



# New Schedule builder and registration tool

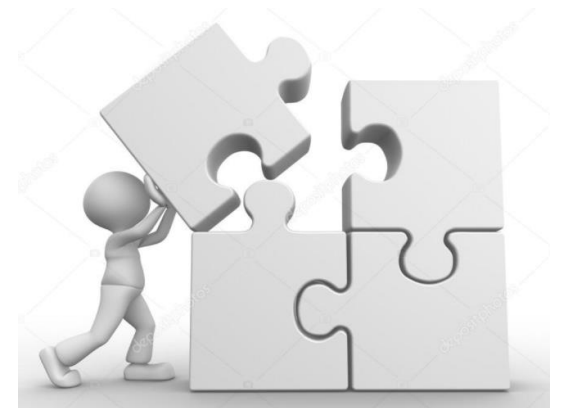
MAGGIE BODYFELT

BARBARA CRANE

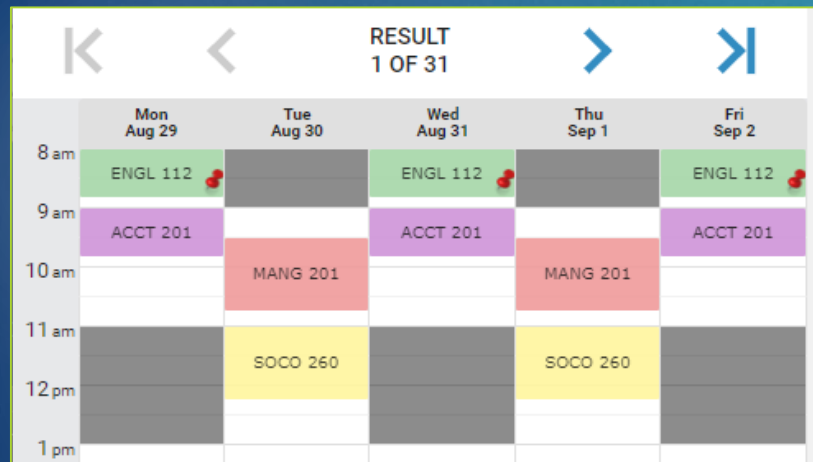
HOLLY TEAL

# Background – Why?

- ▶ We saw a product that could improve how we look up classes and build schedules while still making it easy for students to register for classes.
- ▶ As a campus effort, several faculty and staff reviewed a few different products and selected the one that you are about to see.
- ▶ We are excited that this product is ready for you to try!



## Exciting product features



The screenshot shows a course schedule interface with a grid of courses. The header includes navigation arrows, the text "RESULT 1 OF 31", and a search icon. The grid has columns for days (Mon Aug 29, Tue Aug 30, Wed Aug 31, Thu Sep 1, Fri Sep 2) and rows for times (8 am, 9 am, 10 am, 11 am, 12 pm, 1 pm). Courses are color-coded: ENGL 112 (green), ACCT 201 (purple), MANG 201 (red), and SOCO 260 (yellow). Red dots in the top right of some cells indicate full or waitlisted status.

	Mon Aug 29	Tue Aug 30	Wed Aug 31	Thu Sep 1	Fri Sep 2
8 am	ENGL 112		ENGL 112		ENGL 112
9 am	ACCT 201		ACCT 201		ACCT 201
10 am		MANG 201		MANG 201	
11 am					
12 pm		SOCO 260		SOCO 260	
1 pm					

- ▶ The day/time schedules are automatically displayed as courses are entered
- ▶ Sort by morning, mid-day, evening
- ▶ Add in time restrictions (athletics, work schedules, other)
- ▶ Can show only open classes by toggling off full and waitlisted
- ▶ Limit campus options
- ▶ And more ...

## How does this impact advising?

### No change to the process

The student should review DegreeWorks and work with their advisor to select the courses they need in the next semester.



### Just adds options while you are advising

- ▶ Easily restrict your advising session to open classes only
- ▶ Students can save the list of courses during the advising appointment
- ▶ Find schedules options before looking at a course substitution/waiver
- ▶ Virtual advising – Use the Share button

# General Tips

- ▶ Students must Sign In. This allows them to see their registration dates, holds, save favorites prior to their registration day and/or register on their day.

SIGN IN

- ▶ Campus preferences **MUST** be entered before courses

Campuses: None Select...

