

# How to Access and Submit the Schedule Build Perfect Form / Schedule Build Template (Initiator)

**Step 1:**

- Go to the Office of the Registrar website
- Go to Faculty and Staff Tab
- Select Schedule Build Resources

The screenshot displays the Office of the Registrar website. At the top, a dark blue navigation bar contains the following links: Getting Started, Majors & Programs, Admissions, Campus Life & Culture, Services & Resources, Athletics, and About SHSU. Below this bar, the main header reads "OFFICE OF THE REGISTRAR" in large white letters, with a breadcrumb trail "HOME / DEPARTMENTS / REGISTRAR" underneath. The main content area features a grid of six resource cards, each with an image and a text label: "Registration" (with an image of people at a computer), "Graduation" (with an image of graduates), "Texas Success Initiative (TSI)" (with an image of a person sitting on a ledge), "Transcripts & Enrollment" (with an image of a building and flowers), "Resources +" (with an image of students walking), and "President's & Dean's List" (with an image of a campus path). On the right side, a vertical sidebar menu titled "Office of the Registrar" lists various options: Home, Transcripts and Student Records, Registration, Texas Success Initiative (TSI), Student Resources, Graduation, Parent Resources, Faculty and Staff, Faculty and Staff Resources, Schedule Build Resources, Forms and Documents, and About Us. The "Faculty and Staff" and "Schedule Build Resources" items in the sidebar are circled in red.

The Perfect Form is listed under Schedule Build PerfectForm

# Schedule Build Resources

Schedule Build PerfectForm –

[Schedule Build PerfectForm](#) →

## How-To Guides


- [Initiator How-To Guide](#)
- [Approver How-To Guide](#)

Standard Class Meeting Times (Main Campus) +

Large Lecture Hall Guidelines +

## Step 2:

- Open the Schedule Build Perfect Form



# Sam Houston State University

## Office of the Registrar

X  
Feedback

Schedule Build Form

**Semester**

**Year**

*Please submit one form and spreadsheet per term.*

**First Name**

**Last Name**

**Sam ID**  
ex: 000123456

**Date**

**College**

**Department**

**1. Fill and attach your**

Attach

**2. Authenticate Form:**

Send to My Email for Authentication

**Please remember the following guidelines as followed by the Strategic Scheduling Team and Office of the Provost:**

- One term per form
- This submission should include all intended sections for the term.
- Note: A Schedule Maintenance Form is required for any changes, additions or deletions after initial submission and approval.

Dean Approval

Reviewed by:

Date:

Approve       Deny

Comments: (Optional)

## Step 3:

- Fill-out each required area

Sam Houston State University  
Office of the Registrar

Schedule Build Form

Semester Year

Please submit one form and spreadsheet per term.

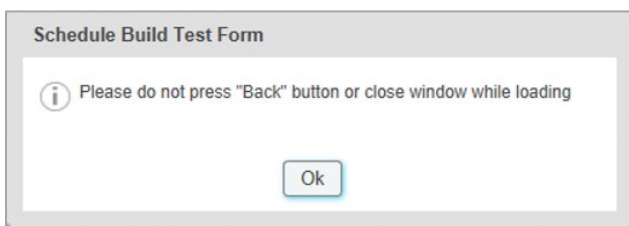
First Name Last Name Sam ID Date

ex: 000123456

11/13/2020

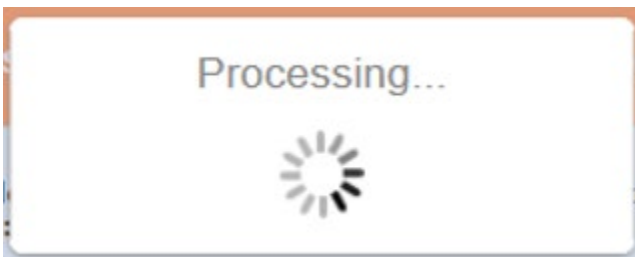
College Department

1. Semester (Which will prompt the corresponding Excel Template for that term to appear)
2. Year of the Schedule Build
3. Your First Name
4. Your Last Name
5. Your Sam ID – please include all zeros (ex: 000XXXXXX)
  - a. After entering your Sam ID, you will receive a popup message stating to **not** press the back button. Please allow the popup loading screen to complete before proceeding.



