



A Guide to Registering for Courses Using College Scheduler

Frostburg State University
Updated March 2020

Contents

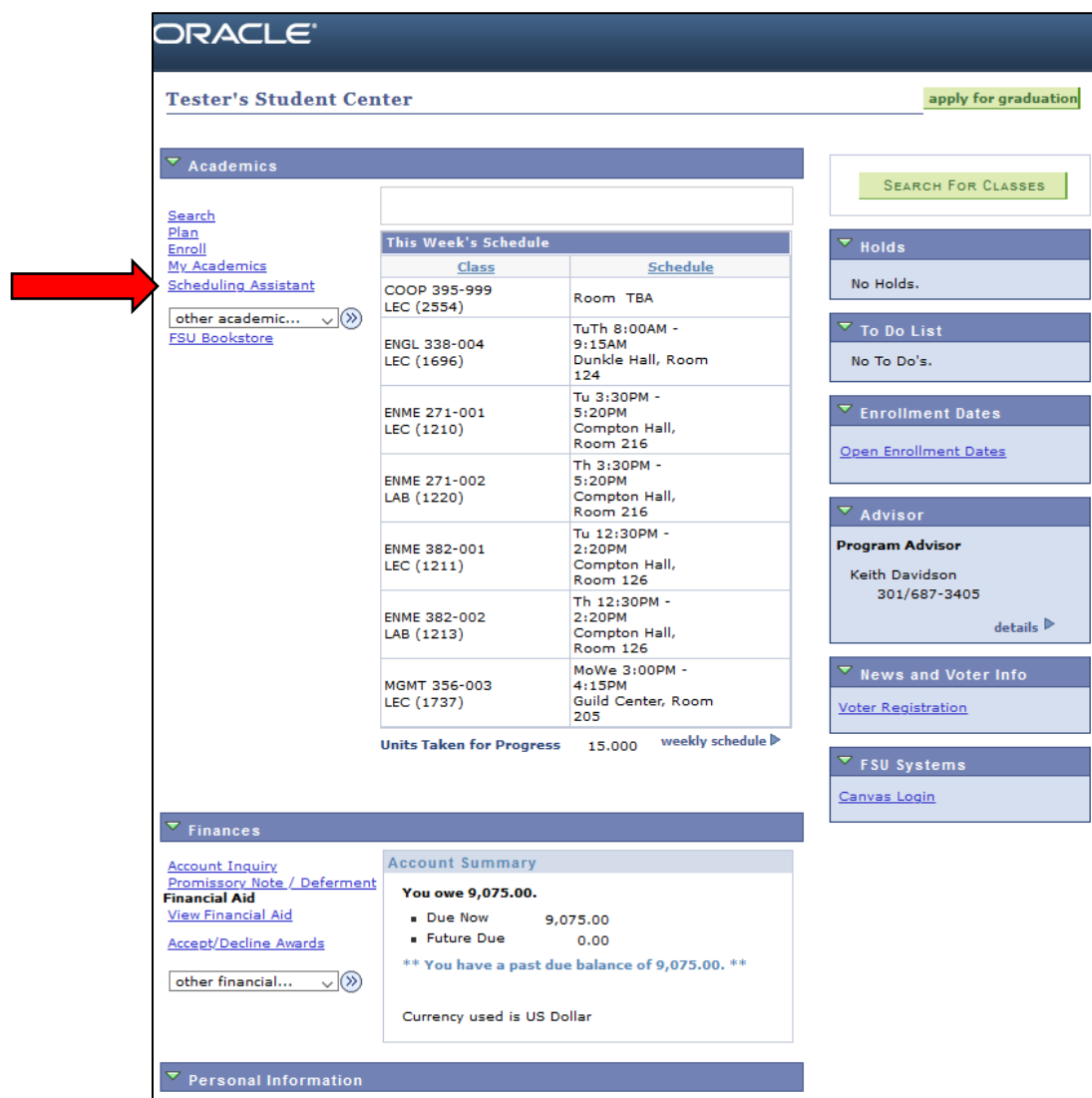
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What is College Scheduler?

