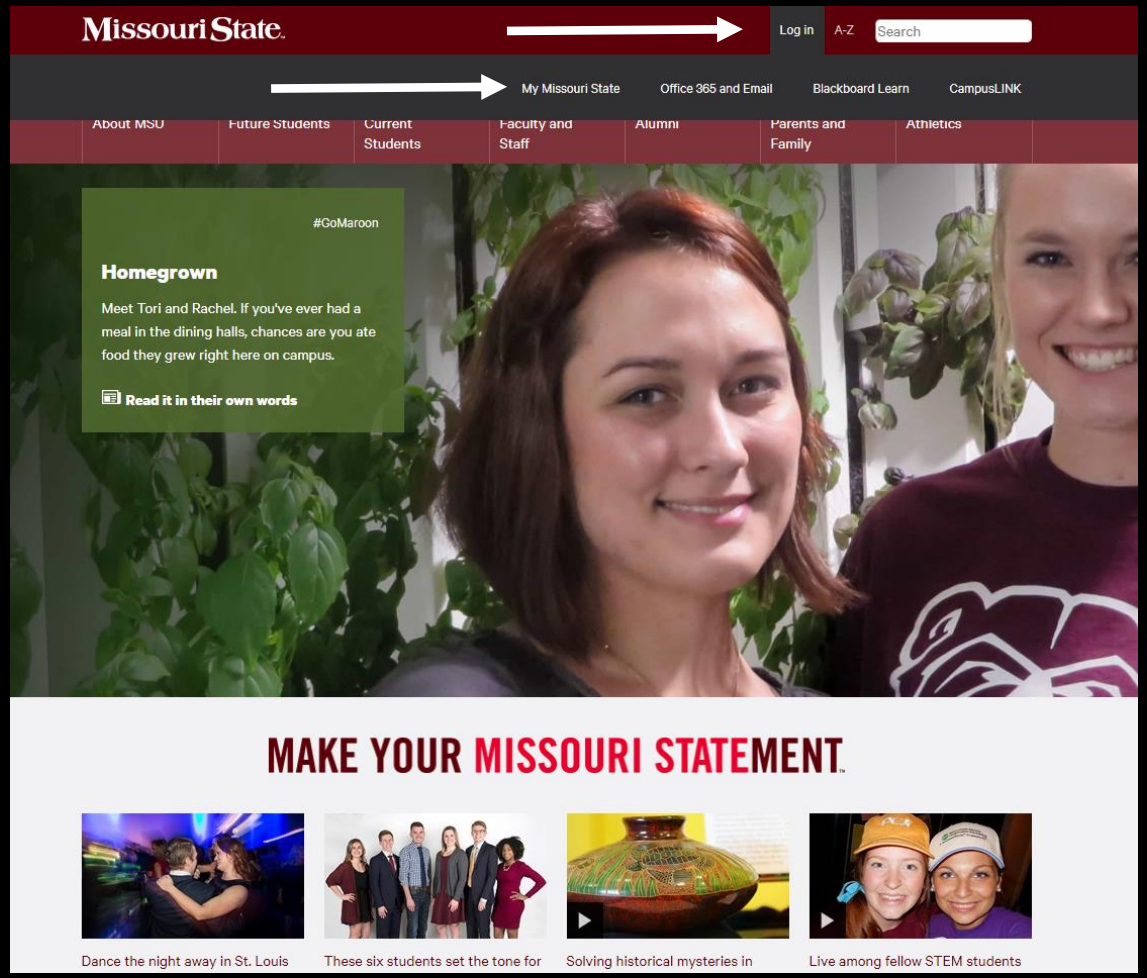
Instructions & Screenshots for:

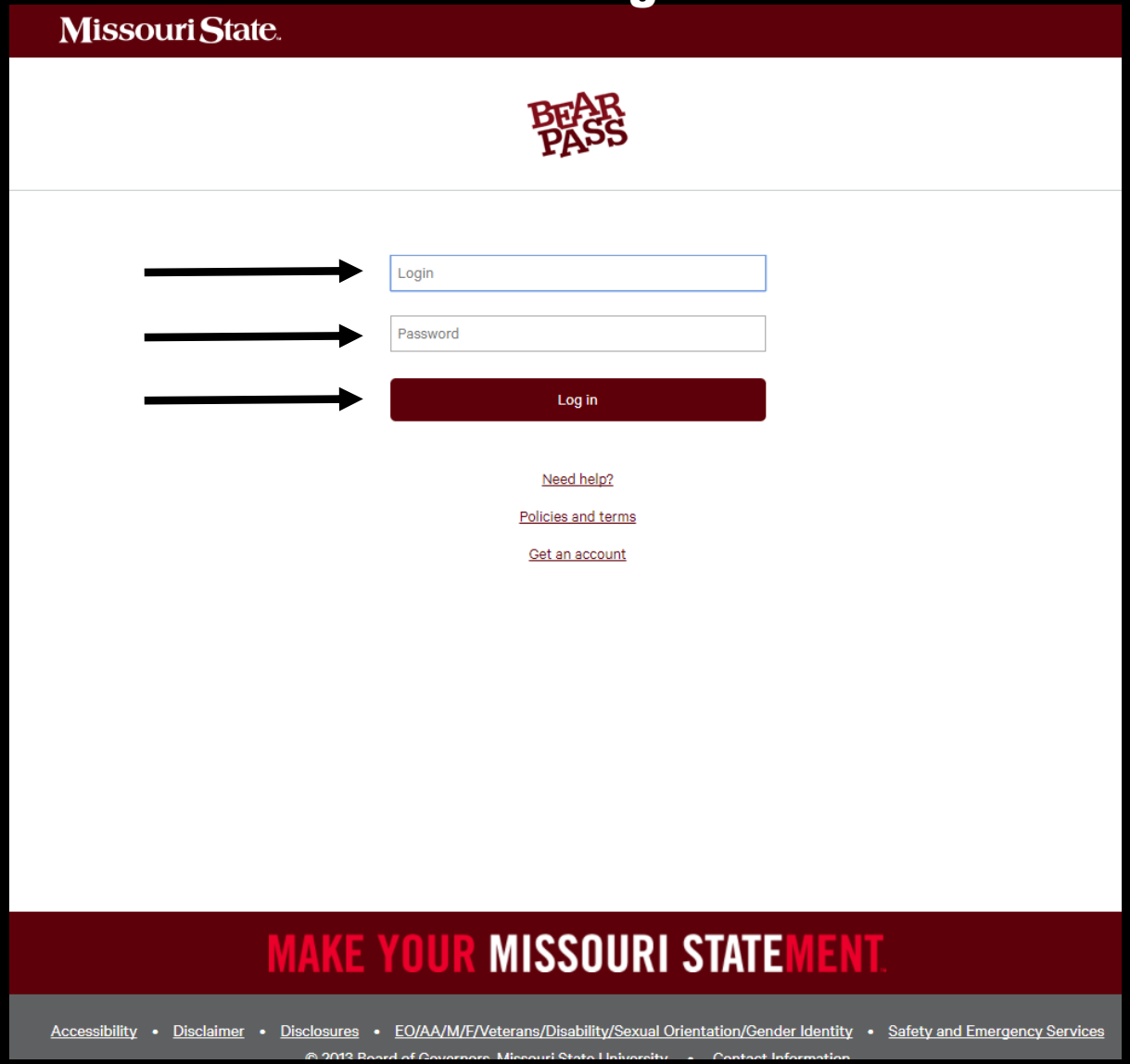
- **Building Trial Schedules**

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”



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



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

Missouri State.