Press OK after reading the message (You will receive a Processing message)

- b. Please allow the popup loading screen to complete before proceeding



6. Date
7. College – please select your academic college
8. Department – please provide your full department name (Ex: "Mass Communications")

**Step 4:**

After *Semester* is selected, the appropriate Schedule Build Excel Template will appear. Click on the template to download the Schedule Build Excel file template. This Excel file can be saved to your desktop in case you need to complete it over a period of time.

**Sam Houston State University**  
Office of the Registrar

**Schedule Build Form**

Semester:  Year:   
*Please submit one form and spreadsheet per term.*

First Name:  Last Name:  Sam ID:  Date:

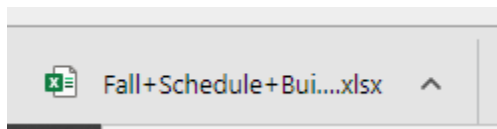
College:  Department:

**1. Fill and attach your**

[\(Fall\) Schedule Build Excel Template](#)

**2. Authenticate Form:**

The template might appear at the bottom left corner of your screen, depending on browser and download settings.



Fill-out the Schedule Build Excel template for the semester you plan to submit the schedule. Once you have completed your department's full schedule for the semester, proceed to attach the Excel file in the next step.

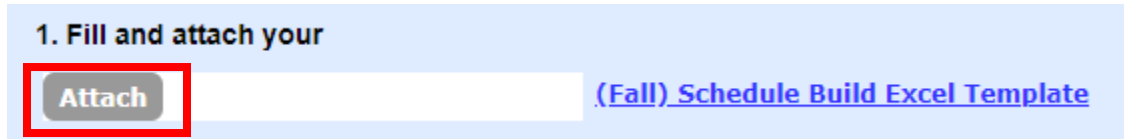
**Note:** The Excel file must contain your department's **full schedule** for the semester before attaching the Excel file to the PerfectForm. Partial submissions will not be processed.

Fall Schedule	Subject	Course #	Section #	Part of Term (See next tab in workbook)
Department:	AMST	3311	01	1: Full term
<b>English</b>	ENGL	1430	01	1: Full term
	ENGL	3330	01	1: Full term
Prepared by:				
<b>Rhonda Owens</b>				
Term:				
<b>Fall 2021</b>				

**Step 5:**

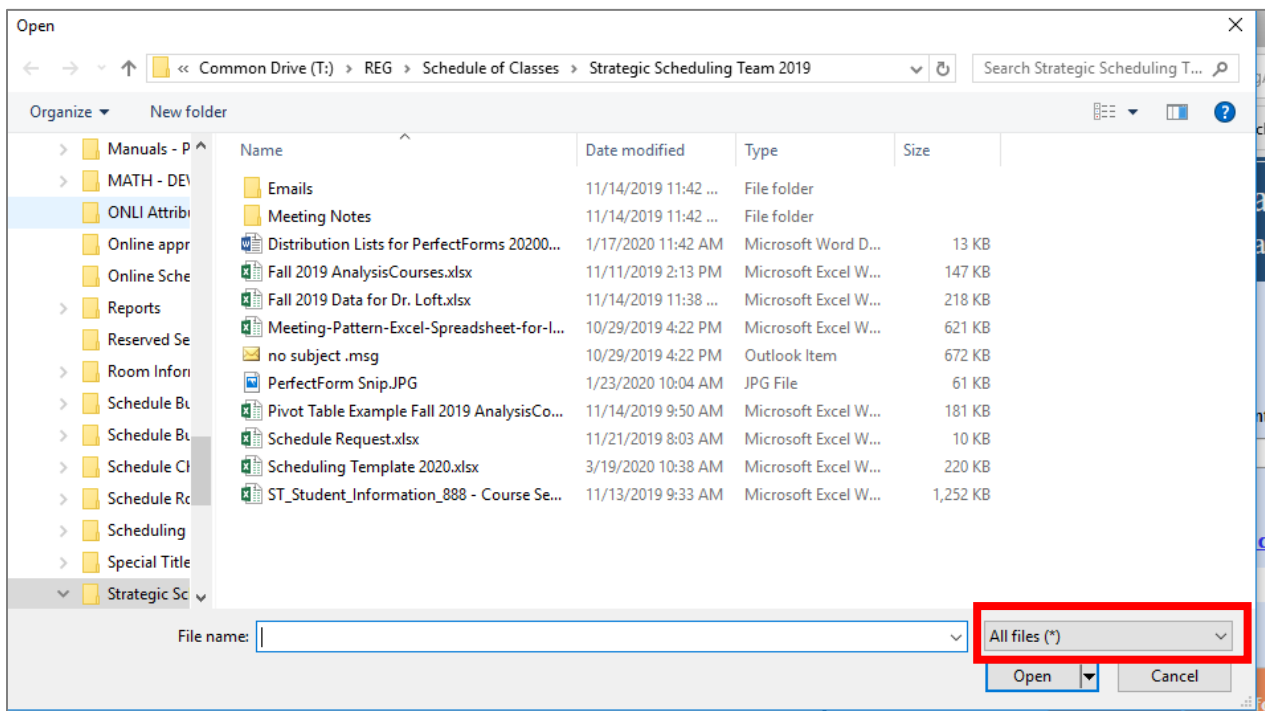
- **Attach the Schedule Build Excel Template**

