

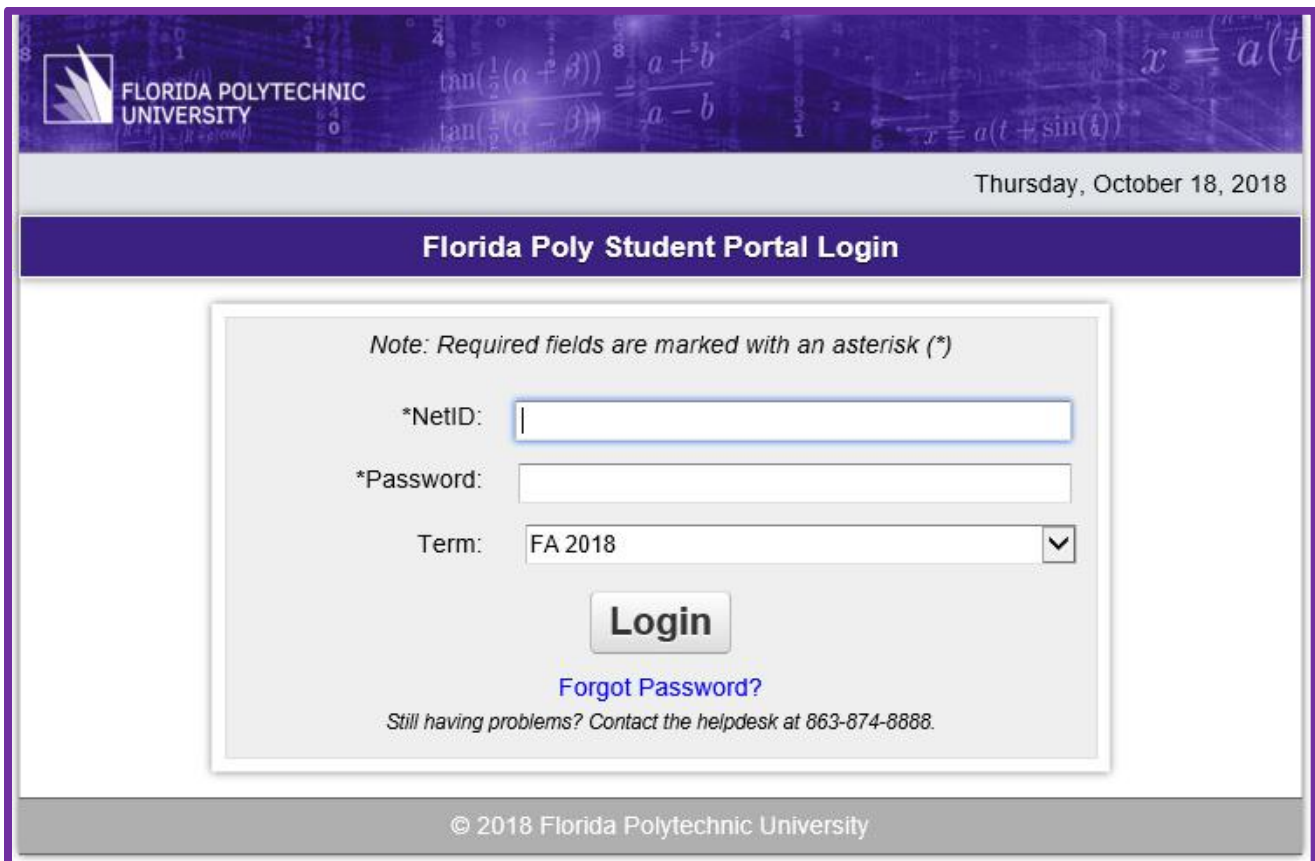
Things to know before you begin:

- If you have questions about the specific classes you need to take, you should meet with your advisor before proceeding.
- Schedule Wizard is a tool students can use to build their class schedule for active terms only.
- Registration will actually take place in your [CAMS Account](#).
- It is recommended that you have CAMS and Schedule Wizard open at the same time in separate web browsers.
- While Schedule Wizard will indicate which classes have pre-requisite or co-requisite requirements, it will not check to see if you have fulfilled these requirements. When you register in CAMS for a class you are ineligible to take you will receive an error message that will explain what is needed.
- CAMS will recognize in-progress courses that fulfill pre-requisite requirements.
- If you already have a class on your schedule in CAMS, it will not be recognized by Schedule Wizard while you are building the rest of your schedule. We recommend that you add the days and times this class meets as a 'Break' so Schedule Wizard can schedule your other classes around it.
- At any time during your Schedule Wizard session you can click the **Help** button on the top right corner of the screen for assistance.

