

Instructions & Screenshots for:

➤ Building Trial Schedules

***Subject to change without notice due to computer system updates.
Contact your Academic Advisor for questions not addressed in this document.***

1. Start at the Missouri State website – www.missouristate.edu
2. Click on “Log In”
3. Click on “My Missouri State”



The screenshot shows the Missouri State website homepage. At the top, the "Missouri State" logo is on the left, and a "Log in" link with an "A-Z" dropdown and a search bar is on the right. Below this is a dark navigation bar with links: "My Missouri State" (highlighted with a white arrow), "Office 365 and Email", "Blackboard Learn", and "CampusLINK". Underneath is a row of red navigation buttons: "About MSU", "Future Students", "Current Students", "Faculty and Staff", "Alumni", "Parents and Family", and "Athletics". The main content area features a large green banner with the text "#GoMaroon", "Homegrown", and a paragraph about dining halls. Below the banner is a large photo of two smiling women. At the bottom, a white section titled "MAKE YOUR MISSOURI STATEMENT." contains four video thumbnails with captions: "Dance the night away in St. Louis", "These six students set the tone for", "Solving historical mysteries in", and "Live among fellow STEM students".

Missouri State. Log in A-Z Search

My Missouri State Office 365 and Email Blackboard Learn CampusLINK

About MSU Future Students Current Students Faculty and Staff Alumni Parents and Family Athletics

#GoMaroon

Homegrown

Meet Tori and Rachel. If you've ever had a meal in the dining halls, chances are you ate food they grew right here on campus.

Read it in their own words

MAKE YOUR MISSOURI STATEMENT.

Dance the night away in St. Louis

These six students set the tone for

Solving historical mysteries in

Live among fellow STEM students

4. Enter your Login ID and Password, then click the “Log in” button

Missouri State.

**BEAR
PASS**

→

→

→

[Need help?](#)

[Policies and terms](#)

[Get an account](#)

MAKE YOUR MISSOURI STATEMENT.

[Accessibility](#) • [Disclaimer](#) • [Disclosures](#) • [EO/AA/M/F/Veterans/Disability/Sexual Orientation/Gender Identity](#) • [Safety and Emergency Services](#)

© 2013 Board of Governors, Missouri State University • [Contact Information](#)

5. Review the “Home” tab for Announcements, News, and Upcoming Events

Missouri State.My Sites ▾

HomeProfileStudentRegistrationCampus LifeTeaching & AdvisingWork ResourcesWorkflow

Home

Announcements

Announcements

All ▾

Subject

> [2017 W-2 Tax Information](#)

☐ Show Hidden

Missouri State News

[What does it mean to be an ‘Evangelical’ in the Trump era?](#)
Thu, Jan 04, 2018

[Helpful tax tips for college students](#)
Thu, Jan 04, 2018

[Shedding light on the Mayo Clinic diet](#)
Thu, Jan 04, 2018

[How does drinking milk daily affect a woman's body?](#)
Thu, Jan 04, 2018

[Real talk about fake news](#)
Tue, Jan 02, 2018

[All News](#)

Athletics News

[Bears Set to Take on Purple Aces Wednesday](#)
Mon, Jan 08, 2018

[Miller Named MVC Newcomer of Week](#)
Mon, Jan 08, 2018

Today's Events

[Native Art of the Americas: Exhibit](#)
8:00 am - 5:00 pm • Meyer Library, Duane G.

[RESPOND Training](#)
8:00 am - 5:00 pm • Plaster Student Union, Robert W.

Ongoing Events

[Flu Vaccine Available](#)
TBA • Taylor Health and Wellness Center

[LOGOS Submission](#)
All Day • TBA

[REFUND DEADLINE-Last Day for 75% Credit/Refund](#)
All Day • All Campuses

Quick Links

M [Missouri State](#)

 [Blackboard Learn](#)

 [Office 365 and Email](#)

CAMPUS LINK [Campus LINK](#)

