



MSOE Registrar's Office
CC-365
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SCHEDULER & WEB REGISTRATION INSTRUCTIONS

Scheduler is a program designed to help students see different options for the scheduling of their classes.

How to use Scheduler:

- inside.msoe.edu → Scheduler link along left side of screen
- Please note that if you are trying to access the intranet (inside.msoe.edu) from off campus, you will need to log in using your email login and password.
- Click on **Start the Scheduler Program**
- **Enter the course numbers in the box**

A screenshot of the 'Scheduler' web application interface. The title is 'Scheduler' and the subtitle is 'Scheduling for Fall 2011'. Below the subtitle, there is a text input field with the instruction 'Please separate courses with commas, semi-colons, or new lines:'. The input field contains the text 'CH200', 'MA136', 'EN131', and 'OR100' on separate lines. Below the input field, there are four buttons: 'Continue', 'List Closed Sections', 'List Courses', and 'List HU/SS Electives'.

- Click **Continue**
- All of the sections of the classes that you listed on the previous screen will be listed with the times and days. You may uncheck the boxes on the left to try to create a schedule that excludes those times. Classes that are already full will come up as 'CLOSED'. You cannot add these sections and they will not be factored into the schedules that are available. These closed sections are updated automatically as students drop and add sections.

Scheduler

Section Filtering

	Mon	Tues	Wed	Thurs	Fri	Sat
Have Class?	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Nothing Before	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nothing After	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Choose Sections for Fall 2011

(check/uncheck all) (hover over * in notes field to show note)

<input checked="" type="checkbox"/>	Section	Notes	Instructor	Days	Time	Room
MA 136 Calc for Engineers I						
<input checked="" type="checkbox"/>	001		Edward J. Griggs	MTWR	8:00 AM - 8:50 AM	TBA
<input type="checkbox"/>	002		Jill R. Bolanowski (Closed)	MTWR	9:00 AM - 9:50 AM	TBA
<input checked="" type="checkbox"/>	003		Kseniya Fuhrman	MTWR	10:00 AM - 10:50 AM	TBA
<input checked="" type="checkbox"/>	004		Chunping Xie	MTWR	10:00 AM - 10:50 AM	TBA
<input type="checkbox"/>	005		AbdelNaser J. Al-Hasan (Closed)	MTWR	11:00 AM - 11:50 AM	TBA
<input type="checkbox"/>	006		Yvonne Yaz (Closed)	TWRF	12:00 PM - 12:50 PM	TBA
<input type="checkbox"/>	007		Patricia Berg (Closed)	TWRF	1:00 PM - 1:50 PM	TBA
<input checked="" type="checkbox"/>	008		David Dreifus	MTWR	2:00 PM - 2:50 PM	TBA
<input checked="" type="checkbox"/>	009		Kseniya Fuhrman	MTWR	2:00 PM - 2:50 PM	TBA
<input type="checkbox"/>	010		Patricia Berg (Closed)	MTWR	3:00 PM - 3:50 PM	TBA
<input checked="" type="checkbox"/>	011		Gina M. Moran	MTWR	4:00 PM - 4:50 PM	TBA

Show me schedules. **Note:** Generated schedules will be listed in a new tab/window.

- Scroll to the bottom and click **Generate Schedules**
- Scroll through your options and find a schedule that you like. **Finding a schedule in Scheduler does NOT mean you are registered.**

Spring 2009 Schedule Option 1 [Details](#)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM					
8:00 AM	CH-200/011	CH-200/011 (S212)	CH-200/011		CH-200/011
9:00 AM					
10:00 AM					
11:00 AM	MA-136/001	MA-136/001	MA-136/001	MA-136/001	Free Hour
12:00 PM	Free Hour				
1:00 PM	Free Hour				
2:00 PM	HU-100/001		HU-100/001		HU-100/001
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM	EN-131/101		EN-131/101		

