MSOE Registrar's Office
CC 377
PH: 414.277.7215
www.msoe.edu/registrar

Scheduler and Web Registration Instructions

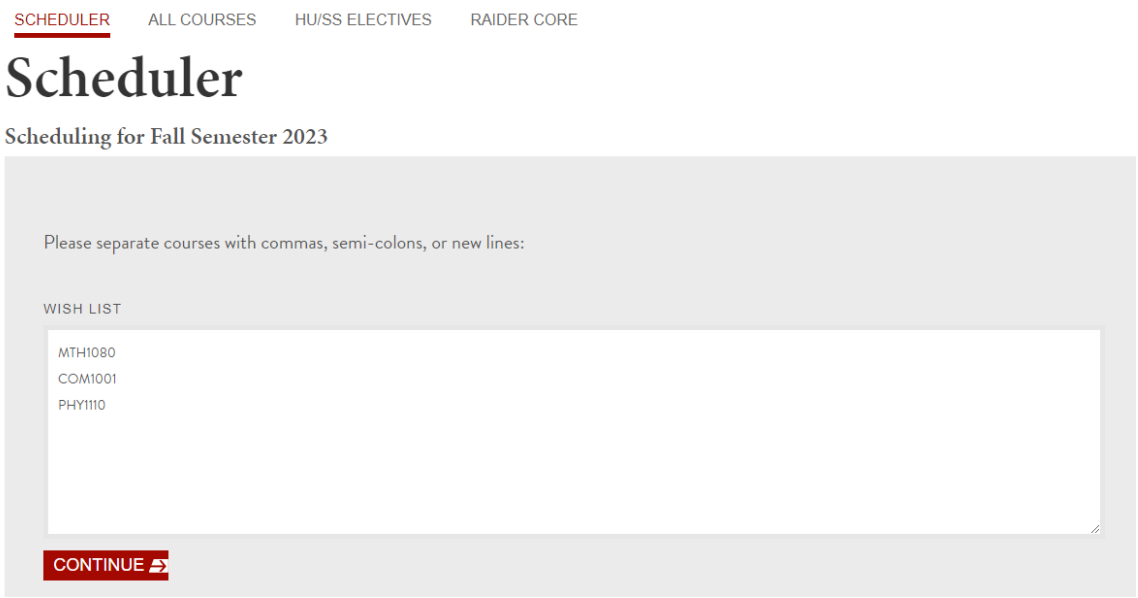
Undergraduate Students

What is Scheduler?

Scheduler is a program that was designed by some former MSOE students. It allows traditional undergraduate students to see their schedule options before they register for classes. It is not a required step to register for classes.

How to use Scheduler:

- https://resources.msoe.edu/sched/
- Enter the course numbers of the courses you wish to schedule in the box.



- 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 certain 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.

CHOOSE SECTIONS FOR FALL SEMESTER 2023

Please Note: Scheduler does not recognize the meeting patterns of sections that do not meet at the same time each week. This includes entirely online courses and those that are taught in a 'blended' format of face to face meetings every other week paired with additional internet content such as many of the MG courses. It also includes courses that meet only a few times per quarter such as GE 205, GE 305 and GE 405. If you select course sections such as these to be included in your schedule, scheduler will be unable to find any valid schedules. Please use scheduler to find scenarios for your other courses selecting an option that leaves open the times that are needed for any courses that do not meet regularly each week.

	SECTION	NOTES	INSTRUCTOR	DAYS	TIME	ROOM	COMMON LEARNING OUTCOMES
	PHY-1110	PHYS I-MECHANICS AND THERMODYNAMICS					
☑	111		Usha Raut	MTW	8:00 AM - 8:50 AM	TBA	Common Learning Outcomes. Learn more about CLOs
				R	8:00 AM - 9:50 AM	S228	Common Learning Outcomes. Learn more about CLOs
☑	112		Usha Raut	MTW	8:00 AM - 8:50 AM	TBA	Common Learning Outcomes. Learn more about CLOs
				F	8:00 AM - 9:50 AM	S228	Common Learning Outcomes. Learn more about CLOs
☑	121		Steven P. Mayer	T	8:00 AM - 9:50 AM	S228	Common Learning Outcomes. Learn more about CLOs
				MRF	9:00 AM - 9:50 AM	TBA	Common Learning Outcomes. Learn more about CLOs
☐	122		Steven P. Mayer (Closed)	W	8:00 AM - 9:50 AM	S228	Common Learning Outcomes. Learn more about CLOs

