How to Make an Effective Schedule

The information presented in this Document has been adapted from the PowerPoint featured in the video.

This Document Covers the Following

Understanding Scheduling Tools

How to Avoid Common Scheduling Errors

Effective Scheduling Tips

Other Resources
**Understanding Scheduling Tools**

We use the following tools to help visualize schedules:

- **CourseOff**
- **GT Scheduler**

These tools also provide the course’s CRN, used to officially register for the course, location of class, and who is teaching the course. These tools also allow you to create multiple schedules.

**Layout of CourseOff:**

![CourseOff Layout](image)

*Note that grayed-out sections conflict with another class on your schedule*

**Where to Find the Course CRNs:**

![Course CRNs](image)

Write these 5-digit numbers down or keep this tab open. These are your CRNs (course registration numbers) and you need them to register.
Avoiding Common Errors
Sign-Up for the Lab AND the Lecture:

If you are taking a course with an accompanying lab (or recitation), you must register for both. If not then, you’ll run into some registration errors/problems.

You cannot sign-up for a class with no seats left in it
You cannot sign-up for a class that has the same time as another class
Make several different schedules, or back-ups, in case you don’t get all the classes on your first one
You must register for a minimum of 12 credit hours to be considered a full-time student:

CourseOff tells you how many credits you are registered for at the bottom of your schedule.

Effective Scheduling Tips
You have 15-minute breaks between class periods. This is enough time to get from central campus (i.e. CULC, Skiles, etc.) to the classroom buildings near the edges of campus, BUT it is not enough time to walk from one edge of campus to another (i.e. from Paper Triennial to Scheller College of Business).

It is also recommended that go before the first day of classes to locate all your classrooms and make sure you can get from classroom to classroom within the 15-minute time gap.

Leave time in your schedule for meals
Don’t overload yourself during your first semester
Don’t take more than 5 courses or 15 credit hours (whichever comes first). When you add in jobs, sports, organizations, research, etc. it gets to be a lot.

**Other Resources**

If you have more questions about what classes you should be taking or how to register for classes please reach out to you advisor, the registrar’s office, and the FASET Staff. If you have specific questions about Explore courses or Explore experiences, please reach out to the Explore Staff or Explore Mentors.