College Scheduler is an online scheduling platform integrated into FSU's student information system, PAWS. The application empowers students to easily find the perfect class schedule which fits both their academic, extracurricular, and personal needs. With student-centric design, the platform delivers an exceptional registration experience, enhancing one of the most crucial points on the journey towards degree by reducing registration frustrations.

Accessing College Scheduler

College Scheduler can be accessed directly from the *Student Center* screen in PAWS. Within PAWS, College Scheduler is referred to as the *Scheduling Assistant*.



The screenshot shows the Oracle Student Center interface. A red arrow points to the [Scheduling Assistant](#) link in the Academics sidebar. The main content area displays 'This Week's Schedule' with a table of classes. The right sidebar contains links for Holds, To Do List, Enrollment Dates, Advisor, News and Voter Info, and FSU Systems.

Class	Schedule
COOP 395-999 LEC (2554)	Room TBA
ENGL 338-004 LEC (1696)	TuTh 8:00AM - 9:15AM Dunkle Hall, Room 124
ENME 271-001 LEC (1210)	Tu 3:30PM - 5:20PM Compton Hall, Room 216
ENME 271-002 LAB (1220)	Th 3:30PM - 5:20PM Compton Hall, Room 216
ENME 382-001 LEC (1211)	Tu 12:30PM - 2:20PM Compton Hall, Room 126
ENME 382-002 LAB (1213)	Th 12:30PM - 2:20PM Compton Hall, Room 126
MGMT 356-003 LEC (1737)	MoWe 3:00PM - 4:15PM Guild Center, Room 205

Units Taken for Progress 15.000 [weekly schedule](#)

Account Summary
You owe 9,075.00.
■ Due Now 9,075.00
■ Future Due 0.00
** You have a past due balance of 9,075.00. **
Currency used is US Dollar

To open College Scheduler, click the link labeled *Scheduling Assistant* from the *Student Center* (just above the *Other Academic* drop-down menu). Please note that college scheduler will open in a new tab. You may need to disable your browser's pop-up blocker for this to occur. See your browser's documentation for information on how to disable the pop-up blocker.

Once College Scheduler has opened in a new tab, the student will be presented with the *Select Campus* screen below:

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign Out

FROSTBURG
STATE UNIVERSITY

Select Campus

- ☐ Select All Campuses
- ☐ Arundel Mills
- ☐ Cecil College
- ☒ Frostburg State University
- ☐ Hagerstown
- ☐ HUTB - China
- ☒ Online Courses

Save and Continue

Note that the *Frostburg State University* main campus and *Online Courses* campus are checked by default. Students authorized to take courses at other campuses may need to adjust their selection on this screen. Main campus students may elect to uncheck the *Online Courses* campus if they do not want the scheduler to show any courses being offered online.

Once a student has finalized their campus selections, they should click *Save and Continue* at the bottom of the screen. The following *Plan Schedule* screen will then be displayed:

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign Out

FROSTBURG
STATE UNIVERSITY

Course Status Open Classes Only Change Term 2020 Fall

Campuses Frostburg State University Change Sessions All Sessions Selected Change
Online Courses

ID: _____

Instructions: Add desired courses and breaks and click **Generate Schedules** button! Remember you must have advisor approval prior to registering.

Courses + Add Course

Add the courses you wish to take for the upcoming term.

Breaks + Add Break

Add times during the day you do not wish to take classes.

Navigating College Scheduler

The screenshot displays the 'Plan Schedule' tab of the College Scheduler. At the top, a red navigation bar contains three tabs: 'Plan Schedule' (1), 'Shopping Cart (0)' (2), and 'Current Schedule (0)' (3). The 'Plan Schedule' tab is active. Below the navigation bar is the Frostburg State University logo. The main content area includes filters for 'Course Status' (4) set to 'Open Classes Only' with a 'Change' button, 'Campuses' (5) set to 'Frostburg State University Online Courses' with a 'Change' button, 'Term' (6) set to '2020 Fall', and 'Sessions' (7) set to 'All Sessions Selected' with a 'Change' button. An 'ID:' field is present. A yellow instruction box states: 'Instructions: Add desired courses and breaks and click Generate Schedules button! Remember you must have advisor approval prior to registering.' Below this are sections for 'Courses' (8) with a '+ Add Course' button and 'Breaks' (9) with a '+ Add Break' button. The 'Courses' section includes a text box for adding courses and a blue note box stating: 'Your My Planner shows 3 courses for 2020 Fall, [click here](#) to load them into your course list. Note: Planned courses that are not offered for 2020 Fall are not included in the course count above and will not be loaded into your course list.' At the bottom, the 'Schedules' section (10) features a 'Generate Schedules' button, an 'Advanced Options' button, and a 'View Schedules' button.

