



A Guide to Registering for Courses Using College Scheduler

Frostburg State University

Updated March 2020

Contents

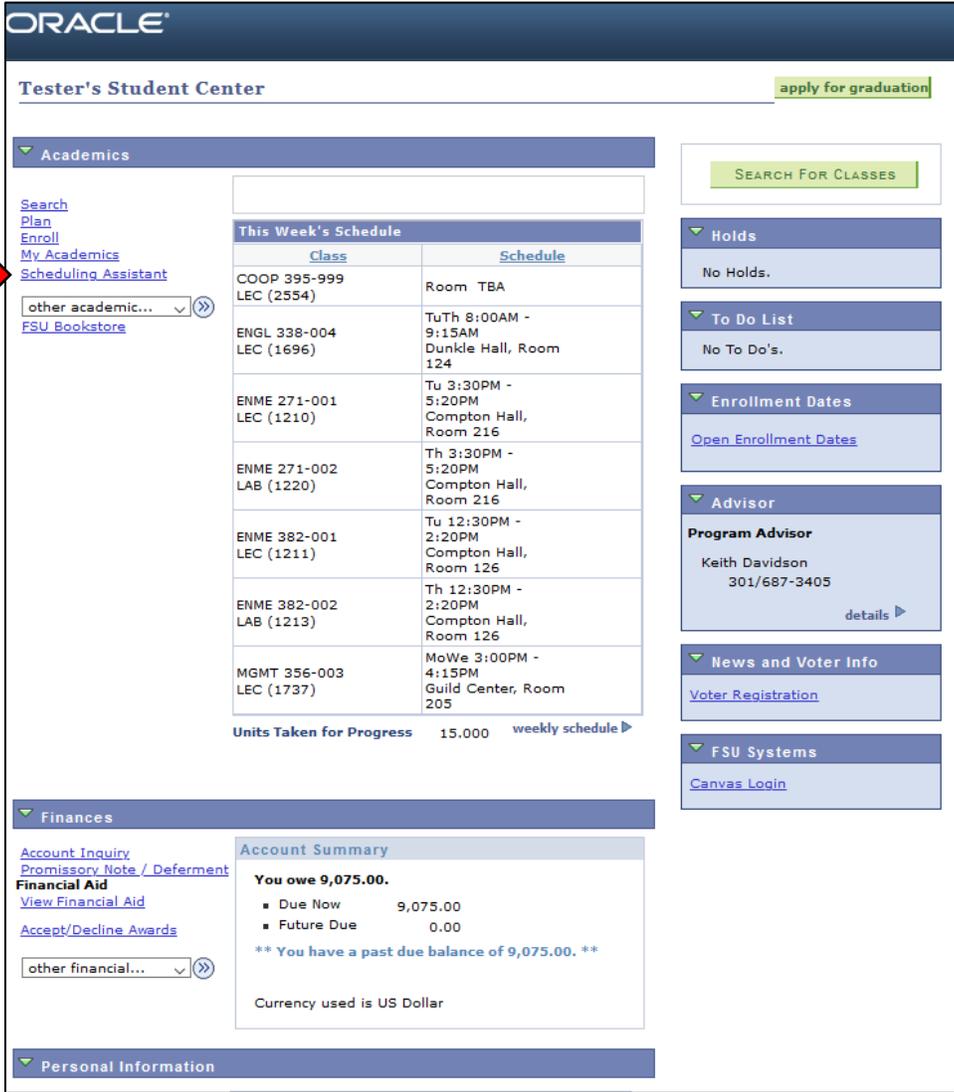
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What is College Scheduler?

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 displays the Oracle Student Center interface. A red arrow points to the 'Scheduling Assistant' link in the 'Academics' section. The interface includes a search bar, a table of 'This Week's Schedule', and various navigation options like 'Holds', 'To Do List', and 'Enrollment Dates'.

