

LOGIN TO ENGAGE

Begin by signing in at Engage.BerkeleyCollege.edu



Once you are signed in click “Course Info”

Once you are in Course Info click “Create My Schedule”



REGISTER FOR CLASSES

My Scheduler

Text Only



Select Campus

Select the campus or campuses where you would like attend classes. Only select the locations you know you can attend. Click "Save."

If more than one term of enrollment is open, select the term you would like to view classes for.

- Select All Campuses
- Brooklyn Campus
- Middlesex Campus
- New York City
- Newark
- Online
- Paramus Campus
- Westchester Campus
- Woodland Park Campus

← Cancel

✓ Save

Scheduler Page Overview

1 ADD COURSES
To Take Next Term

2 ADD BREAKS
To Block Off Times For No Class

3 GENERATE
All Possible Schedules

My Scheduler Text Only Help Sign out

Course Status: All Open Courses Change Term: Fall 2018
 Campuses: All Campuses Selected Change Instruction Modes: 1 of 3 Selected Change
 Sessions: 1 of 3 Selected Change

Instructions: Add desired courses and breaks and click Generate Schedules button

Courses + Add Course Add the courses you wish to take for the upcoming term.
 Breaks + Add Break

Work MTF - 8:00am to 9:00am Edit

Current Schedule

Class #	Status	Section	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Campus
1689	Enrolled	NB	BUS	2231	Staff Instructor	TTh 9:30am - 10:45am - NYC 41st Street B202	3	New York City
1475	Enrolled	MA	ECO	2200	Staff Instructor	M 2:00pm - 4:45pm - MDL 101	3	Middlesex Campus

Shopping Cart

Class #	Section	Subject	Course	Instructor	Day(s) & Location(s)
1724	NC	ECO	2200	Staff Instructor	TTh 2:00pm - 3:15pm - NYC 41st Street B304
1388	MA	FAS	2230	Staff Instructor	TTh 9:30am - 10:45am - MDL 103

Schedules Advanced Options View Schedules
 Generate Schedules

1. Add Courses

Add Course

By Subject Search By Instructor

Desired Courses Current Schedule Shopping Cart

1 Choose a Course and click Add Course

Subject: ECO - Economics
 Course: 2200 PRINCIPLES OF ECONOMICS

Done + Add Course

Economics 2200 - PRINCIPLES OF ECONOMICS
 Introduces the core principles of micro and macroeconomic theory while emphasizing real-world personal, business and governmental applications. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, the role of government in the economy, inflation and unemployment, and the monetary system of the United States.

After clicking "Add Course", you can search for courses by Subject or Instructor. Once you find your course, select "+ Add Course."

When you are finished adding all your required courses, select "Done."

2. Add Breaks

Once you have finished adding your courses and clicked “Done”, you will be back at the main screen. If you need to add a break so classes are NOT scheduled during that specified time, do that prior to generating schedules.

Add New Break

Breaks are times during the day that you do not wish to take classes.

Break Name: Work MTF

Start Time: 8 : 00 am pm

End Time: 9 : 00 am pm

Days: Select Weekdays

MON TUE WED THU FRI SAT SUN

Course Status All Open Courses

Campuses All Campuses Selected

Sessions 1 of 3 Selected

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses

- BUS 2231** BUSINESS LAW I
- ECO 2200** PRINCIPLES OF ECONOMICS

Schedules

Breaks

- Work** MTF - 8:00am to 9:00am

If you have created a break and want to include it when generating your schedule, check the break you want.

It will NOT return classes that run during that time frame.

3. Generate and View Schedules

Once you have completed adding your breaks you are ready to generate schedules. The number of schedules generated depends on the number of campuses selected at the start and offerings. If you have selected all locations, the number of choices returned can be overwhelming. It is best to only select the locations you know can attend.

The screenshot shows a web interface titled "Schedules". At the top right, there are two buttons: "Advanced Options" (with a gear icon) and "View Schedules" (with a calendar icon). Below the title, there are two buttons: "Generate Schedules" (with a refresh icon) and "Shuffle" (with a shuffle icon). A green notification bar states "Generated 12 Schedules". Below this, a blue bar contains a "Compare" button (with a document icon), an information icon, and the text "Select at least two schedules to compare side by side". To the right of this bar are four buttons labeled "#1", "#2", "#3", and "#4". The main area displays a list of 12 schedules, each with a "View" button, a magnifying glass icon, a checkbox, and the schedule details. Schedules 1-4 have their checkboxes checked, while schedules 5-12 have theirs unchecked.

