

Roughrider Scheduler Step-By-Step



Plan Schedule tabs

The screenshot shows the 'Plan Schedule' tab in the Roughrider Scheduler. At the top, a navigation bar includes 'Plan Schedule', 'Registration Cart (0)', 'Current Schedule / Register by CRN (0)', 'Pay Now', 'Help', and 'Sign out'. Below this is the Yavapai College logo and search filters for Course Status, Campuses, Term, Class Length/Dates, and Delivery Methods. A large yellow box contains a 'Welcome!' message and three steps for finding a schedule. Below the message are sections for 'Courses' and 'Breaks', each with an 'Add' button and a list of items. A 'Schedules' section at the bottom features a 'Generate Schedules' button, a 'Shuffle' button, and a 'Compare' button. A 'Favorites' button with a count of 4 and a 'View Schedules' button are also present. The bottom of the screen shows a list of generated schedules with search icons and checkboxes.

1) Scheduler tabs
Plan, Review and Register for classes

2) Search filters
Narrow search by class type or campus

3) Add Courses & Breaks
For your selected term.

4) Generate Schedules
All possible conflict-free schedules.

5) Favorites
Save your favorite schedules for later.

6) View Possible Schedule
Review Schedule details

A) Registering by CRN?
Use the Current Schedule/Register by CRN tab

B) Course info
Review course details

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How to add classes

For students with Degree Works plans: Use “click here” option below the add classes menu to add your next semester’s classes from your Degree Works plan in one click

Your Degree Works shows 1 course for Spring 2022, [click here](#) to load them into your course list.

OVERVIEW:

The screenshot shows the search interface with the following elements:

- 1** Search filters: "By Subject", "Search by Course Attribute", "By Low Cost/No Cost Textbooks", "By Instructor", "Degree Works", and "By CRN".
- 2** "Add Course" button.
- 3** "Go Back to Generate Schedules" button.
- Search fields: "Subject" (Select Subject...) and "Course" (Select Course...).
- Message: "Please select Go Back to Generate Schedules once you have selected your courses."
- Courses** list on the right:
 - AHS 100: Fundamentals of Health Care
 - COM 134: Interpersonal Communication

1) Select Courses

Use tabs to define search

2) Add Courses

Click Add Courses to add classes to right side menu

3) Go Back to Generate Schedules

Click Go Back to return to the Plan Schedule page to generate schedules and review options

Add by subject:

Scroll down menu or type in subject

The screenshot shows the search interface with the following elements:

- Search filters: "By Subject", "Search by Course Attribute", "By Low Cost/No Cost Textbooks", and "Search By Ins".
- Search fields: "Subject" (AJS - Administration of Justice) and "Course" (101 Introduction to Administration of Justice).
- Result card for "Administration of Justice 101 - Introduction to Administration of Justice":
 - Overview of the criminal justice system. Organization and jurisdiction of local, state, and federal law enforcement, judicial, and correctional systems. History and philosophy of each component of the criminal justice system and interrelations among the various agencies. Career opportunities and qualifying requirements.

Add by Course Attribute

If you select more than one attribute, it will only display subjects and courses that have both degree attributes.

The screenshot shows the search interface with the following elements:

- Search filters: "Search by Course Attribute", "By Low Cost/No Cost Textbooks", and "Search By Instructor".
- Search fields: "Attribute" (Intensive Writing, Ethnic-Race & Gender), "Subject" (Select Subject...), and "Course" (ART - Art, ENG - English).

Add by textbook cost:

Add courses and sections that only have low-cost or zero-cost textbooks

The screenshot shows the search interface with the following elements:

- Search filters: "Search by Course Attribute", "By Low Cost/No Cost Textbooks", and "Search By Instructor".
- Search fields: "Attribute" (Select Attribute...), "Subject" (No Cost OER Textbooks), and "Course" (Low Cost Textbooks).

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How to add breaks

Breaks can be any time blocks you want to avoid when creating a schedule. Common breaks include: work, childcare, sports, etc.



1) Add a new break

Click +Add Breaks button

3) Delete breaks

Click "x" to remove breaks

2) Edit breaks

Change times, days or break title

4) Exclude breaks from search

Uncheck box to exclude from search

Break Name

Start Time
 :

End Time
 :

Days
 Select Weekdays

MON TUE WED THU FRI SAT SUN

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Generate Schedules

Generate schedule to view schedule options that include classes, breaks and filters. Generate a new set of schedules after each change.

Potential Schedule for Fall 2021

1 2 3

[Back](#) [Print](#) [Email](#) [Send to Registration Cart](#) [Favorite](#) [Shuffle](#) [Schedule 1 of 33](#)

Student ID: Y


You are viewing a potential schedule only and you must still register.

Status	CRN #	Subject	Course	Seats Open	Course Type	Day(s) & Location(s)	Dates	Campus	Credits	Waitlist	Waitlist Seats
Not Enrolled	31377	AHS	100	4	Lecture	M 1:15pm - 3:45pm - WEBLV	08/16/2021 - 12/06/2021	Online	3	0	0
4 5 6											
Prerequisites Session Type: Fall 2021 - Full Term											
Not Enrolled	30841	COM	134	27	Lecture	ONLINE	10/11/2021 - 12/10/2021	Online	3	0	5
Prerequisites Session Type: Fall 2021 - 2nd 8 Week											
										6	

Week 2 (08/23/2021 - 08/30/2021)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
AHS 100																	
COM 134																	

1) **Send to Registration Cart:** Send to cart to review schedule before registering.

2) **Save a schedule:** click the Favorite  button. Favorites can be accessed on the Plan Schedule tab near the Generate Schedules section.

3) **View schedule options:** The schedules index menu at top right corner that can be clicked through to review the differences between them.