Once you have completed filling out the Schedule Build Excel Template, click on Attach

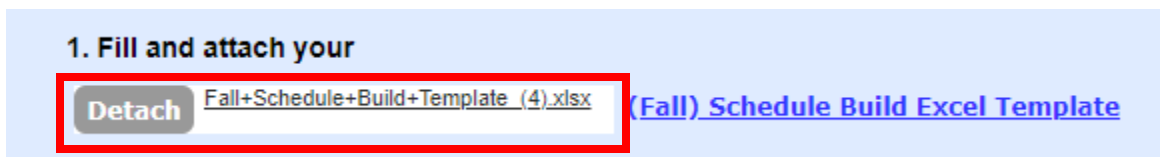


In the popup window, select the file you wish to upload.

**Note:** Please make sure “All files (\*)” is selected in the bottom-right corner of the popup window.



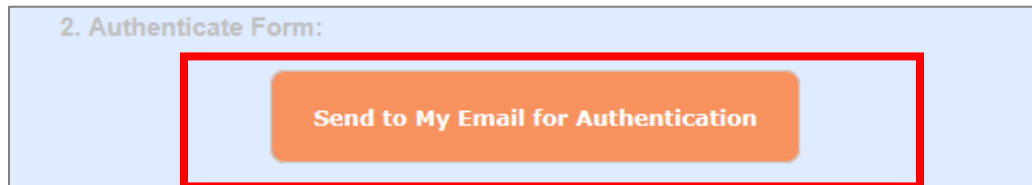
Once attached, you will see which file has been attached for submission



