

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 : gatech Fall 2019 primary schedule

	monday	tuesday	wednesday	thursday	friday
8:00 am					
9:00 am					
10:00 am	CHEM - 2214 Coll of	APPH - 3753 Howey (Physics) L4	CHEM - 2214 Coll of Computing	APPH - 3753 Howey (Physics) L4	CHEM - 2214 Coll of
11:00 am					
12:00 pm					
1:00 pm					
2:00 pm		APPH - 4400 ES&T L1205	CHEM - 2214 Boggs 266	APPH - 4400 ES&T L1205	
3:00 pm				APPH - 3754 Boggs 1-72	
4:00 pm					
5:00 pm					
6:00 pm		CETL - 3000 ES&T L1116			
7:00 pm					
8:00 pm					

Course details for CHEM 2214 - Quantitative Analysis:

- Course: CHEM 2214 - Quantitative Analysis
- Professor: O'Mahony, C.
- Sections: A1, A2, A3, B1, B2, B3, AB
- Time: 1:30pm - 7:15, 1:55pm - 7:40, 10:10am - 11:00
- Credits: 4 credits

Other courses in the list: CETL 3000 - Residence Life Seminar, APPH 4400 - Human Neuroanatomy, APPH 3753 - Anatomy, APPH 3754 - Anatomy Lab.

Annotations:

- Course
- Professor
- Section
- Time
- This will auto-populate with how many seats are left
- *Note that grayed-out sections conflict with another class on your schedule

Where to Find the Course CRNs:

	monday	tuesday	wednesday	thursday	friday
8:00 am					
9:00 am	ENGL - 1102 Clough		ENGL - 1102 Clough		ENGL - 1102 Clough
10:00 am	MATH - 1553 Klaus 1443		MATH - 1553 Klaus 1443		MATH - 1553 Skiles 371
11:00 am	CHEM - 2313 ES&T L1205		CHEM - 2313 ES&T L1205		CHEM - 2313 ES&T L1205
12:00 pm					
1:00 pm					
2:00 pm					
3:00 pm					APPH - 1040 College of Business 100
4:00 pm	COS - 2000 Molecular	BIOL - 4545 ES&T L1125		BIOL - 4545 ES&T L1125	
5:00 pm					

CRN List:

- COS 2000: 91993
- CHEM 2313: 89334
- MATH 1553: 88449
- ENGL 1102: 91735
- BIOL 4545: 90898
- APPH 1040: 86234

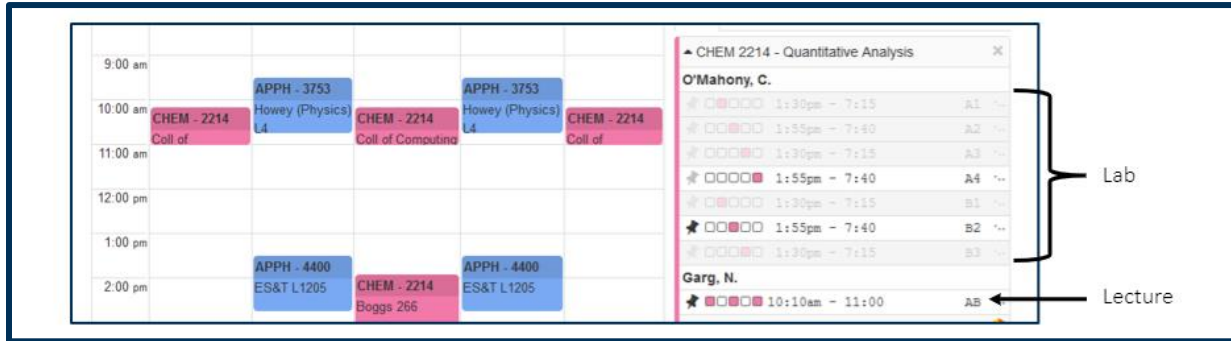
Annotations:

- Automatic registration is not available for your school. Login to your school's registration system and register for the courses you have selected.
- 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](#).