5. Choose the appropriate tab for your task

Profile –
information
about yourself

Student –
your
information

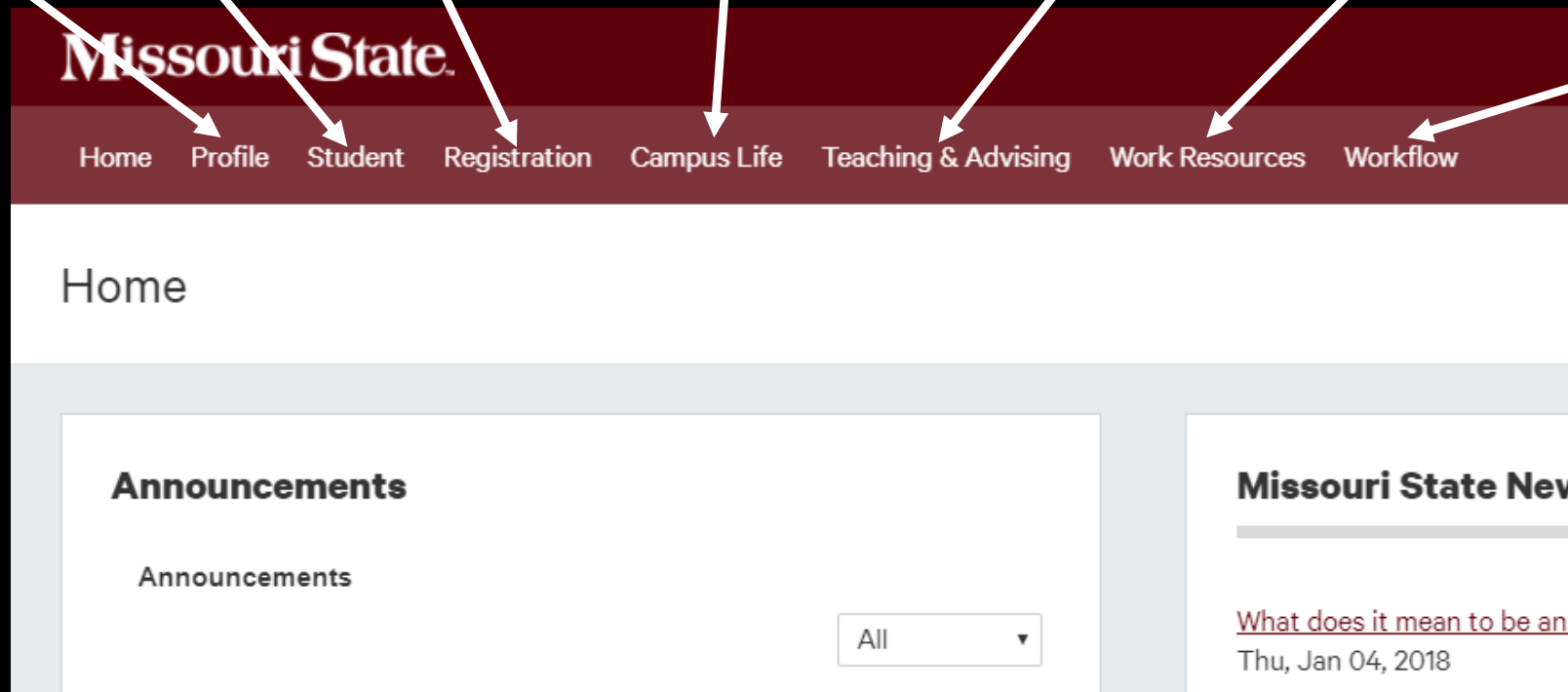
Registration –
everything related to
classes, class
schedules, and the
registration process

Campus Life –
campus-wide
programs and
services

Teaching & Advising –
you will not have this
tab on your account,
only visible to those
who teach and/or
advise

Work Resources –
you likely will only
see this tab if you
work on campus

Workflow –
you likely will
not have this
tab, only for
those working
on campus in
decision-
making roles



Building Trial Schedules

As you prepare to meet with your advisor prior to registration, there are two methods available by which you can create potential trial schedules

- 1. Through Trial Schedule Builder, where you enter the chosen classes and the software develops trial schedules for you**
- 2. Through the “Search for Classes” link, where you look up classes on at a time and build your trial schedule class-by-class**

Building Trial Schedules

Click on the “Registration” Tab
Review “Registration Status” for Registration Date/Time
Review “Advising Notes” for list of classes discussed and approved with your Academic Advisor

MissouriState.