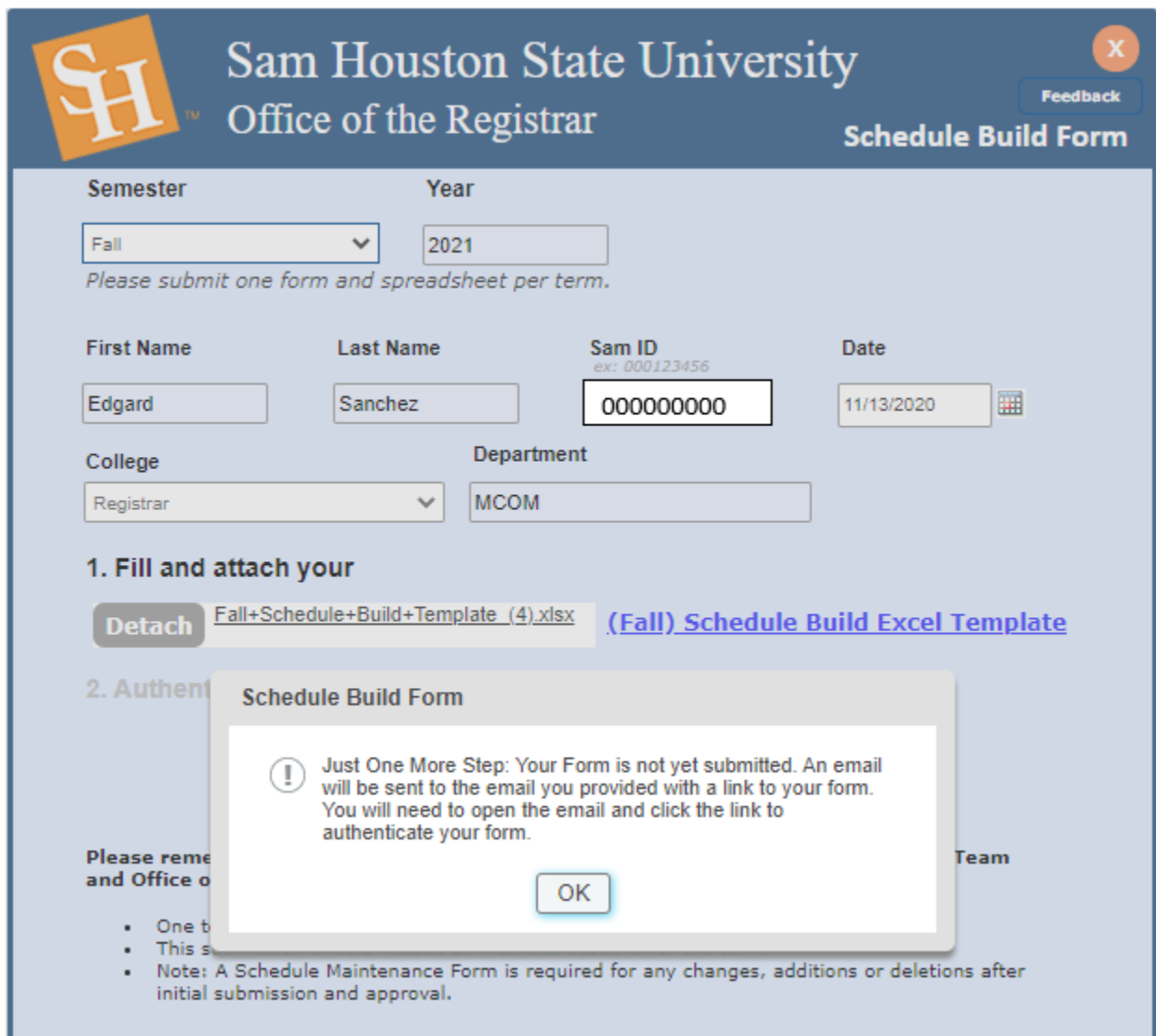
**Step 6:**

- **Send Authentication Email**

To proceed, click the button, "Send to My Email for Authentication."