- |  |   |
|--|---|
| <input type="checkbox"/> Main Campus     | <input type="checkbox"/> Online (RNBSN) |
| <input type="checkbox"/> Montrose Campus | <input type="checkbox"/> WCCC           |
| <input type="checkbox"/> Online          |   |

SELECT ALL

SELECT NONE

CLOSE

# How to access the new product?

From Mavzone on the Registration Link  
[www.coloradomesa.edu/register](http://www.coloradomesa.edu/register)

Or directly at [register.coloradomesa.edu](http://register.coloradomesa.edu)

The screenshot shows the registration portal with the following elements:

- Header:** "SUMMER & FALL 2022 REGISTRATION" in large, bold, teal letters on a red-to-orange gradient background.
- Calendar:** A calendar for "APRIL 2022" with dates 3 through 23. Some dates are highlighted with colored circles.
- Legend:** A list of student categories with corresponding colored circles:
  - Graduate students and seniors (90+ credit hours) - Red
  - Junior (60+ credit hours) - Orange
  - Sophomore (30+ credit hours) - Yellow
  - Freshman (less than 30 credit hours) - Green
  - Open Registration, non-degree seeking and concurrent students - Teal
  - Academic Merit students - Light Blue
- Text Block:** "Before you register" section with a paragraph explaining financial obligations and a note about registration holds.
- Yellow Banner:** "Add, drop and manage classes" with a "LOG IN TO REGISTER" button.
- Dark Teal Buttons:** "Look up classes" and "View your schedule", each with a "START SEARCH" button below it.
- Footer:** A "Hey!" message and a button for "NEW SCHEDULE BUILDER AND REGISTRATION WEBSITE".

Classic  
Registration

New Product



# Basic Steps

## Initial Screen

- Sign In
- Click Continue

## Select Term

- Student view shows
- Holds & Help Link
  - Registration Dates

## Schedule Builder Page


- Select Campuses
- Enter Courses


# Enter Courses

Begin typing a course code or name that you would like to take.

Example: **ENGL 111**, or **BIOL 209**

Select Course...

Advanced Search 



You can courses by any of the following:

- Course abbreviation (ENGL 111)
- Keyword or Course title (Hiking, Forensics, etc). Searches all classes for the term and the course descriptions
- Instructor name
- CRN. Enter the CRN and it will add the course and pin it in the grid.
- Advanced Search
  - Part of Term – (Jterm, First Mod)
  - Essential Learning Category - Add search Level as “Section level”, then use the Essential Learning drop down.



# Reorder the Schedule Results

The screenshot shows the 'SCHEDULE RESULTS' interface. At the top, there is a maroon header with the text 'SCHEDULE RESULTS'. Below the header, there are several controls: 'Course Legend' with a blue toggle switch, 'TIPS' with an orange arrow pointing to it, 'Sort by:' with a dropdown menu, 'Full classes' with a gray toggle switch, and 'Waitlistable classes' with a blue toggle switch. The 'Sort by:' dropdown menu is open, showing a list of options: 'Select...', 'Most days off', 'Mornings', 'Mid-day classes', 'Evenings', 'Minimize breaks', 'Maximize breaks', 'Most M, W, F', and 'Most T, R'. An orange arrow points to the 'Sort by:' dropdown menu.

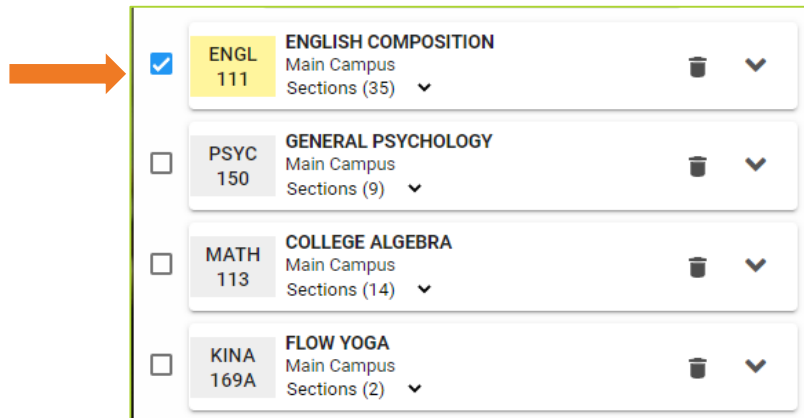
The screenshot shows a schedule grid with columns for days and times. The columns are labeled 'Mon Aug 29', 'Tue Aug 30', 'Wed Aug 31', 'Thu Sep 1', and 'Fri Sep 2'. The rows are labeled '8 am', '9 am', and '10 am'. The grid shows time blocks for 'ENGL 111' on Tuesday and Thursday. Two orange arrows point to the 8 am and 10 am time slots on Monday and Friday, which are grayed out. Below the grid, the text reads: 'Click the mouse on times blocks to gray them out'.

