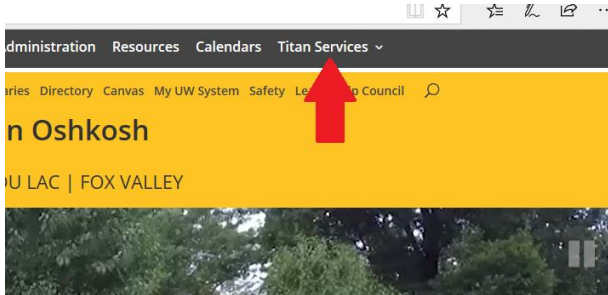


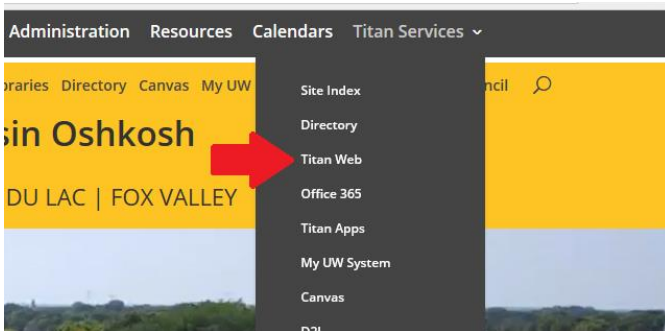
# How to Register for Courses Using College Scheduler

1. Go to <https://uwosh.edu/>

2. Hover over "Titan Services"



3. Select "Titan Web"



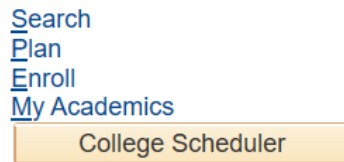
4. Click "Titan Web Student Information"



5. Log into your Titan Web account

[https://uwosh-my.sharepoint.com/personal/bonackj\\_uwosh\\_edu/Documents/Documents/Website/Registration Toolkit/How to Register Using College Scheduler.docx](https://uwosh-my.sharepoint.com/personal/bonackj_uwosh_edu/Documents/Documents/Website/Registration Toolkit/How to Register Using College Scheduler.docx)  
Updated 10/10/2020 SR

6. Click “College Scheduler”



7. Click “Open College Scheduler” (You may need to enable Pop-Ups in your browser)

Instructions:

1. **Open College Scheduler** to open the College Scheduler in a pop-up window.
2. Return to this window after clicking 'Send Schedule to Shopping Cart'
3. Visit the **COURSE ENROLLMENT** page from your Student Center to continue with cc

8. Select the appropriate term. Click “Save and Continue”

## Select Term

Term

- ☐ Fall 2019
- ☒ Spring 2020

✓ Save and Continue

9. Ensure Undergraduate is selected. Click “Save and Continue”

## Select Academic Career

- ☐ Select All Academic Careers
- ☐ Graduate
- ☒ Undergraduate

✓ Save and Continue

10. Verify the only campus selected is Oshkosh. Click “Save and Continue”

## Select Campus


- ☐ Select All Campuses
- ☐ FDL/FOX UW COLL COURSES ONLINE
- ☐ FOND DU LAC
- ☐ FOX VALLEY
- ☒ OSHKOSH

✓ Save and Continue

11. Click “Add Course”

## OSHKOSH

Course Status	Open Classes Only	Change	Sessions
Academic Careers	1 of 2 Selected	Change	Campuses
Term	Fall 2019 (Undergraduate)	Change	

**Courses**  **+ Add Course** **Breaks**

**Courses** Add the courses you wish to take for the upcoming term.

**Breaks** Add times during the upcoming term.

12. Click the “Select Subject” drop down and select the subject of the course you would like to add

## Add Course

By Subject | Search By Section Attribute

Subject: Select Subject

Course: Academic Skills

- Accelerated Nursing Program
- Accounting
- African American Studies
- Anthropology
- Applied Computing
- Art
- Business Administration

13. Click the “Select Course” drop down

## Add Course

The screenshot shows the 'Add Course' interface. At the top, there are two tabs: 'By Subject' (selected) and 'Search By Section Attribute'. Below the tabs, there are two dropdown menus. The first is labeled 'Subject' and has 'Academic Skills' selected. The second is labeled 'Course' and has 'Select Course' selected. A dropdown menu is open for the 'Course' field, showing a search bar and four options: '115 - Academic Recovery', '125 - Comprehensive Study Skills', '135 - Applied Study Skills', and '169 - College Reading Strategies'. The last option is highlighted in blue.

