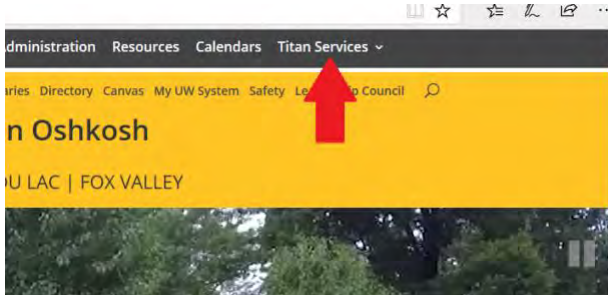


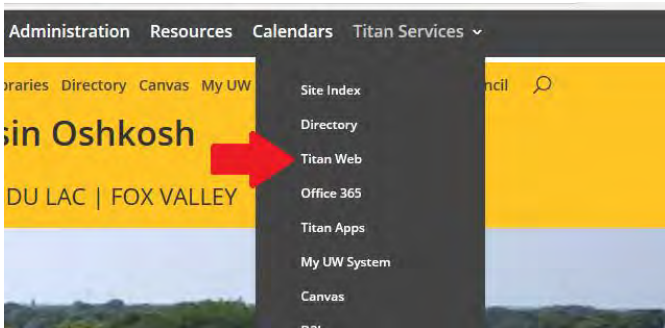
# How to Register for Courses Using College Scheduler

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

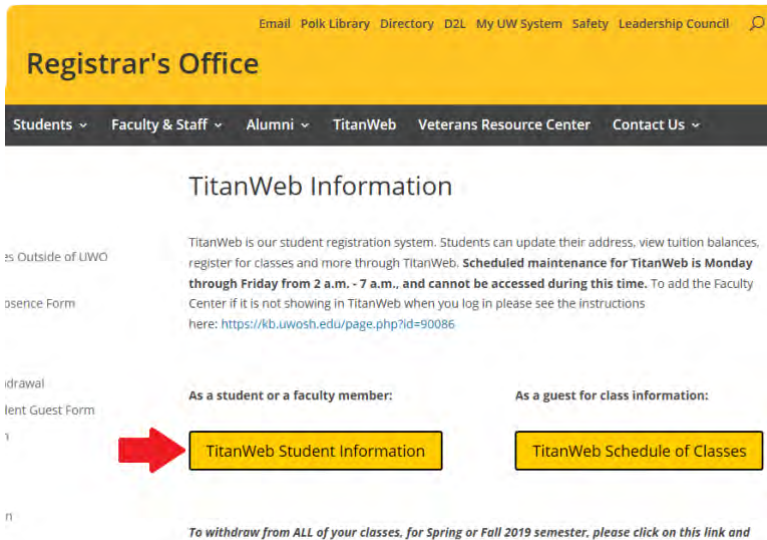
2. Hover over "Titan Services"



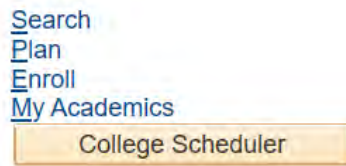
3. Select "Titan Web"



4. Click "Titan Web Student Information"



5. Log into your Titan Web account
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

11. Click "Add Course"

## OSHKOSH

Course Status	Open Classes Only	<input type="button" value="Change"/>	Sessions
Academic Careers	1 of 2 Selected	<input type="button" value="Change"/>	Campuses
Term	Fall 2019 (Undergraduate)	<input type="button" value="Change"/>	

**Courses**  **Breaks**

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

**Breaks** Add times during

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:

Course: 

- Academic Skills
- Accelerated Nursing Program
- Accounting
- African American Studies
- Anthropology
- Applied Computing
- Art
- ...

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 search icon is visible in the 'Course' dropdown. Below the dropdown, a list of course options is displayed: '115 - Academic Recovery', '125 - Comprehensive Study Skills', '135 - Applied Study Skills', and '169 - College Reading Strategies'. The '169 - College Reading Strategies' option is highlighted with a blue background.