The diagram above shows the *Plan Schedule* tab of College Scheduler. Most of the function within College Scheduler is accessible through this tab of the platform. Below is a description of each of the identified elements above:

1. *Plan Schedule* – This is the main tab of College Scheduler. Clicking this tab from any other window should return the user to the screen shown above.
2. *Shopping Cart* – This tab only becomes available once a student meets with their advisor and has been *activated* to register for the upcoming term. The shopping cart is a holding area for students to send their desired courses to prior to registering for them. The actual registration process is completed in this tab as well.
3. *Current Schedule* – This tab only becomes available once a student's *Registration Appointment* time in PAWS has occurred. Students should see their PAWS *Student Center* screen for the exact date and time of their *Registration Appointment*. Once a student has registered for courses, their current class schedule will be displayed in this tab.

4. **Course Status** – By default, College Scheduler is set to search only open classes or those courses which have seats available in them. If a student wishes to search for classes for which no seats remain, they may change this function using the *Change* button next to the heading.
5. **Campuses** – The campus locations the student selected on the *Select Campus* screen upon entering College Scheduler are displayed here. Changes to the selection can be made using the *Change* button next to the heading.
6. **Term** – This field displays the term for which the student is currently viewing. It cannot be changed by the student.
7. **Sessions** – Students should ignore this field as FSU only has one session available each fall and spring term. Note that College Scheduler cannot be used to register for Summer or Intersession courses.
8. **Courses** – This area is a holding area for the courses a student wishes to build a schedule around. Courses can be added to the *Courses* area by clicking the *Add Course* button next to the heading.
9. **Breaks** – Breaks are times when a student knows they will be unavailable for classes or would like to not have classes. They are input into the system by the student using the *Add Break* button next to the heading. When a break is added, College Scheduler only generates schedule options which do not include courses at the indicated time of the break.
10. **Schedules** – Once a student has added all their desired courses and breaks, they can click the *Generate Schedules* button to produce a listing of all possible schedule combinations of those courses and breaks. Students can then view and compare their schedule options.

Adding Courses

Prior to meeting with an academic advisor, students should review their degree requirements and generate a list of potential courses for the upcoming semester. Students should add these courses to the *Courses* area of the *Plan Schedule* tab as their advisor will easily be able to access the list and make recommendations based on the student's degree requirements and interests.

To add courses, click the *Add Course* button located next to the *Courses* area heading.

Plan Schedule Shopping Cart (0) Current Schedule (0)

FROSTBURG STATE UNIVERSITY

Course Status: Open Classes Only Change Term: 2

Campuses: Frostburg State University Online Courses Change Sessions: A

ID:

Instructions: Add desired courses and breaks and click Generate Schedules button! Remember must have advisor approval prior to registering.

Courses → + Add Course **Breaks**

Add the courses you wish to take for the upcoming term.

Add times during the day

The *Add Course* screen (shown below) will then be displayed.

There are two main methods of searching available courses using this screen. The first method involves searching for courses based on the subject and course number assigned to them in the FSU Undergraduate Catalog. The second method involves importing planned courses from a student's *Planner* in PAWS. For information on using the PAWS *Planner*, students should speak with their advisor or contact the Center for Academic Advising and Retention.

By Subject

The default tab of the *Add Course* screen is the *By Subject* option. To add courses using this tab, students will need to know both the subject and course number of a course. This information can be found in the FSU Undergraduate Catalog.

1. Select the subject the course belongs too. This is typically a 4-letter code such as ENGL for English.
2. Once the subject area has been selected, the *Course* drop-down menu will prepopulate with all available courses in that subject area. Select the course number from this menu.

- After selecting a course number, the catalog description of the course will populate. Review the description to learn about the course and ensure any stated corequisites or prerequisites are met.