- 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 that you are registered; it is just a tool to show your scheduling options

SCHEDULE OPTION 7 DETAILS

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM					
8:00 AM		PHY-1110/121 (S228)			
9:00 AM	PHY-1110/121			PHY-1110/121	PHY-1110/121
10:00 AM					
11:00 AM					
12:00 PM	COM-1001/016	Free Hour	COM-1001/016	Free Hour	COM-1001/016
1:00 PM					
2:00 PM					
3:00 PM		MTH-1080/010	MTH-1080/010	MTH-1080/010	MTH-1080/010
4:00 PM					

SEND TO OUTLOOK PRINT THIS SCHEDULE

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How do I print my schedule in the blocked format?

To print the blocked version of your schedule (as pictured above), 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, 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.

Can I change my schedule after I register?

Yes, you can make changes to your schedule until Friday of the first week of the semester at 4:30 pm.

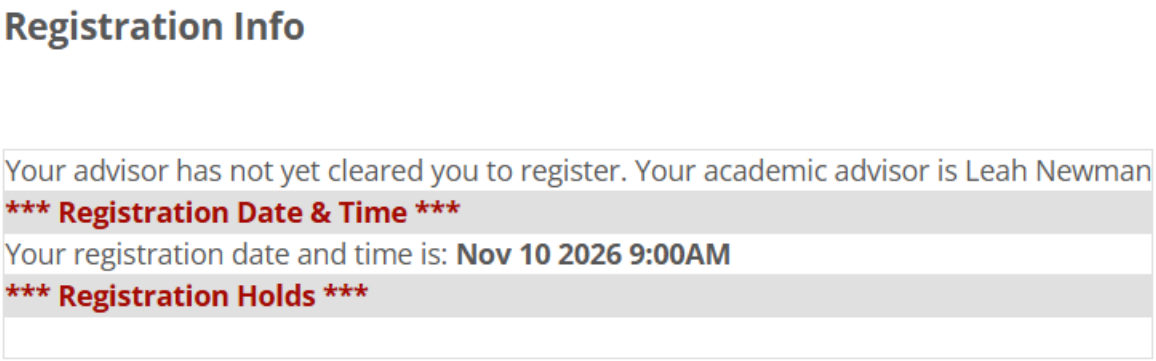
You should not change classes without talking to your academic advisor. Our curriculums are very prerequisite driven and many of our classes are only offered one semester per year. Making un-advised changes to the courses on your schedule could mean that you will take an additional year to complete your 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 or day you take the courses just that you are in the correct courses.

How do I register for 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 Add/Drop Courses section of the page.

How do I know if I have holds that will prevent me from registering or if I have had registration clearance granted?

Your clearance status will be the first line on the screenshot below – it will state whether you have not had your clearance granted. If your clearance is granted, or you do not require it, this line will be blank.



Your holds are listed on the Course Schedules section of the Students page in myMSOE on the left side.

Example of a hold: Contact Student Accounts—Contact the Student Accounts Office to resolve the balance on your account.

What if a class I need is full?

There is no guarantee that you will be allowed to register for a full section of a class if there are other sections available.

You have three options:

1. Search for a different section. This may require you to change other sections of classes.
2. Wait to see if someone drops the section that you want. There is quite a bit of switching that happens after grades are recorded during break week.
3. Fill out a closed section request form. **Please try alternate schedules before requesting to enter a full section** You will need to have a legitimate reason to be added to a full section if there are other options available to you.

Why can't I add a class?

There are a few things that would make it impossible 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 the rest of your classes on the web.