View	Icon	Checkbox	Schedule
1	🔍	<input checked="" type="checkbox"/>	Work, BUS-2231-GA, ECO-2200-GA
2	🔍	<input checked="" type="checkbox"/>	Work, BUS-2231-GN, ECO-2200-GA
3	🔍	<input checked="" type="checkbox"/>	Work, BUS-2231-KA, ECO-2200-GA
4	🔍	<input checked="" type="checkbox"/>	Work, BUS-2231-MA, ECO-2200-GA
5	🔍	<input type="checkbox"/>	Work, BUS-2231-GA, ECO-2200-GN
6	🔍	<input type="checkbox"/>	Work, BUS-2231-GN, ECO-2200-GN
7	🔍	<input type="checkbox"/>	Work, BUS-2231-KA, ECO-2200-GN
8	🔍	<input type="checkbox"/>	Work, BUS-2231-MA, ECO-2200-GN
9	🔍	<input type="checkbox"/>	Work, BUS-2231-GA, ECO-2200-MA
10	🔍	<input type="checkbox"/>	Work, BUS-2231-GN, ECO-2200-MA
11	🔍	<input type="checkbox"/>	Work, BUS-2231-KA, ECO-2200-MA
12	🔍	<input type="checkbox"/>	Work, BUS-2231-MA, ECO-2200-MA

The campus, course and break choices selected generated 12 different available schedules.

You can compare up to 4 different schedules at a time or you can view each one individually and select the one that best fits your needs.

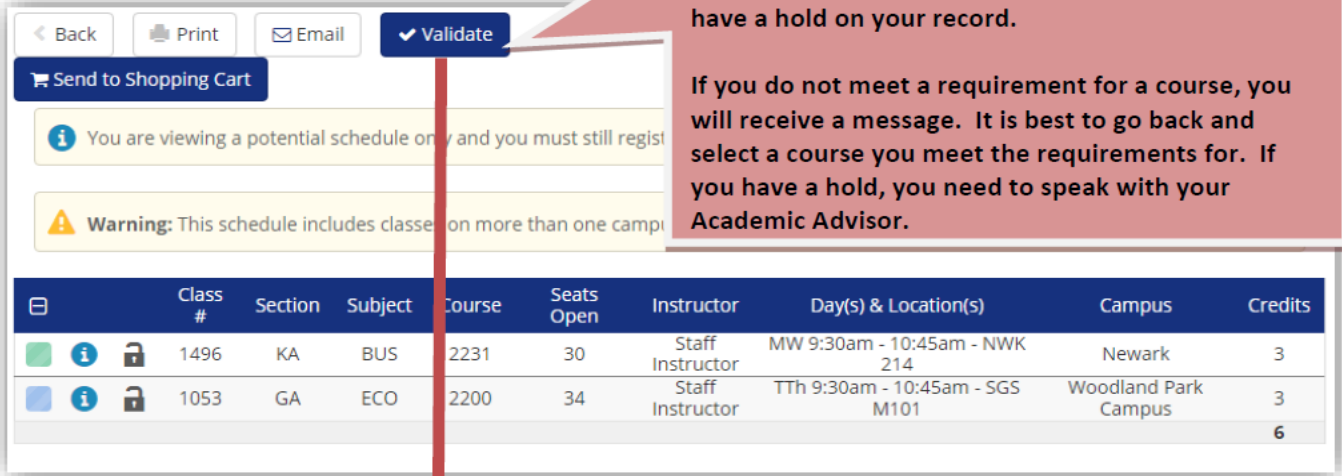
Viewing your schedule comparison provides a snapshot of when your classes are scheduled. You can hover over the blocks to see what course and the specific time.

If you like one of the choices you can click "Open #" or you can go back and compare another 4.

The interface displays four weekly grid views for days M, T, W, Th, and F, with time slots from 8am to 8pm. A tooltip for 'BUS - 2231 LEC 12:30pm - 1:45pm' is shown over a block in the top-left grid. Below each grid is a button labeled 'Open #1' through 'Open #4'. A 'Close' button is at the bottom center.

Select a schedule that works best for you.
Once you have made a selection, you can finish creating your schedule.

4. Validate Your Class Selections



With your schedule of choice displayed, select "Validate". This will ensure you meet the requirements for your selected courses and do not have a hold on your record.

If you do not meet a requirement for a course, you will receive a message. It is best to go back and select a course you meet the requirements for. If you have a hold, you need to speak with your Academic Advisor.

Navigation: Back, Print, Email, **Validate**, Send to Shopping Cart

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

Warning: This schedule includes classes on more than one campus.

Class #	Section	Subject	Course	Seats Open	Instructor	Day(s) & Location(s)	Campus	Credits
1496	KA	BUS	2231	30	Staff Instructor	MW 9:30am - 10:45am - NWK 214	Newark	3
1053	GA	ECO	2200	34	Staff Instructor	TTh 9:30am - 10:45am - SGS M101	Woodland Park Campus	3
								6

Validation Results

You should have no problem registering for these courses:

- BUS-2231**, KA, Staff Instructor
- ECO-2200**, GA, Staff Instructor

Remember, you are **not** registered for these courses. Validating your schedule just checks to make sure you will be able to successfully register when your registration windows opens.