The screenshot shows the 'Add Course' interface. At the top, there's a navigation bar with 'Plan Schedule', 'Shopping Cart (0)', 'Current Schedule (0)', 'Help', and 'Sign Out'. Below this, the 'Add Course' section has three tabs: 'By Subject' (selected), 'My Planner', and 'Search By Instructor'. Under 'By Subject', there are two dropdown menus: 'Subject' set to 'ART' and 'Course' set to '100 Art Appreciation'. Below these are two buttons: '< Done' and '+ Add Course'. A red box highlights the course description for 'ART 100 - Art Appreciation', which includes the text 'Introduction to the appreciation and understanding of the visual arts. Every semester. GEP Group A.' A yellow box highlights the '+ Add Course' button. To the right, the 'Courses' section has a yellow button that says 'Choose a Course and click Add Course'.

- Hit the *Add Course* button to add the course to the list. Courses added to the course list will be displayed to the right of the course search function.
- Continue adding courses using steps 1-4 above until all desired courses have been added to the course list.
- Once all courses have been added to the course list, hit the *Done* button to return to the *Plan Schedule* tab.

The screenshot shows the 'Add Course' interface with two courses added to the list. The 'By Subject' tab is still selected. The 'Subject' dropdown is now set to 'GEOG' and the 'Course' dropdown is set to '104 Human Geography'. The '+ Add Course' button is still visible. A red box highlights the course description for 'GEOG 104 - Human Geography', which includes the text 'Systematic consideration of factors influencing the distribution of human beings in relation to population dynamics and migration, economic development and urbanization, and cultural diversity. Every semester. GEP Groups D and F.' To the right, the 'Courses' section now displays two courses: 'ART 100 Art Appreciation' and 'GEOG 104 Human Geography'. A yellow box highlights the 'GEOG 104 Human Geography' course entry. A red box highlights the '+ Add Course' button. A yellow box highlights the 'Done' button. To the right, the 'Courses' section has a yellow button that says 'Choose a Course and click Add Course'.

Using My Planner

If courses have been added to PAWS *My Planner* feature, College Scheduler will be able to access that information and prepopulate those courses.

1. To access courses from the *Planner*, navigate to the *My Planner* tab of the *Add Course* screen.

Add Course 1

By Subject | **My Planner** | Search By Instructor

Plan Term: 2020 Fall

☐ Select All

- ☐ ENME 361 - UMCP-Vib,Contr, and Opt
- ☐ ENME 382 - Engineering Materials & Manufa
- ☒ Mechanical Engineering 371 - Product Engineering and Manufa
- ☐ Mechanical Engineering 400 - Machine Design
- ☐ Mechanical Engineering 462 - UMCP-Vib, Contr and Optim

2 4 < Done 3 + Add

Courses

Choose a Course and click Add Course

2. Review the courses displayed and check the box next to each desired course. Note: Courses which have a yellow exclamation point beside them are either not offered in the selected term or no longer have seats available.
3. Hit the *Add* button to add the course to the course list. Courses added to the course list will be displayed to the right of the course search function.
4. Once all courses have been added to the course list, hit the *Done* button to return to the *Plan Schedule* tab.

Adjusting Course Options

Now that desired courses have been added to the *Courses* section of College Scheduler, the *Options* for each individual course can be adjusted to match desired preferences. Using the *Options* menu for each course allows for specific course sections to be removed from consideration. For example, a student may really like their CHEM 201 professor this semester and would like to have the professor again for CHEM 202. Students could use the *Options* menu for a CHEM 202 to select only those sections taught by that instructor.

To modify course options, click the *Options* button located next to the course name.

The screenshot shows the 'Plan Schedule' interface. At the top, there's a red navigation bar with 'Plan Schedule', 'Shopping Cart (0)', 'Current Schedule (0)', 'Help', and 'Sign Out'. Below this, there are tabs for 'Campuses' (Frostburg State University Online Courses), 'Sessions', and 'All Sessions Selected'. A yellow instruction box states: 'Instructions: Add desired courses and breaks and click Generate Schedules button! Remember you must have advisor approval prior to registering.' Below this, there are two main sections: 'Courses' and 'Breaks'. The 'Courses' section has a '+ Add Course' button and a 'Select All' checkbox. It lists several courses: ART 100 (Art Appreciation), ENGL 101 (First-Year Composition), GEOG 104 (Human Geography), IDIS 150 (First-Year FSU Colloquium), and MATH 119 (College Algebra). Each course has an 'Options' button (a gear icon) and other icons (info, lock, and a red 'X'). A red arrow points to the 'Options' button for ENGL 101. The 'Breaks' section has a '+ Add Break' button and a 'Select All' checkbox.