My Sites

Home | Profile | Student | Registration | Campus Life | Teaching & Advising | Work Resources | Workflow

Home

Announcements

Announcements

All

Subject
2017 W-2 Tax Information

Show Hidden

Quick Links

- Missouri State
- Blackboard Learn
- Office 365 and Email
- Campus LINK

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

5. Choose the appropriate tab for your task

Profile – information about yourself

Student – your information

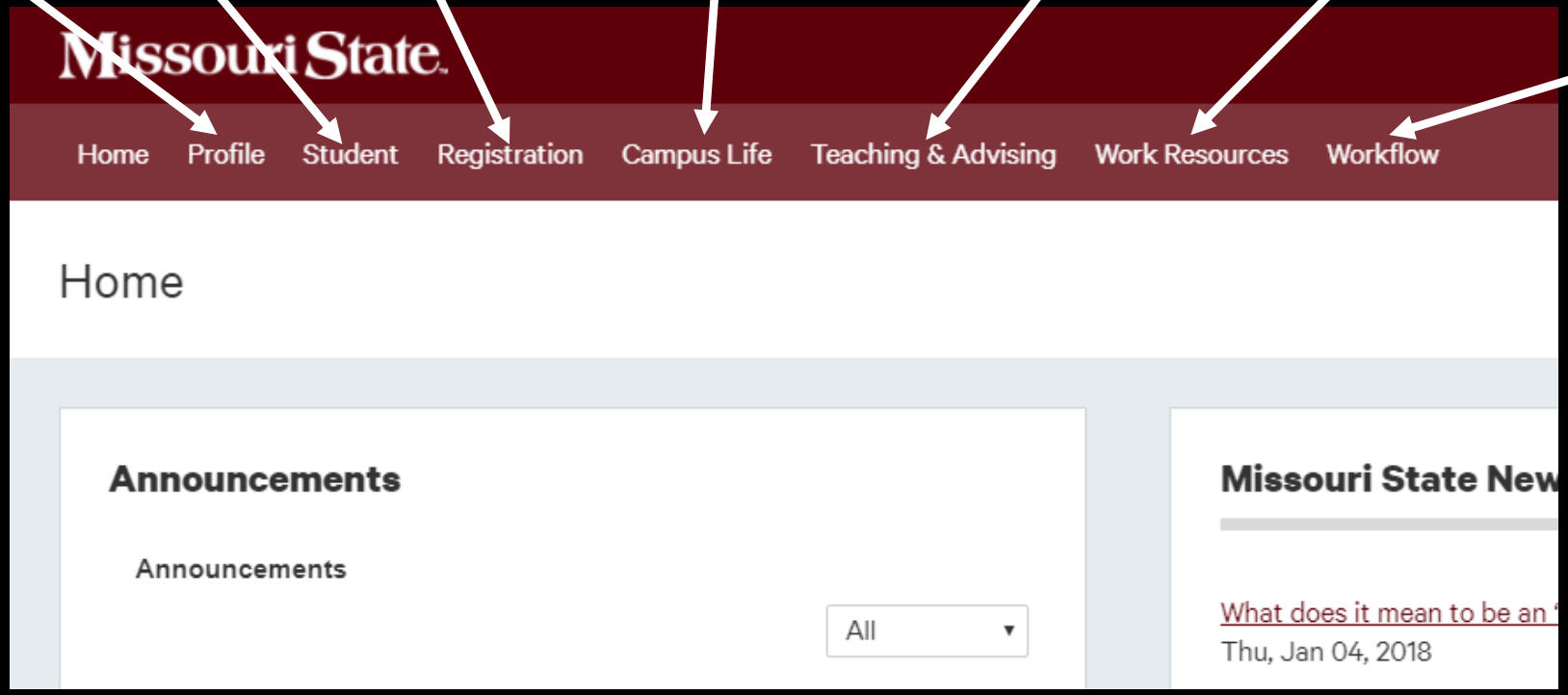
Registration – everything related to classes, class schedules, and the registration process

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

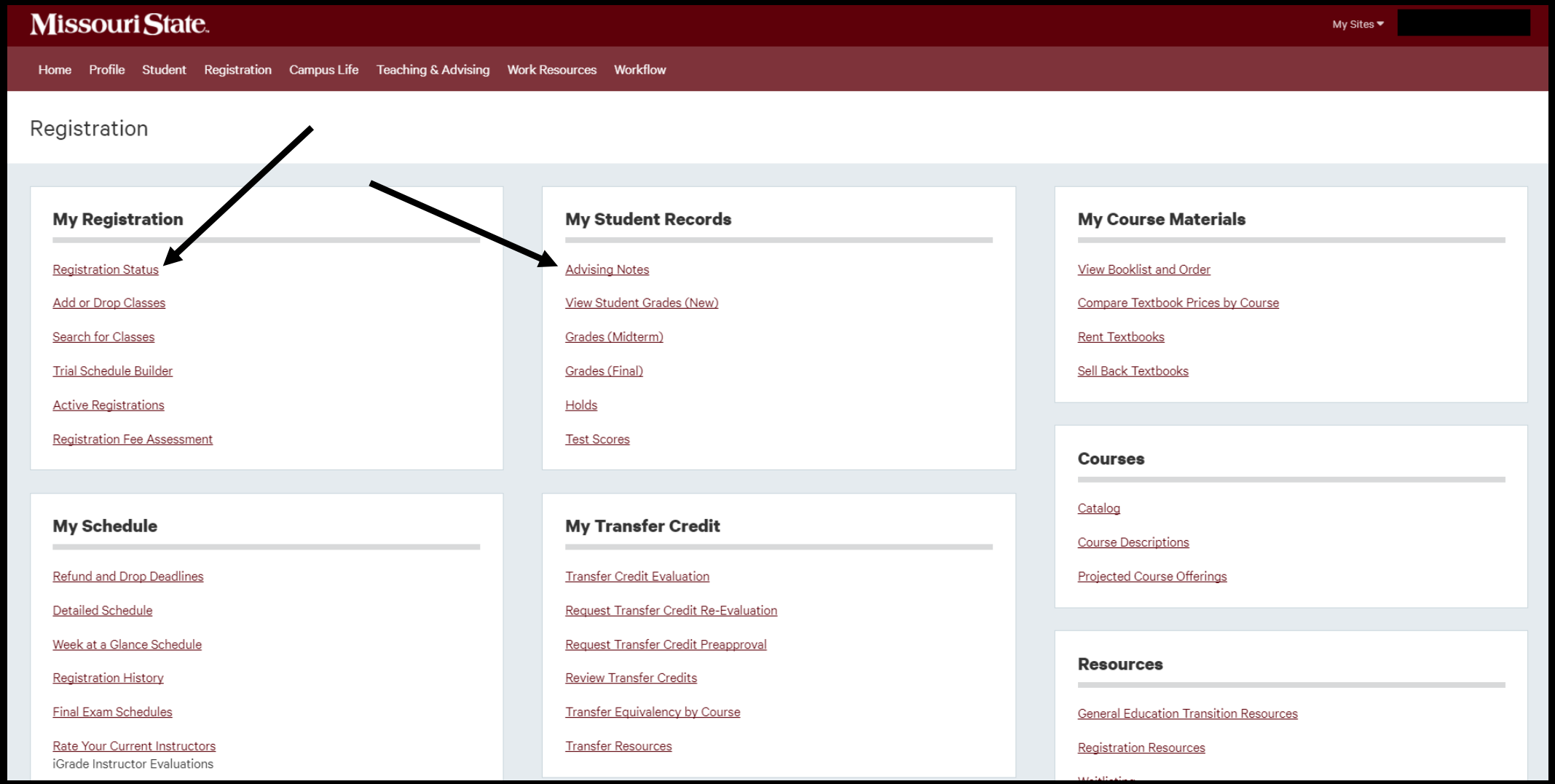
As you prepare to meet with your advisor prior to registration, there are two methods available by which you can create potential trial schedules