- You can click each course to view more details about the course.

## Add Course

The screenshot shows the 'Add Course' interface. At the top, there are two tabs: 'By Subject' (selected) and 'Search By Section Attribute'. Below the tabs, there are two dropdown menus. The first is labeled 'Subject' and has 'Academic Skills' selected. The second is labeled 'Course' and has '115 - Academic Recovery' selected. Below the dropdowns, there are two buttons: 'Back' and 'Add Course'. The 'Add Course' button is highlighted with a red box. Below the buttons, there is a section titled 'Academic Skills 115 - Academic Recovery' with a description: 'Designed for students on academic probation, this course assists students with developing the behaviors and skills necessary for restoring scholastic standing and achieving academic self-confidence. Students will learn and apply appropriate study and time management strategies, identify personal barriers to academic success and develop strategies to overcome them, initiate a personal development plan, and engage with university services, as needed. Prerequisite: Cannot be taken concurrently with ACAD 125 without consent of instructor. Students with GPAs below 2.25 are advised to take ACAD 115 prior to taking ACAD 125.'

14. To add a course, click “Add Course”

The screenshot shows the 'Add Course' interface. At the top, there are two tabs: 'By Subject' (selected) and 'Search By Section Attribute'. Below the tabs, there are two dropdown menus. The first is labeled 'Subject' and has 'Academic Skills' selected. The second is labeled 'Course' and has '115 - Academic Recovery' selected. Below the dropdowns, there are two buttons: 'Back' and 'Add Course'. The 'Add Course' button is highlighted with a red box. Below the buttons, there is a section titled 'Academic Skills 115 - Academic Recovery' with a description: 'Designed for students on academic probation, this course assists students with developing the behaviors and skills necessary for restoring scholastic standing and achieving academic self-confidence. Students will learn and apply appropriate study and time management strategies, identify personal barriers to academic success and develop strategies to overcome them, initiate a personal development plan, and engage with university services, as needed. Prerequisite: Cannot be taken concurrently with ACAD 125 without consent of instructor. Students with GPAs below 2.25 are advised to take ACAD 115 prior to taking ACAD 125.'

15. The course will then display under Desired Courses

✓ Added Academic Skills 115 - Academic Recovery

Course

subject

Search By Section  
Attribute

Subject Academic Skills

Course 115 - Academic Recovery

◀ Back + Add Course

Desired Courses Current Schedule

Academic Skills 115  
Academic Recovery

16. Repeat steps 11-14 for all desired courses

✓ Added Biology 105 - Bio Concept Unty (XL)

Add Course

By Subject Search By Section  
Attribute

Subject Biology

Course 105 - Bio Concept Unty (XL)

◀ Back + Add Course

Biology 105 - Bio Concept Unty (XL)

An introduction to the biological sciences. Addresses phenomena common to a diversity of life forms. Biological organization, cell biology, processing energy, genetics, evolution. (3+2) (Fall/Spring) Special fees may apply.

Desired Courses Current Schedule

Academic Skills 115  
Academic Recovery

Biology 105  
Bio Concept Unty (XL)

Mathematics 101  
Elementary Algebra 2

Nursing 205  
Clinical: Aging Client

17. When you've added your courses, click "Back"

Add Course

By Subject Search By Section  
Attribute

Subject Biology

Course 105 - Bio Concept Unty (XL)

◀ Back + Add Course

Biology 105 - Bio Concept Unty (XL)

An introduction to the biological sciences. Addresses phenomena common to a diversity of life forms. Biological organization, cell biology, processing energy, genetics, evolution. (3+2) (Fall/Spring) Special fees may apply.