The *Options* screen for that course (shown below) will then be displayed. Uncheck the box next to each course section you do not want to be considered in your schedule, and then hit the *Save & Close* button to return the *Plan Schedule* screen.

The screenshot shows the 'ENGL 101 First-Year Composition' options screen. At the top, there's a red navigation bar with 'Plan Schedule', 'Shopping Cart (0)', 'Current Schedule (0)', 'Help', and 'Sign Out'. Below this, the course title 'ENGL 101 First-Year Composition' is displayed. A yellow instruction box states: 'Please select the classes you wish to include.' Below this, there are tabs for 'Enabled (10 of 15)' and 'Disabled (3)'. A table lists the course sections with columns: Class #, Subject, Course, Section, Component, Seats Open, Instructor, Day(s) & Location(s), Campus, Credits, and Actions. The table contains 11 rows of data. At the bottom, there are navigation buttons: 'Back', 'Save & Close', and a pagination control showing '1' of 15.

Class #	Subject	Course	Section	Component	Seats Open	Instructor	Day(s) & Location(s)	Campus	Credits	Actions	
<input checked="" type="checkbox"/>	1485	ENGL	101	001	LEC	22	Bradford Barkley	MWF 10:00am - 10:50am - DUNKLE 324	Frostburg State University	3	<input type="checkbox"/> Drop
<input checked="" type="checkbox"/>	1486	ENGL	101	002	LEC	22	Bradford Barkley	MWF 11:00am - 11:50am - DUNKLE 308	Frostburg State University	3	<input type="checkbox"/> Drop
<input checked="" type="checkbox"/>	1488	ENGL	101	004	LEC	22	Bradford Barkley	MWF 1:00pm - 1:50pm - DUNKLE 219	Frostburg State University	3	<input type="checkbox"/> Drop
<input checked="" type="checkbox"/>	2118	ENGL	101	005	LEC	22	Gilbert Cochrum	MWF 9:00am - 9:50am - CCIT 127A	Frostburg State University	3	<input type="checkbox"/> Drop
<input checked="" type="checkbox"/>	2119	ENGL	101	006	LEC	22	Gilbert Cochrum	MWF 10:00am - 10:50am - CCIT 122	Frostburg State University	3	<input type="checkbox"/> Drop
<input type="checkbox"/>	2540	ENGL	101	007	LEC	22			Frostburg State University	3	<input type="checkbox"/> Drop
<input type="checkbox"/>	2541	ENGL	101	008	LEC	22			Frostburg State University	3	<input type="checkbox"/> Drop
<input type="checkbox"/>	2542	ENGL	101	009	LEC	22			Frostburg State University	3	<input type="checkbox"/> Drop
<input type="checkbox"/>	2543	ENGL	101	010	LEC	22			Frostburg State University	3	<input type="checkbox"/> Drop
<input type="checkbox"/>	2544	ENGL	101	011	LEC	22			Frostburg State University	3	<input type="checkbox"/> Drop

Adding a Break

Breaks are a feature of College Scheduler which allow students to list times when they are not available for classes or would not like to have classes. Common examples of breaks include athletic practices, work hours, or commuting time.

To add a break, click the *Add Break* button located next to the *Breaks* area heading.

The screenshot shows the top navigation bar with links for Plan Schedule, Shopping Cart (0), Current Schedule (0), Help, and Sign Out. Below the Frostburg State University logo, there are filters for Course Status (Open Classes Only), Term (2020 Fall), Campuses (Frostburg State University Online Courses), and Sessions (All Sessions Selected). A yellow instruction box states: "Instructions: Add desired courses and breaks and click Generate Schedules button! Remember you must have advisor approval prior to registering." Below this, there are two main sections: "Courses" with a "+ Add Course" button and "Breaks" with a "+ Add Break" button. A red arrow points to the "+ Add Break" button. Below the buttons are two text boxes: "Add the courses you wish to take for the upcoming term." and "Add times during the day you do not wish to take classes."

