

Student Manual

MyCourseList.com

MyCourseList is designed to help you and your academic advisor create customized and accurate enrollment plans depending on your major and planned graduation date.

Creating a new account

1. Go to your institution's primary address. (*initials.mycourselist.com*)
2. Click the New User button at the top of the page.
3. Enter your name, email address and password information. Your email address will become your login user name.
4. Create your academic profile. (All data on this page can be edited later.)
 1. Select your intended graduation date. This information will be used to help you plan future semesters.
 2. Select the general education sequence that applies to you. See your advisor if you are unsure.
 3. Select your major course of study from the list.
 4. Select any minors you will be pursuing.

Accessing an existing account

In some cases, an account may have already been created for you, in which case you will need to get your password from your advisor.

1. Go to your institution's primary address. (*initials.mycourselist.com*)
2. Enter your email address and password in the login form.

Resetting your password

1. Click the *Update email* link in the personal details section on the course list page.
2. If you have completely forgotten your login and password information, you can ask your advisor to reset them for you.

Interpreting your course list page

Degree requirements

The Course List page groups the various courses that comprise your degree plan. The top of the page shows you all the courses you are required to take, below which are groupings of courses where you can choose one or more courses from a list of options.

Courses that have been completed or scheduled are indicated in green. Courses and requirements that have been completed are indicated with a check mark. Scheduled courses will note the semester the course is scheduled for.

Notes and files

Your advisor, or perhaps other faculty and staff, may have posted notes or uploaded files for you. If so, they will appear at the top of the Course List page with the author's name and date stamp.

Files can be downloaded or displayed in your browser, depending on the file type, by selecting the view or download link.

Note: For your protection, uploaded files are stored in a password-protected database and can only be accessed by you and your advisor. They are not stored in a folder on the server, so, once you have closed them and logged out, they won't be accessible to other users who may access your computer.

Student status

The top right column of the page lists your intended graduation date, your selected course of study and your advisor. Each of these items can be changed by selecting its associated *Change* link.

Noting changes

You may notice that your course selections have changed since you last accessed the site. Your advisor has access to your course plan and can make changes the same way that you can.

Managing your course list page

Completing a listed course

Click the *Mark Complete* link beside the course you have successfully completed. The data on the page will update automatically in a few seconds, which means that you can click multiple links without waiting for the page to completely refresh.

Marking courses complete helps narrow your choices when you start to create your long-term schedule, so it is important to check off as many courses as you can in this first step.

Scheduling a course

Click the *Schedule* link beside the course to take you to the course calendar. If the course is offered before your graduation date, the calendar page will reposition to the first instance of the course and will highlight all other instances in red.

If the course has already been scheduled, clicking the semester name will take you to the relevant semester on the calendar page and highlight all instances of the course to let you consider when you might want to reschedule the course.

Undoing a course

The *Undo* link will either remove a course from your schedule or indicate that a completed course has not been finished, allowing you to add it to your schedule again.

Completing an unlisted course

If you have completed an elective course that is not a specific requirement for your degree program, you can search for it by name or course code under the *Elective Courses* heading near the bottom of the page. A list of suggested courses will appear below the search field as you type. When you see the course you're looking for, click the *Mark Complete* link beside it.

Tip: Although these courses will appear as electives for now, if you change to a degree program that requires one of these courses, it will automatically be added as a completed course in the top section of the page. In a related manner, required courses completed for a degree program that are not required by a new course of study will appear in your electives section.

Using the instant schedule options

One-Click Schedule

This feature will automatically create a full enrollment schedule for you based on your specified degree program. It will also add placeholders in semesters where you need to take elective classes to stay on track to reach the total number of hours your program requires for graduation.

The one-click schedule will retain all the classes you have marked as complete, but will override any courses you have scheduled. Course options (i.e. where you must take one class from a list of possible courses) will be chosen randomly, so clicking the one-click schedule option again will probably produce a slightly different schedule.

Once a schedule is created, you can manually change it in the calendar page.

The one-click option will attempt to create a schedule that adheres to the following rules:

- ▶ Prerequisites must be completed in the proper sequence.
- ▶ Corequisite courses are automatically added when their sibling courses are selected.
- ▶ All courses must be scheduled before your intended graduation date.
- ▶ You cannot take more hours in a semester than the institution recommends. These limits can be manually overridden, however.
- ▶ Lower-level courses will tend to be scheduled in your first few semesters, and upper-level courses will tend to appear in your last few semesters.

Tip: If the one-click option is unable to create a full schedule for you, you may need to change your graduation date.

Two-Click Schedule

This functions in much the same way as the one-click schedule option, though it lets you define some parameters to help the system create your schedule.

