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.
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.