




Building a Schedule

From the Student Self-Service Student Homepage:

1. Click on the **Student Center** tile.
2. In the Student Center, click on **Visual Schedule Builder** button in the upper right corner to launch VSB.
Note: For Advisors, VSB can be accessed at <https://kctvsbprd.kct.mycmsc.com/vsb/>.
3. Select **term** for enrollment.
4. Select **college, campus, and locations** desired by selecting the red **Select...** text for each.
5. Enter the course number, title, or instructor for the desired courses in search box.
6. Click on the correct course and click **Select**.
7. Continue adding desired courses.
Note: Check for any indicators that may prohibit schedules from generating in the Results Area. (e.g.  or ). Resolve issues before proceeding.
8. The Results area will list Generated Results.

Selecting a Schedule

1. Select or de-select filters in upper right hand corner of the Results Area.
2. Click and drag areas on calendar to block out day/times for no availability.
3. Click **left and right arrows** or tap **left and right arrow keys** to view results.
4. View monthly calendar at bottom to view start and end range for courses.
5. Click on a class in the list or on the calendar to pin  and hold it.

This will reduce the number of results.

COM 181 Basic Public Speaking 81212 Seats: 6	Mar 7 - May 8 Session: M02	COM 181 LEC	COM 181 LEC
LEC 2602 81212 Seats: 7	Elizabethtown CTC Ft. Knox - FK Brisco Education Center Rm 209		

6. Continue pinning classes until desired schedule is being viewed.
7. To save a copy of this schedule and build another as an option, click **Add to Favorites**.
Note: In the Favorites area, saved schedules can be reloaded to decide which schedule is best for the student.
8. For Students: Click **Get this Schedule** to proceed with enrolling in the course if self-enrollment is permissible.
9. For Faculty/Advisors: if sending schedule to student who has access to self enroll, click

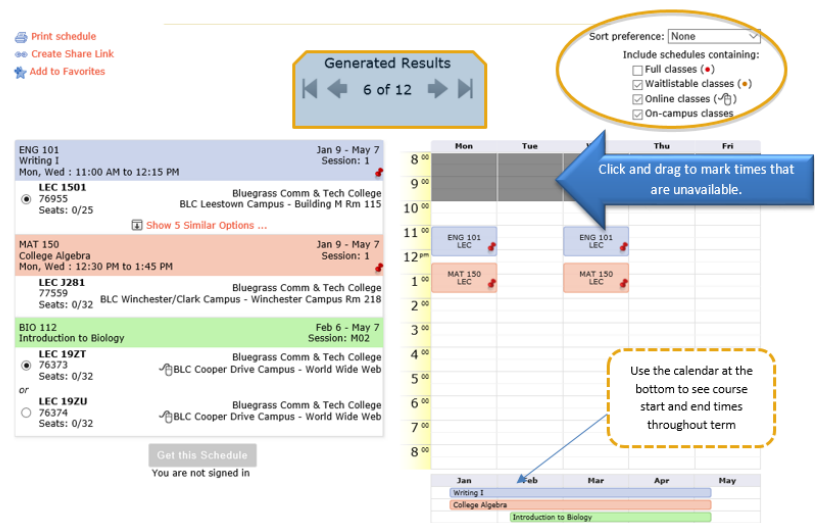
Enrolling in Courses (for students only)

1. A table displays listing the classes, actions, options, and results. Select or enter options if applicable.
2. Click **Do Actions**. The result column displays if the class was added and any reasons if it was not added.
3. Click **Return to 'Add Courses'**.
4. Remove any courses that were not added during enrollment by clicking the **X** for that course.
Note: Follow-up as necessary if any course was not added.

Dropping Courses (for students only)

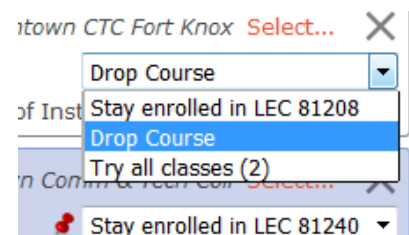
From the Add Courses area:

1. Click the drop down box for the class(es) to drop and select **Drop Course**.
2. Select **Generate Schedules**.
3. Click **Get this Schedule**.
4. Click **Do Actions**.
5. The Result column will display and confirm if the class was dropped.



The screenshot shows the VSB interface with several annotations:

- Print schedule, Create Share Link, Add to Favorites:** Located at the top left of the results area.
- Generated Results 6 of 12:** A navigation bar with left and right arrows.
- Sort preference: None:** A dropdown menu in the top right corner.
- Include schedules containing:** A list of checkboxes: Full classes (*), Waitlistable classes (+), Online classes (-@), and On-campus classes.
- Click and drag to mark times that are unavailable:** A blue arrow pointing to the calendar grid.
- Use the calendar at the bottom to see course start and end times throughout term:** A dashed yellow box around the monthly calendar at the bottom.



The screenshot shows a dropdown menu for a course. The options are:

- Drop Course
- Stay enrolled in LEC 81208
- Drop Course
- Try all classes (2)
- Stay enrolled in LEC 81240