Registration via MyMSOE

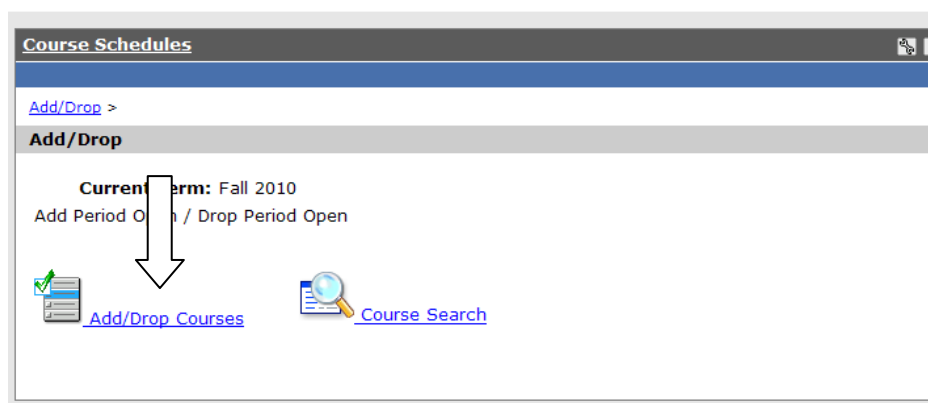
Can I change my schedule after I register?

Yes, if there are open sections available, you will be able to make changes to your schedule. The deadline to make changes to your schedule is Friday of the first week of the quarter at 4:30 pm. You cannot add classes or change sections (times) of classes after the Friday of first week deadline.

Do not change classes without talking to your academic advisor. Our curriculums are very prerequisite driven and many of our classes are only offered one quarter per year. Making unwise changes to the courses on your schedule could mean that you will take an additional year to complete your degree requirements. You can change sections (days and times) as often as you like before the registration deadline without advisor approval. Your advisor doesn't care what time you take the courses just that you are in the correct courses.

How do I register or change classes on the web?

- Log in to my.msoe.edu using your email login and password.
- Click on the Students tab across the top of the screen.
- Look for the Course Schedules section of the page.
- Click on Add/Drop Courses



- Choose the correct course from the drop down (see below).
- **When you type the course number into the box, you must put a space between the course prefix and the course number (example AE 100 not AE100).** Click the Add Course button or hit enter.

After you click the Add Courses button, the classes that are cleared to register will move to the bottom of the screen under "Your Schedule (Registered)". If there are any full classes or other classes that you cannot register for, there will be a message in red font indicating why you cannot add the class (see below).

You are currently registered for **7 credits**.

Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

CH 200 011

Course Info: T 8:00 AM-9:50 AM
MWF 8:00 AM-8:50 AM

Error: **Failure | Errors Causing Failure: Time Conflict with MA 136 001, Course Full**

Resolution: You need to resolve each error (listed above) individually (if possible) before you can add this course.

OK

Clear All Alerts

Add by Course Code | Add by Reference # | Course Search

To add courses, enter the course code (e.g. ART101) and section code (e.g. A), for up to six courses. **if you do not know the course or section codes you need, use the course search tab above.**

Course Code:	Section:	Course Code:	Section:
1. <input type="text"/>	<input type="text"/>	2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	6. <input type="text"/>	<input type="text"/>

Add Course(s)

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	EN 131 003	Composition	MWF 9:00 - 9:50 AM	Main Campus	3.00
<input type="checkbox"/>	MA 136 001	Calc I	MTWR 8:00 - 8:50 AM	Main Campus	4.00

Drop Selected Courses

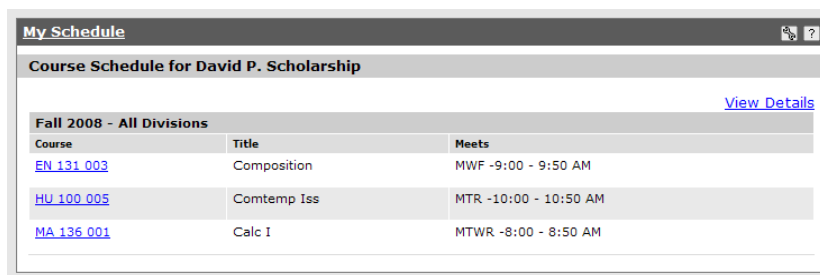
Why can't I add the class?

There are a few things that would make it impossible for you to add a class. If any of these things apply to you, please call us or come into our office for assistance. You can register for all of the rest of your classes on the web.