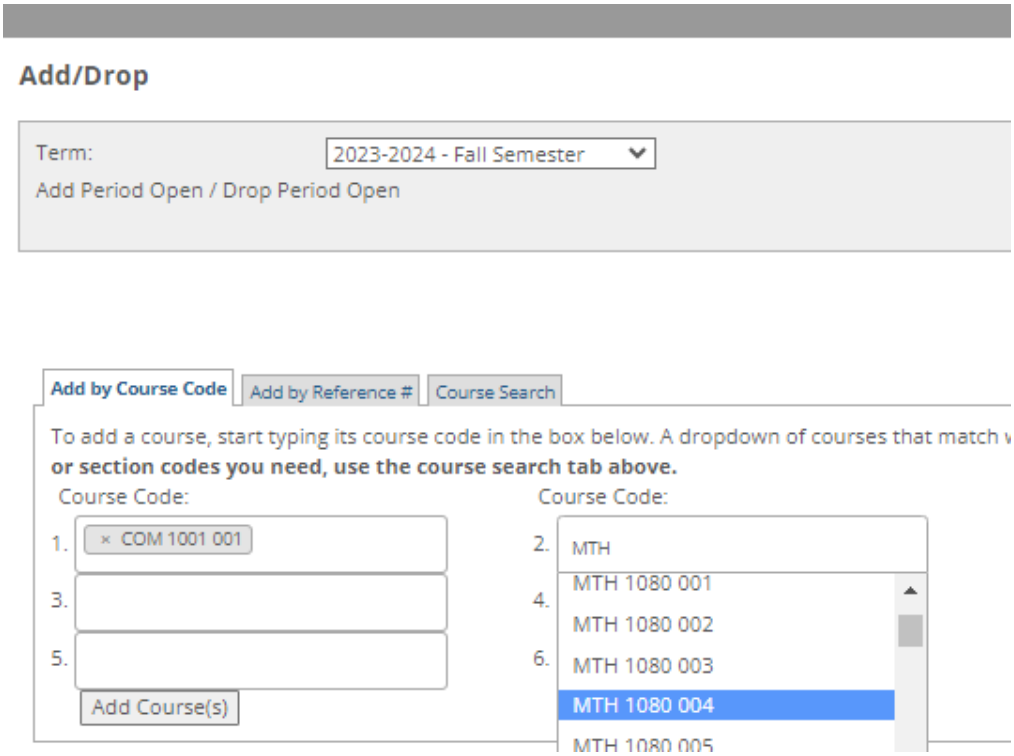
- Your course requires a permission slip. (You must bring or scan the permission slip to our office.)
- You are a graduate student taking an undergraduate course or an undergraduate student taking a graduate course.
- You are registering for two courses that have a time conflict.
- The section of the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

There are two ways to search for classes in myMSOE:

OPTION1

If you know the course number and the section number of the courses you wish to add to your schedule, then you can click the *Add/Drop Courses* option and then click on Add by Course Code (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 COM 1001 not COM1001).** Click the Add Course(s) 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).



OPTION 2

If you do not know the exact course number or section number, you can use the *Course Search* link.

It is easiest to use the "Course Code: Begins With" search option. You can type just the course prefix, or the entire course number. You must put the space between the course prefix and the course number.
(Example MTH 1080 not MTH1080).

Using the Course Search option brings up the Search Results screen where you can view instructors and times for each section. Click the Add checkbox for the section you wish to add to your schedule. Then click "Add Courses" at the bottom of the screen.

Add/Drop Courses - Add/Drop Courses

Add/Drop

Term: 2023-2024 - Fall Semester

Add Period Open / Drop Period Open

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

Title:	Begins With	
Course Code:	Begins With	COM
Term:	2023-2024 - Fall Semester	
Department:	All	
Division:	Undergraduate	