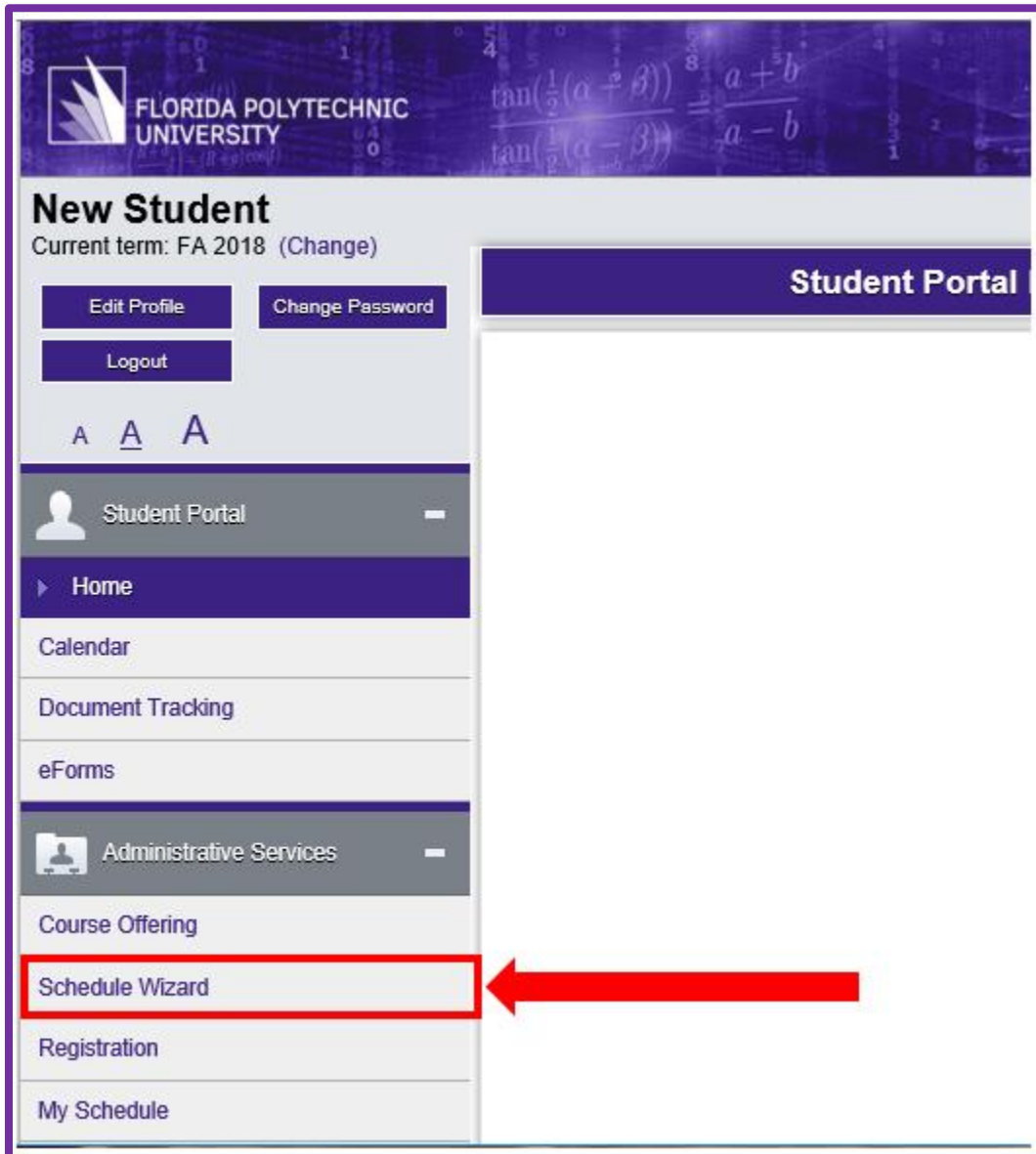


Step-By-Step Instructions

1. To access Schedule Wizard, login to your [CAMS Account](#) and select the appropriate term of registration.



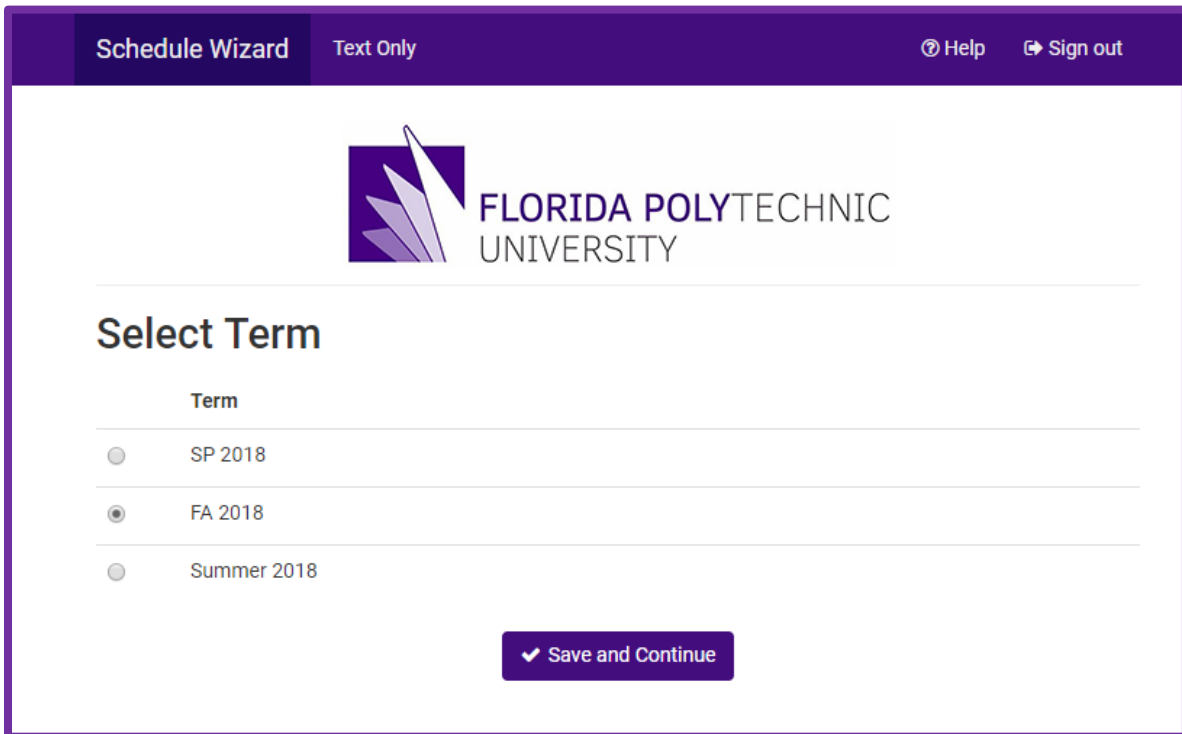
2. Select the "Schedule Wizard" link under the Administrative Services section on the left side of the student portal home page.



Note: The "Course Offering" link will still be available for use if you are only searching for a specific section of a course. If you are looking for more than one course we recommend using the Schedule Wizard.