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

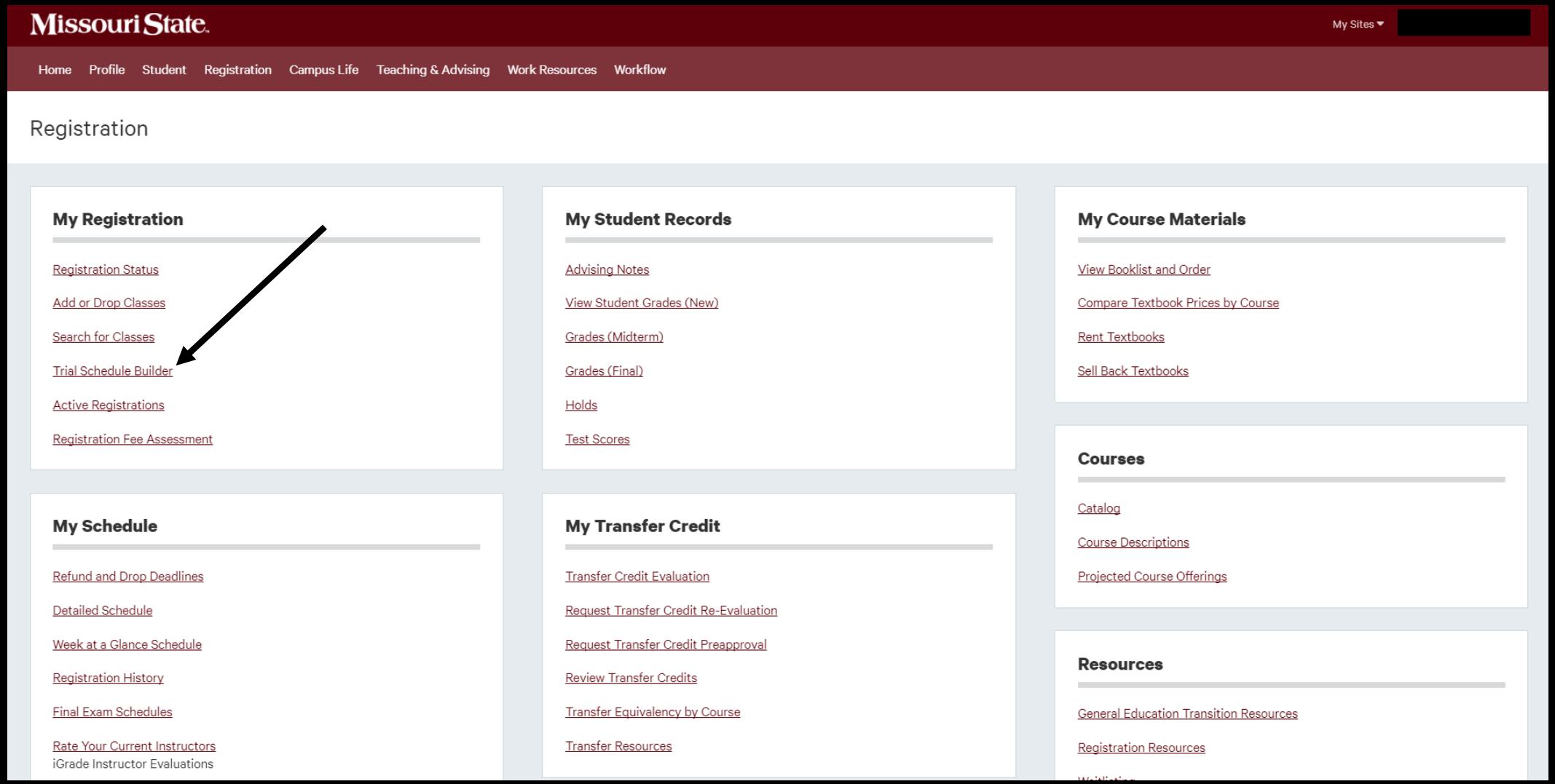


Building Trial Schedules

Method #1 – Trial Schedule Builder

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

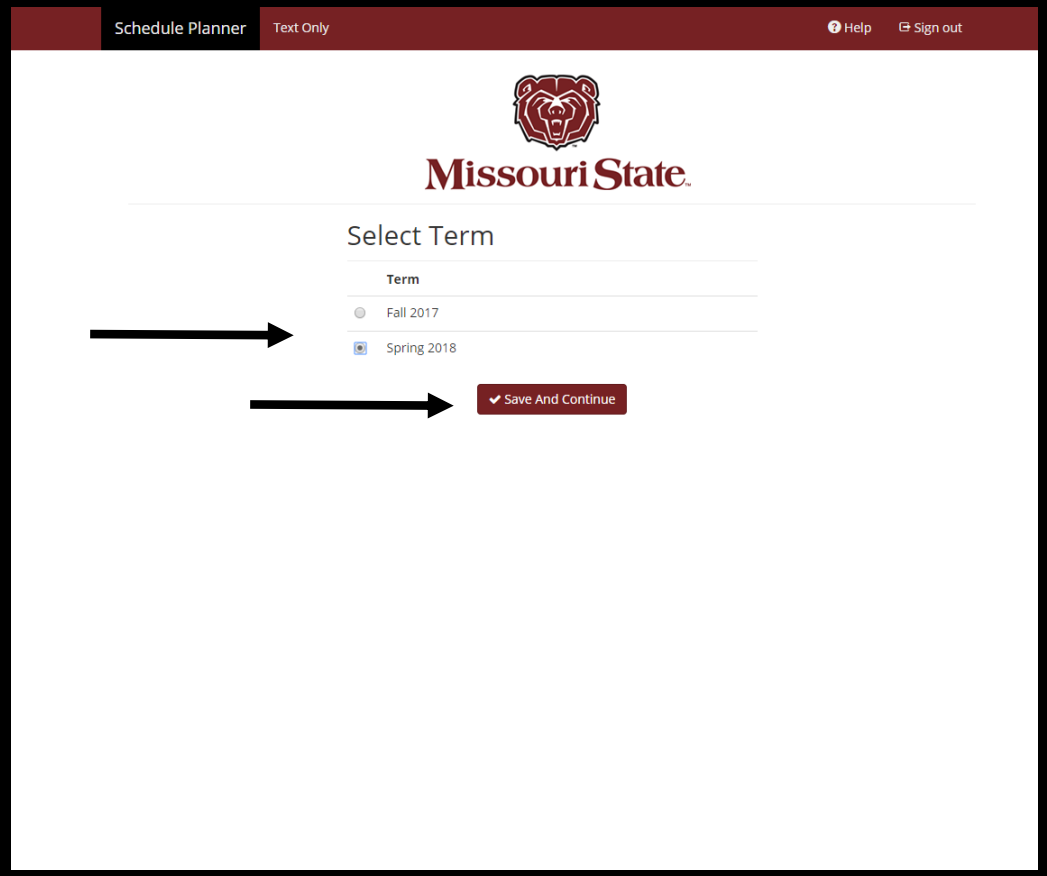
Can also register for classes through this system

