

## How to get there

### **STUDENTS – PEOPLESOFT**

Student Center > Schedule Builder

### **STUDENTS – CAMPUS MOBILE**

<https://mobile.gettysburg.edu/>

Log in > Advising > Schedule Builder

### **If you are having difficulty, please contact:**

Office of the Registrar

College Union Building 270

P: (717)337-6240 F: (717)337-6245

[registrar@gettysburg.edu](mailto:registrar@gettysburg.edu)

Monday - Friday 8:00 - 5:00

Campus Box 419

## What to do

- Select term at top bar
- Use “Select Your Availability” to choose unavailable days and times
  - o Select a course
    - If searching for a Gettysburg College curricular requirement, please select Gettysburg Curriculum from the Course Attribute drop-down; then select a Course Attribute Value
  - o Otherwise, choose from “Subject” then “Catalog Number” drop-downs
  - o View course details
  - o Click “Add” to add to course list

- Build a schedule
  - Click “Build” to see course list in schedule format
    - Shows any conflicts
    - Multiple possible schedules may be created
    - Pinning will attach a course to all possible schedules. Click on a course in the schedule, then click “Pin.”
    - Use “Sort Type” dropdown to reorder multiple schedules by Start Time and Days Scheduled
    - Click “View On Map” to see course location, distance, directions and walking time. (Course locations are subject to change.)
  
- Add to cart
  - Click “Enroll”
  - Select classes. (Classes shown are only for the schedule that is being viewed.)
  - Click “Add to Cart”
  
- Enroll in classes
  - Click “Enroll”
  - Select classes. (Classes shown are only for the schedule that is being viewed.)
  - Click “Enroll” during the enrollment period