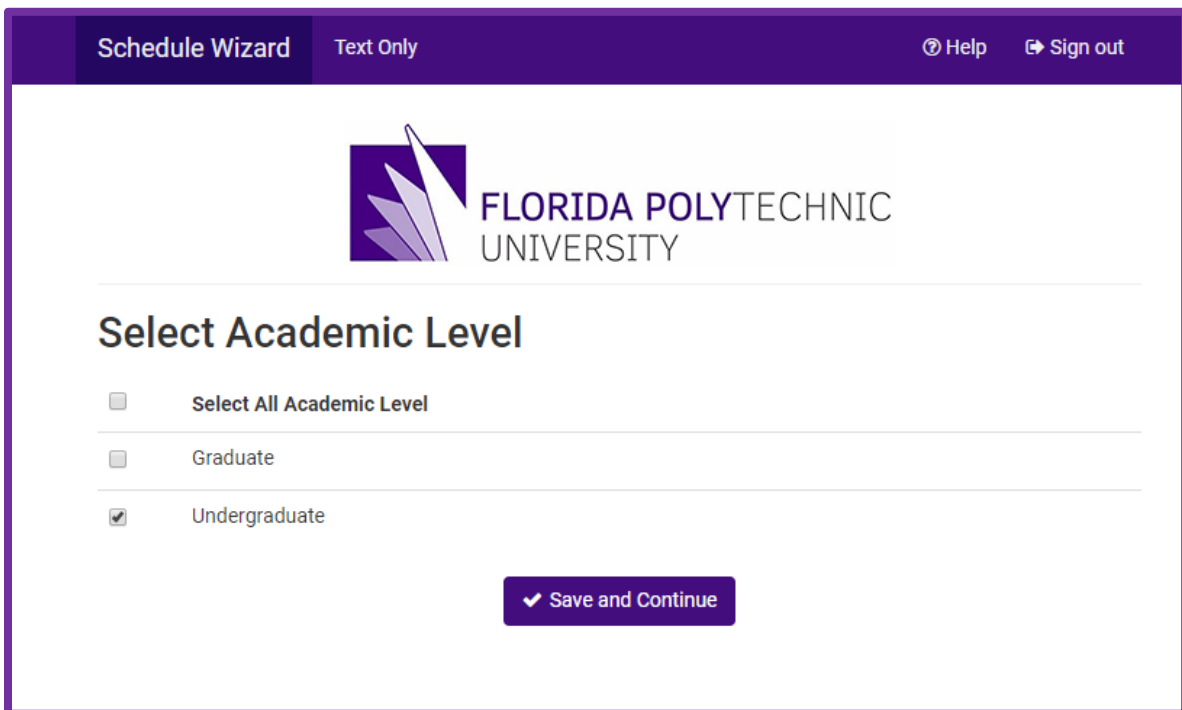
- Before you begin, Schedule Wizard will ask you to select the appropriate **Term** and your **Academic Level**.

Note: Only terms which are active for registration will be listed.



The screenshot shows the 'Select Term' screen within the 'Schedule Wizard' interface. The header includes 'Schedule Wizard' and 'Text Only' on the left, and 'Help' and 'Sign out' on the right. The Florida Polytechnic University logo is centered at the top. Below the logo, the title 'Select Term' is displayed. A list of terms is shown with radio buttons: 'SP 2018', 'FA 2018' (which is selected), and 'Summer 2018'. A 'Save and Continue' button is located at the bottom center.

- Click **Save and Continue** each time you set a default. Your chosen defaults will remain in place for all subsequent Schedule Wizard sessions unless you adjust them.



The screenshot shows the 'Select Academic Level' screen within the 'Schedule Wizard' interface. The header includes 'Schedule Wizard' and 'Text Only' on the left, and 'Help' and 'Sign out' on the right. The Florida Polytechnic University logo is centered at the top. Below the logo, the title 'Select Academic Level' is displayed. A list of academic levels is shown with checkboxes: 'Select All Academic Level', 'Graduate', and 'Undergraduate' (which is checked). A 'Save and Continue' button is located at the bottom center.

5. Adjustments can be made to your search criteria on the top of the Schedule Wizard portal as needed.
 - a. **Course Status:** Select 'Open Classes Only' or 'Open or Full w/Waitlist'
 - b. **Term:** Select different term if more than one term is available for registration
 - c. **Academic Level:** Select a different academic level if you are eligible to enroll in a different level
 - d. **Sessions:** Select the different sessions for summer terms (i.e., Summer A, Summer B, Summer C)

The screenshot shows the 'Schedule Wizard' interface with a purple header. The main content area displays the Florida Polytechnic University logo and search criteria. The criteria are as follows:

Course Status	Open Classes Only	Change	Term	FA 2018	Change
Academic Level	1 of 2 Selected	Change	Sessions	All Sessions Selected	Change

6. Add any breaks that you need to include in your schedule.

<TIP> If you add too many breaks you could limit possible schedule options.

The screenshot shows the 'Breaks' section with a '+ Add Break' button. Below the button is an information icon and the text: 'Add times during the day you do not wish to take classes.'

In this example, the student has added a break on Wednesday mornings from 8:00 AM to 11:00 AM.