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Scheduling Assistant](#)
other academic...
[FSU Bookstore](#)

SEARCH FOR CLASSES

This Week's Schedule

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 ▶

Finances

[Account Inquiry](#)
[Promissory Note / Deferment](#)
Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
other financial...
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

Personal Information

Program Advisor
Keith Davidson
301/687-3405
[details ▶](#)

News and Voter Info
[Voter Registration](#)

FSU Systems
[Canvas Login](#)

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:

The screenshot shows the 'Select Campus' screen. At the top, there is a navigation bar with 'Plan Schedule', 'Shopping Cart (0)', 'Current Schedule (0)', 'Help', and 'Sign Out'. Below the navigation bar is the Frostburg State University logo. The main heading is 'Select Campus'. There is a list of campus options with checkboxes: 'Select All Campuses', 'Arundel Mills', 'Cecil College', 'Frostburg State University', 'Hagerstown', 'HUTB - China', and 'Online Courses'. Two red arrows point to the 'Frostburg State University' and 'Online Courses' checkboxes, which are checked. At the bottom, there is a red button labeled '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:

The screenshot shows the 'Plan Schedule' screen. At the top, there is a navigation bar with 'Plan Schedule', 'Shopping Cart (0)', 'Current Schedule (0)', 'Help', and 'Sign Out'. Below the navigation bar is the Frostburg State University logo. The main heading is 'Plan Schedule'. There are two rows of settings: 'Course Status' (Open Classes Only) and 'Term' (2020 Fall), and 'Campuses' (Frostburg State University and Online Courses) and 'Sessions' (All Sessions Selected). Each row has a 'Change' button. Below the settings is a yellow box with instructions: 'Instructions: Add desired courses and breaks and click Generate Schedules button! Remember you must have advisor approval prior to registering.' At the bottom, there are two sections: 'Courses' with a '+ Add Course' button and 'Breaks' with a '+ Add Break' button. Below each section is a text box: 'Add the courses you wish to take for the upcoming term.' and 'Add times during the day you do not wish to take classes.'

Navigating College Scheduler

The screenshot shows the 'Plan Schedule' tab of the College Scheduler. At the top, there are three tabs: 'Plan Schedule' (1), 'Shopping Cart (0)' (2), and 'Current Schedule (0)' (3). The 'Plan Schedule' tab is active. Below the tabs is the Frostburg State University logo. The main content area includes several filters and options: 'Course Status' (4) set to 'Open Classes Only', 'Term' (6) set to '2020 Fall', 'Campuses' (5) set to 'Frostburg State University Online Courses', and 'Sessions' (7) set to 'All Sessions Selected'. There are 'Change' buttons for each of these. Below these filters is an 'ID:' field and a yellow instruction box: 'Instructions: Add desired courses and breaks and click Generate Schedules button! Remember you must have advisor approval prior to registering.' Below the instruction box are two sections: 'Courses' (8) with a '+ Add Course' button and 'Breaks' (9) with a '+ Add Break' button. Below these are two yellow input 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.' Below these is a blue note box: '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, there is a 'Schedules' (10) section with 'Advanced Options' and 'View Schedules' buttons, and a red 'Generate 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:

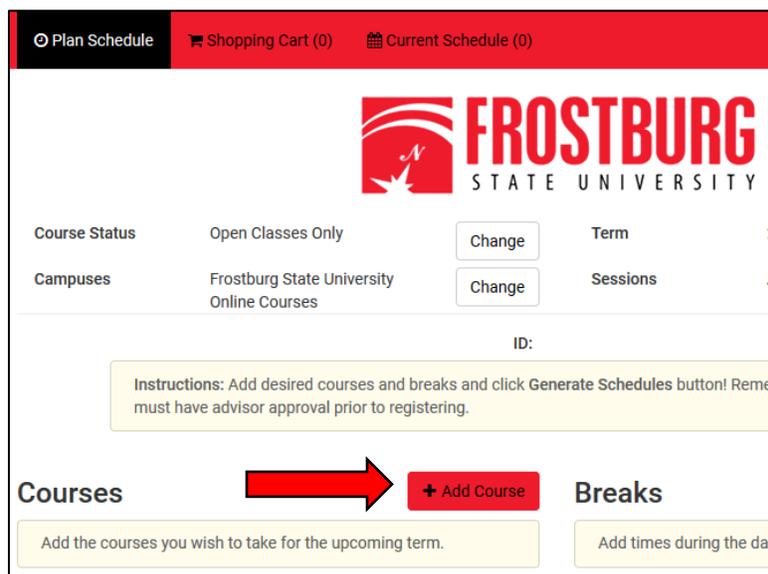
1. *Plan Schedule* – This is the main tab of College Scheduler. Clicking this tab from any other window should return the user to the screen shown above.
2. *Shopping Cart* – This tab only becomes available once a student meets with their advisor and has been *activated* to register for the upcoming 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.