My Sites ▼

Home

Profile

Student

Registration

Campus Life

Teaching & Advising

Work Resources

Workflow

Registration

My Registration

[Registration Status](#)

[Add or Drop Classes](#)

[Search for Classes](#)

[Trial Schedule Builder](#)

[Active Registrations](#)

[Registration Fee Assessment](#)

My Student Records

[Advising Notes](#)

[View Student Grades \(New\)](#)

[Grades \(Midterm\)](#)

[Grades \(Final\)](#)

[Holds](#)

[Test Scores](#)

My Course Materials

[View Booklist and Order](#)

[Compare Textbook Prices by Course](#)

[Rent Textbooks](#)

[Sell Back Textbooks](#)

Courses

[Catalog](#)

[Course Descriptions](#)

[Projected Course Offerings](#)

Resources

[General Education Transition Resources](#)

[Registration Resources](#)

[Writing Resources](#)

My Schedule

[Refund and Drop Deadlines](#)

[Detailed Schedule](#)

[Week at a Glance Schedule](#)

[Registration History](#)

[Final Exam Schedules](#)

[Rate Your Current Instructors](#)

iGrade Instructor Evaluations

My Transfer Credit

[Transfer Credit Evaluation](#)

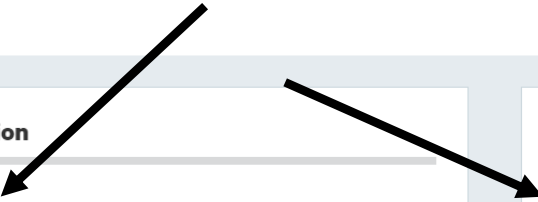
[Request Transfer Credit Re-Evaluation](#)

[Request Transfer Credit Preapproval](#)

[Review Transfer Credits](#)

[Transfer Equivalency by Course](#)

[Transfer Resources](#)



Building Trial Schedules

Method #1 – Trial Schedule Builder

You enter the chosen classes, the software develops trial schedules for you

Can also register for classes through this system

MissouriState.

My Sites ▼

Home

Profile

Student

Registration

Campus Life

Teaching & Advising

Work Resources

Workflow

Registration

My Registration

[Registration Status](#)

[Add or Drop Classes](#)

[Search for Classes](#)

[Trial Schedule Builder](#)

[Active Registrations](#)

[Registration Fee Assessment](#)

My Student Records

[Advising Notes](#)

[View Student Grades \(New\)](#)

[Grades \(Midterm\)](#)

[Grades \(Final\)](#)

[Holds](#)

[Test Scores](#)

My Course Materials

[View Booklist and Order](#)

[Compare Textbook Prices by Course](#)

[Rent Textbooks](#)

[Sell Back Textbooks](#)

My Schedule

[Refund and Drop Deadlines](#)

[Detailed Schedule](#)

[Week at a Glance Schedule](#)

[Registration History](#)

[Final Exam Schedules](#)

[Rate Your Current Instructors](#)

iGrade Instructor Evaluations

My Transfer Credit

[Transfer Credit Evaluation](#)

[Request Transfer Credit Re-Evaluation](#)

[Request Transfer Credit Preapproval](#)

[Review Transfer Credits](#)

[Transfer Equivalency by Course](#)

[Transfer Resources](#)

Courses

[Catalog](#)

[Course Descriptions](#)

[Projected Course Offerings](#)

Resources

[General Education Transition Resources](#)

[Registration Resources](#)

[Writing Resources](#)

Building Trial Schedules Using Trial Schedule Builder

Course Status should read “Open Courses Only”
Term should be the semester you selected on the previous screen
Parts of Term should read “All Parts of Term Selected”
Campuses may be adjusted to your preference (see next page)

Select the appropriate semester
Click “Save and Continue”

Schedule PlannerText OnlyHelpSign out


Missouri State.

Select Term

Term

Fall 2017

Spring 2018

Save And Continue

Schedule PlannerText OnlyHelpSign out


Missouri State.

Course StatusOpen Classes OnlyChange

Parts of TermAll Parts of Term SelectedChange

TermSpring 2018Change

Campuses3 of 17 SelectedChange

Instructions: Add desired courses and breaks and click Generate Schedules button!