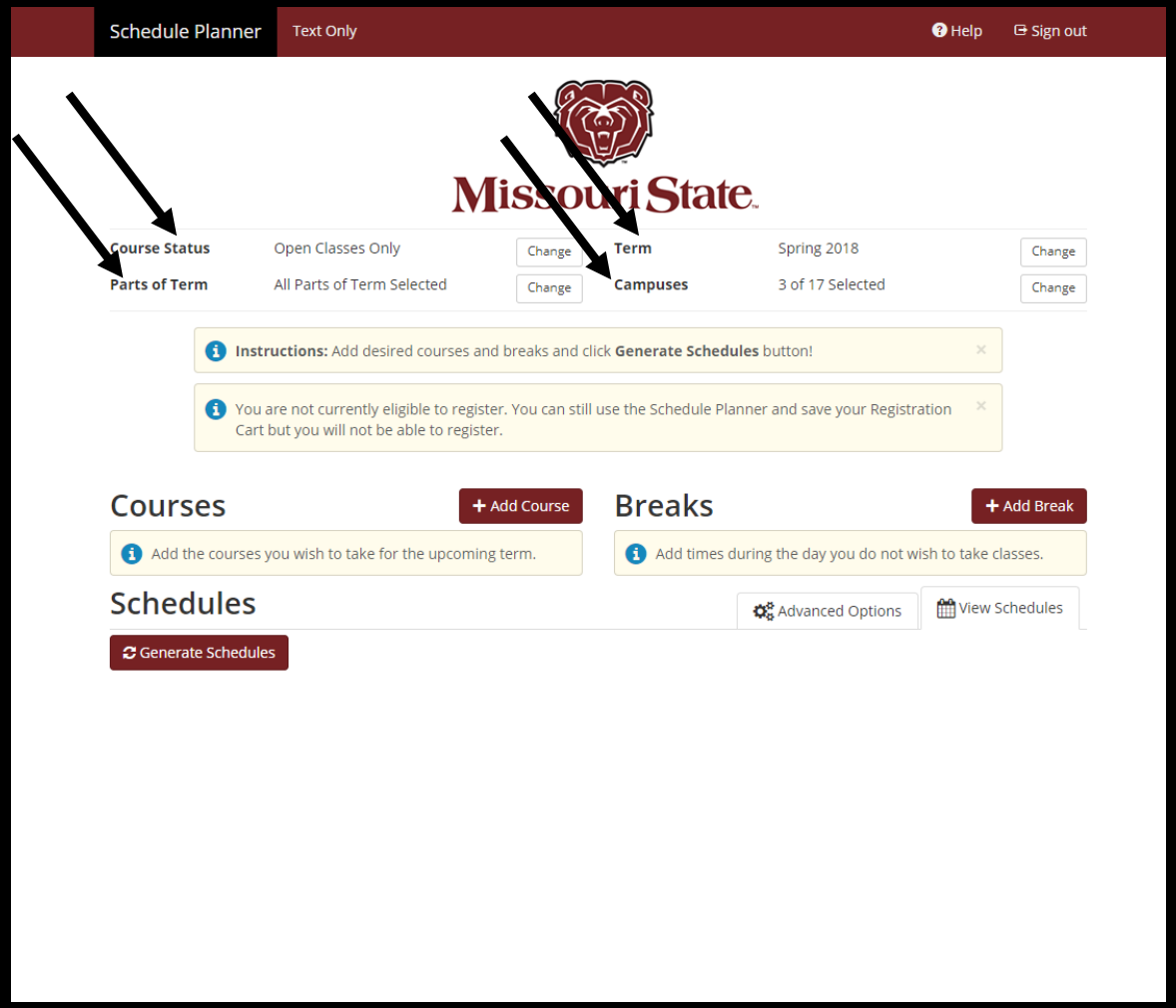


Building Trial Schedules Using Trial Schedule Builder

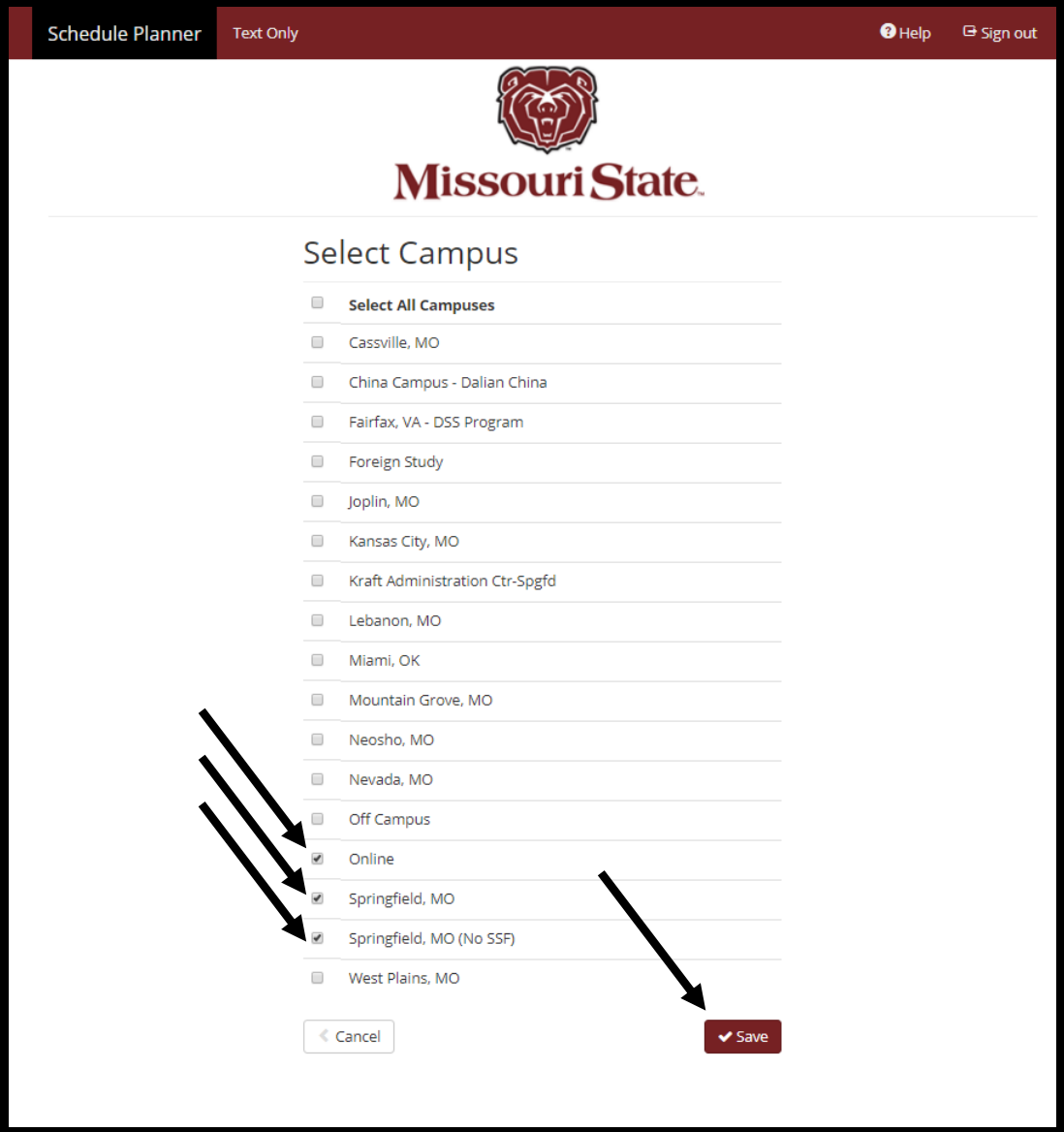
Course Status should read "Open Courses Only"
Term should be the semester you selected on the previous screen
Parts of Term should read "All Parts of Term Selected"
Campuses may be adjusted to your preference (see next page)

Select the appropriate semester
Click "Save and Continue"





Building Trial Schedules Using Trial Schedule Builder



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.

<u>Online</u> – classes offered completely via internet

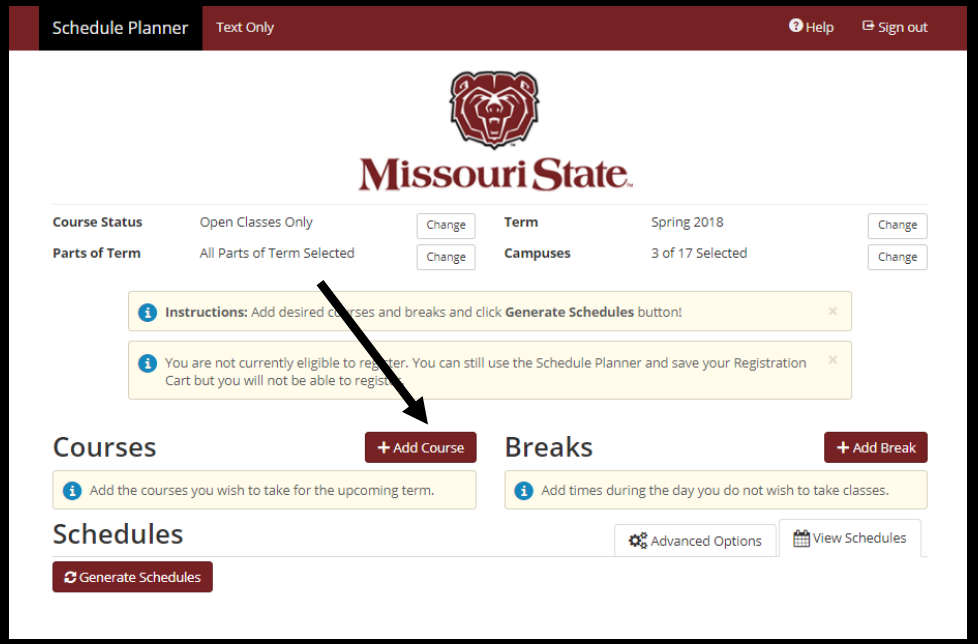
<u>Springfield, MO</u> – classes offered in classrooms on the Springfield, MO campus

<u>Springfield, MO (No SSF)</u> – 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