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

## Add Course

The screenshot shows the 'Add Course' interface with the 'Course' dropdown menu selected as '115 - Academic Recovery'. Below the dropdowns, there are two buttons: '< Back' and '+ Add Course'. The '+ Add Course' button is highlighted with a dashed border. 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 with the 'Course' dropdown menu selected as '115 - Academic Recovery'. 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 Recovery' with a description: 'n academic probation, this course assists students with de necessary for restoring scholastic standing and achieving

15. The course will then display under Desired Courses

The screenshot shows the 'Add Course' interface. At the top, a green notification bar reads 'Added Academic Skills 115 - Academic Recovery'. Below this, the 'By Subject' search area is visible with 'Academic Skills' selected for the Subject and '115 - Academic Recovery' for the Course. A 'Back' button and an '+ Add Course' button are at the bottom. On the right, a 'Desired Courses' list is shown, containing one entry: 'Academic Skills 115 - Academic Recovery'.

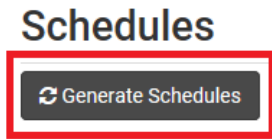
16. Repeat steps 11-14 for all desired courses

The screenshot shows the 'Add Course' interface. A green notification bar at the top reads 'Added Biology 105 - Bio Concept Unty (XL)'. The search area shows 'Biology' for the Subject and '105 - Bio Concept Unty (XL)' for the Course. Below the search area, a description for 'Biology 105 - Bio Concept Unty (XL)' is displayed. On the right, the 'Desired Courses' list now contains four entries: 'Academic Skills 115 - Academic Recovery', 'Biology 105 - Bio Concept Unty (XL)', 'Mathematics 101 - Elementary Algebra 2', and 'Nursing 205 - Clinical: Aging Client'.

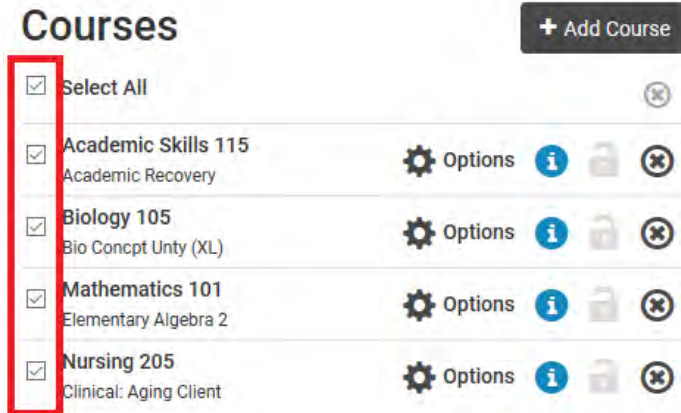
17. When you've added your courses, click "Back"

The screenshot shows the 'Add Course' interface. The search area has 'Biology' for the Subject and '105 - Bio Concept Unty (XL)' for the Course. The '+ Add Course' button is now disabled. The 'Back' button is highlighted with a red box. The 'Desired Courses' list on the right remains the same as in the previous screenshot.

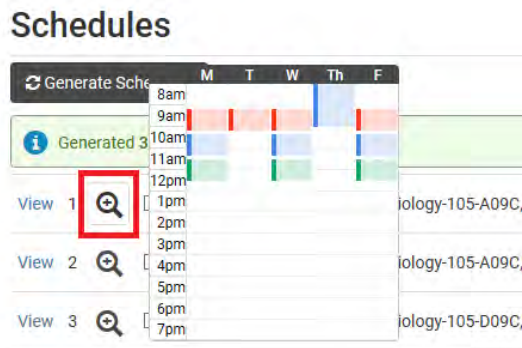
18. To generate schedules, click the “Generate Schedules” button under the Schedules section