Search More Search Options

Add/Drop Courses - Results

Search Results

Search Again

Term: 2023-2024 - Fall Semester

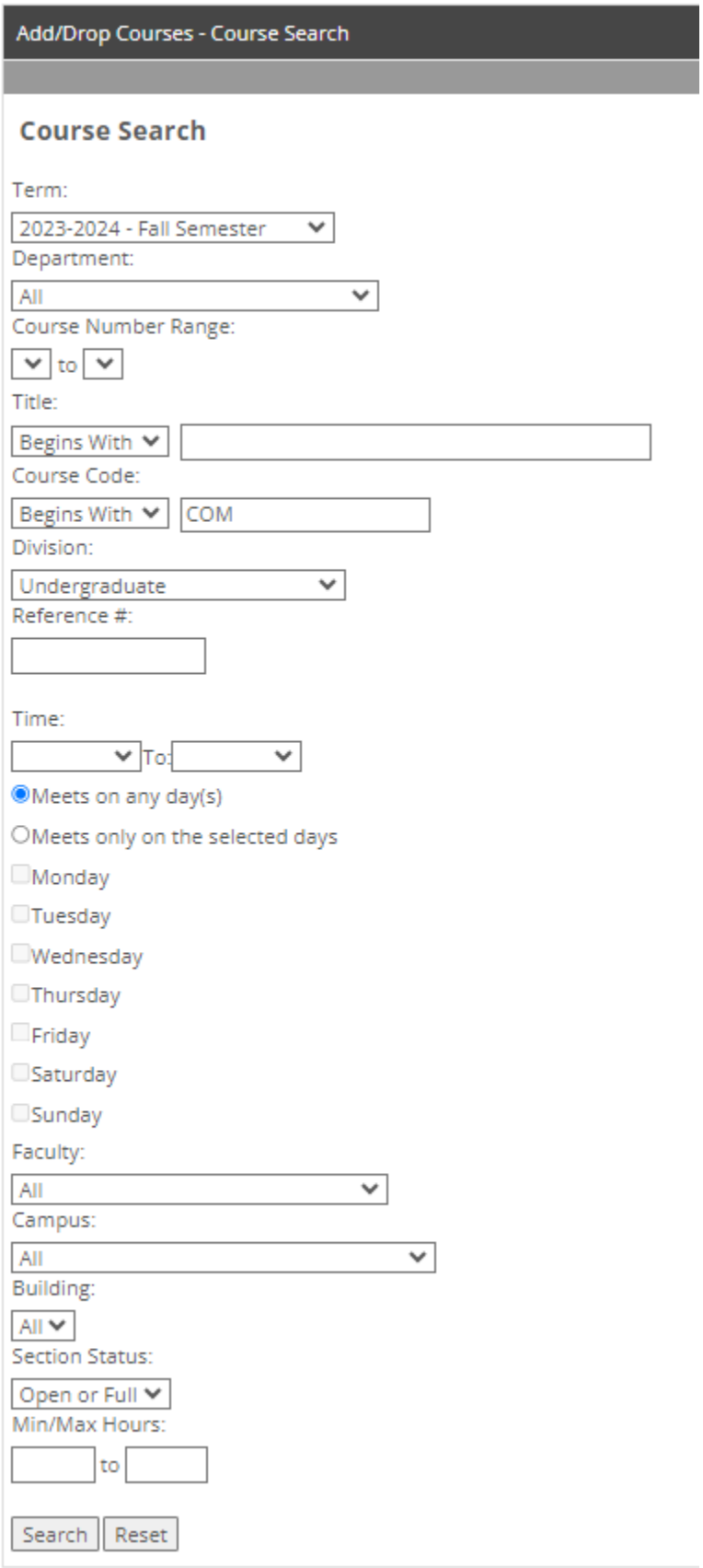
Division: Undergraduate

Search

Other previously selected search criteria still apply.

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule
☐	⊞	COM 1001 001	College Writing	Persinger, Allan Earl	0/21	Full	MWF 8:00 AM-8:50 AM; Main Campus
☐	⊞	COM 1001 002	College Writing	Manley, John James	3/21	Open	MWF 8:00 AM-8:50 AM; Main Campus,
☐	⊞	COM 1001 003	College Writing	Dwyer, Margaret	0/21	Full	TRF 8:00 AM-8:50 AM; Main Campus
☐	⊞	COM 1001 005	College Writing	Fleishman, Annemarie	0/21	Full	MTR 9:00 AM-9:50 AM; Main Campus
☐	⊞	COM 1001 007	College Writing	Manley, John James	2/21	Open	MWF 9:00 AM-9:50 AM; Main Campus,
☐	⊞	COM 1001 008	College Writing	Persinger, Allan Earl	3/21	Open	MWR 9:00 AM-9:50 AM; Main Campus
☐	⊞	COM 1001 010	College Writing	Dwyer, Margaret	3/21	Open	TRF 10:00 AM-10:50 AM; Main Campus
☐	⊞	COM 1001 011	College Writing	Fleishman, Annemarie	0/21	Full	MWR 11:00 AM-11:50 AM; Main Campu
☐	⊞	COM 1001 012	College Writing	Murre, Amy	2/21	Open	MTF 11:00 AM-11:50 AM; Main Campus
☐	⊞	COM 1001 013	College Writing	Howell, David	0/21	Full	MWF 11:00 AM-11:50 AM; Main Campu
☐	⊞	COM 1001 014	College Writing	Farrell, Jennifer K	1/21	Open	MWF 12:00 PM-12:50 PM; Main Campu
☐	⊞	COM 1001 015	College Writing	Manley, John James	0/21	Full	MWF 12:00 PM-12:50 PM; Main Campu
☐	⊞	COM 1001 016	College Writing	Murre, Amy	1/21	Open	MWF 12:00 PM-12:50 PM; Main Campu

You can use more search criteria by clicking the More Search Options link.

