I – Single Variable Calculus, you would enter MATH:1550. Click **Search**.

For gen eds from approved course subjects: Select a course subject that interests you from [this list](#) on the College of Engineering website and type it into the “Course Number” bar without a number to see all course options for that subject. Click **Search**.

For Be Creative and Diversity and Inclusion courses: Only certain courses meet the requirements for these two Gen Ed categories. Select the desired category from the drop-down menu in the “Gen Ed” bar and click **Search** to display all courses offered in the selected semester that satisfy that requirement. For Be Creative course considerations, see the end of this document.
4. Choose a course:

Read the course description and click add to scheduler. It will then appear in your course cart as shown below.

To learn more about a specific course, click on the course number after searching. This will allow you to see the available sections and seat availability for each section. When you click Add to Scheduler from this page, it is recommended that you add the “(Course)” to give you the most options when building schedules. Adding the “(Section)” option will only populate that specific section/time in possible schedules.

Special Considerations - Engineering Be Creative courses:

Certain Engineering Be Creative courses have sections designated as "Restricted to Engineering Majors." You should only register for these sections.

If prerequisites are listed for an Engineering Be Creative course, you must complete the “Request Prerequisite Special Permission” form on MyUI/Student Information/Courses & Grades at least one week before your registration date. On the form, select “My reason is not listed above” and upload a snapshot of your “Program of Study & Advisors” MyUI section showing you are an engineering student.