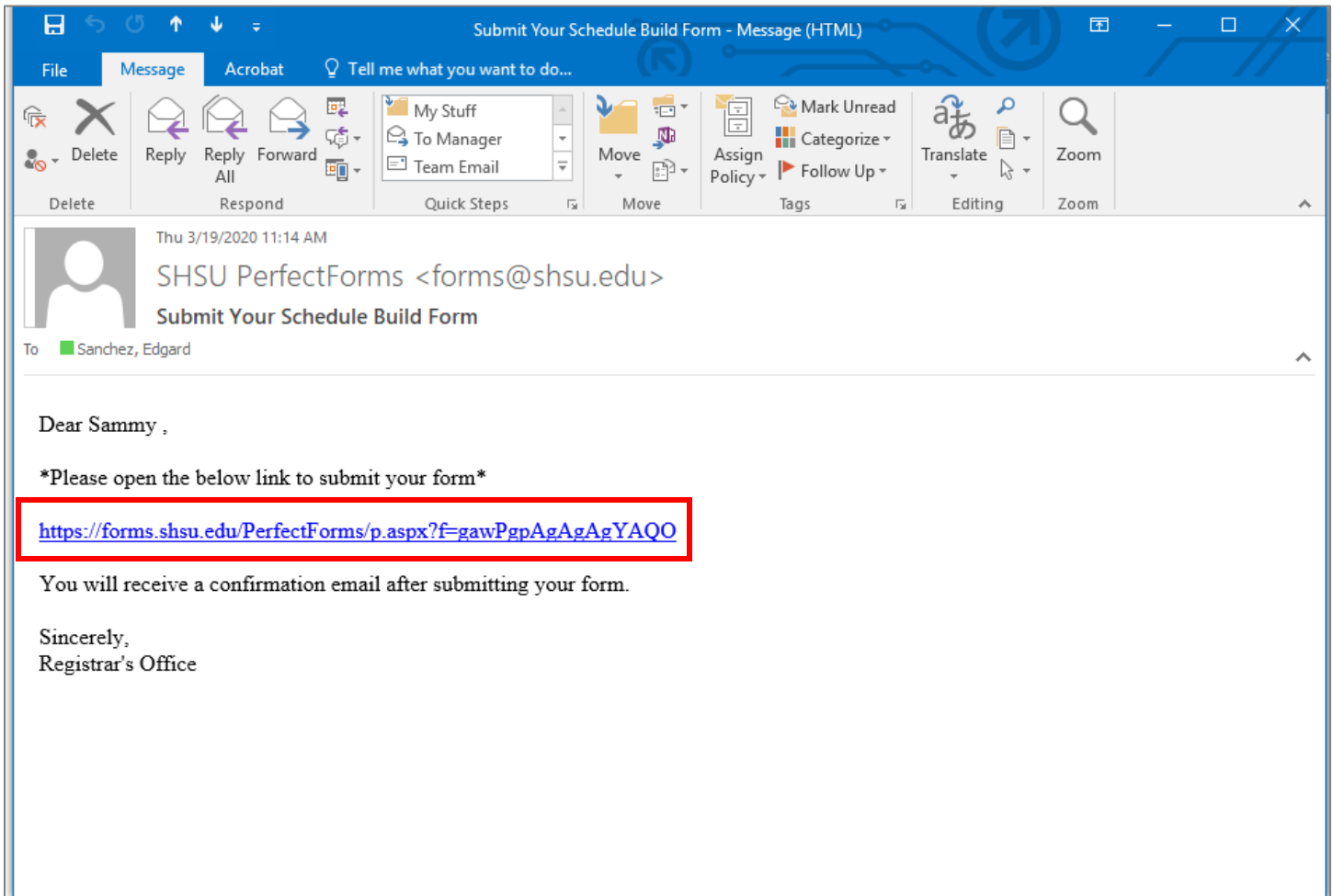
Then you will receive a message to go to your email to authenticate your form



The screenshot shows the "Schedule Build Form" interface for the Sam Houston State University Office of the Registrar. The form includes fields for Semester (Fall), Year (2021), First Name (Edgard), Last Name (Sanchez), Sam ID (000000000), Date (11/13/2020), College (Registrar), and Department (MCOM). Below the form, there is a section titled "1. Fill and attach your" with a "Detach" button and a link to "Fall+Schedule+Build+Template (4).xlsx". A modal dialog box is open, titled "Schedule Build Form", with a warning icon and the message: "Just One More Step: Your Form is not yet submitted. An email will be sent to the email you provided with a link to your form. You will need to open the email and click the link to authenticate your form." An "OK" button is visible at the bottom of the dialog. The background shows a list of items with columns for "Please remember" and "Team".

Verify that you received the authentication email

Click on the link to authenticate your form



The screenshot shows an email client interface. The title bar reads "Submit Your Schedule Build Form - Message (HTML)". The ribbon includes "File", "Message", and "Acrobat". The "Message" ribbon is active, showing options like "Delete", "Reply", "Reply All", "Forward", "Move", "Assign Policy", "Mark Unread", "Categorize", "Follow Up", "Translate", and "Zoom". The email content is as follows:

Thu 3/19/2020 11:14 AM  
SHSU PerfectForms <forms@shsu.edu>  
**Submit Your Schedule Build Form**  
To Sanchez, Edgard

Dear Sammy ,

\*Please open the below link to submit your form\*


<https://forms.shsu.edu/PerfectForms/p.aspx?f=gawPgpAgAgAgYAQQ>

You will receive a confirmation email after submitting your form.

Sincerely,  
Registrar's Office



You will then receive a message stating that your form was successfully submitted for review.