You are not currently eligible to register. You can still use the Schedule Planner and save your Registration Cart but you will not be able to register.

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.

Schedules

Generate Schedules

Advanced OptionsView Schedules

Building Trial Schedules Using Trial Schedule Builder

Schedule Planner Text Only Help Sign out

Missouri State

Select Campus

- ☐ Select All Campuses
- ☐ Cassville, MO
- ☐ China Campus - Dalian China
- ☐ Fairfax, VA - DSS Program
- ☐ Foreign Study
- ☐ Joplin, MO
- ☐ Kansas City, MO
- ☐ Kraft Administration Ctr-Spgfd
- ☐ Lebanon, MO
- ☐ Miami, OK
- ☐ Mountain Grove, MO
- ☐ Neosho, MO
- ☐ Nevada, MO
- ☐ Off Campus
- ☒ Online
- ☒ Springfield, MO
- ☒ Springfield, MO (No SSF)
- ☐ West Plains, MO

In most cases, classes offered on campuses in other cities are not logical options for students on the Springfield Campus.

Choosing campuses as shown will usually provide the most logical list of class options.

Online – classes offered completely via internet

Springfield, MO – classes offered in classrooms on the Springfield, MO campus

Springfield, MO (No SSF) – classes offered through the Springfield, MO campus, but not always fully in a classroom / No SSF means no Student Services Fees are charged for these classes as students might not be on campus to use those services

Click the “Save” button after making all necessary adjustments

Building Trial Schedules Using Trial Schedule Builder

Start selecting classes by clicking the “Add Course” button

Schedule PlannerText OnlyHelpSign out



Missouri State

Course StatusOpen Classes OnlyChange

TermSpring 2018Change

Parts of TermAll Parts of Term SelectedChange

Campuses3 of 17 SelectedChange

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

You are not currently eligible to register. You can still use the Schedule Planner and save your Registration Cart but you will not be able to register.

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.

