



STELLIC COURSE REGISTRATION HELP GUIDE

Step 1: Log in to Stellic

- Log into **my.fsu.edu** with your FSUID and password.
- In the **myFSU Link** section, click the icon for **Stellic**. Stellic will open in a new window.
- Click the **Go to Planner** button to open your Planner.

Step 2: Plan Specific Courses and/or Requirements

- In the Planner, find the term and year you want to plan and click the **+Add** to term button.
- If you have specific classes you need to take, click **Specific Course**.
- Add the course subject and number into the search field and click on the course to add it your plan.
- Repeat for all specific courses that you need to register for.
- You may also click the **Search Courses** option to open the **Course Search**. Use the filters provided to search for classes offered that in that semester. **Tip:** Click the **Sort Options** button and select **Course Code** to sort the list of courses by subject/number.
- Use the **Counts For** filter if you need to find courses offered that will count for a specific requirement in your degree audit. Select the requirement category from the drop down, then search for the specific requirement in the **Search for Requirement** box.
- Use the **Semester** filter to find classes offered in certain sessions (semester blocks) of a term.
- **Tip:** Use the right-side bar to easily navigate between the tabs for your Remaining Courses, Degree Progress, and the Course Search all from within the Planner.

Step 3: Open the Scheduler and select Class Sections

- Click the blue **Go to Schedule** button at the top of the term in your plan to open the **Scheduler**.
- The **My Courses** panel on the left will have a list of the courses from your plan. Click the link for **Select a Section**. This will open a list of class sections for the course on the right side of the screen. Each section will be in a separate box. Classes that still have seats available will have the number of seats displayed in green.
- Clicking on a section will display additional information, including building, classroom and delivery mode information.
- Check the **Max Enrollment** information to verify there are still seats available in the section.
- Check the **Enrollment Notes** to see if the class is reserved for a special population or program.
- To select a specific section, click on the **plus sign** for that section. The course will appear in your plan for the semester with the section number and the meeting time will display in the calendar view. If you need to change sections, just click the plus sign beside the new section.
- Continue **with selecting a section** for each of the courses in your plan.
- If you need to add a new course to your plan, just click the **plus sign** in the top right of the My Courses panel to open the **Course Search** within the Scheduler.
- **Tip:** If you want the system to select class sections for you, click the **Generate Schedule** button on the top of the screen. Follow the on-screen instructions and the system will make schedule recommendations. You may then review the suggested sections; be sure to check the **Enrollment notes** to make sure a recommended section is not reserved for a special population. If you need to change a section, you may click on a different section of the course to select that one instead.

Step 4: Register

- Click the blue **Start Registration** button. All course sections will appear in the **Registration Cart**.
- Do a final review of your classes in the cart. If there are any you do not want to take, click the x button to the right of the section.
- Click **Complete Registration** to enroll. You will get a confirmation message if registration is successful or an error message if you could not get into certain classes.