Class Scheduler will allow you to build optimal class schedules based on course preferences and setting aside time for breaks during the week. Use Class Scheduler to generate the class schedule that fits your schedule.

Log into my.uic.edu (new portal) and click on the XE Registration Icon
Click on View Class Scheduler
Select Term

Term

- Summer 2017 - Chicago
- Fall 2017 - Chicago

Save And Continue

Select a Term and Click Save and Continue
Click on "+Add Course" to start adding courses
Select a Course by Subject, Attribute (General Education Courses), or Instructor
1. Select the Subject from the dropdown

2. Select the Course from the dropdown
Click on “+Add Course” to add it to the Courses List
The course will display in the Courses List. Select “Search by Attribute” to select General Education or Honors Courses.
1. Select Attribute

2. Select Subject

3. Select Course

Click on +Add Course to Add it to your Courses List
Search By Instructor

1. Select the Instructor
   Click on +Add course to add it to the Courses List

2. Select the Course
   Click on +Add course to add it to the Courses List
After adding all of your courses, click on the Back Button (not the browser button) to return to the main page.
<table>
<thead>
<tr>
<th>Courses</th>
<th>Breaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 102 Introduction to Archaeology</td>
<td>+ Add Break</td>
</tr>
<tr>
<td>ECON 120 Principles of Microeconomics</td>
<td></td>
</tr>
<tr>
<td>HIST 100 Western Civilization to 1648</td>
<td></td>
</tr>
</tbody>
</table>

Add breaks when you cannot attend class by clicking on the "+Add Break" button
Enter the Break Name; Select the Start and End Times; Select the Days of the Weeks and click “+Add Break”. Continue adding breaks until you are finished. Click on the Back button to return to the main page.
Click on Generate Schedules to view possible schedules.
A number of schedules will appear. To view schedules you can roll over the magnifying glass.
Comparing Schedules

Compare Schedules by selecting the checkbox and clicking compare. Click on View ( ) to select a schedule.
You are viewing a potential schedule only and you must still register.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Subject</th>
<th>Course</th>
<th>Seats Open</th>
<th>Day(s) &amp; Location(s)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>27385</td>
<td>CSB</td>
<td>CHEM</td>
<td>101</td>
<td>1</td>
<td>F 3:00pm - 3:50pm - 25ES 270</td>
<td>0</td>
</tr>
<tr>
<td>32940</td>
<td>CL1</td>
<td>CHEM</td>
<td>101</td>
<td>43</td>
<td>MW 4:00pm - 4:50pm - 2LCA A001</td>
<td>4</td>
</tr>
<tr>
<td>32941</td>
<td>CQ1</td>
<td>CHEM</td>
<td>101</td>
<td>43</td>
<td>F 4:00pm - 4:50pm - 2LCA A001</td>
<td>0</td>
</tr>
<tr>
<td>10745</td>
<td>CL</td>
<td>ECON</td>
<td>120</td>
<td>1</td>
<td>TTh 12:30pm - 1:45pm - 2BSB 145</td>
<td>4</td>
</tr>
<tr>
<td>37461</td>
<td>CD4</td>
<td>ECON</td>
<td>120</td>
<td>1</td>
<td>T 11:00am - 11:50am - 2LCA A003</td>
<td>0</td>
</tr>
<tr>
<td>35603</td>
<td>AL1</td>
<td>HIST</td>
<td>100</td>
<td>1</td>
<td>MW 9:00am - 9:50am - 2LCC C004</td>
<td>3</td>
</tr>
</tbody>
</table>

The top of the View page shows your schedule.
The middle of the view page has a calendar view of your schedule. You can view section information by clicking on the “i” icon.
Click on the lock icon to lock a particular section to be used in all schedules. Make sure you click Generate Schedules again to reflect your change.
After finding the perfect schedule, click the “Send to Shopping Cart” button. You will be taken back to the XE Registration Menu. Warning: You are not registered for classes until you go through the XE Registration process.
Click OK to go back to the menu.
Click on Register for Classes. Remember, you are not registered for classes until you complete the registration process.
Select the Term and click on Continue.
Click on Plans
Click on “Add All” to Add your sections to the “Summary” for the Plan named – Schedule Planner Shopping Cart..
Click on “Submit” to register for the sections.
You are not registered until the status states “Registered”. Correct any errors.