- Your course requires a permission slip. (You must bring or fax the permission slip to our office.)
- You are a graduate student taking an undergraduate course or an undergraduate student taking a graduate course.
- You are registering for two courses that have a time conflict.
- The section of the course is full. (You must contact the correct department chairperson to obtain permission.)

How do I know I am really registered?

Click on the *My Schedule* portlet. The courses for which you are registered will show on the screen.

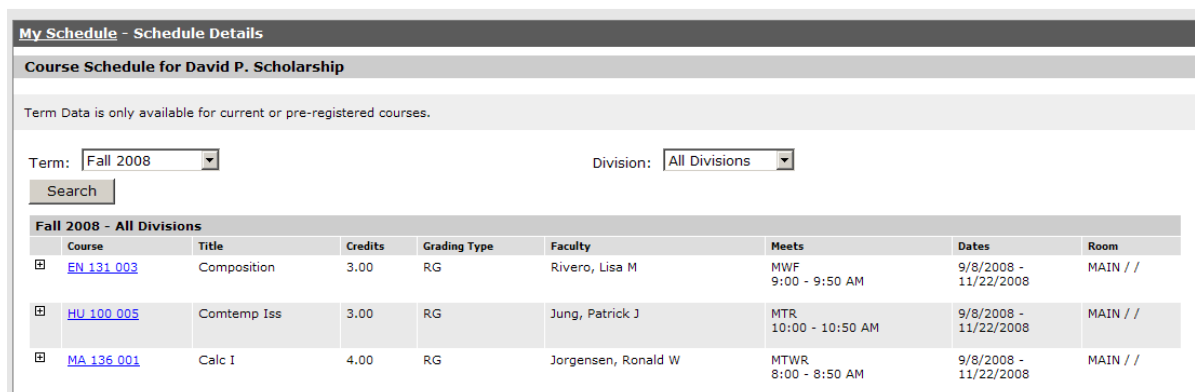


The screenshot shows a web interface titled "My Schedule" with a sub-header "Course Schedule for David P. Scholarship". A "View Details" link is in the top right. Below is a table for "Fall 2008 - All Divisions" with three rows of course information.

Course	Title	Meets
EN 131 003	Composition	MWF -9:00 - 9:50 AM
HU 100 005	Contemp Iss	MTR -10:00 - 10:50 AM
MA 136 001	Calc I	MTWR -8:00 - 8:50 AM

You can also print a copy of your schedule from this screen. To see the room numbers, click the *View Details* button in the upper right hand corner of the box. Room numbers are usually assigned very close to the start of the term and changes do happen at the last minute due to capacity issues.

You should print a schedule right before classes start (preferably the night before) to make sure you have the most up-to-date classrooms and instructors before going to your first day of class.



The screenshot shows a "My Schedule - Schedule Details" page for "David P. Scholarship". It includes a search bar with "Term: Fall 2008" and "Division: All Divisions". Below is a detailed table for "Fall 2008 - All Divisions" with columns for Course, Title, Credits, Grading Type, Faculty, Meets, Dates, and Room.

Course	Title	Credits	Grading Type	Faculty	Meets	Dates	Room
<input type="checkbox"/> EN 131 003	Composition	3.00	RG	Rivero, Lisa M	MWF 9:00 - 9:50 AM	9/8/2008 - 11/22/2008	MAIN //
<input type="checkbox"/> HU 100 005	Contemp Iss	3.00	RG	Jung, Patrick J	MTR 10:00 - 10:50 AM	9/8/2008 - 11/22/2008	MAIN //
<input type="checkbox"/> MA 136 001	Calc I	4.00	RG	Jorgensen, Ronald W	MTWR 8:00 - 8:50 AM	9/8/2008 - 11/22/2008	MAIN //

How do I print my schedule in the blocked format?

To print a blocked version of your schedule, follow the instructions above for using Scheduler.

When you get to the page titled "Choose Sections for (Term) (Year)", use the *check/uncheck all* box at the top of the left column to uncheck all of the available sections. Then, go in and check the boxes next to the sections that are on your schedule. That will force the scheduling program to select your sections and create the blocked schedule for you.

Last revised 6/3/2011