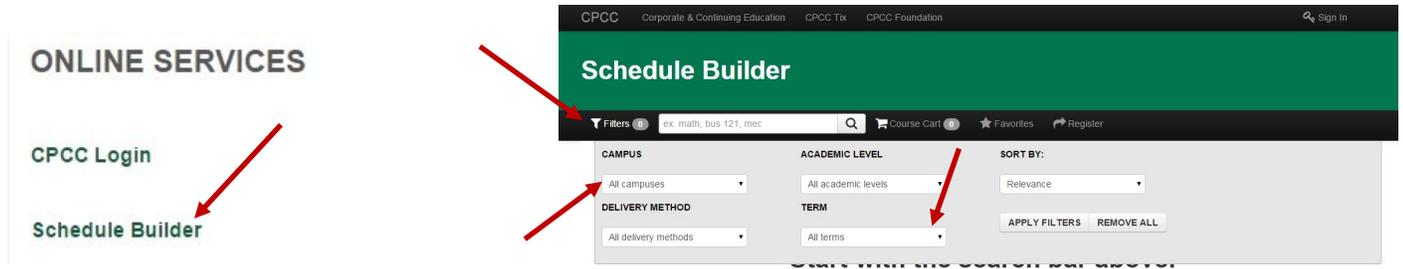# How to Register with Schedule Builder

Step 1: Go to www.cpcc.edu. On the right hand side of the page, select "Schedule Builder" under the Online Services section

Step 2: Once schedule builder is loaded, you will see a search bar with a filter graphic next to it. To make searching easier, click on this filter & select the term for which you are registering. You may also filter results to only show classes at a specific campus.

Step 3: Enter the course code & number to find available sections (ex. ENG 111, PSY 150). A list of all available sections meeting your specified filters will populate. Each section has info indicating term, meeting time/dates, seats available, and notes. To select a section, click on the green + on the right.

Step 4: As you add classes, they will pop up in your course cart & on the course calendar on the right side of the page. Overlapping sections will appear in **red** & must be fixed.

Step 5: Once you have selected all your classes, click "Register" next to the search bar. If you have not already, you will be required to sign in to Schedule Builder using your CPCC login. You will then be directed to MyCollege, where you will need to sign in again. Once you have signed in, you will be directed to your preferred courses page. You should see your previously selected courses here.

Step 6: Next to each course for which you intend to register, select "Register" from the corresponding drop-down menu. To remove any courses you did not wish to choose, select "Remove from List". Once you have completed this step, scroll to the bottom & click submit. After loading, you will see your confirmed course schedule. If any errors exist, they will be shown in red at the top of the page & must be addressed before your registration will work.