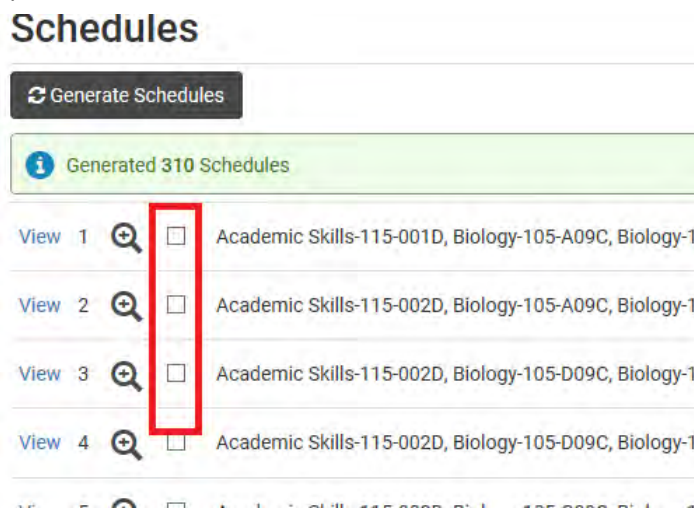
*Tip: Any course selected under the Courses section will be used when generating schedules*



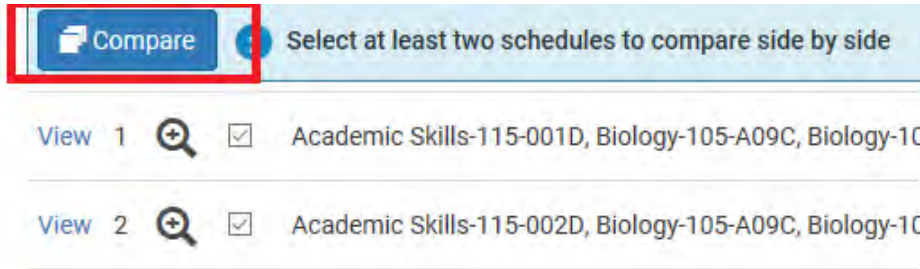
19. Hover your mouse over the magnifying glass for an overview of each weekly schedule



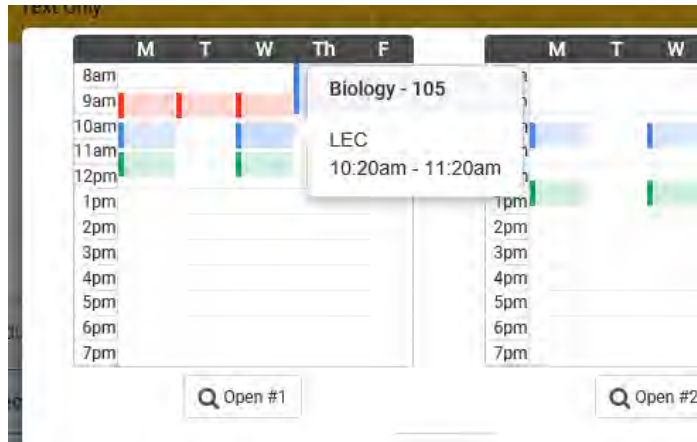
20. To compare up to 4 schedules at a time, click the check box next to the schedules you'd like to compare.



21. Click "Compare"

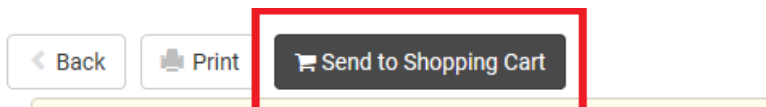


a. Hover your mouse over each color block to see which course is listed



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"