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

The screenshot shows the 'Add Course' interface. At the top, there is a red navigation bar with 'Plan Schedule', 'Shopping Cart (0)', and 'Current Schedule (0)'. Below this, the 'Add Course' title is displayed. Three tabs are visible: 'By Subject' (selected), 'My Planner', and 'Search By Instructor'. Under the 'By Subject' tab, there are two dropdown menus: 'Subject' and 'Course'. A red button labeled 'Done' is on the left, and a red button labeled '+ Add Course' is on the right. On the right side of the screen, there is a yellow box with the text 'Choose a Course and click Add Course'.

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.

This screenshot is identical to the previous one but includes two numbered callouts. A box with the number '1' is positioned to the left of the 'Subject' dropdown menu. A box with the number '2' is positioned to the left of the 'Course' dropdown menu.

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.

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

Add Course

By Subject My Planner Search By Instructor

Subject ART

Course 100 Art Appreciation

< Done 4 + Add Course

ART 100 - Art Appreciation

Introduction to the appreciation and understanding of the visual arts. Every semester. GEP Group A. 3

Courses

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.

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

Add Course

By Subject My Planner Search By Instructor

Subject GEOG

Course 104 Human Geography

6 < Done + Add Course

GEOG 104 - Human Geography

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.

Courses 5

ART 100 Art Appreciation

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.

The screenshot shows the 'Add Course' interface. The 'My Planner' tab is active. The 'Plan Term' is set to '2020 Fall'. A list of courses is shown, with the second course, 'ENME 382 - Engineering Materials & Manufa', highlighted. The '+ Add' button is visible at the bottom right of the course list, and the '< Done' button is at the bottom left. The 'Courses' section on the right is currently empty, showing a prompt to '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 are navigation links for 'Plan Schedule', 'Shopping Cart (0)', and 'Current Schedule (0)'. Below this, the user is logged in as 'Frostburg State University' and 'Online Courses'. 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 has a '+ Add Course' button and a 'Select All' checkbox. A list of courses is shown, each with a checkbox, course name, and an 'Options' button. A red arrow points to the 'Options' button for 'ENGL 101 First-Year Composition'.

Course	Options	Info	Lock	Delete
<input checked="" type="checkbox"/> ART 100 Art Appreciation	Options	i	🔒	✖
<input checked="" type="checkbox"/> ENGL 101 First-Year Composition	Options	i	🔒	✖
<input checked="" type="checkbox"/> GEOG 104 Human Geography	Options	i	🔒	✖
<input checked="" type="checkbox"/> IDIS 150 First-Year FSU Colloquium Topic: American Political Assassins	Options	i	🔒	✖
<input checked="" type="checkbox"/> MATH 119 College Algebra	Options	i	🔒	✖

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 'Options' screen for 'ENGL 101 First-Year Composition'. It features a table of course sections with columns for Class #, Subject, Course, Section, Component, Seats Open, Instructor, Day(s) & Location(s), Campus, Credits, and Actions. A yellow instruction box at the top says 'Please select the classes you wish to include.' Below the table, there are tabs for 'Enabled (10 of 15)' and 'Disabled (3)'. The 'Enabled' tab is active, and the table shows 15 rows of course sections. The first three rows are checked, and the last two are unchecked. At the bottom, there are navigation buttons for 'Back' and 'Save & Close'.

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 'Plan Schedule', 'Shopping Cart (0)', 'Current Schedule (0)', 'Help', and 'Sign Out'. Below the navigation is the Frostburg State University logo. The main content area includes 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 reads: 'Instructions: Add desired courses and breaks and click Generate Schedules button! Remember you must have advisor approval prior to registering.' Below this are two 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 features a yellow instruction box: 'Breaks are times during the day that you do not wish to take classes.' Below this are four numbered steps: 1. 'Break Name' with a text input field containing 'Lunch'. 2. 'Start Time' with a time selector showing 12:00 am/pm. 3. 'End Time' with a time selector showing 1:00 am/pm. 4. 'Days' with a radio button for 'Select Weekdays' and a row of day selection buttons (MON, TUE, WED, THU, FRI, SAT, SUN) where MON-FRI are selected with red checkmarks. At the bottom are a '< Back' button and an 'Add Break' button with a checkmark.