Schedules

Generate Schedules

Advanced Options

View Schedules

Use the drop-down menu to choose the department

Schedule PlannerText OnlyHelpSign out

Add Course

By Subject

Search by Course Attribute

Search By Section Attribute

Search By Instructor

Subject

Course

Courses

Choose a Course and click **Add Course**

Use the next drop-down menu to choose the specific class

Schedule PlannerText OnlyHelpSign out

Add Course

By Subject

Search by Course Attribute

Search By Section Attribute

Search By Instructor

Subject

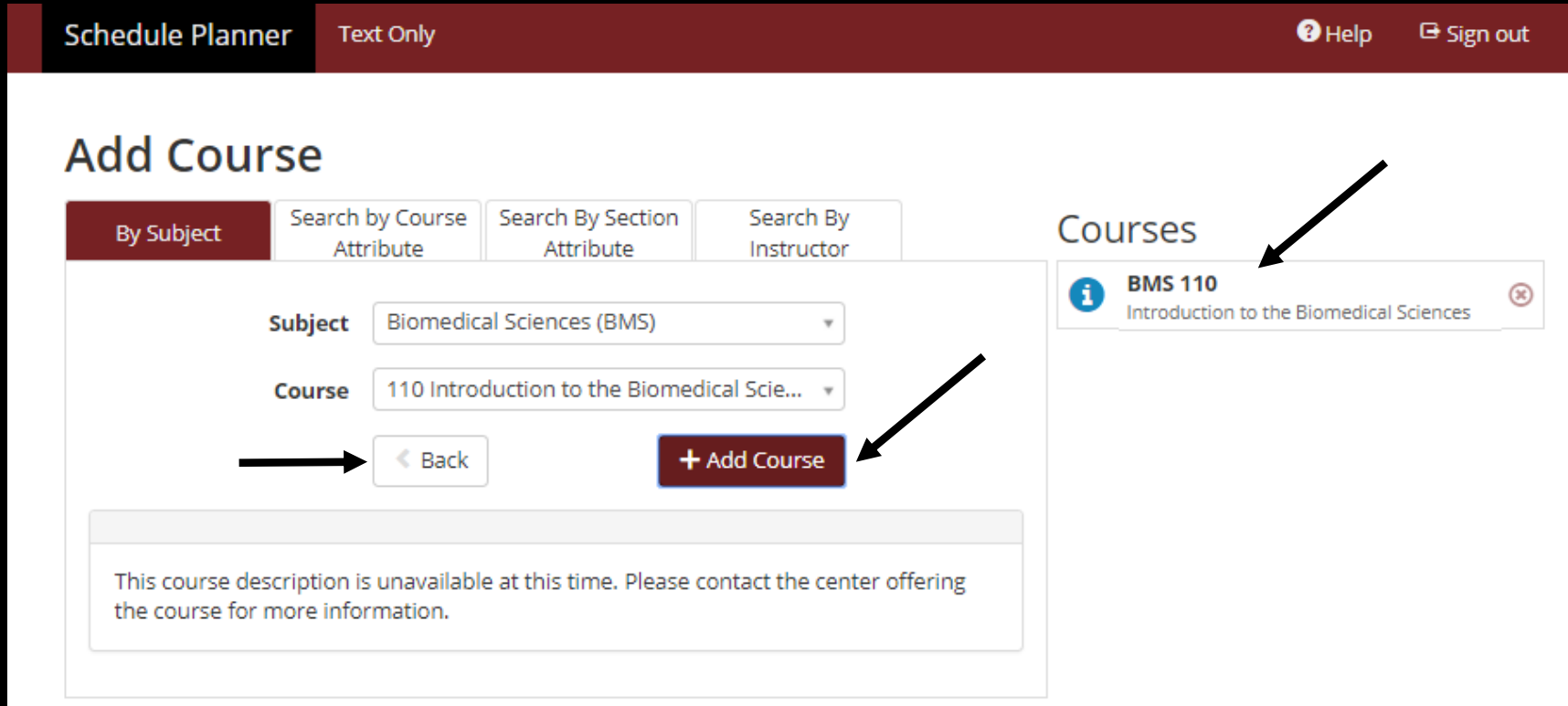
Course

Courses

Choose a Course and click **Add Course**

Building Trial Schedules Using Trial Schedule Builder

Once the two drop-down menus are selected with the correct department and class, click the “Add Course” button



The screenshot displays the 'Trial Schedule Builder' interface. At the top, there is a navigation bar with 'Schedule Planner' and 'Text Only' tabs, and 'Help' and 'Sign out' links. The main content area is titled 'Add Course'. It features four search tabs: 'By Subject' (selected), 'Search by Course Attribute', 'Search By Section Attribute', and 'Search By Instructor'. Below these tabs are two dropdown menus: 'Subject' (set to 'Biomedical Sciences (BMS)') and 'Course' (set to '110 Introduction to the Biomedical Scie...'). Below the dropdowns are two buttons: a 'Back' button and an 'Add Course' button. A message box at the bottom states: 'This course description is unavailable at this time. Please contact the center offering the course for more information.' On the right side, there is a 'Courses' section with a list of selected courses. The first course listed is 'BMS 110 Introduction to the Biomedical Sciences'. Arrows point from the 'Add Course' button to the 'Add Course' button and from the 'Courses' section to the 'BMS 110' course entry.

Schedule Planner Text Only Help Sign out

Add Course

By Subject Search by Course Attribute Search By Section Attribute Search By Instructor

Subject Biomedical Sciences (BMS)

Course 110 Introduction to the Biomedical Scie...

Back + Add Course

This course description is unavailable at this time. Please contact the center offering the course for more information.

Courses

BMS 110 Introduction to the Biomedical Sciences

Selected courses will then appear in the right-hand column

Repeat this process until you have selected all the courses for your intended schedule

Once your course list is completely selected, click the “Back” button

Building Trial Schedules Using Trial Schedule Builder

Once you see your entire list of classes on this screen, click the “Generate Schedules” button

Schedule PlannerText OnlyHelpSign out



Missouri State

Course Status

Open Classes Only

Change

Term

Spring 2018

Change

Parts of Term

All Parts of Term Selected

Change

Campuses

3 of 17 Selected

Change

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

You are not currently eligible to register. You can still use the Schedule Planner and save your Registration Cart but you will not be able to register.