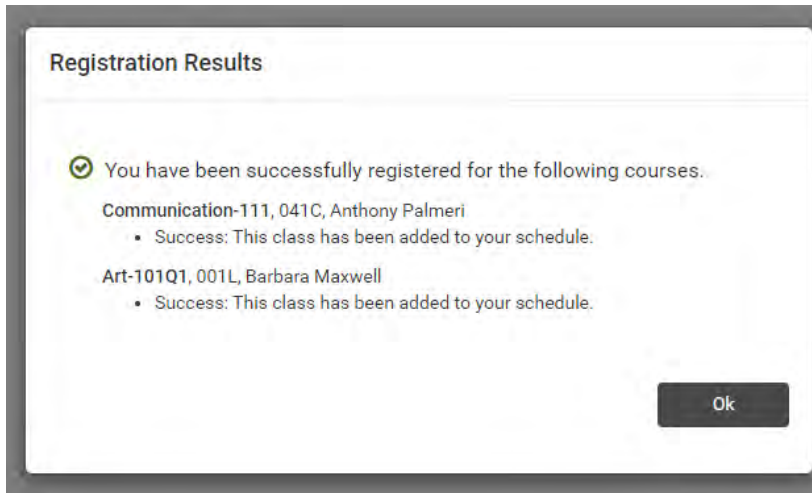
23. Select "Register"

Shopping Cart

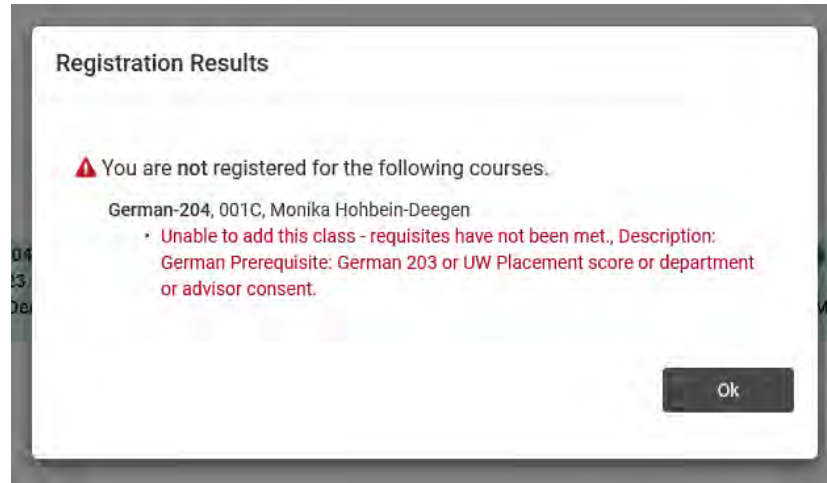


24. Your registration results will appear:

Successful enrollment will display as:

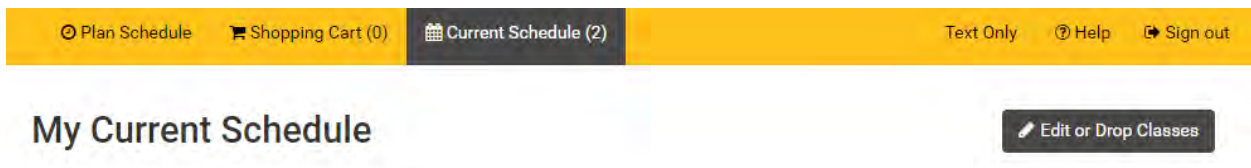


Enrollment errors will display as:



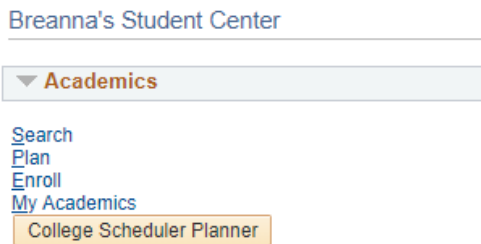
- i. Unable to add this class –  
department consent contact the course department (find number on UWO website in the directory)  
requisites have not been met email your advisor a screenshot of the error message

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).





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.



Click arrows.

*You may have to select the correct term*

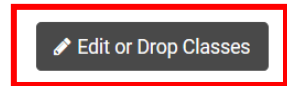
- a. To print the list of courses, right click and select "print"

## 27. Dropping courses via College Scheduler:

From the Current Schedule screen, click "Edit or Drop Classes"



## My Current Schedule



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

## Edit or Drop Classes



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

