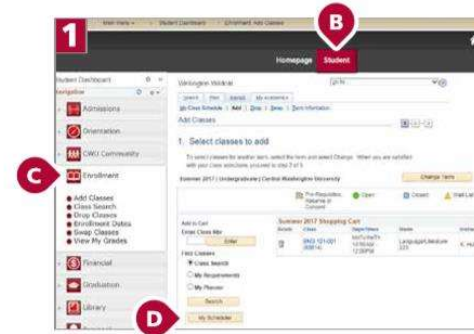


Searching for Classes Using Scheduler

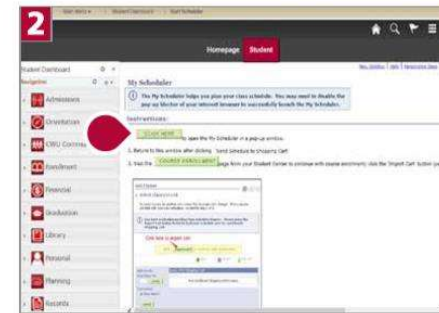
1 Log in to my.cwu.edu

- A. Log in
- B. Go to the Student Tab
- C. Under "Enrollment" on the left navigation bar, select "Add Classes"
- D. Click on "My Scheduler"



2 Launch "My Scheduler"

- Select "Open My Scheduler" button to open My Scheduler. If asked, please make sure to enable pop-ups. When prompted select the CWU-Ellensburg campus.



3 Customize your Schedule

- A. Add courses to take next term
- B. Add breaks to block off times for no classes
- C. Generate all possible schedules
- D. Click "View" to see each schedule
- E. Send to Shopping Cart



Searching for Classes Using Scheduler

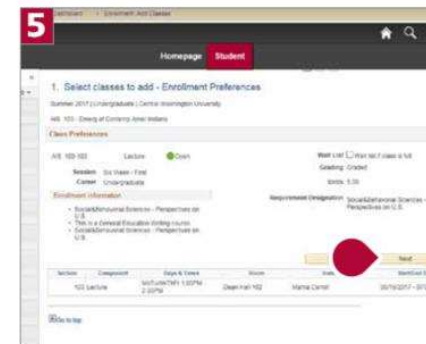
4 Import Cart

Return to MyCWU and add the selected schedule to your shopping cart



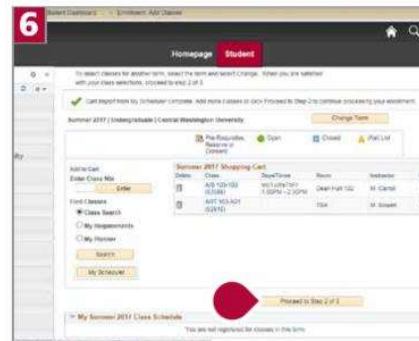
5 Verify Courses

Verify the selected course and click "Next"



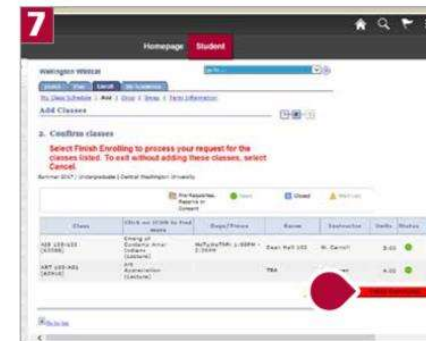
6 Continue Registration Process

Click "Proceed to Step 2 of 3" to continue



7 Finish Enrolling

Once you have reviewed your schedule select "Finish Enrolling" to finalize your registration



8 Success!

Green checkmarks indicate successful enrollment. Any errors display with an instructional message and red X.



Student Registration

- Each term, excluding summer session, continuing students will receive their enrollment appointment two weeks before the start of registration. An enrollment appointment is an assigned date and time that a student may begin registering for the upcoming term.
- Before enrolling in classes, make sure holds are cleared from account, as they will block enrollment
 - All students are required to read and accept a CWU Financial Agreement in MyCWU before enrollment is allowed for each term. This can be found under Student>To Do List>Task List
 - Check your student dashboard for other holds that prevent enrollment and take the appropriate action to clear them before your registration appointment.