- ▶ *Retain future classes.* This option will keep courses you've already entered on the calendar in place and create a schedule around them.
- ▶ *Maximum hours.* You can override the institutional default maximum so that the system won't place more courses than you can handle in each semester.
- ▶ *Starting semester.* If you want to have the system begin your schedule a semester or more from now, select a semester from the drop-down menu. You can use this option in conjunction with the *Retain future classes* option to create a "donut schedule" by scheduling a few semesters, leaving one blank, then starting the schedule later.
- ▶ *Erase schedule courses.* If you want to clear out all your plans and start from scratch (if you've changed majors, for example), use this option. This will not affect courses that have been marked as complete.

Schedule from Here

These links are available for each semester on your calendar. Clicking a *Schedule from here* link will implement the one-click process, though it will only affect semesters starting from where you clicked, leaving everything else in place.

Interpreting the calendar page

Access this page with the *My Calendar* link in the left menu or the *Review Manual Schedule* button on the top of the course page. This page will create a list of courses that are relevant to your degree program for every semester between the current semester and your graduation date. The status of each course is indicated in several distinct ways.

- ▶ *Ready to add to schedule.* These courses are presented in blue. You can add it to your schedule immediately if you wish.
- ▶ *Has already been scheduled.* If the class is scheduled in another semester, it is shown faded out with the name of the scheduled semester after it.
- ▶ *Is scheduled for this semester.* Shown in green with an *Undo* link.
- ▶ *Is no longer required.* If a course is part of a list of options (take one class from a list of three, for example), once you have scheduled one of those classes, the system will recognize that you are on track to satisfy the requirement and will fade out the other classes in the

grouping. Until the course is completed, the courses remain on the list in case you need to pick another option.

- ▶ *Requires a prerequisite.* Shown in brown with a *Requires Prerequisite* link. Following the link will show you what the prerequisite is. Note that a course with a prerequisite indication in one semester may be shown as ready for adding in a later semester.
- ▶ *Prerequisite warning.* If you override a prerequisite and schedule a course, or if you take a prerequisite course off your schedule, the affected course will show a red prerequisite alert.

Each semester heading has an hour counter that keeps track of how many hours you have added to your schedule for that semester. The top of the page presents a summary of how many hours you have finished, how many you have scheduled, and your total toward graduation.

Using the calendar page

To add a class to your schedule, click the *Add* link beside it. To remove a course from the schedule, click the *Undo* link. To reschedule a course, click the *Add* link in the semester you want to move the class to. The course will be undone in the first semester and will be added to the new semester.

You don't need to wait for the page to reload to continue adding other courses. For each class you add or undo, the system will take a couple of seconds to recalculate your entire calendar to reflect the cascading implications of your decisions.

Although there is no *Add* link for courses with unfulfilled prerequisites, you can override the restriction by clicking the *Requires prerequisite* link and electing to schedule the course regardless of the prerequisite. If you do this, you and your advisor will see a prerequisite alert beside the scheduled course.

Completed courses are not listed in the semester list, nor are courses in optional groupings when you have completed enough courses to satisfy that requirement. Consequently, as you complete more courses, the length of each semester list will decrease.

If you wish to see all instances of a course in the calendar, click the course title and the course will appear in red whenever it is offered.

To add an elective course that is not listed in the calendar, use the search field at the bottom of each semester's course list.

Printing the course calendar

If you print either the course list or calendar page, the browser will automatically reconfigure the page to eliminate extraneous links and screen information. For example, printing the Calendar page will output a list of semesters with only scheduled courses displayed beneath the semester headings. This can be useful to have on hand for advising meetings and registration.

Using the system wisely

MyCourseList is designed to be an assistant to you and your advisor for your course planning, and it does not replace or trump the advice of your academic advisor.

Be mindful of the system's limitations as you create and review your plan.

- ▶ The calendar list and automatic schedules are created by using data provided by the institution on when those courses are likely to be offered in the future. Numerous factors

can affect those plans, so courses you place on your schedule now may not be offered as you expected in the future.

- ▶ This is not a registration system, so you will need to take each semester's plan and try to implement it during your registration process. The system does not guarantee that two courses you need won't be offered at the same time of day, or that needed classes will not be full.
- ▶ Often, not all requirements for a degree program can be defined in a planning system like this. Sometimes these special requirements or exceptions will be noted on the requirements list for you, but you need to defer to your catalog, advisor and registrar to provide the final word on whether you are meeting your requirements.
- ▶ This system does not track grades. If a course or program has a particular grade or GPA requirement, this system will not prevent you from planning those classes.
- ▶ The course list page relies on accurate self reporting when you mark courses as being complete. If you happen to incorrectly mark a course as complete, the system may guide you to schedule courses that will be unhelpful or unavailable to you.

Bottom line, this system does not replace your advisor. Pay attention to him or her.