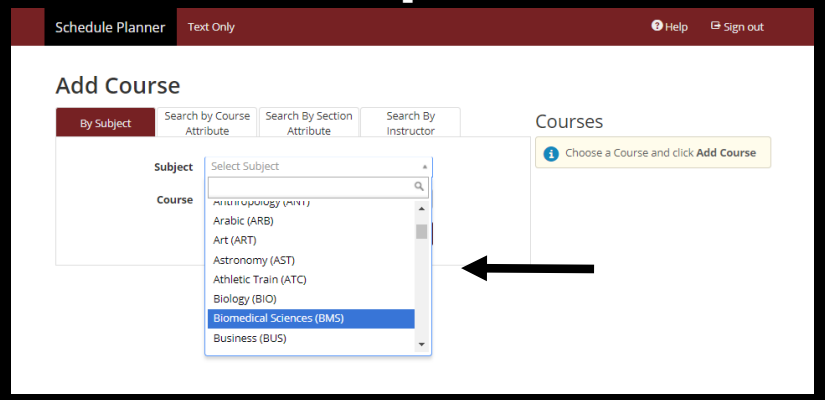
Click the "Save" button after making all necessary adjustments

Building Trial Schedules Using Trial Schedule Builder

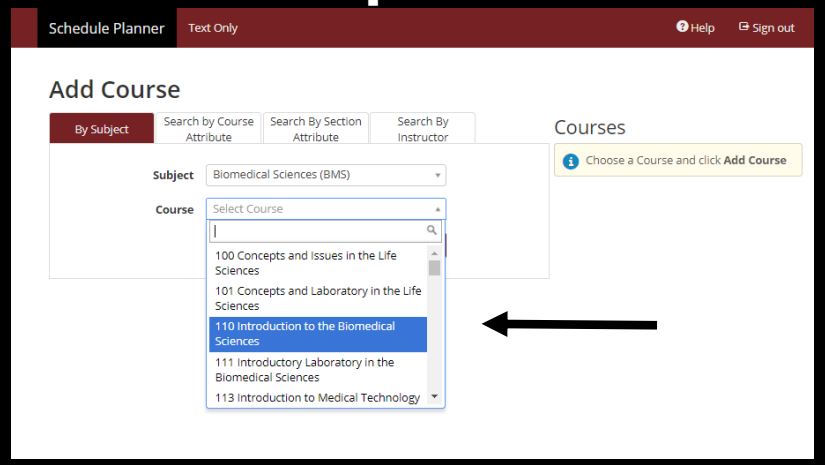
Start selecting classes by clicking the “Add Course” button



Use the drop-down menu to choose the department

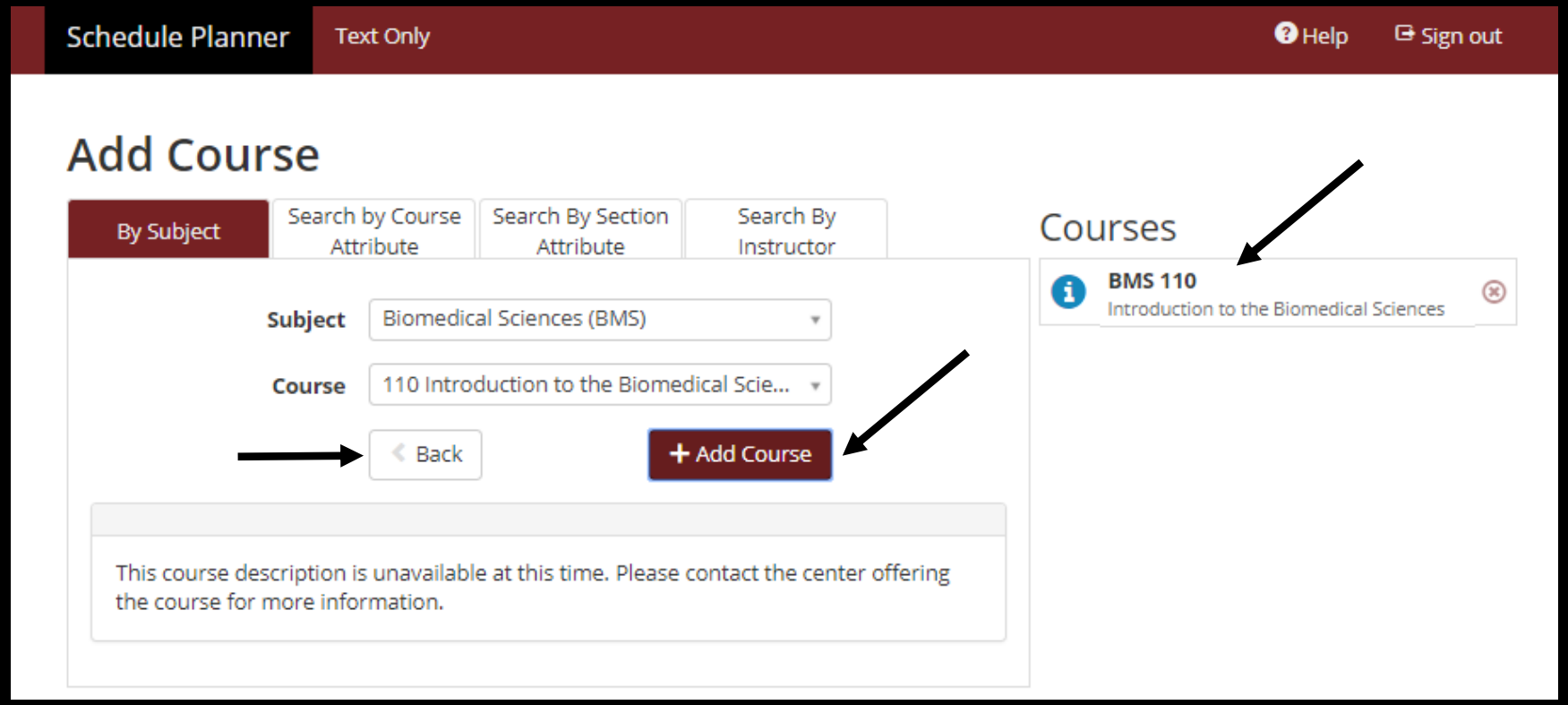


Use the next drop-down menu to choose the specific class



Building Trial Schedules Using Trial Schedule Builder

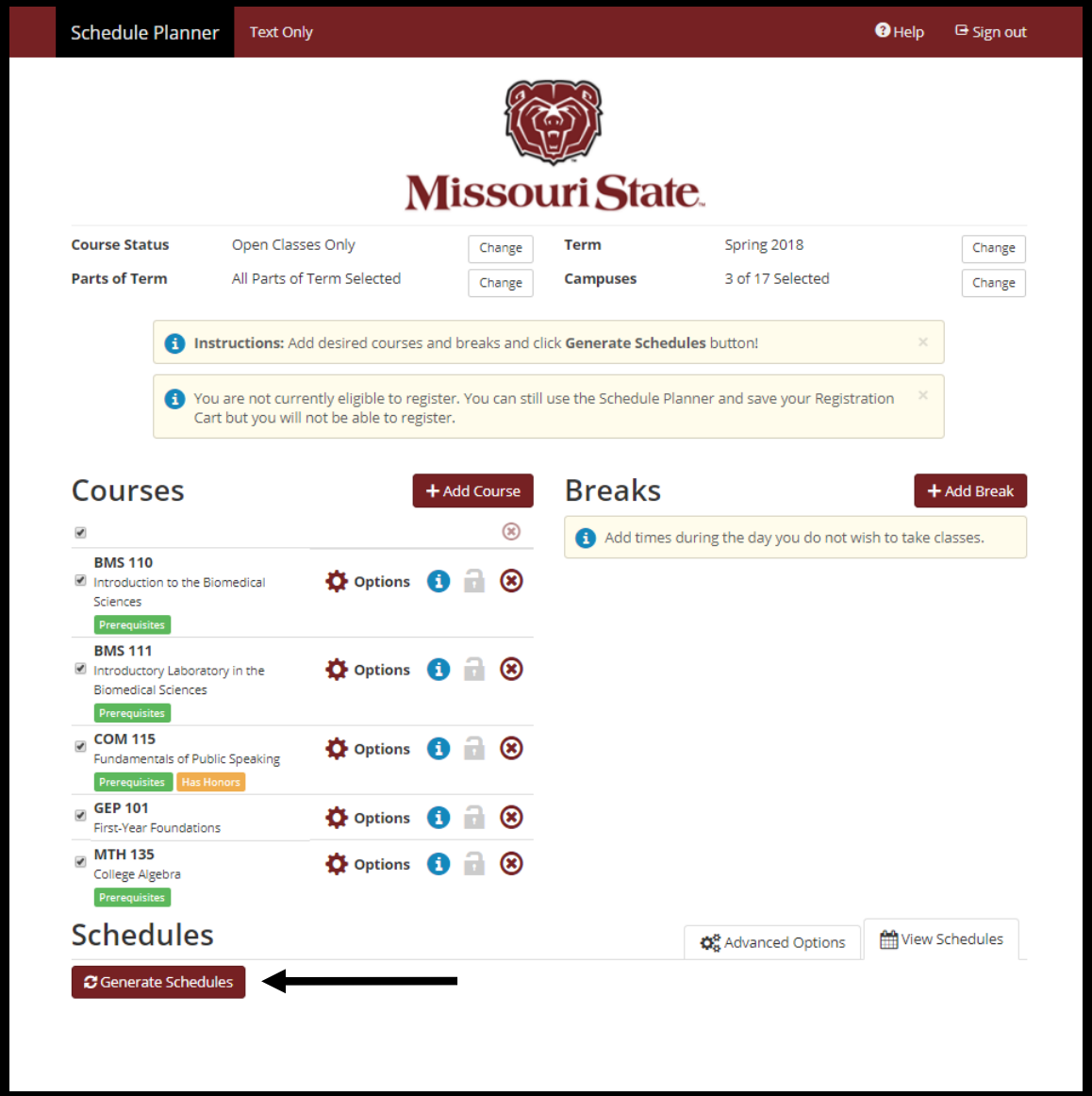
Once the two drop-down menus are selected with the correct department and class, click the “Add Course” button