Desired Courses

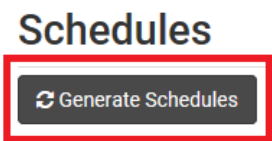
Academic Skills 115  
Academic Recovery

Biology 105  
Bio Concept Unty (XL)

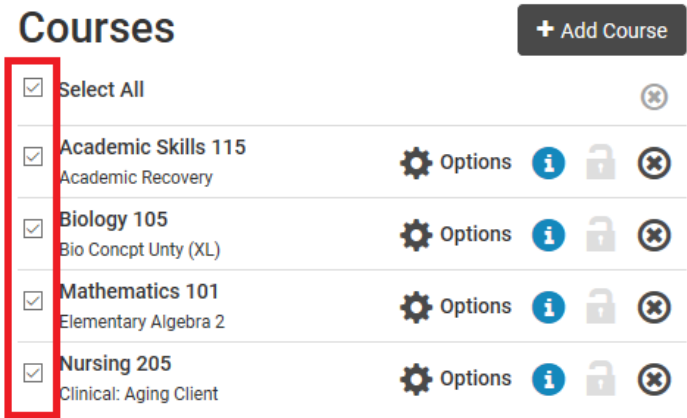
Mathematics 101  
Elementary Algebra 2

Nursing 205  
Clinical: Aging Client

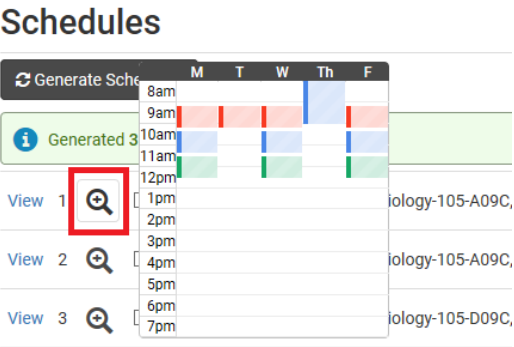
18. To generate schedules, click the “Generate Schedules” button under the Schedules section



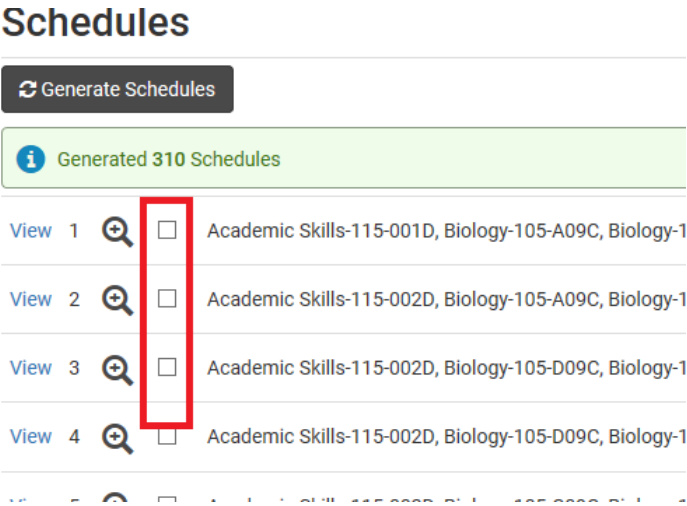
*Tip: Any course selected under the Courses section will be used when generating schedules*



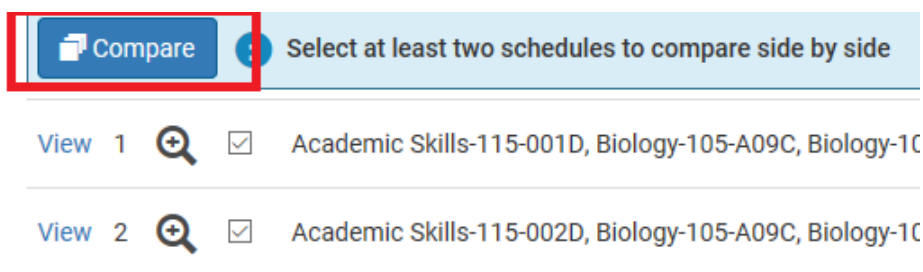
19. Hover your mouse over the magnifying glass for an overview of each weekly schedule