Courses

+ Add Course

☒

BMS 110

Introduction to the Biomedical Sciences

Prerequisites

Options

☒

BMS 111

Introductory Laboratory in the Biomedical Sciences

Prerequisites

Options

☒

COM 115

Fundamentals of Public Speaking

Prerequisites

Has Honors

Options

☒

GEP 101

First-Year Foundations

Options

☒

MTH 135

College Algebra

Prerequisites

Options

Breaks

+ Add Break

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

Schedules

Advanced OptionsView Schedules

Generate Schedules

Building Trial Schedules Using Trial Schedule Builder

Schedule Planner Text Only ? Help Sign out

You are not currently eligible to register. You can still use the Schedule Planner and save your registration Cart but you will not be able to register.

Courses

[+ Add Course](#)

☒	BMS 110 Introduction to the Biomedical Sciences Prerequisites	Options
☒	BMS 111 Introductory Laboratory in the Biomedical Sciences Prerequisites	Options
☒	COM 115 Fundamentals of Public Speaking Prerequisites Has Honors	Options
☒	GEP 101 First-Year Foundations	Options
☒	MTH 135 College Algebra Prerequisites	Options

Breaks

[+ Add Break](#)

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

Schedules

[Advanced Options](#)
 [View Schedules](#)

[Generate Schedules](#)

Looks like you have many scheduling options! Try using breaks, locks and course options to narrow your results.
Generated **1000+** Schedules

View 1	☐ BMS-110-A, BMS-111-012, COM-115-997, GEP-101-013, MTH-135-010
View 2	☐ BMS-110-A, BMS-111-006, COM-115-998, GEP-101-018, MTH-135-010
View 3	☐ BMS-110-A, BMS-111-006, COM-115-998, GEP-101-018, MTH-135-019
View 4	☐ BMS-110-A, BMS-111-006, COM-115-998, GEP-101-018, MTH-135-020
View 5	☐ BMS-110-A, BMS-111-006, COM-115-998, GEP-101-018, MTH-135-022
View 6	☐ BMS-110-A, BMS-111-006, COM-115-998, GEP-101-018, MTH-135-024
View 7	☐ BMS-110-A, BMS-111-006, COM-115-998, GEP-101-018, MTH-135-027

Review the schedule options listed.

You can use the “Options” link for each class to narrow down the choices by unchecking individual sections that do not work for your needs, or by leaving only one specific section checked if that is the section you prefer.

After making those changes in the “Options” links, click the “Generate Schedules” button again to refresh the list of trial schedules.

Each Trial Schedule includes a great deal of information

Indication the class has a prerequisite

Schedule grid

“Help” link for additional instructions

“Send to Shopping Cart”
– places this schedule into the registration system, saving it until you return on your registration date to register for classes.

Total credit
hours for the
schedule

Schedule Planner

Text Only

Help

Sign out

Back

Print

Email

Send to Shopping Cart

Schedule 1 of 1000

*You are viewing a potential schedule only and you must still register.

	CRN	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Campus	Credits
34830 BMS 110 012 24 MWF 1:25pm - 2:15pm - GLAS 0101 Springfield, MO 3 Prerequisites								
35358 BMS 111 012 1 T 12:30pm - 2:20pm - PROF 0323 Springfield, MO 1 Prerequisites								
21545 COM 115 997 10 MWF 9:05am - 9:55am - CRAG 0336 Springfield, MO 3 Prerequisites Honors								
25626 GEP 101 013 1 MW 11:15am - 12:05pm - UNVH 0200 Springfield, MO 2 Prerequisites								
22636 MTH 135 010 18 MWF 8:00am - 8:50am - CHEK 0302 Springfield, MO 3 Prerequisites								

12

	Monday	Tuesday	Wednesday	Thursday	Friday
8am MTH-135 CHEK 0302 Shea, Harry D		MTH-135 CHEK 0302 Shea, Harry D		MTH-135 CHEK 0302 Shea, Harry D	
9am COM-115 CRAG 0336 Butcher, Deana R		COM-115 CRAG 0336 Butcher, Deana R		COM-115 CRAG 0336 Butcher, Deana R	
10am <td></td> <td></td> <td></td> <td></td>					
11am GEP-101 UNVH 0200 Arnone, Nicole M		GEP-101 UNVH 0200 Arnone, Nicole M			
12pm <td></td> <td> BMS-111 PROF 0323 Havlicek, Marc Gordon </td> <td></td> <td></td>		BMS-111 PROF 0323 Havlicek, Marc Gordon			
1pm BMS-110 GLAS 0101 Haynes, Tricia A		BMS-110 GLAS 0101 Haynes, Tricia A		BMS-110 GLAS 0101 Haynes, Tricia A	
2pm <td></td> <td></td> <td></td> <td></td>					
2:15					

Building Trial Schedules

Method #2 – Search for Classes

You look up each class, choosing the section you prefer

You build your class schedule class-by-class

MissouriState.