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 displays the 'Plan Schedule' interface for Frostburg State University. At the top, there are navigation links for 'Plan Schedule', 'Shopping Cart (0)', and 'Current Schedule (0)', along with 'Help' and 'Sign Out' options. Below this, the user is logged in as 'Frostburg State University' and 'Online Courses'. A 'Change' button is visible next to the user name. An 'ID:' field is present, and 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 content area is divided into two columns: 'Courses' and 'Breaks'. The 'Courses' column has a '+ Add Course' button and a 'Select All' checkbox. It lists several courses with checkboxes and icons for 'Options', 'Info', 'Lock', and 'Remove': ART 100 (Art Appreciation), ENGL 101 (First-Year Composition), GEOG 104 (Human Geography), IDIS 150 (First-Year FSU Colloquium, Topic: American Political Assassins), and MATH 119 (College Algebra). The 'Breaks' column has a '+ Add Break' button and a 'Select All' checkbox. It lists one break: 'Lunch' (MTWThF - 12:00pm to 1:00pm) with 'Edit' and 'Remove' icons. A blue information box at the bottom of the course list states: '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 of the screen, there is a 'Schedules' section with 'Advanced Options' and 'View Schedules' buttons. A prominent red arrow points to the 'Generate Schedules' button, which is highlighted in red.

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.

The screenshot displays a web interface for planning a schedule. At the top, there is a navigation bar with 'Plan Schedule', 'Shopping Cart (0)', and 'Current Schedule (0)'. A yellow instruction box at the top reads: 'Instructions: Add desired courses and breaks and click Generate Schedules button! Remember you must have advisor approval prior to registering.'

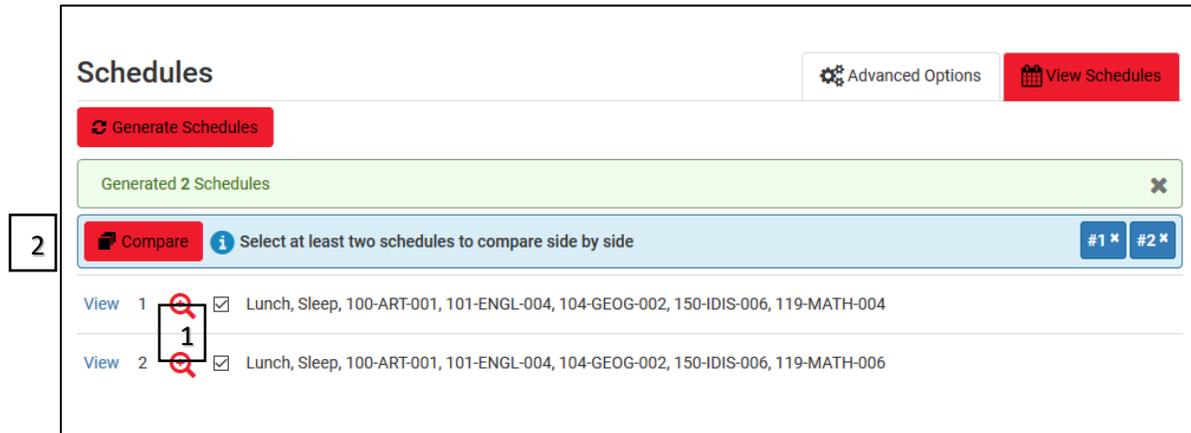
The interface is divided into three main sections:

- Courses:** A list of courses with checkboxes and icons for 'Options', 'Info', 'Lock', and 'Remove'. The courses listed are:
 - ART 100 Art Appreciation
 - ENGL 101 First-Year Composition
 - GEOG 104 Human Geography
 - IDIS 150 First-Year FSU Colloquium (Topic: American Political Assassins)
 - MATH 119 College Algebra
- Breaks:** A list of breaks with checkboxes and icons for 'Edit' and 'Remove'. The breaks listed are:
 - Lunch (MTWThF - 12:00pm to 1:00pm)
 - Sleep (MTWThF - 8:00am to 9:30am)
- Schedules:** A section with a 'Generate Schedules' button and a 'View Schedules' button. Below the button, a green box indicates 'Generated 2 Schedules'. Two schedule options are shown:
 - 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