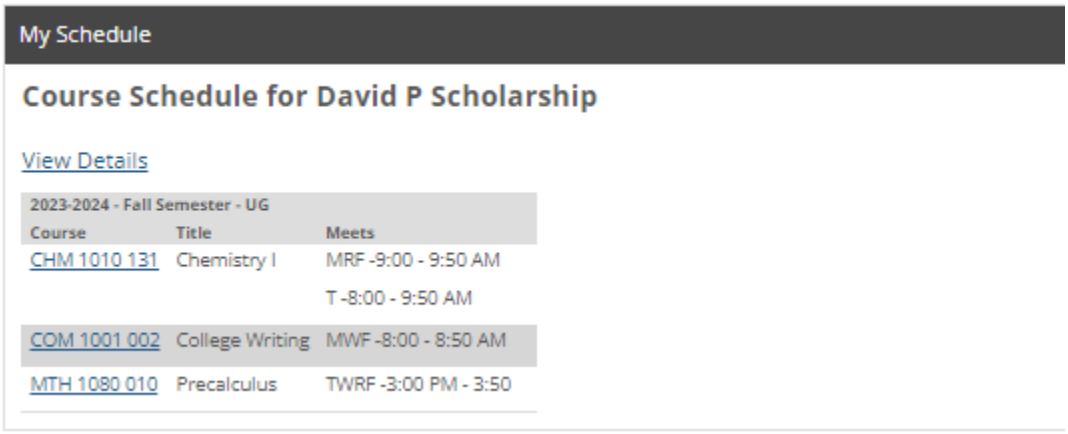


After clicking the Add Courses button at the bottom of the Search Results screen, you can check to make sure you were added to the class by looking in the "Your Schedule (Registered)" section of the screen.

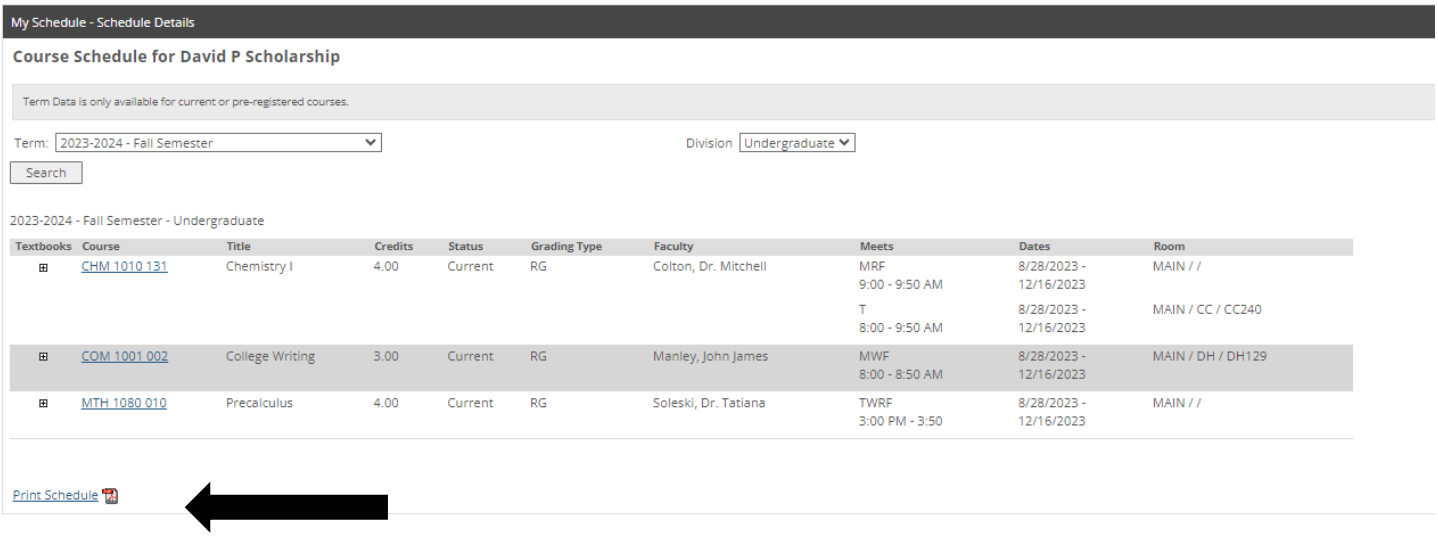
If there are any full classes or other classes that you cannot register for, there will be a message in red font indicating why you cannot add the class.

How do I know I'm really registered?

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



Click View Details for additional information. Click the PDF link for a printable version of the schedule.



You should look at you schedule right before classes start to make sure you have the most up-to-date classrooms and instructors before going to your first day of class.