4) **Info icon** See class details including individual meeting dates, pre-reqs, textbooks, etc.

5) **Locking a particular class:** Lock in a particular class by clicking on the lock symbol to show the “locked” position. When schedules are re-generated on the Plan Schedule tab, the Scheduler will automatically narrow down the results for the locked class(es).

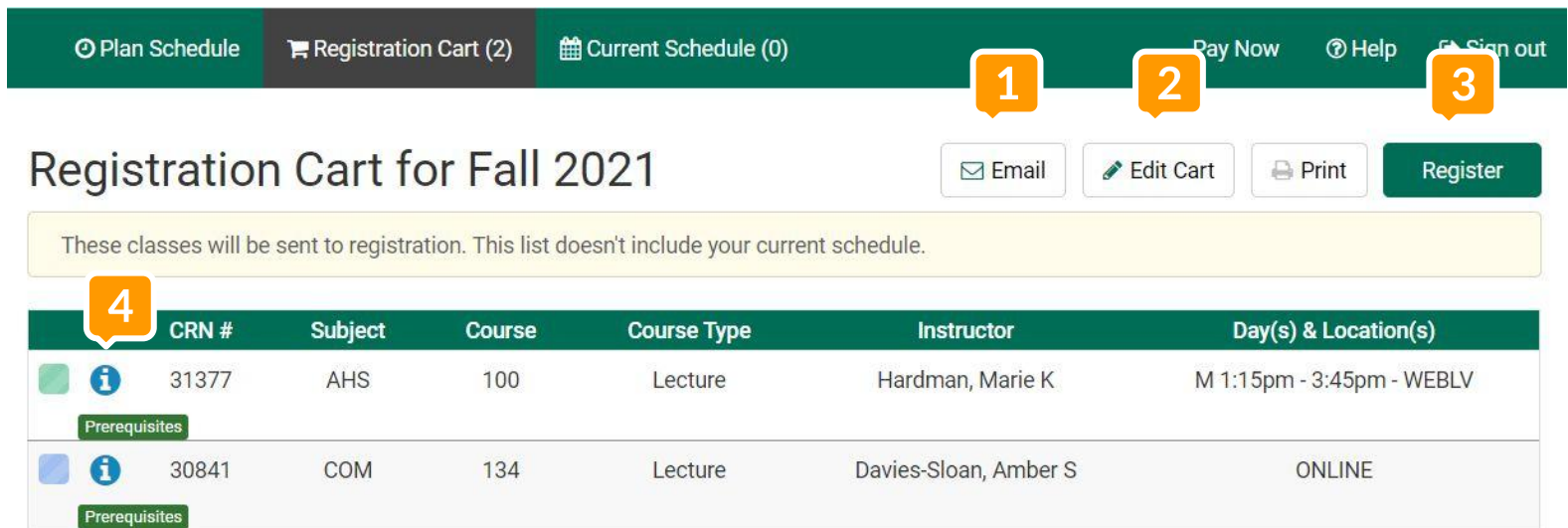
6) **Visual Aids:** Week-by-Week & One-Week graphical views of class schedule.

Note: Full classes show a “0” with a pink box under “Seats Open”. Check waitlist option.

Registration Cart

Just like your Amazon shopping cart, here's where you will review the classes you want to add to your schedule.

NOTE: this only listed new classes to be added, not existing ones on your schedule.



Plan Schedule | Registration Cart (2) | Current Schedule (0) | Pay Now | Help | Sign out

1 2 3

Registration Cart for Fall 2021

Email | Edit Cart | Print | Register

These classes will be sent to registration. This list doesn't include your current schedule.

4

CRN #	Subject	Course	Course Type	Instructor	Day(s) & Location(s)
31377	AHS	100	Lecture	Hardman, Marie K	M 1:15pm - 3:45pm - WEBLV
Prerequisites					
30841	COM	134	Lecture	Davies-Sloan, Amber S	ONLINE
Prerequisites					

- 1) Share the schedule:** Print or email a schedule to yourself, parent, employer, etc.
- 2) Edit Cart:** Remove a class from the cart. If you need to add another section or another class, go back to Plan Schedule tab to re-generate schedule options.
- 3) Register:** Complete registration for these courses by clicking this button. You will not be registered until you do this step.
- 4) Review your classes before registering:** This is your final chance to review your classes before registering. Check the list one more time and see the “i” icon for detailed class info.

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Current Schedule

Current schedule shows classes for which you are registered or waitlisted

CRN #	Subject	Course	Course Type	Instructor	Day(s) & Location(s)	Dates	Credits	Campus	Status
31377	AHS	100	Lecture	Hardman, Marie K	M 1:15pm - 3:45pm - WEBLV	08/16/2021 - 12/06/2021	3	Online	Enrolled
Prerequisites Session Type: Fall 2021 - Full Term									
30841	COM	134	Lecture	Davies-Sloan, Amber S	ONLINE	10/11/2021 - 12/10/2021	3	Online	Enrolled
Prerequisites Session Type: Fall 2021 - 2nd 8 Week									
							6		

1) Edit or Drop Classes: Make changes to your registered schedule. Dropping a class follows the rules as defined in the academic calendar (www.yc.edu/academccalendar)

2) Pay Now: Use the red button or the Pay Now link in the header to pay for your classes or make payment arrangements.

3) Status: If you waitlisted for any courses, the status will show as “waitlisted”. Check your YC scholar email regularly to see if you receive a notice that a seat has come available. You have 24 hours from the time the notification is sent to register. After the 24-hour notification has expired, you will lose your seat on the waitlist. .

4) Review your class schedule: Pay close attention to dates, session type, and days & locations. Look at the “i” icon to see campus locations. Remember to check back regularly to make sure your schedule hasn’t changes and check your YC scholar email announcements.