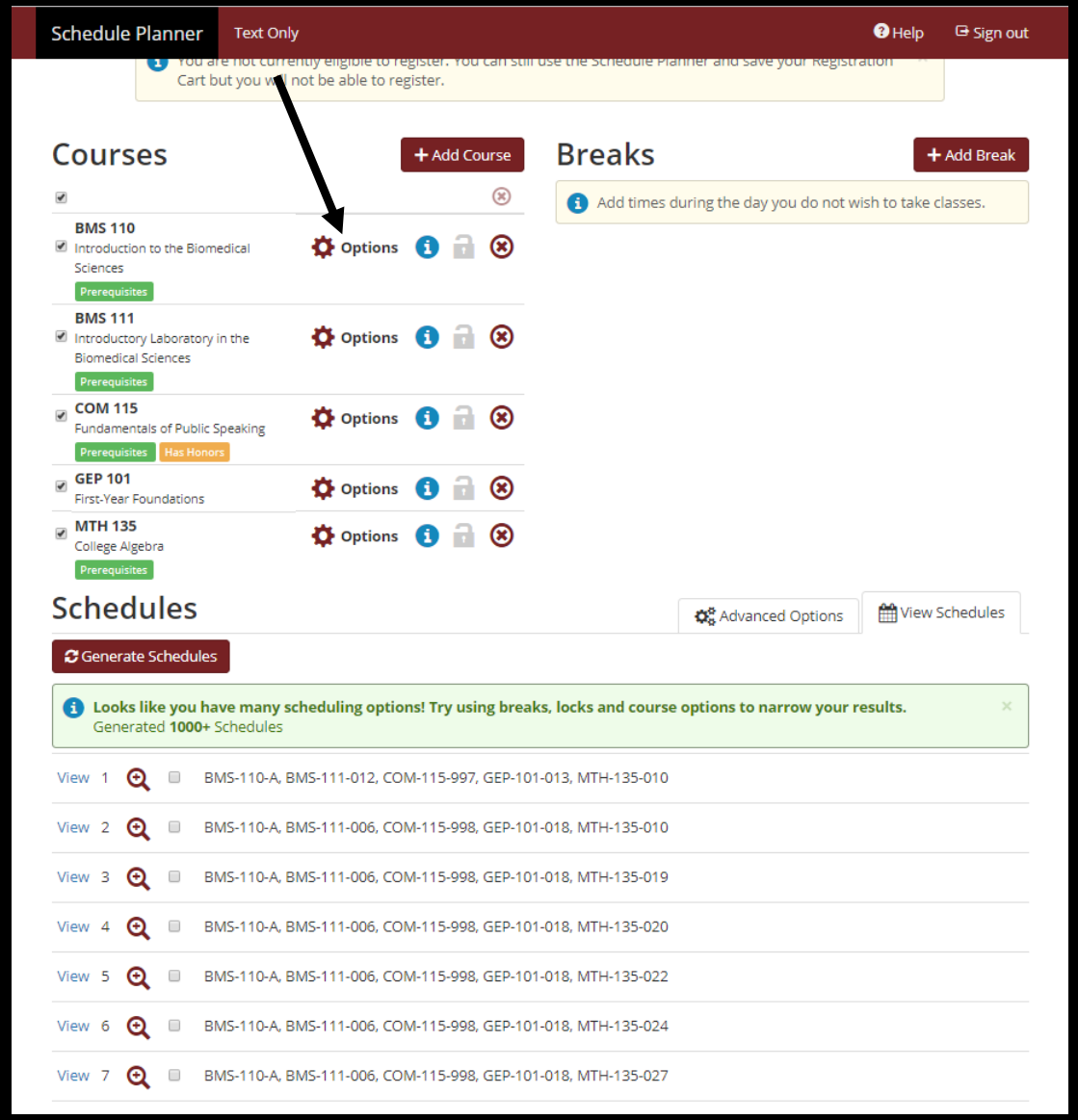
Selected courses will then appear in the right-hand column
Repeat this process until you have selected all the courses for your intended schedule
Once your course list is completely selected, click the “Back” button

Building Trial Schedules Using Trial Schedule Builder

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



Building Trial Schedules Using Trial Schedule Builder



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.

Building Trial Schedules Using Trial Schedule Builder

Each Trial Schedule includes a great deal of information

"Favorite" button

"Help" link for additional instructions

Number of seats open in each class

Indication the class has a prerequisite

Schedule grid

"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.

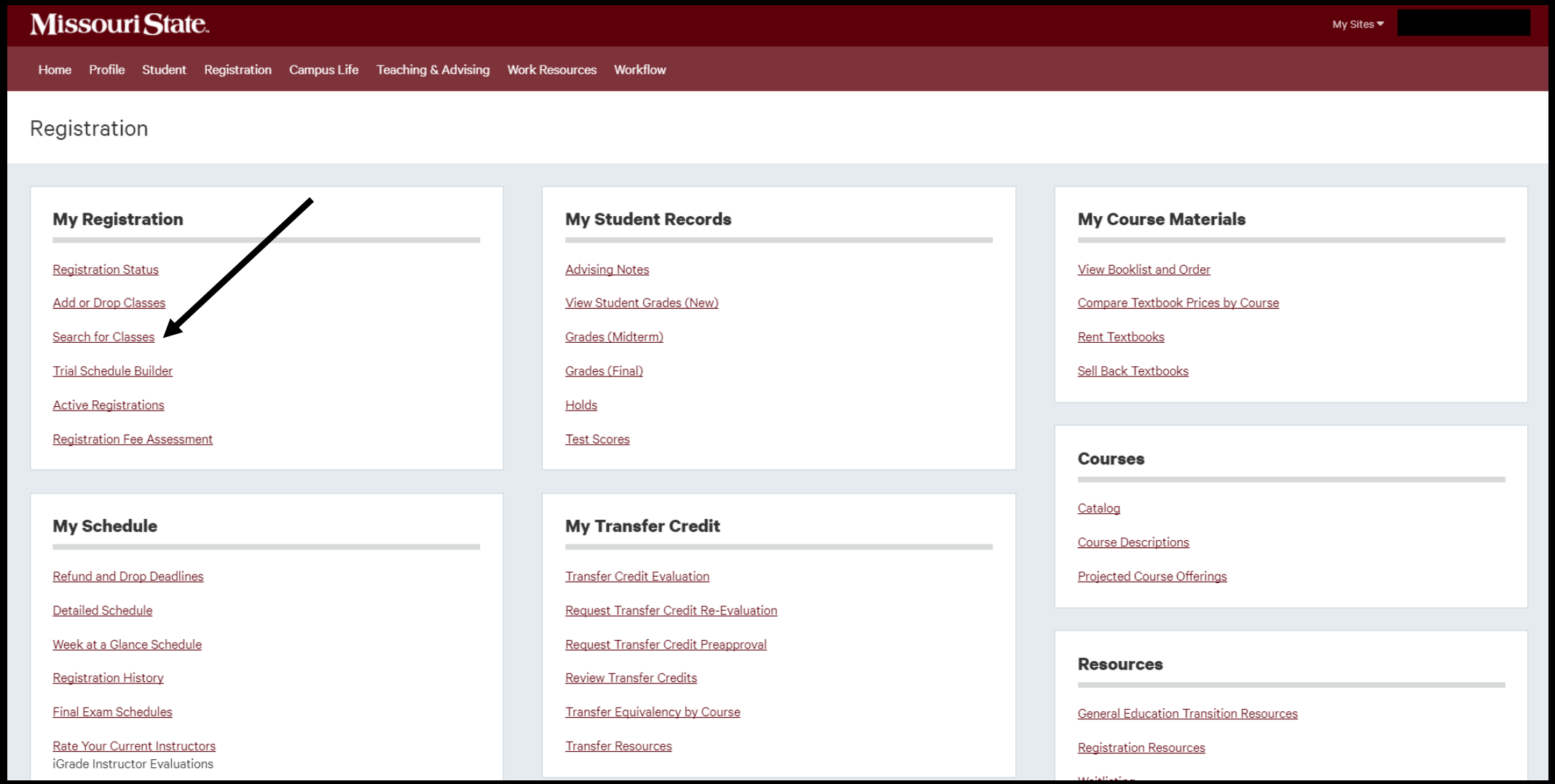
	CRN	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Campus	Credits
Prerequisites	34830	BMS	[illegible]	[illegible]	24	MWF 1:25pm - 2:15pm - GLAS 0101	Springfield, MO	3
Prerequisites	35358	BMS	111	012	1	T 12:30pm - 2:20pm - PROF 0323	Springfield, MO	1
Prerequisites, Honors	21545	COM	115	997	10	MWF 9:05am - 9:55am - CRAG 0336	Springfield, MO	3
	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
								12

