



MSOE Registrar's Office  
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[www.msoe.edu/registrar](http://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.

## Scheduler

Scheduling for Winter Quarter 2019

Please separate courses with commas, semi-colons, or new lines:

WISH LIST

MA136  
GS1001

CONTINUE LIST CLOSED SECTIONS LIST COURSES

- 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.

	SECTION	NOTES	INSTRUCTOR	DAYS	TIME	ROOM
<b>GS-1001 FRESHMAN STUDIES I</b>						
<input checked="" type="checkbox"/>	001		Elizabeth L. Clark	WF	3:00 PM - 3:50 PM	TBA
				R	3:00 PM - 4:50 PM	TBA
<input checked="" type="checkbox"/>	002		Jennifer K. Farrell	T	3:00 PM - 4:50 PM	TBA
				MW	4:00 PM - 4:50 PM	TBA
<b>MA-136 CALCULUS I</b>						
<input checked="" type="checkbox"/>	001		Jennifer Knapiwicz	MTWR	10:00 AM - 10:50 AM	TBA
<input checked="" type="checkbox"/>	002		Jennifer Knapiwicz	TWRF	1:00 PM - 1:50 PM	TBA
<input checked="" type="checkbox"/>	003		Lesya Chorna	TWRF	2:00 PM - 2:50 PM	TBA
<input checked="" type="checkbox"/>	004		Lesya Chorna	MTWR	4:00 PM - 4:50 PM	TBA

- Scroll to the bottom and click **Generate Schedules**.

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

**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 9 **DETAILS** ➔

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM					
8:00 AM		MA-136/001	MA-136/001	MA-136/001	MA-136/001
9:00 AM					
10:00 AM	CH-200/041	CH-200/041	CH-200/041	CH-200/041 (CC238)	
11:00 AM					
12:00 PM	Free Hour				Free Hour
1:00 PM		PH-2011/031 (S160)			
2:00 PM	PH-2011/031			PH-2011/031	PH-2011/031
3:00 PM		GS-1001/022			
4:00 PM	GS-1001/022			GS-1001/022	
5:00 PM					

## 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.

## How do I register for or change classes on the web?

- Log in to my.msos.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.

Add/Drop Courses ?

### Add/Drop

**Alert:** The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

**Current Term:** 2019-2020 - Winter Quarter  
Add Period Closed / Drop Period Closed

[Add/Drop Courses](#) [Course Search](#)

## How do I know if I have holds that will prevent me from registering?

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

Add/Drop Courses ?

### Add/Drop

**Alert:** The Add/Drop Period is closed. You have holds and are not allowed to Add and Drop courses.

**Current Term:** 2018-2019 - Summer Quarter  
Add Period Closed / Drop Period Closed

**Holds:**  
\*Can't register-check day/time  
\*Advisor Approval Required\*

[Add/Drop Courses](#) [Course Search](#)



The most common holds are:

Contact Student Accounts—Contact the Student Accounts Office to resolve the balance on your account.

Advisor Approval Required—Contact your advisor to have your courses approved for the upcoming term. Most advisors put a sign-up sheet on their door so you can sign up for an appointment.

Cannot Register—check day/time—It is before your scheduled registration time. This hold will be automatically removed when your scheduled time arrives. If you are logged in prior to your time, often your hold will not automatically be removed. If that happens, you will receive an error and you will need to log out of myMSOE and back in to remove your hold.

### 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 sections. 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. Contact the academic department that oversees the class. Please try alternate schedules before contacting the department representative. You will need to have a legitimate reason to be added to a full section if there are other options available to you.

### 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 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.

Add/Drop Courses - Add/Drop Courses

Add/Drop

Term: 2018-2019 - Summer Quarter  
Add Period Open / Drop Period Open

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

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. If you don't know the course or section codes you need, use the course search tab above.

Course Code:	Course Code:
1. MA 137 001	2.
3. GS 1003 001	4.
5.	6.

Add Course(s)

[My Account Info](#)

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).

The screenshot shows the 'Add/Drop Courses' page. At the top, the term is set to '2018-2019 - Summer Quarter'. A message states: 'You have holds and are not allowed to Add and Drop courses. The Add/Drop Period is closed. You are currently registered for 8 credits.' Below this, a red 'X' icon and the text 'Courses Not Yet Registered' are displayed. A message explains: '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).' An error message for 'MA 137 001' is shown: 'Error: MA 137 001 - Student has Registration Holds: ( OK'. A blue arrow points to the error message. Below the error message is a 'Clear All Alerts' button. At the bottom, there is a search section with tabs for 'Add by Course Code', 'Add by Reference #', and 'Course Search'. The search filters are: Title: Begins With, Course Code: Begins With, Term: 2018-2019 - Summer Quarter, Department: All, and Division: All. There are 'Search' and 'More Search Options' buttons.

## 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 MA 137 not MA 137).**

The screenshot shows the 'Add/Drop Courses' page with the same term and registration status as the first screenshot. The search section is active, and the 'Course Search' tab is selected. The search filters are: Title: Begins With, Course Code: Begins With, Term: 2018-2019 - Summer Quarter, Department: All, and Division: All. The 'Course Code' field contains 'ma 137'. A blue arrow points to the 'Course Code' field. There are 'Search' and 'More Search Options' buttons.

Click on "More Search Options" to get the following screen.

Add/Drop Courses - Course Search

### Course Search

Term: 2018-2019 - Summer Quarter  
Department: All  
Course Number Range: to  
Title: Begins With  
Course Code: Begins With  
Division: All  
Reference #:   
Time: To  
 Meets on any day(s)  
 Meets only on the selected days  
 Monday  Friday  
 Tuesday  Saturday  
 Wednesday  Sunday  
 Thursday  
Faculty: All  
Campus: All  
Building: All  
Section Status: Open or Full  
Min/Max Hours: to  
Search Reset

Using the Course Search option brings up the screen below 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".

Add/Drop Courses - Results

### Search Results

[Search Again](#) Term: 2018-2019 - Summer Quarter Division: All Search Other previously selected search criteria still apply.

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>		MA.137.001	Calculus II	Chorna, Lesya	20/20	Open	TR 9:00 AM-12:00 PM; Main Campus, Walter Schroeder Library, L306	4.00	5/28/2019	7/16/2019

Add Courses

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" section of the screen.

Add/Drop Courses - Add/Drop Courses

### Add/Drop

Term: 2018-2019 - Summer Quarter  
Add Period Open / Drop Period Open  
You are currently registered for 4 credits.

### Messages

MA 137 001 - Successfully added to registration record.

[Add by Course Code](#) [Add by Reference #](#) [Course Search](#)

Title: Begins With  
Course Code: Begins With ma 137  
Term: 2018-2019 - Summer Quarter  
Department: All  
Division: All  
Search [More Search Options](#)

### Your Schedule

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	MA.137.001	Calculus II	TR 9:00 - 12:00	Main Campus Walter Schroeder Library L306	4.00	Regular	Undergraduate

Drop Course(s)

[My Account Info](#)

### **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, you cannot register for the class via the web. You can still register for all of the rest of your classes on the web however.

- Your course requires department permission to register. (You must bring the completed form to our office or have the department email us.)
- 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.)

### **Can I change my schedule after I register?**

Yes, you can make changes to your schedule until Friday of the first week of the quarter 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 quarter 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 know I am really registered?**

Find the *My Schedule* part of the Student page. The courses for which you are registered will show on the screen.

**You should print a 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.**