# Sam Houston State University

## Office of the Registrar

X  
Feedback

Schedule Build Form

**Semester**

Fall ▼

**Year**

2021

Please submit one form and spreadsheet per term.

<b>First Name</b>	<b>Last Name</b>	<b>Sam ID</b> <small>ex: 000123456</small>	<b>Date</b>
<div style="border: 1px solid #ccc; padding: 2px;">Edgard</div>	<div style="border: 1px solid #ccc; padding: 2px;">Sanchez</div>	<div style="border: 1px solid #ccc; padding: 2px;">00000000</div>	<div style="border: 1px solid #ccc; padding: 2px;">11/13/2020 <span style="font-size: x-small;">📅</span></div>
<b>College</b>	<b>Department</b>		
<div style="border: 1px solid #ccc; padding: 2px;">Registrar <span style="float: right;">▼</span></div>	<div style="border: 1px solid #ccc; padding: 2px;">MCOM</div>		

**1. Fill and attach your**

Detach
Fall+Schedule+Build+Template (4).xlsx

**2. Authent**

Schedule Build Form

!

Your form is successfully submitted for review. Please check the email you provided for a confirmation email. The form will now close.

OK

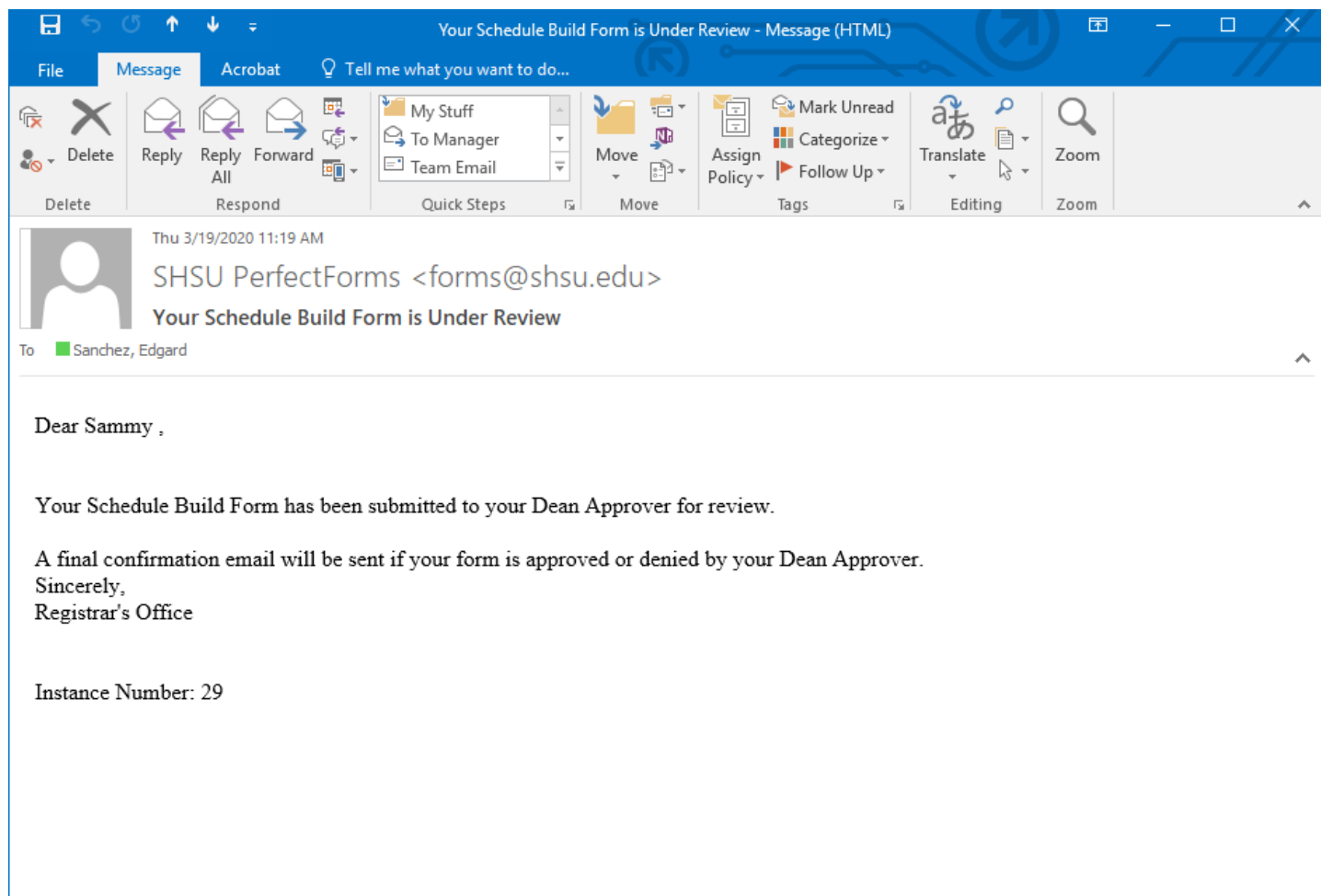
**Please reme**  
**and Office o**

- One to
- This submission should include all intended sections for the term.
- Note: A Schedule Maintenance Form is required for any changes, additions or deletions after initial submission and approval.

Dean Approval

Reviewed by: <div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>	Date: <div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div> <span style="font-size: x-small;">📅</span>
<input type="radio"/> Approve <input type="radio"/> Deny	
Comments: (Optional)	<div style="border: 1px solid #ccc; height: 50px;"></div>

You will then receive a confirmation email stating that your form has been submitted to your Dean Approver for review.



The screenshot shows an email client window titled "Your Schedule Build Form is Under Review - Message (HTML)". The interface includes a ribbon with tabs for "File", "Message", and "Acrobat". The "Message" tab is active, displaying various actions like "Delete", "Reply", "Forward", "Move", "Assign Policy", "Follow Up", "Translate", and "Zoom". The email content is as follows:

Thu 3/19/2020 11:19 AM  