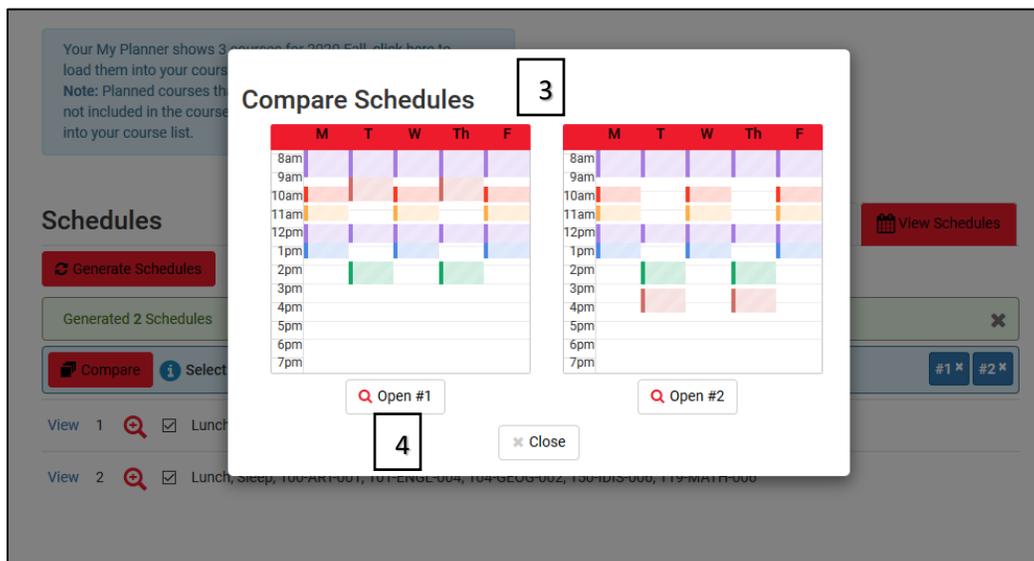
A blue note box states: 'Your My Planner shows 3 courses for 2020 Fall, [click here](#) to load them into your course list. Note: Planned courses that are not offered for 2020 Fall are not included in the course count above and will not be loaded into your course list.'

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.

Now that schedule choices have been generated, it is possible to compare two or more schedules side-by-side.



1. Check the box next to each schedule you are interested in comparing.
2. Click the compare button that appears after at least two schedule choices have been checked.
3. Compare the schedules on the pop-up screen that appears.
4. Click the *Open* button below the schedule you are most interested in to see more specific details.



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

Back Email Validate Send to Shopping Cart
Schedule 1 of 2

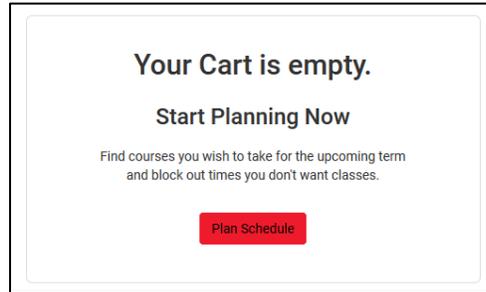
2 ID:

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		MATH-119 CCIT 221 Deborah Devlin		MATH-119 CCIT 221 Deborah Devlin	
10am	GEOG-104 GUNTER 208 James Saku		GEOG-104 GUNTER 208 James Saku		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 4
Edit Cart
Register 5

