Schedule Builder Cheat Sheet

1. Have a copy of your Degree Works, open browser for MyRedDragon, and open browser with "course schedule" from Cortland.edu

2. Identify potential courses from Degree Works (required, concentration, minor, GE), refer to "course schedule" to confirm seat availability. Remember sections: 500s require special permission; 600s majors only (if not SPM course then you will not get in); 700s non-majors only. Remember to identify a couple of back up courses

For example: Transfer Students:

SPM 275, SPM 100 / CAP 100 or SPM 335, SPM 259, MGT 250, REQUIRED SPM, CONCENTRATION SPM, GE Courses, etc.

DO NOT REGISTER FOR SPM 370 OR SPM 466 UNTIL LAST SEMESTER

GET YOUR POTENTIAL COURSES APPROVED BY AN ADVISOR

3. Open MyRedDragon, click on Academics, go to right side page, open Schedule Builder, select correct term then correct campus

4. Click +ADD COURSE. Enter courses from step two. Do NOT enter your back up courses yet. Then click "back" to main page. Click on "filter" next to course title. Unclick sections that do NOT apply to you (ie, 600 sections of ECO). You may "lock" a section that you want / need as long as it is available.

5. If you are an athlete or commuter, click +BREAK. Add your time limitations as if it were a course.

6. Click Generate Schedules. This will show all possible schedules. Click on the "magnifying glass" to get a quick look at schedule. Click on View to see entire schedule. This schedule shows the CRN. Choose schedule.

If you get errors messages: it may tell you the issue (conflict with courses, wrong section, pre-req needed, etc.). You may need to the filter and unclick an offending section (no seats, wrong level, etc.). The course itself may be the issue. Go to the main page, unclick the offending course and click +ADD COURSE. Try the new grouping. Sometimes it will not give you a reason. This is when there are a lot of conflicts. This may indicate that many of your courses are completely full.

7. Go to top of page, click on CART then click REGISTER