The screenshot shows the 'Add New Break' form. It includes a title, an information icon, and a text box: 'Breaks are times during the day that you do not wish to take classes.' The form fields are:

- Break Name: Wednesday Mornings
- Start Time: 8 : 00 am pm
- End Time: 11 : 00 am pm
- Days: Select Weekdays
- Day selection: MON (unselected), TUE (unselected), WED (selected), THU (unselected), FRI (unselected), SAT (unselected), SUN (unselected)

Buttons: < Back, Add Break

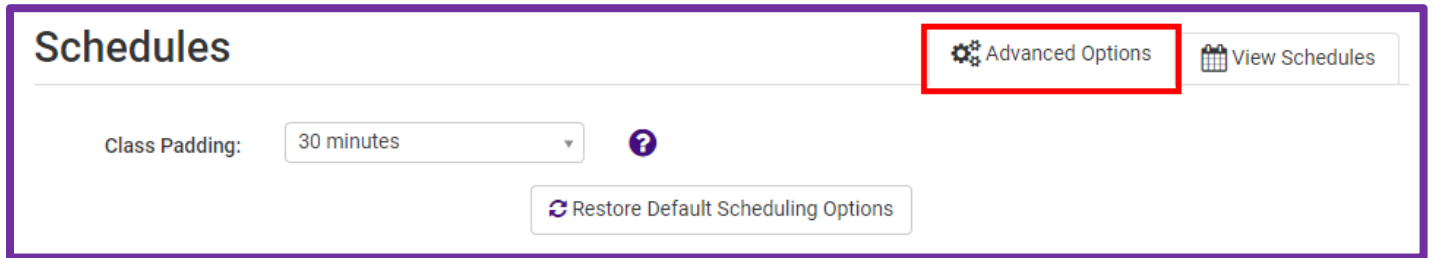
<TIP> You can **Edit** or delete (**X**) your breaks if you are unable to find a desirable schedule that includes all your classes.

The screenshot shows the 'Breaks' list. It includes a '+ Add Break' button and a list of breaks. The first break is 'Wednesday Mornings' with a start time of 'W - 8:00am to 11:00am'. To the right of this entry are two icons: a gear icon labeled 'Edit' and a red 'X' icon for deletion.

7. You can also build in travel time or padding in-between classes by clicking the “Advanced Options” tab.

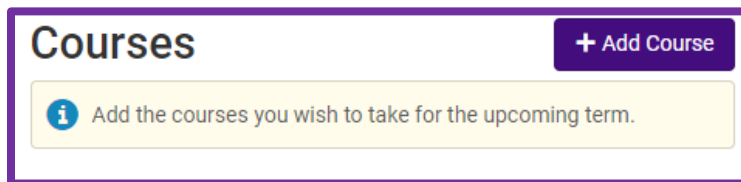
Note: Standard class meeting times typically have 10 to 15 minute breaks built into the schedule. Adding additional breaks could limit your schedule options.

a. Click **Restore Default Scheduling Options** to remove padding time.



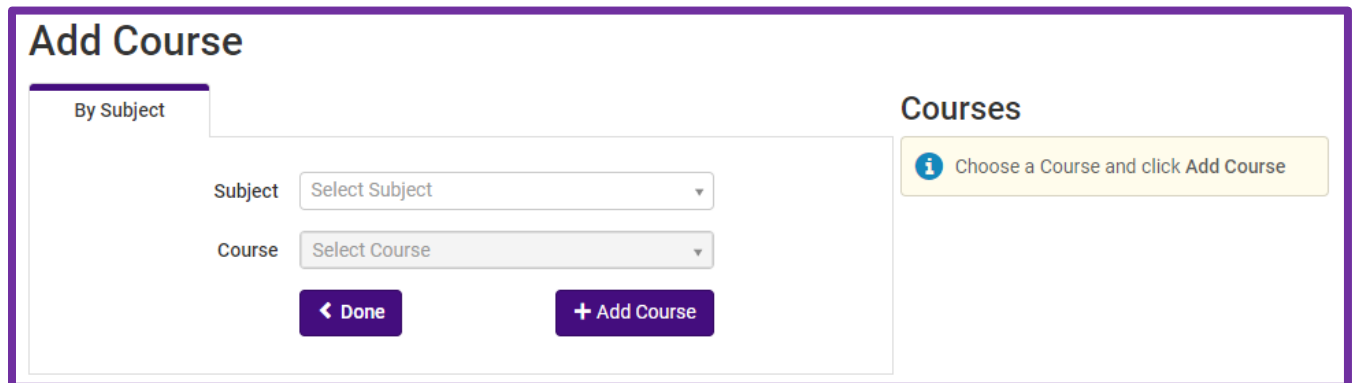
The screenshot shows the 'Schedules' interface. At the top right, the 'Advanced Options' tab is highlighted with a red box. Below the header, there is a 'Class Padding' dropdown menu set to '30 minutes' and a 'Restore Default Scheduling Options' button.

8. Click the **Add Course** button to select your courses for your schedule. You will need to know at least the Subject code (i.e., ENC, EEL, MAC, etc.) to search for your course.



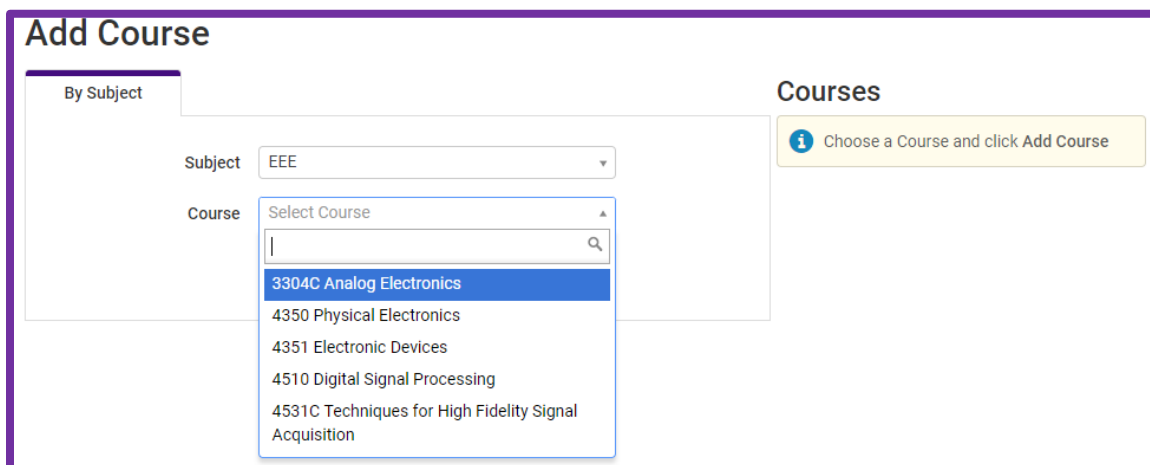
The screenshot shows the 'Courses' interface. At the top right, there is a '+ Add Course' button. Below it, there is a yellow information box that says 'Add the courses you wish to take for the upcoming term.'

a. Click on the dropdown box to search for the **Subject** code or you can type it in the search box at the top of the dropdown list.