	Monday	Tuesday	Wednesday	Thursday	Friday
8am–8:45	MTH-135 CHEK 0302 Shea, Harry D		MTH-135 CHEK 0302 Shea, Harry D		MTH-135 CHEK 0302 Shea, Harry D
9am–9:45	COM-115 CRAG 0336 Butcher, Deana R		COM-115 CRAG 0336 Butcher, Deana R		COM-115 CRAG 0336 Butcher, Deana R
10am–10:45					
11am–11:45	GEP-101 UNVH 0200 Arnone, Nicole M		GEP-101 UNVH 0200 Arnone, Nicole M		
12pm–1pm		BMS-111 PROF 0323 Havlicek, Marc Gordon			
1:30–2pm	BMS-110 GLAS 0101 Haynes, Tricia A		BMS-110 GLAS 0101 Haynes, Tricia A		BMS-110 GLAS 0101 Haynes, Tricia A

Building Trial Schedules

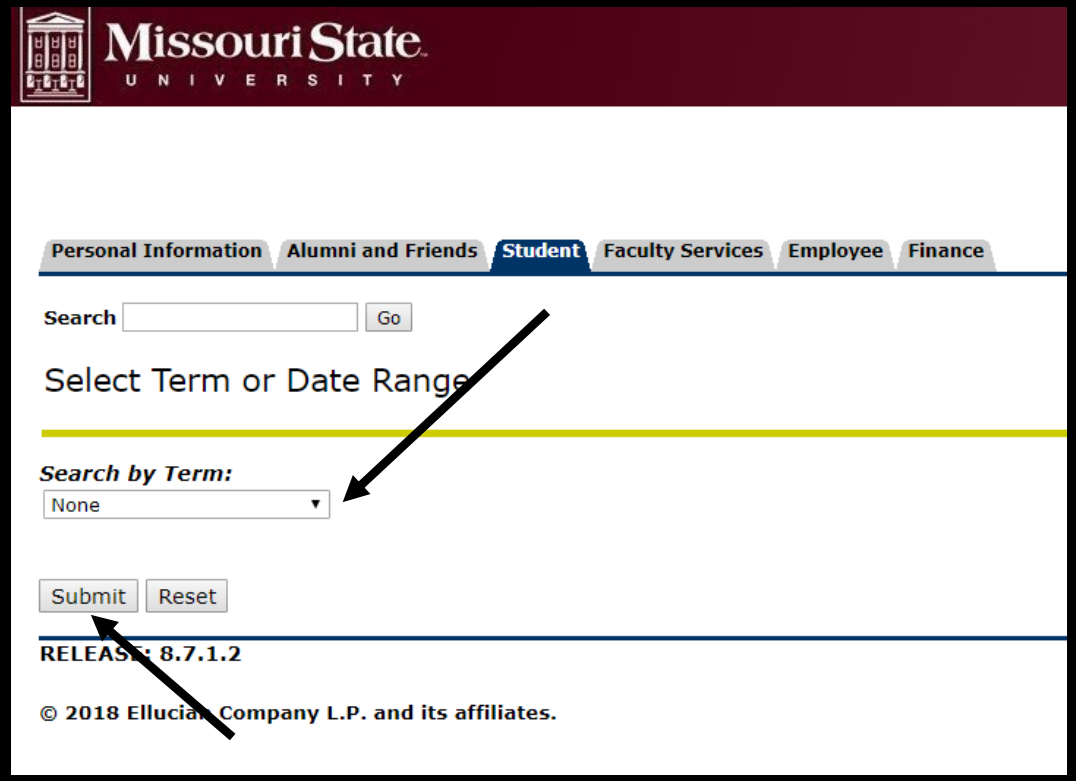
Method #2 – Search for Classes

You look up each class, choosing the section you prefer
You build your class schedule class-by-class