Ok

Warning: This schedule includes classes on more than one campus - be sure there is ample travel time between classes.

Be sure to check the warnings on the page. These are informative messages that can help you determine the best schedule.

5. Send to Shopping Cart

- ✓ You have your schedule selection finalized.
- ✓ You have no validation items to address.
- ✓ You have read the warnings.

TIME TO SEND TO SHOPPING CART!

A screenshot of a web interface. At the top, there are several buttons: '< Back', 'Print', 'Email', 'Validate', a heart icon, 'Shuffle', and 'Schedule 1 of 12'. Below these is a 'Send to Shopping Cart' button. A yellow warning box contains the text: 'You are viewing a potential schedule only and you must still register.'

IMPORTANT NOTE: There are no class preferences to set nor do you need a permissions number. If you prefer to not register yourself, you can add your classes in your cart by clicking "Next" until finished, stop there and make an appointment with your Academic Advisor to continue the process.

A screenshot of a class selection screen. At the top, it says 'Before you add this to your cart...' and 'Set your class preferences below. Don't worry, you can change them later if you need to.' Below this is a 'Cancel' button and a 'Next' button. The class details for 'BUS-2245 GA' are listed: Class #: 1489, Title: BUSINESS ETHICS, Section: GA, Subject: BUS, Course: 2245, Seats Open: 35, Session: 15 Week, Instructor: Staff Instructor, Day(s) & Location(s): MWF 10:00am - 10:50am, Dates: 04/22/2019 - 08/02/2019, Credits: 3, Campus: Woodland Park, Prerequisite: BUS1101 Career and Business Essentials. A 'Permission Number' field is empty. A red callout box points to the 'Next' button with the text: 'Click "Next" for each class you are registering for to complete the process. When you are at your last class click "Finish".'

YOU ARE NOT REGISTERED FOR CLASSES YET! CONTINUE BELOW!

5a. Remove Classes from Cart If Needed (Optional Step)

If necessary, remove courses from your shopping cart prior to registering

Shopping Cart Validate Edit Cart Register

	Class #	Section	Subject	Course	Instructor	Day(s)	Time(s)
	1389	BA	IBS	2201	Staff Instructor	MW 12:00	1:45pm

If you have added a course to your cart but have not registered for it and you would like to remove it, click "Edit Cart".

Edit Shopping Cart Cancel Save

Course	Section	Class Settings	Actions
IBS-2201	BA	Permission Number <input type="text"/>	<input checked="" type="checkbox"/> Remove from Cart

To remove a class from your shopping cart, check "Remove from Cart" and click SAVE

6. Registering for Classes

TIME TO REGISTER FOR CLASSES!

1. Click "Register"

Shopping Cart

✓ Validate Edit Cart Register

	Class #	Section	Subject	Course	Instructor	Day(s) & Location(s)
	1489	GA	BUS	2245	Staff Instructor	MWF 10:00am - 10:50am
	1017	GA	ECO	2200	Staff Instructor	TTh 9:30am - 10:45am

2. Confirm your registration by clicking "Continue". Your enrollment will be processed.

Please Confirm

Confirm that you want to register this schedule by clicking "Continue" below.

Cancel Continue

Processing Enrollment...

3. View your registration results.

Registration Results

You have been successfully registered for the following courses.

ECO-2200, GA, Staff Instructor

- Success: This class has been added to your schedule.

BUS-2245, GA, Staff Instructor

- Success: This class has been added to your schedule.

Ok

4. View your schedule. You have successfully registered for your classes!

My Current Schedule

Edit or Drop Classes

	Class #	Status	Section	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Campus
	1489	Enrolled	GA	BUS	2245	Staff Instructor	MWF 10:00am - 10:50am	3	Woodland Park
	1017	Enrolled	GA	ECO	2200	Staff Instructor	TTh 9:30am - 10:45am	3	Woodland Park

VALIDATION/REGISTRATION ERRORS

When you “Validate” your classes and/or after you click “Register”, you may encounter registration errors. These errors need to be resolved before being able to register for the course. Some of the most common are here:

▲ Validate Results

You may not be able to register for the following course:

ACC-4410, GS, Staff Instructor

- Enrollment Requisites are not met. Requirement Group: 001226, Description: ACC3310 and MAT2215 Bachelor Degree seeking

You will not be able to register a course without having taken the pre-requisite. If you get this message, select a different course.

▲ Registration Results

▲ You are **not** registered for the following courses.

IBS-2201, BA, Staff Instructor

- You have a hold on your record. Your Advisor needs to approve your schedule prior to continuing with this enrollment transaction.

If you have a hold on your record, review Page 14; Step 1 - *Registration Eligibility*, of this document and then follow the instructions. You will not be able to self-register with a hold.

▲ You are **not** registered for the following courses.

IBS-2201, BA, Staff Instructor

- Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.

You cannot register over your maximum credit hours for the term.