SHSU PerfectForms <forms@shsu.edu>  
**Your Schedule Build Form is Under Review**  
To Sanchez, Edgard

Dear Sammy ,

Your Schedule Build Form has been submitted to your Dean Approver for review.

A final confirmation email will be sent if your form is approved or denied by your Dean Approver.

Sincerely,  
Registrar's Office

Instance Number: 29

**Step 7:**

- **Receive Approved/Denied Confirmation Email**

Once **approved** by your Dean Approver, you will receive a confirmation email

**From:** SHSU PerfectForms <[forms@shsu.edu](mailto:forms@shsu.edu)>

**Sent:** Thursday, March 19, 2020 3:38 PM

**To:** Sammy Bearkat

**Subject:** Schedule Build Form Status: Approved by Dean | Instance Number: 28

Dear Sammy Bearkat,

The following Schedule Build Form has been approved by the Dean Approver and submitted to the Registrar's Office:

- Reviewed by: Dean Approver of CAM
- Approved on 19 Mar 2020
- Comments: This schedule was reviewed and is accurate.

- Term: 202120
- College and Department: College of Arts & Media, Mass Communications
- Original Submit Date: 19 Mar 2020
- Form Instance Number: 29

The Registrar's Office will process the approved spreadsheet and will contact you if there are any questions or concerns.

Link to view form:

<https://forms.shsu.edu/PerfectForms/p.aspx?f=BxwPAJggAaggUAQM>

Sincerely,  
Registrar's Office

Instance Number: 29

If your request is **denied** by the Dean Approver, then you will receive a denied email

**From:** SHSU PerfectForms <[forms@shsu.edu](mailto:forms@shsu.edu)>  
**Sent:** Thursday, March 19, 2020 4:29 PM  
**To:** Sammy [Bearkat](#)  
**Subject:** Schedule Build Form Status: Denied by Dean | Instance Number: 29

Dear Sammy [Bearkat](#) ,

The following Schedule Build Form has been denied by the Dean Approver:

- Reviewed by: Dean Approver of CAM
- Denied on 19 Mar 2020
- Comments: The schedule submitted does not meet projected student demand.
  
- Term: 202120
- College and Department: College of Arts & Media, Mass Communications
- Original Submit Date: 19 Mar 2020
- Form Instance Number: 29

Link to view form:

<https://forms.shsu.edu/PerfectForms/p.aspx?f=3wwPAAggAggAUggR>

Sincerely,  
Registrar's Office

Instance Number: 29