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I. **What is MyCourseScheduler?**

MyCourseScheduler automates the manual pen & paper process and presents you with every possible schedule option that is open and able to be registered for RIGHT NOW. This program will help make registration a quick and painless process by allowing you to schedule your desired courses and other obligations in a simplified and easy-to-use manual.
II. **Adding Courses to your Planner**

1. **Log into My.FIU.EDU**

*start here to use your PDA to look and plan for courses. Skip to section III for instructions on how to navigate to and use MyCourseScheduler.*

2. **Navigate to your Panther Degree Audit (PDA).**

   - Under “Academics” drop down menu, select “Panther Degree Audit” and click 🔄

   ![Academics](image-url)
3. Select courses you will be planning to enroll by clicking on the course description (hyperlink).

4. Add the course to your planner by clicking on the “add to planner” button.

   - To add more courses to your planner, return to the PDA by clicking on the “Return to My Panther Degree Audit” link and repeat step 3.
5. Scroll up to the top of the page and click on the “Plan” tab.

6. Assign the courses to the term(s) you wish to enroll by clicking on the “select” button and selecting the desired term. Finally, click move.
7. Verify your courses were placed in the appropriate semester.

*Note that courses in your planner need to be assigned to a term in order for MyCourseScheduler to work properly. If you have any questions on using the PDA and your Planner, please contact your assigned advisor and/or email: onestop@fiu.edu
III. Using MyCourseScheduler

1. To access MyCourseScheduler, click on the “MyCourseScheduler” link to access.

* You can also access MyCourseScheduler by clicking on “Enroll” under Academics; then select the appropriate term and finally click on the “MyCourseScheduler” button.
2. Click on the “Click Here” button to open MyCourseScheduler in a new window.

3. Select the term you wish to schedule for by clicking on the “Select Term” drop down menu.

4. Select the location for which you want your courses to be in. Then click on the “Save and Continue” button.
5. The Home page will allow you to filter, add courses, add breaks and generate your possible schedule(s).

6. MyCourseScheduler will create your schedule based on your needs and selections from the filters.

7. Course Status – we recommend using “Open Classes only” but you can choose to look for both open and full classes.
8. College/School – All colleges will be selected by default but you can search for courses by individual colleges as well.

9. Sessions – this filter has been defaulted to the sessions you need. *We do not recommend changing this filter.

10. Instruction Mode – this filter has been defaulted to the instruction mode you need.

**FULLY ONLINE STUDENTS – You must select “Fully Online Students Only” to find courses you are eligible to enroll in. You will not be able to enroll in courses in other instruction modes without special permission.
11. You can also filter by term, academic career and Location.

*If you select more than one campus, the schedule may include classes on more than one campus. Please make sure there is ample travel time between classes.

<table>
<thead>
<tr>
<th>Term:</th>
<th>Spring Term 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Career:</td>
<td>All Careers Selected</td>
</tr>
<tr>
<td>Location:</td>
<td>1 of 5 Selected</td>
</tr>
</tbody>
</table>

12. Click on the “add course” button to add individual courses or import courses from your planner.

13. The first tab “Search By Subject And Course” will allow you to add individual courses.

- Select Subject and Course and then click on the “Add Course” button.

**Origins of American Civilization**

Examines the origins of the United States from the first European settlements through the early republic. Topics include society, culture, politics and economics. Written work meets the state composition requirement.
14. After clicking on the “Add Course” button, it will take you to the home page. Here you can verify the course was added under “Courses”.

- To add more individual courses repeat steps 12 and 13.

15. If you added courses to your planner using your PDA you can import those courses to MyCourseScheduler:

- Click on the “Add Course” button in the home page and then click on the “MyPlanner” tab.

- On the left, you will find the courses on your planner.

- On the right, you will find courses you added to MyCourseScheduler in steps 12 and 13.
16. Select the courses you wish to add to MyCourseScheduler by clicking the box next to each course.
   
   - Then click the “Add” button.

**BEFORE**

![Image of My Planner Courses](image1)

**AFTER**

17. You will receive a confirmation message that your courses have been successfully added.
   
   - Click on the “Close” button to return to MyCourseScheduler home page.

*MAC 1114, ENC 1102, SLS 1501, PSY 2012 Successfully Added To Course List*
18. If you have certain times that you have certain activities and/or responsibilities such as work, homework, meals, sport practice, etc. You can click on the “Add Break” button in the home page.

19. Enter the “Break Name” and select the days and times accordingly. Click on the “Save Break” button.

- Add as many breaks as needed.
20. Once you have finished adding courses and breaks, click on the “Generate Schedules” button to see the combination of schedules available for you.

*MAKE SURE YOU SELECT AT LEAST ONE COURSE IN ORDER TO GENERATE YOUR POSSIBLE SCHEDULES.

21. All the schedules available will display. Click on the “View” link to see each schedule with detailed information of each course, time and instructor.
22. Detailed information of the courses available will display.

- If you see a particular course that meets your criteria, you can lock it by using the “lock symbol”. Then, click on “Close Schedule” to return to the home page.

23. After you have “locked” your desired course(s), you can click on the “Generate Schedule” button and the system will generate new combinations.

*You will notice that the results decreased based on the selection of courses locked. It is highly recommended to “lock” courses in order to find your desired schedule!
24. You can also compare up to 4 schedules at a time. Select the Schedules you would like to compare and click on the “Compare” button.

25. A new popup window will open with the selected schedules to compare. Click on any of the “Open Schedule #” links to see detailed information on the courses, days, times and instructor. Click on the “Close Compare” button to return to the home page.

- Repeat steps 22 and 23 to lock more courses and to generate new schedules.
26. Once you have found your ideal schedule click on the “view” link.

27. Click on the “Send Schedule to Shopping Cart” button to send the courses to your MyFIU shopping cart.

28. You will receive a confirmation message. Click on the “OK” button to continue.
29. You will get a set of instructors that you need to follow once you have logged into MyFIU.

30. To import your courses into your shopping cart, log into MYFIU.
31. Under “Academics” click on the “Enroll” button.

32. Click on the “Import Cart” button.
33. Click on the “Next” button for EACH course.
   - If a course requires a permission number you will enter it in this section.

34. Once you finished importing your courses, you will get a confirmation message and you will be able to see your courses in your Shopping Cart.

35. Finally, click on the “Proceed to Step 2 of 3” button to continue processing your enrollment.

If you have any questions please contact us at onestop@fiu.edu