The screenshot shows the 'Add Course' interface. On the left, there is a 'By Subject' section with a 'Subject' dropdown menu (set to 'Select Subject') and a 'Course' dropdown menu (set to 'Select Course'). Below these are two buttons: '< Done' and '+ Add Course'. On the right, there is a 'Courses' section with a yellow information box that says 'Choose a Course and click Add Course'.

b. Once you have selected a Subject code, the **Course** dropdown box will show you all the available courses for the given term that start with that Subject code.



The screenshot shows the 'Add Course' interface. The 'Subject' dropdown menu is now set to 'EEE'. The 'Course' dropdown menu is open, showing a list of courses: '3304C Analog Electronics', '4350 Physical Electronics', '4351 Electronic Devices', '4510 Digital Signal Processing', and '4531C Techniques for High Fidelity Signal Acquisition'. The '3304C Analog Electronics' course is highlighted in blue. The 'Courses' section on the right remains the same.

Note: If you do not find the course you are looking for it could mean that the particular course is not being offered during the selected term.

- c. After a course has been found, the course description and any pre-requisite information will be displayed. Click **Add Course** to add it to your course list.

Note: Schedule Wizard will not indicate if you have met the pre-requisite requirements for each course. It is your responsibility to know if you meet these requirements.

The screenshot shows the 'Add Course' interface. On the left, under the 'By Subject' tab, the 'Subject' dropdown is set to 'EEE' and the 'Course' dropdown is set to '4510 Digital Signal Processing'. Below these are two buttons: '< Done' and '+ Add Course'. A course card for 'EEE 4510 - Digital Signal Processing' is displayed, containing a description and a pre-requisite formula 'EEL3135ENGR' which is highlighted with a red box. On the right, the 'Courses' section has a yellow instruction box: 'Choose a Course and click Add Course'.

- d. As you add courses, they will appear on your Courses list. You can click the **(X)** next to each course to remove it from your list. When you are finished adding courses click **Done**.

The screenshot shows the 'Add Course' interface with the 'By Subject' tab selected. The 'Subject' dropdown is 'MAS' and the 'Course' dropdown is '3105 Linear Algebra'. The '+ Add Course' button is visible. The course card for 'MAS 3105 - Linear Algebra' is shown with a description and a pre-requisite formula 'MAC2313GEMTH'. On the right, the 'Courses' list contains three items: 'CHM 2045 Chemistry 1', 'EEE 4510 Digital Signal Processing', and 'MAS 3105 Linear Algebra'. Each item has an information icon and a red 'X' icon. The 'X' icon for 'CHM 2045' is highlighted with a red box.

- On the main page of the Schedule Wizard click the **Generate Schedules** button under the 'View Schedules' tab to view your results.

Note: If one of your selected courses requires a co-requisite course you will see a warning message asking you to add it. Click the **Add Co-Requisite** button to add the course and then click **Generate Schedules** again to pull up new schedule options.

<TIP> If you don't return any or enough schedules, you can check and uncheck the boxes to the left of specific courses and/or breaks to analyze the impact on resulting schedule options.

- The example schedule and break above gave us 109 possible schedule options!

<TIP> You can move your mouse cursor over the spyglass for each schedule option to get a quick visual of the weekly schedule.

The screenshot shows the 'Schedules' interface. At the top, there are buttons for 'Generate Schedules' and 'Shuffle'. Below this, a list of generated schedules is shown. A spyglass icon is highlighted over the first schedule, which opens a weekly schedule view. The weekly view shows a grid with days of the week (M, T, W, Th, F) and time slots from 8am to 7pm. The schedule for View 1 is: 8am-9am (M), 9am-10am (T), 10am-11am (W), 11am-12pm (Th), 12pm-1pm (F), 1pm-2pm (M), 2pm-3pm (T), 3pm-4pm (W), 4pm-5pm (Th), 5pm-6pm (F), 6pm-7pm (M).

<TIP> You can also select up to 4 schedules to compare and analyze them side by side.

The screenshot shows the 'Schedule Wizard' interface. A 'Compare' button is highlighted, which opens a comparison window. The comparison window displays four weekly schedule views side-by-side, labeled 'Open #1', 'Open #3', 'Open #6', and 'Open #18'. Each view shows a grid with days of the week (M, T, W, Th, F) and time slots from 8am to 7pm. The comparison window also includes a 'Close' button.

10. After you select (by clicking **View** or **Open**) your desired schedule it will allow for you to see the full calendar view of your schedule. In this view you can also scroll through the different schedule options to find the best one using the arrows on the top right.

← Back
Print
Email
Registration Instructions
♥
Shuffle

← Schedule 18 of 109 →

i You are viewing a potential schedule only and you must still register. ×

Classes with no regular seats available can be waitlisted in CAMS.