The *Add New Break* screen (shown below) will then be displayed.

The "Add New Break" screen displays a yellow instruction box: "Breaks are times during the day that you do not wish to take classes." Below this, there are four numbered steps: 1. Break Name (text input field with "Lunch"), 2. Start Time (time picker set to 12:00 pm) and End Time (time picker set to 1:00 pm), 3. Days (radio button selected for "Select Weekdays" and checkboxes for MON, TUE, WED, THU, FRI, SAT, SUN, with MON-FRI checked), and 4. A "Back" button and an "Add Break" button.

Once the *Add New Break* screen is open, you will be able to enter the information necessary to create your break.

1. Enter a name for your break in the *Break Name* field. Note: The name field is required, so you must enter something here.
2. Use the *Start Time* and *End Time* drop-down menus to select the appropriate time frame for your break.
3. In the *Days* field, select the appropriate radio button for each day you wish to have the break. If the break is needed every weekday, you may click the *Select Weekdays* radio button to select all of them at once.
4. Once all the information is entered, *click the Add Break* button to create the break and return to the *Plan Schedule* screen.
5. Repeat steps 1-4 for as many breaks as you need to enter.

Generating Schedules

Once you have added all your desired courses and breaks, it is time to generate all possible schedule options. To do this, you will click the, *Generate Schedules* button from the *Plan Schedule* screen.

The screenshot shows the 'Plan Schedule' interface. At the top, there's a red header with 'Plan Schedule', 'Shopping Cart (0)', 'Current Schedule (0)', 'Help', and 'Sign Out'. Below the header, there are tabs for 'Campuses' (Frostburg State University Online Courses) and 'Sessions' (All Sessions Selected). A yellow instruction box states: 'Instructions: Add desired courses and breaks and click Generate Schedules button! Remember you must have advisor approval prior to registering.' The main area is divided into 'Courses' and 'Breaks' sections. The 'Courses' section lists six courses with checkboxes and icons for options, info, and removal. The 'Breaks' section lists one break, 'Lunch', with a checkbox and icons for edit and removal. At the bottom, there's a 'Schedules' section with a red 'Generate Schedules' button, which is highlighted by a large red arrow from the left. Other buttons in the 'Schedules' section include 'Advanced Options' and 'View Schedules'.

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign Out

Campuses Frostburg State University Online Courses Change Sessions All Sessions Selected Change

ID:

Instructions: Add desired courses and breaks and click **Generate Schedules** button! Remember you must have advisor approval prior to registering.

Courses + Add Course

☒ Select All

☒ ART 100 Art Appreciation Options

☒ ENGL 101 First-Year Composition Options

☒ GEOG 104 Human Geography Options

☒ IDIS 150 First-Year FSU Colloquium Topic: American Political Assassins Options

☒ MATH 119 College Algebra Options

Breaks + Add Break

☒ Select All

☒ Lunch MTWThF - 12:00pm to 1:00pm Edit

Your My Planner shows 3 courses for 2020 Fall, [click here](#) to load them into your course list.
Note: Planned courses that are not offered for 2020 Fall are not included in the course count above and will not be loaded into your course list.

Schedules Advanced Options View Schedules

Generate Schedules

A list of all possible schedules with the courses and breaks entered will now appear (see below).

If a message stating “There are no schedules available for the selection you have made” appears, then the combination of courses and breaks you have selected are not possible. To resolve the error, make changes to either your breaks, course options, or course list and try generating again. Note: This message may also appear if all section of a course added to the course list closed since it was added to the list. In this case, a new course will need to be selected or instructor permission will need to be sought to join a closed class section.

Plan ScheduleShopping Cart (0)Current Schedule (0)HelpSign Out

Instructions: Add desired courses and breaks and click Generate Schedules button! Remember you must have advisor approval prior to registering.