- ▶ This does not reduce the number of schedule options
- ▶ Simply reorders them to show those that match the best starting at option 1 of \_\_\_\_

# Too many Results?

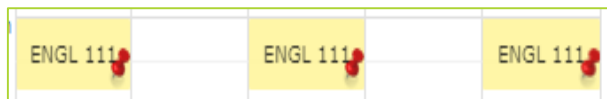
## Focus on one course

Uncheck all courses except one



A screenshot of a course selection interface. An orange arrow points to the first course, ENGL 111. The interface shows a list of courses with checkboxes, course names, and section counts. The courses are: ENGL 111 (English Composition, Main Campus, 35 sections), PSYC 150 (General Psychology, Main Campus, 9 sections), MATH 113 (College Algebra, Main Campus, 14 sections), and KINA 169A (Flow Yoga, Main Campus, 2 sections).

Then click the time grid to pin it

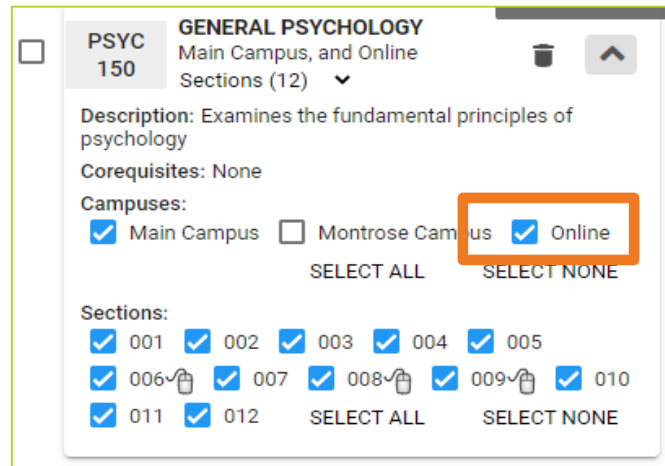


A screenshot of a time grid showing three pinned ENGL 111 courses. Each course is represented by a yellow box with a red pin icon.

Do the same with other courses

## Uncheck campuses

Example, if the student wants this in person. In the left-hand course list:

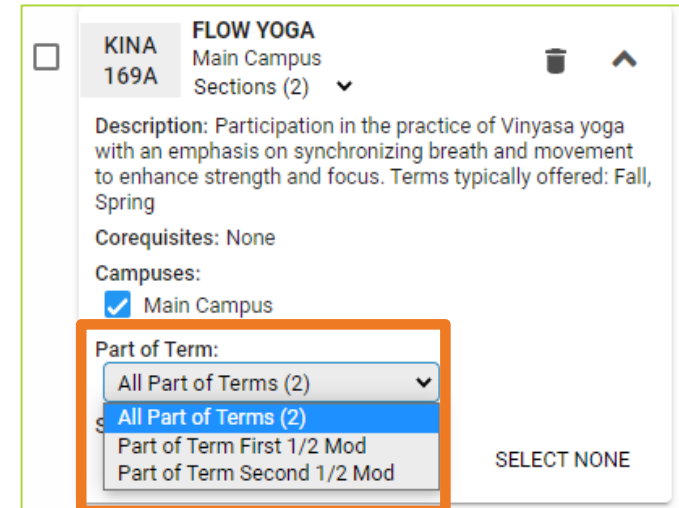


A screenshot of the PSYC 150 course details. The 'Campuses' section shows 'Main Campus' checked and 'Online' unchecked. The 'Sections' section shows a list of sections with checkboxes, and 'SELECT ALL' and 'SELECT NONE' options.

Uncheck Online

## Select Mod Dates

Student prefers first mod courses



A screenshot of the KINA 169A course details. The 'Part of Term' dropdown menu is open, showing options: 'All Part of Terms (2)', 'All Part of Terms (2)', 'Part of Term First 1/2 Mod', and 'Part of Term Second 1/2 Mod'. The 'Part of Term First 1/2 Mod' option is selected.

Select First Mod

# Coming later this summer .....

- ▶ Links to DegreeWorks will be added.
  - ▶ Add classes from a DegreeWorks view
  - ▶ Add a list of classes from a pre-saved DegreeWorks Plan
- ▶ Advisor functions for recommended schedules. These will show when the student first log in. Use cases:
  - ▶ All students in their second semester in a specific WCCC program
  - ▶ Cohort programs such as nursing, radiology, athletic training, etc
  - ▶ Helping a transfer student

# QUESTIONS?

Questions about the product? Find something that needs reviewed?  
Contact the Registrar's Office.

- ▶ [registrar@coloradomesa.edu](mailto:registrar@coloradomesa.edu)
- ▶ 970-248-1555
- ▶ LHH Fourth floor (front corner on the UC side)

Need to refer a student for help with registration? Please have them go to IRIS.