☰	Title	Subject	Course	Section	Seats Open	Seats Capacity	Waitlisted	Day(s) & Location(s)	Credits
■ i 🔒	Chemistry 1	CHM	2045	04	16	35	0	MW 3:00pm - 4:15pm - IST-1067	3
■ i 🔒 Consequitas Session Full Term									
■ i 🔒	Chemistry 1 Laboratory	CHM	2045L	10	2	20	0	F 3:00pm - 4:50pm - IST-1052	1
■ i 🔒 Consequitas Session Full Term									
■ i 🔒	English Comp. 1: Expository and Argumentative	ENC	1101	04	2	20	0	TTh 9:30am - 10:45am - IST-1060	3
■ i 🔒 Session Full Term									
■ i 🔒	Precalculus Algebra/Trigonometry	MAC	1147	03	2	35	0	MTWF 11:00am - 11:50am - IST-1044	4
■ i 🔒 Session Full Term									
■ i 🔒	Academic and Professional Skills	SLS	1106	17	2	20	0	F 9:00am - 9:50am - IST-1049	1
■ i 🔒 Session Full Term									
									12 Credits to Reach 12: 0

Week 2 (08/27/2018 - 09/02/2018)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
CHM 2045																
CHM 2045L																
ENC 1101																
MAC 1147																
SLS 1106																

☰	Monday	Tuesday	Wednesday	Thursday	Friday
8am			Wednesday Mornings		
9am					
9:15					i SLS-1106 🔒 IST IST-1049 Lee, Jennifer
9:30		i ENC-1101 🔒 IST IST-1060 Lagamba, Jonette		i ENC-1101 🔒 IST IST-1060 Lagamba, Jonette	
9:45					
10am					
10:15					
10:30					
10:45					
11am	i MAC-1147 🔒 IST IST-1044 Fouad, Emadelden	i MAC-1147 🔒 IST IST-1044 Fouad, Emadelden	i MAC-1147 🔒 IST IST-1044 Fouad, Emadelden		i MAC-1147 🔒 IST IST-1044 Fouad, Emadelden
11:15					
11:30					
11:45					
12pm					
12:15					
12:30					
12:45					
1pm					
1:15					
1:30					
1:45					
2pm					
2:15					
2:30					
2:45					
3pm	i CHM-2045 🔒 IST IST-1067 Bellisimo, Maria		i CHM-2045 🔒 IST IST-1067 Bellisimo, Maria		i CHM-2045L 🔒 IST IST-1052 Sista, Venkata
3:15					
3:30					


Note: Make sure you click on the blue information circle for each course to see the course's details.

	Title	Subject	Course	Section	Seats Open	Seats Capacity	Waitlisted	Day(s) & Location(s)	Credits
	Chemistry 1	CHM	2045	04	16	35	0	MW 3:00pm - 4:15pm - IST-1067	3
Title: Chemistry 1 Subject: CHM Course: 2045 Section: 04 Seats Open: 16 Seats Capacity: 35 Session: Full Term Instructor: Ballivian, Maria Credits: 3					Day(s) & Location(s): MW 3:00pm - 4:15pm - IST-1067 Dates: 08/22/2018 - 12/05/2018 Description: This course covers stoichiometry, atomic and molecular structure, the states of matter, reaction rates and equilibria.				
Corequisites									
Session Full Term									
	Chemistry 1 Laboratory	CHM	2045L	10	2	20	0	F 3:00pm - 4:50pm - IST-1052	1
Corequisites									
Session Full Term									
	English Comp. 1: Expository and Argumentative	ENC	1101	04	2	20	0	TTh 9:30am - 10:45am - IST-1060	3
Session Full Term									
	Precalculus Algebra/Trigonometry	MAC	1147	03	2	35	0	MTWTF 11:00am - 11:50am - IST-1044	4
Session Full Term									
	Academic and Professional Skills	SLS	1106	17	2	20	0	F 9:00am - 9:50am - IST-1049	1
Session Full Term									
									12
									Credits to Reach 12: 0

11. If you are satisfied with the schedule option you have selected click the **Registration Instructions** button on the top.

Schedule Wizard Text Only Help Sign out

[Back](#) [Print](#) [Email](#) **[Registration Instructions](#)** [Shuffle](#) Schedule 18 of 109

 You are viewing a potential schedule only and you must still register.
Classes with no regular seats available can be waitlisted in CAMS.

Note: Building your schedule in Schedule Wizard will not automatically enroll you in your desired classes. You must complete the registration in CAMS.

<TIP> Make sure you have a separate web browser window open with your CAMS portal on the "Registration" screen. This will make the registration process quicker and you will be more likely to get into the classes you find in Schedule Wizard before they fill up.

12. Read through the Registration Instructions carefully. You will need to be logged into your [CAMS Account](#) to complete the following steps.

Registration Instructions

1) Sign into [CAMS](#) and select the semester for which you wish to register. Select the "Registration" link to add the courses you choose.

2) Choose 'Show Filter'

3) Find the Course ID Filter section and enter the Subject, Course #, and Section (ignore all other options).

Course ID Filter

Subject: Course #: Type: Section:

3) Choose Apply Filter at the bottom

4) Checkmark each course you wish to register.

BOOK LIST

Add

5) Click 'Process Registration.'

See the [FAQ](#) for more information.

Note: For Summer you will need to register for each term individually.

Use CHM 2045 04 to register for Chemistry 1.