Courses

+ Add Course

☒ Select All

☒ ART 100
Art Appreciation

Options

☒ ENGL 101
First-Year Composition

Options

☒ GEOG 104
Human Geography

Options

☒ IDIS 150
First-Year FSU Colloquium
Topic: American Political Assassins

Options

☒ MATH 119
College Algebra

Options

Breaks

+ Add Break

☒ Select All

☒ Lunch
MTWThF - 12:00pm to 1:00pm

Edit

☒ Sleep
MTWThF - 8:00am to 9:30am

Edit

Your My Planner shows 3 courses for 2020 Fall, [click here](#) to load them into your course list.
Note: Planned courses that are not offered for 2020 Fall are not included in the course count above and will not be loaded into your course list.

Schedules

Advanced Options

View Schedules

Generate Schedules

Generated 2 Schedules

View 1

☐

Lunch, Sleep, 100-ART-001, 101-ENGL-004, 104-GEOG-002, 150-IDIS-006, 119-MATH-004

View 2

☐

Lunch, Sleep, 100-ART-001, 101-ENGL-004, 104-GEOG-002, 150-IDIS-006, 119-MATH-006

In some instances, the number of schedules generated may be greater than is reasonable to sort through. If this occurs, consider modifying the course options or adding an additional break to lower the number. It is far easier to decide between 10 schedule choices than 900.

2

1

- 3

4

Registering for Courses

After meeting with an academic advisor, the *Shopping Cart* feature of College Scheduler will be enabled. The *Shopping Cart* is a holding area for your ideal schedule prior to the registration process. Note: It is recommended that schedules not be sent to the *Shopping Cart* until it is time for the student to register. Sending schedules in advance of registering could produce an error if a course section closes.

1. Follow the directions in the “Generating Schedules” section of this guide to identify a schedule, and then view the desired schedule’s more detailed view.
2. Click the *Send to Shopping Cart* button to move the schedule to the cart.

Plan ScheduleShopping Cart (0)Current Schedule (0)HelpSign Out

BackEmailValidateSend to Shopping Cart

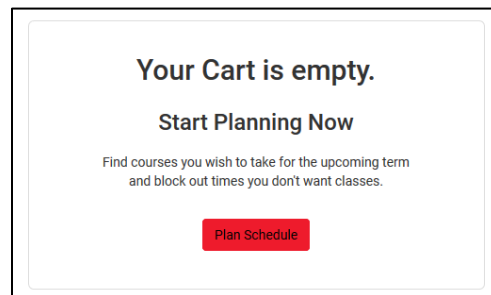
2ID:

You are viewing a potential schedule only and you must still register. You must meet with your advisor prior to registering for classes. If your advisor has not checked your eligible to enroll box you will not be permitted to register.

	Status	Class #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Campus	Credits
	Not Enrolled	2067	ART	100	001	15	TTh 2:00pm - 3:15pm - FINEARTS 132	Frostburg State University	3
	Not Enrolled	1488	ENGL	101	004	22	MWF 1:00pm - 1:50pm - DUNKLE 219	Frostburg State University	3
	Not Enrolled	1926	GEOG	104	002	32	MWF 10:00am - 10:50am - GUNTER 208	Frostburg State University	3
	Not Enrolled	2214	IDIS	150	006	25	MWF 11:00am - 11:50am - GUILD 104	Frostburg State University	3
	Not Enrolled	2437	MATH	119	004	20	TTh 9:30am - 10:45am - CCIT 221	Frostburg State University	3
									15

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	Sleep	Sleep	Sleep	Sleep	Sleep
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am	GEOG-104 GUNTER 208 James Saku	MATH-119 CCIT 221 Deborah Devlin	GEOG-104 GUNTER 208 James Saku	MATH-119 CCIT 221 Deborah Devlin	GEOG-104 GUNTER 208 James Saku
10:15					
10:30					
10:45					
11am	IDIS-150 GUILD 104 Scott Johnson		IDIS-150 GUILD 104 Scott Johnson		IDIS-150 GUILD 104 Scott Johnson
11:15					
11:30					
11:45					
12pm	Lunch	Lunch	Lunch	Lunch	Lunch
12:15					
12:30					
12:45					
1pm	ENGL-101 DUNKLE 219 Bradford Barkley		ENGL-101 DUNKLE 219 Bradford Barkley		ENGL-101 DUNKLE 219 Bradford Barkley
1:15					
1:30					
1:45					
2pm		ART-100 FINEARTS 132 Susan Dodge		ART-100 FINEARTS 132 Susan Dodge	
2:15					
2:30					
2:45					
3pm					
3:15					

- The schedule will be moved to the cart and the *Shopping Cart* tab will be displayed on the screen.
Note: If the following message appears on the screen, an academic advisor has not activated a student's account for registration yet. Speak with an academic advisor to resolve.