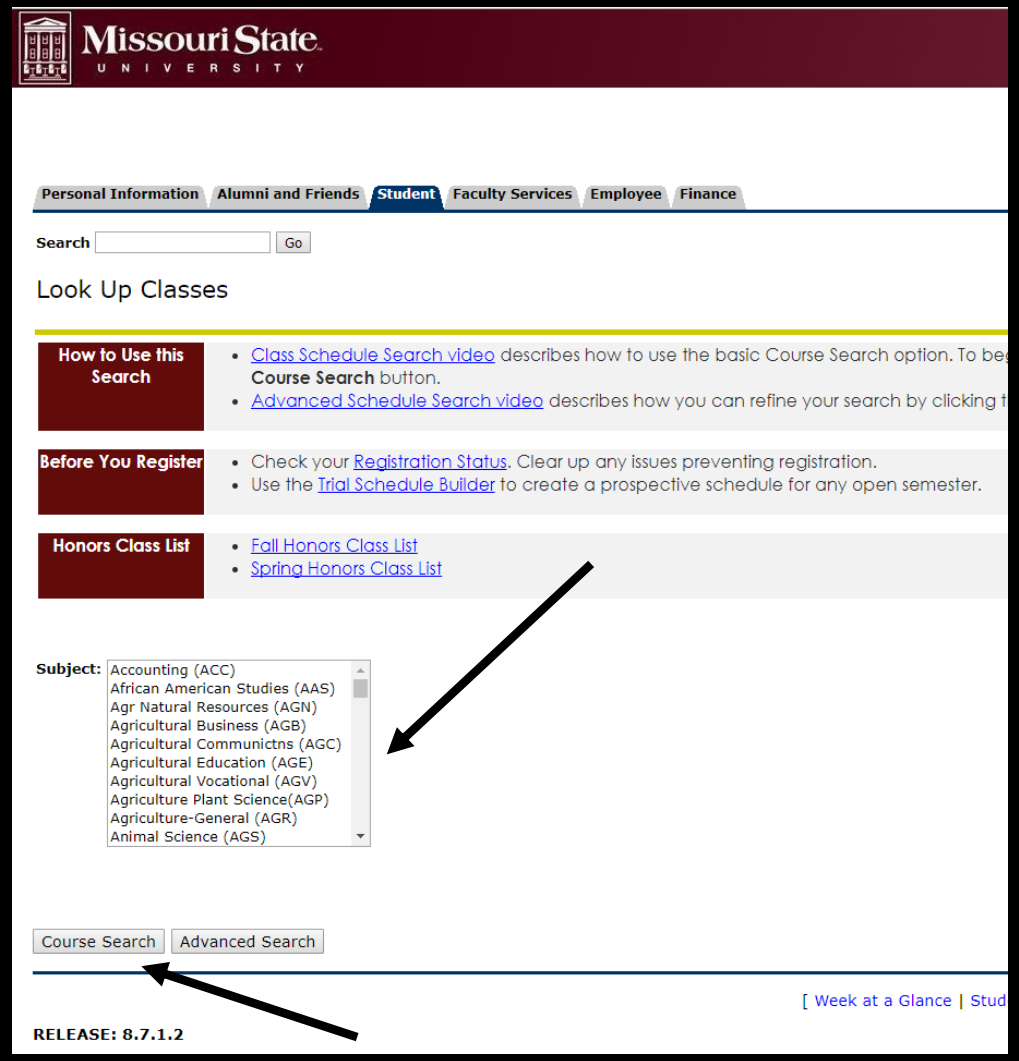


Building Trial Schedules Using Search for Classes

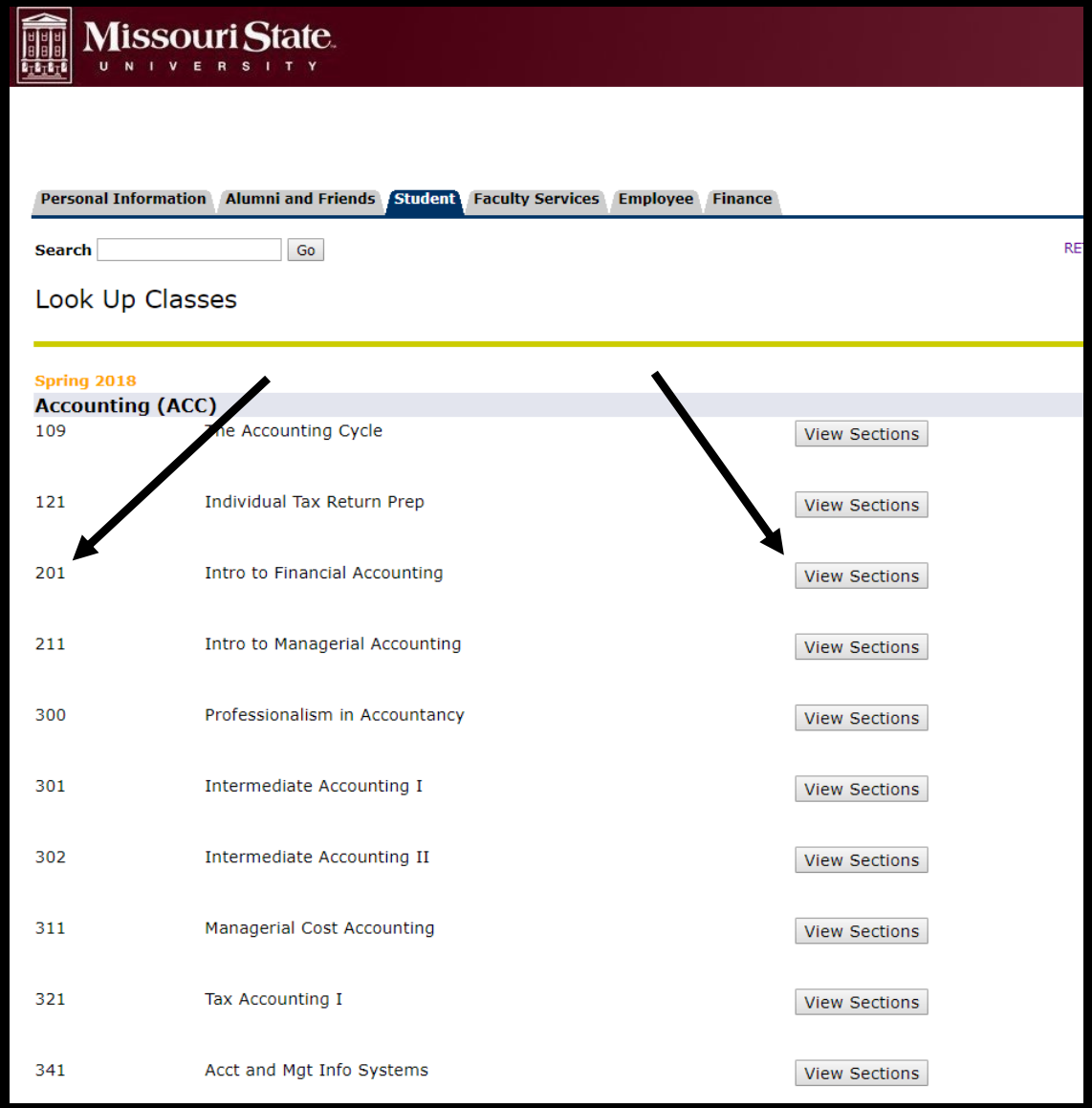
Choose the appropriate semester, then click “Submit”



Choose the appropriate department, then click “Course Search”



Building Trial Schedules Using Search for Classes



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

Building Trial Schedules Using Search for Classes

This page includes a great deal of information about the classes

Class availability
"SR" = open
"C" = closed

Course Reference Number (CRN)
the most important number on the list

Number of seats open in each class

Waitlists

Class dates

Class location

Understanding this Page

- Click the CRN (course reference number) link to view class details.
- To register a class, select the box next to CRN and choose Register or Add to Worksheet. See *Unavailable Classes* (right) if box is not available.
- **Cmp** denotes campus location. View the Campus Codes page for descriptions.
- **XL** columns denote seat availability in cross-listed courses (share room with more than one class).
- **WL** columns denote position availability on a waitlist.

Unavailable Classes

In the "Select" column, are denoted by:

- C - Section has met capacity and is closed.
  Option 1: Waitlist the class. When available, **WL Cap & Rem** will be greater than zero.
  Option 2: If waitlisting is not available, request permission from academic department offering course.
- NR - Section is not currently available, typically because class has begun.
  Option: Request permission to add late from academic department offering course.
- SR - You have an outstanding issue preventing you from registering.
  Option: Review your Registration Status for the semester in which you are trying to register.

How-To Videos

- Registration Demo
- How to Waitlist Classes
- Adding a Closed Class - Use this option when waitlisting is not available.

Resources

- Trial Schedule Builder lets you create prospective schedules for any open semester.
- Refund & Drop Deadline page displays the refund schedule for the classes listed.

Sections Found

Accounting (ACC)

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
SR	20743	ACC	201	002	S	3.000	Introduction to Financial Accounting	MWF	09:05 am-09:55 am	58	52	6	1	0	1	0	0	0	James N Hines (P)	01/16-05/17	GLAS 0431	
SR	37506	ACC	201	003	S	3.000	Introduction to Financial Accounting	MWF	09:05 am-09:55 am	145	118	27	10	0	10	0	0	0	Kristen E Jones (P)	01/16-05/17	GLAS 0101	
C	20410	ACC	201	004	S	3.000	Introduction to Financial Accounting	MWF	10:10 am-11:00 am	58	58	0	1	1	0	0	0	0	Samuel J Bass (P)	01/16-05/17	GLAS 0431	
SR	37507	ACC	201	007	S	3.000	Introduction to Financial Accounting	MWF	11:15 am-12:05 pm	58	55	3	5	0	5	0	0	0	Samuel J Bass (P)	01/16-05/17	GLAS 0432	
SR	20420	ACC	201	008	S	3.000	Introduction to Financial Accounting	MWF	12:20 pm-01:10 pm	58	56	2	1	0	1	0	0	0	James N Hines (P)	01/16-05/17	GLAS 0431	
SR	20398	ACC	201	010	S	3.000	Introduction to Financial Accounting	MWF	01:25 pm-02:15 pm	58	54	4	1	0	1	0	0	0	Kristen E Jones (P)	01/16-05/17	GLAS 0432	
SR	27591	ACC	201	301	S	3.000	Introduction to Financial Accounting	M	05:30 pm-08:20 pm	58	50	8	1	0	1	0	0	0	Kristen E Jones (P)	01/16-05/17	GLAS 0432	
C	32450	ACC	201	899	X	3.000	Introduction to Financial Accounting		TBA	30	38	-8	0	0	0	0	0	0	Christopher Slinkard (P)	01/16-05/17	INET	

Choose the section that best fits your schedule and write down the Course Reference Number (CRN), Course Information, and Days/Time as you build your Trial Schedule. Repeat until you have completed your Trial Schedule.