20. To compare up to 4 schedules at a time, click the check box next to the schedules you'd like to compare.



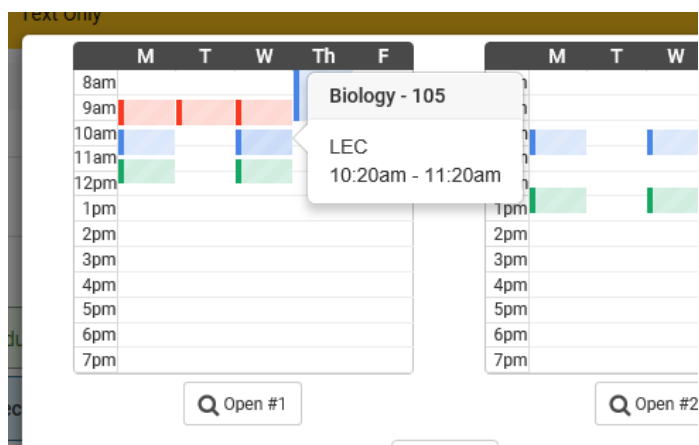
21. Click “Compare”



The screenshot shows a blue button labeled "Compare" with a document icon, highlighted by a red rectangle. To its right is a blue banner with the text "Select at least two schedules to compare side by side". Below this are two schedule entries, each with a "View" link, a magnifying glass icon, a checkbox, and a list of course numbers.

View	1	2
	 <input checked="" type="checkbox"/> Academic Skills-115-001D, Biology-105-A09C, Biology-105-A09D	 <input checked="" type="checkbox"/> Academic Skills-115-002D, Biology-105-A09C, Biology-105-A09D

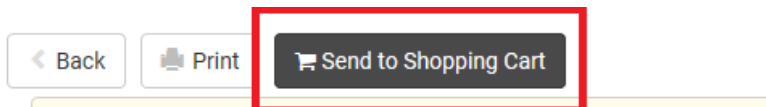
- a. Hover your mouse over each color block to see which course is listed



The screenshot shows a course schedule grid. The grid has columns for days of the week (M, T, W, Th, F) and rows for time slots (8am, 9am, 10am, 11am, 12pm, 1pm, 2pm, 3pm, 4pm, 5pm, 6pm, 7pm). A tooltip is visible over a red block at 10:20am - 11:20am on Thursday, displaying "Biology - 105" and "LEC". Below the grid are two buttons labeled "Open #1" and "Open #2".

- b. Click “Open #\_\_” to see the schedule in full view

22. When you’ve selected which schedule you prefer, go to the full view of that schedule. Click “Send to Shopping Cart”



The screenshot shows three buttons: "Back", "Print", and "Send to Shopping Cart". The "Send to Shopping Cart" button is highlighted by a red rectangle.