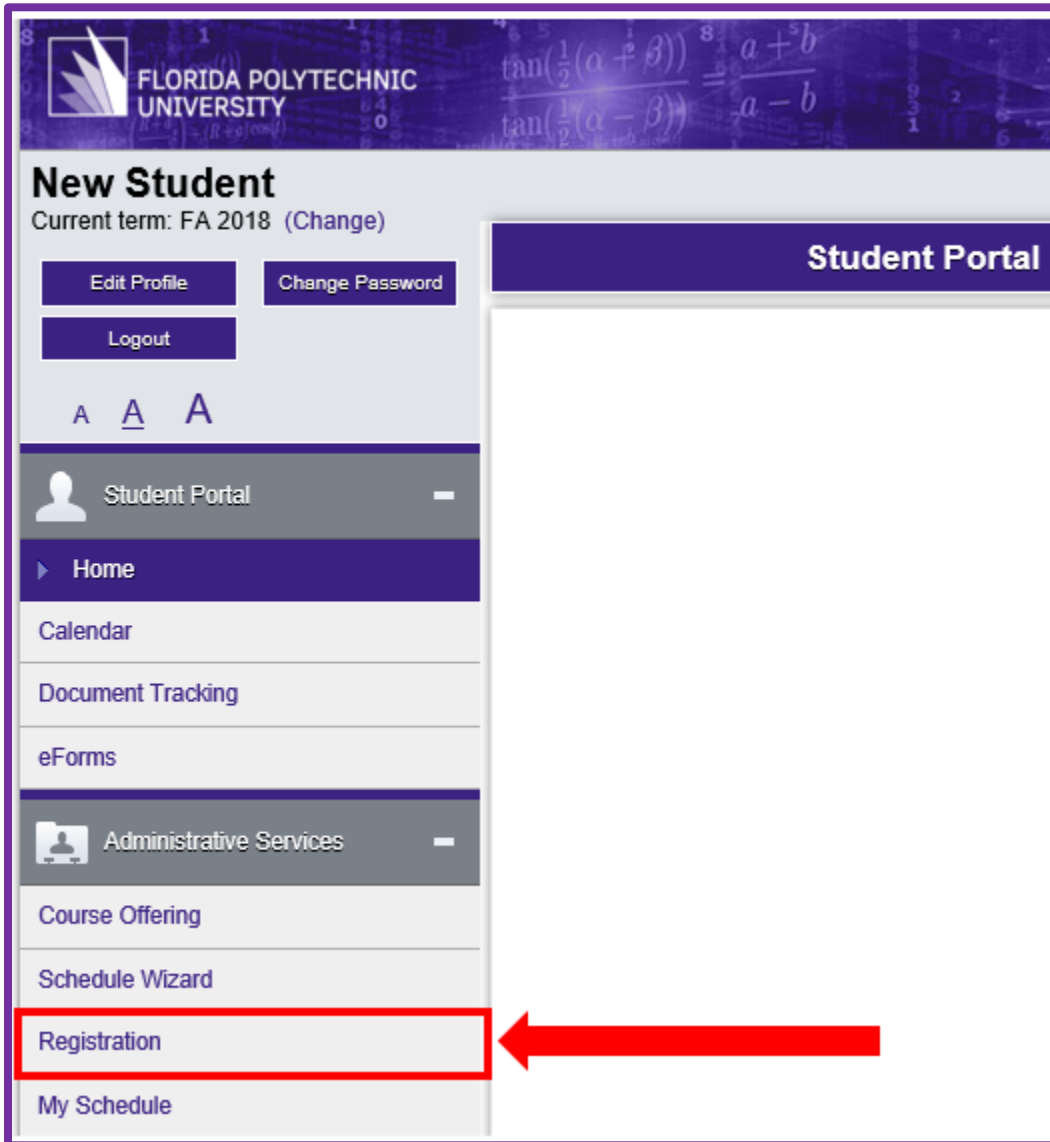
Use CHM 2045L 10 to register for Chemistry 1 Laboratory.

Use ENC 1101 04 to register for English Comp. 1: Expository and Argumentative.

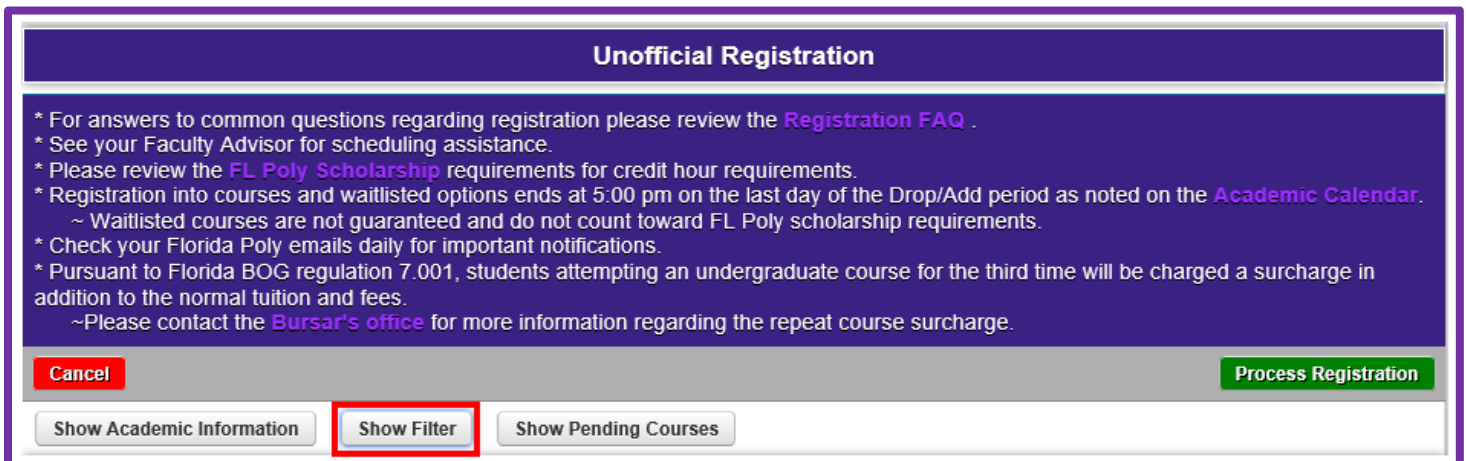
Use MAC 1147 03 to register for Precalculus Algebra/Trigonometry.

Use SLS 1106 17 to register for Academic and Professional Skills.

13. In the CAMS portal select the "Registration" link to add your desired classes.



14. Click the **Show Filter** button to enter in your courses, one at a time.



15. You will need to type in the **Subject**, **Course #** and **Section** values for each of your courses listed in Schedule Wizard. Ignore all the other filter options.
- Click **Apply Filter** to view you selected course.

Course ID Filter

Subject: Course #: Type: Section:

Days and Times Filter

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time From:

Time To:

Course Access Campus

Select/Unselect All: (Limit results to selected campus)

Florida Poly South Main

Additional Options

Class Summary Only Completed Courses Display Courses Per Page.