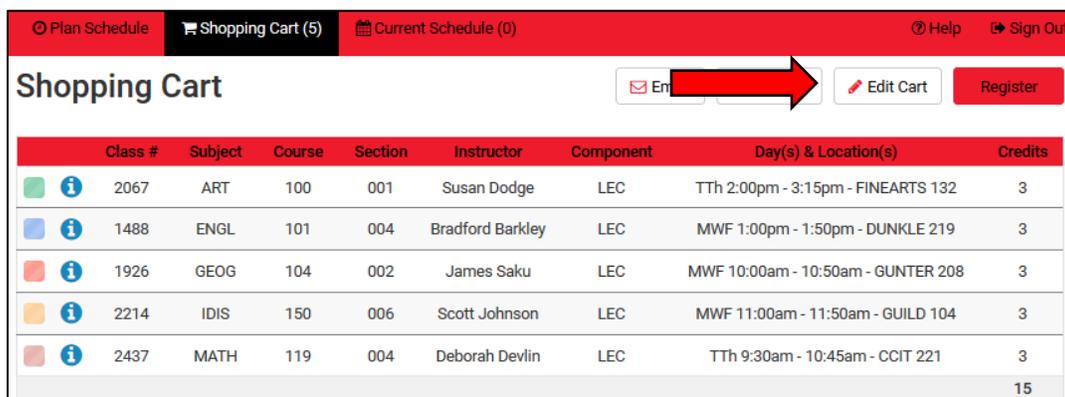
Class #	Subject	Course	Section	Instructor	Component	Day(s) & Location(s)	Credits
2067	ART	100	001	Susan Dodge	LEC	TTh 2:00pm - 3:15pm - FINEARTS 132	3
1488	ENGL	101	004	Bradford Barkley	LEC	MWF 1:00pm - 1:50pm - DUNKLE 219	3
1926	GEOG	104	002	James Saku	LEC	MWF 10:00am - 10:50am - GUNTER 208	3
2214	IDIS	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	i	i	i	i	i
10:30	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
10:45					
11am					
11:15	i		i		i
11:30	IDIS-150 GUILD 104 Scott Johnson		IDIS-150 GUILD 104 Scott Johnson		IDIS-150 GUILD 104 Scott Johnson
11:45					
12pm					
12:15					
12:30					
12:45					
1pm					
1:15	i		i		i
1:30	ENGL-101 DUNKLE 219 Bradford Barkley		ENGL-101 DUNKLE 219 Bradford Barkley		ENGL-101 DUNKLE 219 Bradford Barkley
1:45					
2pm					
2:15		i		i	
2:30		ART-100 FINEARTS 132 Susan Dodge		ART-100 FINEARTS 132 Susan Dodge	
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

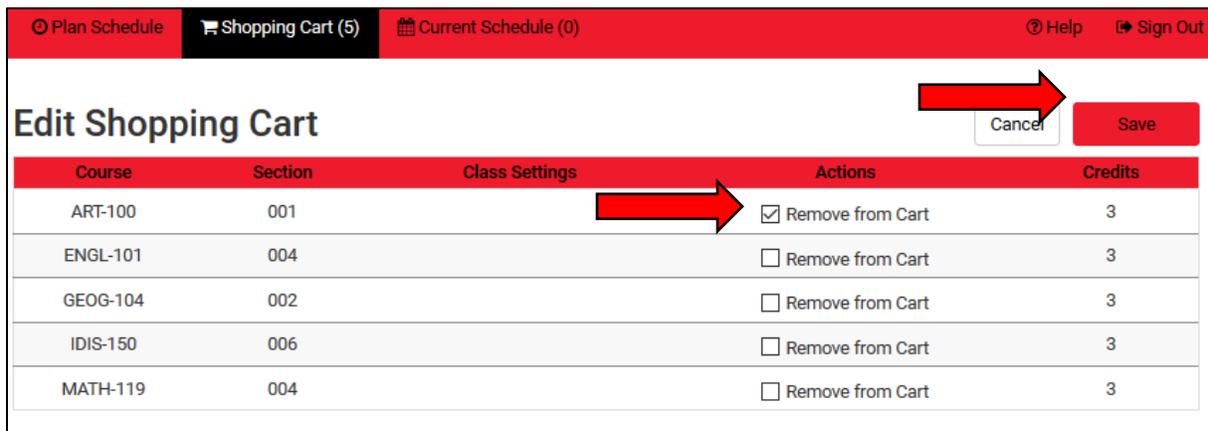
Courses can easily be removed from the Shopping Cart by clicking the *Edit Cart* button at the top of the page.



The screenshot shows the 'Shopping Cart' page with a table of courses. A red arrow points to the 'Edit Cart' button in the top right corner.

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*.



The screenshot shows the 'Edit Shopping Cart' page with a table of courses. A red arrow points to the 'Save' button in the top right corner, and another red arrow points to the 'Remove from Cart' checkbox for the first course.

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