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
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

Select the appropriate semester
Click “Save and Continue”

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)
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.

**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

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.
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:

- **Schedule grid**: Displays a grid of classes with columns for CRN, Subject, Course, Section, Seats Open, Days & Location(s), Campus, and Credits.
- **Number of seats open in each class**
- **Indication the class has a prerequisite**
- **“Favorite” button**: Allows you to save your schedule for later.
- **“Help” link**: Provides additional instructions.
- **“Send to Shopping Cart”**: Places the schedule into the registration system, saving it until you return on your registration date to register for classes.
- **Total credit hours for the schedule**

You are viewing a potential schedule only and must still register.
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
Choose the appropriate semester, then click “Submit”

Choose the appropriate department, then click “Course Search”
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.
- **Camp** 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** column denotes position availability on a waitlist.

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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.