My Sites ▼

Home

Profile

Student

Registration

Campus Life

Teaching & Advising

Work Resources

Workflow

Registration

My Registration

[Registration Status](#)

[Add or Drop Classes](#)

[Search for Classes](#)

[Trial Schedule Builder](#)

[Active Registrations](#)

[Registration Fee Assessment](#)

My Student Records

[Advising Notes](#)

[View Student Grades \(New\)](#)

[Grades \(Midterm\)](#)

[Grades \(Final\)](#)

[Holds](#)

[Test Scores](#)

My Course Materials

[View Booklist and Order](#)

[Compare Textbook Prices by Course](#)

[Rent Textbooks](#)

[Sell Back Textbooks](#)

My Schedule

[Refund and Drop Deadlines](#)

[Detailed Schedule](#)

[Week at a Glance Schedule](#)

[Registration History](#)

[Final Exam Schedules](#)

[Rate Your Current Instructors](#)

iGrade Instructor Evaluations

My Transfer Credit

[Transfer Credit Evaluation](#)

[Request Transfer Credit Re-Evaluation](#)

[Request Transfer Credit Preapproval](#)

[Review Transfer Credits](#)

[Transfer Equivalency by Course](#)

[Transfer Resources](#)

Courses

[Catalog](#)

[Course Descriptions](#)

[Projected Course Offerings](#)

Resources

[General Education Transition Resources](#)

[Registration Resources](#)

[Writing Resources](#)

Building Trial Schedules Using Search for Classes

Choose the appropriate semester, then click “Submit”

Missouri State
UNIVERSITY

Personal Information

Alumni and Friends

Student

Faculty Services

Employee

Finance

Search

Select Term or Date Range

Search by Term:

None

Submit

Reset

RELEASE: 8.7.1.2

© 2018 Ellucian Company L.P. and its affiliates.

Choose the appropriate department, then click “Course Search”

Missouri State
UNIVERSITY

Personal Information

Alumni and Friends

Student

Faculty Services

Employee

Finance

Search

Look Up Classes

How to Use this Search

- [Class Schedule Search video](#) describes how to use the basic Course Search option. To be
- [Advanced Schedule Search video](#) describes how you can refine your search by clicking t

Before You Register

- Check your [Registration Status](#). Clear up any issues preventing registration.
- Use the [Trial Schedule Builder](#) to create a prospective schedule for any open semester.

Honors Class List

- [Fall Honors Class List](#)
- [Spring Honors Class List](#)

Subject:

Accounting (ACC)

African American Studies (AAS)

Agr Natural Resources (AGN)

Agricultural Business (AGB)

Agricultural Communicatns (AGC)

Agricultural Education (AGE)

Agricultural Vocational (AGV)

Agriculture Plant Science(AGP)

Agriculture-General (AGR)

Animal Science (AGS)

Course Search

Advanced Search

[[Week at a Glance](#) | [Stud](#)

RELEASE: 8.7.1.2

Building Trial Schedules Using Search for Classes



Personal Information

Alumni and Friends

Student

Faculty Services

Employee

Finance

Search

Go

RE

Look Up Classes

Spring 2018

Accounting (ACC)

109	The Accounting Cycle	View Sections
121	Individual Tax Return Prep	View Sections
201	Intro to Financial Accounting	View Sections
211	Intro to Managerial Accounting	View Sections
300	Professionalism in Accountancy	View Sections
301	Intermediate Accounting I	View Sections
302	Intermediate Accounting II	View Sections
311	Managerial Cost Accounting	View Sections
321	Tax Accounting I	View Sections
341	Acct and Mgt Info Systems	View Sections

Find the course number of your desired class, then click the “View Sections” button