23. Select “Register”

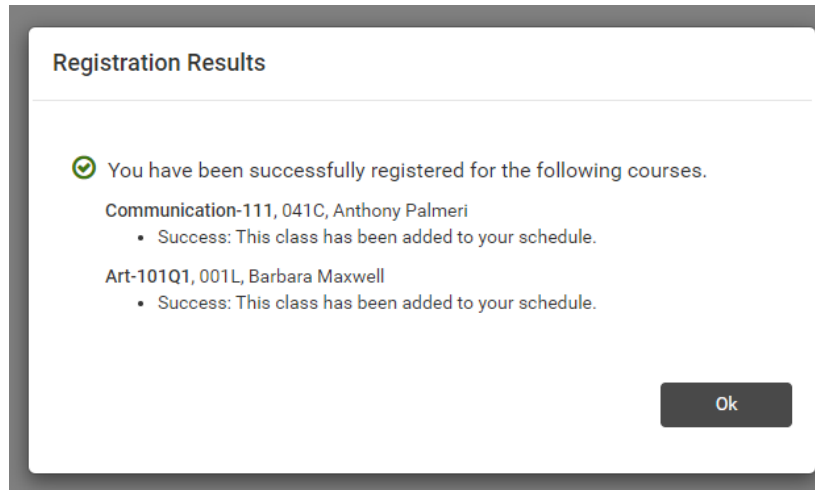
Shopping Cart



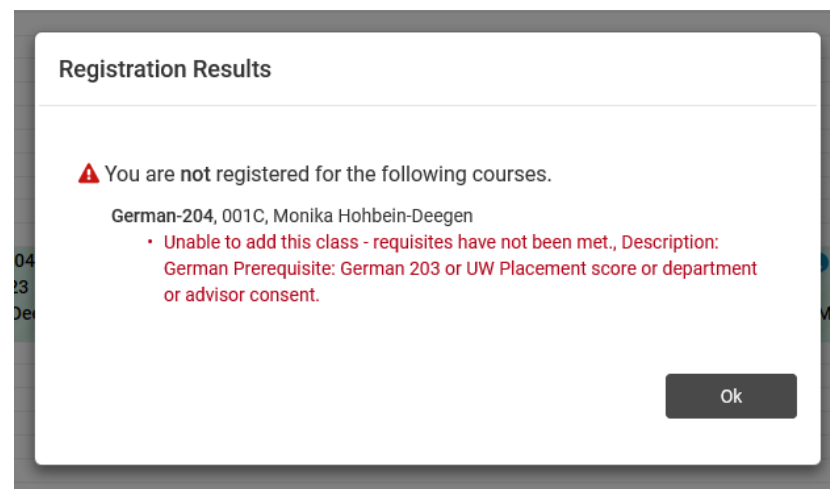
The screenshot shows two buttons: "Edit Cart" and "Register". The "Register" button is highlighted by a red rectangle.

**24. Your registration results will appear:**

Successful enrollment will display as:



Enrollment errors will display as:



- i. **Unable to add this class –**  
**department consent** *contact the course department (find number on UWO website in the directory)*  
**prerequisites have not been met** *email your advisor a screenshot of the error message*

**25. Click “Ok” to see your Current Schedule. You can Drop Classes through College Scheduler as well (instructions for dropping courses in College Scheduler begin at step 27).**



## My Current Schedule

Edit or Drop Classes



26. To print a list of your final classes, you can close out of the College Scheduler tab and go back to Titan Web.

From the Student Center, go to the drop down menu and select Class Schedule.

Breanna's Student Center

▼ Academics

Search

Plan

Enroll

My Academics

College Scheduler Planner

Class Schedule

Click arrows.

*You may have to select the correct term*

- a. To print the list of courses, right click and select “print”

## 27. Dropping courses via College Scheduler:

From the Current Schedule screen, click “Edit or Drop Classes”

Plan Schedule

Shopping Cart (0)

Current Schedule (3)

Help

Sign out

## My Current Schedule

Edit or Drop Classes

28. Click the “Drop” check box for the course(s) you’d like to drop, click “Save”

### Edit or Drop Classes

Cancel

Save

Course	Section	Class Settings	Actions
Academic Skills-100	001D		<input checked="" type="checkbox"/> Drop
Psychology-391	001C		<input type="checkbox"/> Drop
Social Work-451	003F		<input type="checkbox"/> Drop
Social Work-468	002C		<input type="checkbox"/> Drop

29. Click “Save” again. A green check indicates you’ve successfully dropped the course

### Registration Results



You have successfully made changes for the following courses.

Academic Skills-100, 001D, Kari Jaeckel-Rodriguez

- Success: This class has been removed from your schedule.

Ok