16. When your course section appears click the **Add** checkbox. Repeat step 15 and 16 until all your courses have been added.

Current Offering for Term: FA 2018

1
Viewing Page #1 (Total Pages: 1)

Chemistry 1 [CHM2045GENS04]
14 seats left
START-END DATES: 8/22/2018 - 12/5/2018

Add

Instructor	Credits	Campus	Room	Days	Date	Time
Ballivian, Maria	3	Main	IST-1087	MW	Weekly	3:00 PM - 4:15 PM

Chemistry 1 Laboratory [CHM2045LGENS04]
1 seats left
START-END DATES: 8/22/2018 - 12/5/2018

Add

Instructor	Credits	Campus	Room	Days	Date	Time
Ballivian, Maria	1	Main	IST-1052	W	Weekly	10:00 AM - 11:50 AM

1
Viewing Page #1 (Total Pages: 1)

Note: When you add a course in the filter that has a lab component both will come up for the section you entered in. Only select the lecture and then go back to step 15 to add the specific lab section.

17. During open registration it may be possible for a course section to become filled after you have generated your schedule using the Schedule Wizard. If this happens you can select to be added to the waitlist for this section or go back to Schedule Wizard and look for another schedule option that has a different section of the filled class.

Note: Please review the Waitlist information for **Classes That Are Full** before adding yourself to a waitlisted course.

Current Offering for Term: FA 2018

1
Viewing Page #1 (Total Pages: 1)

Academic and Professional Skills [SLS1106GE17]

0 seats left

START-END DATES: 8/22/2018 - 12/5/2018

[Class is full]

Book List

Waitlist

Instructor	Credits	Campus	Room	Days	Date	Time
Lee, Jennifer	1	Main	IST-1049	F	Weekly	9:00 AM - 9:50 AM

1
Viewing Page #1 (Total Pages: 1)

<TIP> If you need to return to Schedule Wizard to find a different section of a course that has been filled, you can click the lock picture to lock in the other course sections you would like to keep and your schedule options will adjust. You can then scroll through the options to find a new section of the filled course that will fit with your other scheduled courses.

← Back
Print
Email
Registration Instructions
♥
Shuffle

←
Schedule 4 of 4
→

i You are viewing a potential schedule only and you must still register.
Classes with no regular seats available can be waitlisted in CAMS.

☰	Title	Subject	Course	Section	Seats Open	Seats Capacity	Waitlisted	Day(s) & Location(s)	Credits
i 🔒	Chemistry 1	CHM	2045	04	16	35	0	MW 3:00pm - 4:15pm - IST-1067	3
	Corequisites								
	Session Full Term								
i 🔒	Chemistry 1 Laboratory	CHM	2045L	10	2	20	0	F 3:00pm - 4:50pm - IST-1052	1
	Corequisites								
	Session Full Term								
i 🔒	English Comp. 1: Expository and Argumentative	ENC	1101	04	2	20	0	TTh 9:30am - 10:45am - IST-1060	3
	Session Full Term								
i 🔒	Precalculus Algebra/Trigonometry	MAC	1147	03	2	35	0	MTWF 11:00am - 11:50am - IST-1044	4
	Session Full Term								
i 🔒	Academic and Professional Skills	SLS	1106	17	2	20	0	F 9:00am - 9:50am - IST-1049	1
	Session Full Term								
									12 Credits to Reach 12: 0

18. Once you have added all of your courses click **Process Registration** to complete your registration.

Unofficial Registration

- * For answers to common questions regarding registration please review the [Registration FAQ](#) .
- * See your Faculty Advisor for scheduling assistance.
- * Please review the [FL Poly Scholarship](#) requirements for credit hour requirements.
- * Registration into courses and waitlisted options ends at 5:00 pm on the last day of the Drop/Add period as noted on the [Academic Calendar](#).
~ Waitlisted courses are not guaranteed and do not count toward FL Poly scholarship requirements.
- * Check your Florida Poly emails daily for important notifications.
- * Pursuant to Florida BOG regulation 7.001, students attempting an undergraduate course for the third time will be charged a surcharge in addition to the normal tuition and fees.
~ Please contact the [Bursar's office](#) for more information regarding the repeat course surcharge.

CancelProcess Registration

Note: After you click Process Registration CAMS may show you a pop-up window displaying an error with one or more of the courses you added. Such errors may be due to missing pre-requisites, co-requisites or if a section requires special permission. Contact the Office of the University Registrar if you believe you are receiving one of these messages in error.

19. Congratulations! Your successful registration will appear in your CAMS Account portal.

Current term: FA 2018 (Change)

Unofficial Registration Checkout

 Printer Friendly Version

Edit Profile Change Password

Logout

A A A

Student Portal

Home

Calendar

Document Tracking

eForms

Administrative Services

Course Offering

Schedule Wizard

Registration

Current Schedule for the FA 2018 term

Course ID	Course Name	Instructor	Days	Time	Date
CHM2045GENS04	Chemistry 1	Ballivian, Maria	MW	03:00 PM - 04:15 PM	8/22/2018 - 12/5/2018
CHM2045LGENS10	Chemistry 1 Laboratory	Sista, Venkata	F	03:00 PM - 04:50 PM	8/22/2018 - 12/5/2018
ENC1101GEENG04	English Comp. 1: Expository and Argumentative	Lagamba, Jonette	TR	09:30 AM - 10:45 AM	8/22/2018 - 12/5/2018
MAC1147GEMTH03	Precalculus Algebra/Trigonometry	Fouad, Emadelden	MTWF	11:00 AM - 11:50 AM	8/22/2018 - 12/5/2018
SLS1106GE01	Academic and Professional Skills	Lee, Jennifer	M	08:00 AM - 08:50 AM	8/22/2018 - 12/5/2018

20. Any additional modifications to your schedule should be made using the "Registration" link.

Questions?

Contact the Office of the University Registrar:

registrar@floridapoly.edu

(863) 874-8540

Room: IST 2052