- Click the *Validate* button. The validate function will run a requisite check on the courses in your cart to ensure all enrollment requirements are satisfied. An error report will be displayed after the check is completed. Note: If a student's enrollment appointment time from PAWS has not occurred yet, an error message will display for each course as the student is not eligible to enroll until that time.

[Plan Schedule](#)
[Shopping Cart \(5\)](#)
[Current Schedule \(0\)](#)
[Help](#)
[Sign Out](#)

Shopping Cart

[Email](#)
[Validate](#)
[Edit Cart](#)
[Register](#)

Class #	Subject	Course	Section	Instructor	Component	Day(s) & Location(s)	Credits
2067	ART	100	001	Susan Dodge	LEC	TTh 2:00pm - 3:15pm - FINEARTS 132	3
1488	ENGL	101	004	Bradford Barkley	LEC	MWF 1:00pm - 1:50pm - DUNKLE 219	3
1926	GEOG	104	002	James Saku	LEC	MWF 10:00am - 10:50am - GUNTER 208	3
2214	IDIS	150	006	Scott Johnson	LEC	MWF 11:00am - 11:50am - GUILD 104	3
2437	MATH	119	004	Deborah Devlin	LEC	TTh 9:30am - 10:45am - CCIT 221	3
							15

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
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11:30					
11:45					
12pm					
12:15					
12:30					
12:45					
1pm					
1:15					
1:30					
1:45					
2pm					
2:15					
2:30					
2:45					
3pm					
3:15					

5. Click the *Register* button to process course registration.
6. Once complete, a message will be displayed showing if there were any errors with course enrollment. Note: A student will receive errors for all courses if their enrollment appointment time in PAWS has not occurred yet.
7. The *Current Schedule* tab of College Scheduler will not be displayed, and all enrolled courses will be listed.

Removing Courses from the Shopping Cart

Courses can easily be removed from the Shopping Cart by clicking the *Edit Cart* button at the top of the page.

[Plan Schedule](#)

[Shopping Cart \(5\)](#)

[Current Schedule \(0\)](#)

[Help](#)











[Sign Out](#)

Shopping Cart

☐ Enroll

☐ Edit Cart

[Register](#)

	Class #	Subject	Course	Section	Instructor	Component	Day(s) & Location(s)	Credits
 	2067	ART	100	001	Susan Dodge	LEC	TTh 2:00pm - 3:15pm - FINEARTS 132	3
 	1488	ENGL	101	004	Bradford Barkley	LEC	MWF 1:00pm - 1:50pm - DUNKLE 219	3
 	1926	GEOG	104	002	James Saku	LEC	MWF 10:00am - 10:50am - GUNTER 208	3
 	2214	IDIS	150	006	Scott Johnson	LEC	MWF 11:00am - 11:50am - GUILD 104	3
 	2437	MATH	119	004	Deborah Devlin	LEC	TTh 9:30am - 10:45am - CCIT 221	3
								15

Once the *Edit Cart* button has been clicked the *Edit Shopping Cart* screen will be displayed. To remove a course from the shopping cart. Check the box next to the course and click the save button at the top of the screen to return to the *Shopping Cart*.

Plan Schedule Shopping Cart (5) Current Schedule (0) Help Sign Out				
Edit Shopping Cart				
			Cancel	Save
Course	Section	Class Settings	Actions	Credits
ART-100	001		<input checked="" type="checkbox"/> Remove from Cart	3
ENGL-101	004		<input type="checkbox"/> Remove from Cart	3
GEOG-104	002		<input type="checkbox"/> Remove from Cart	3
IDIS-150	006		<input type="checkbox"/> Remove from Cart	3
MATH-119	004		<input type="checkbox"/> Remove from Cart	3