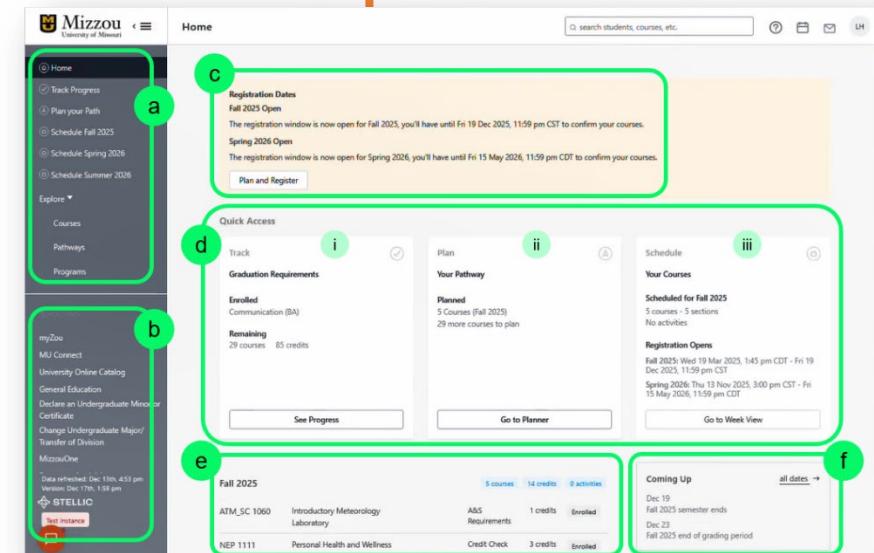


Student Scheduler (Stellic)

Homepage

1. Log into stellic.missouri.edu using your university credentials.
2. Your homepage appears.
 - a. The top portion of the lefthand menu lists pages within Stellic (e.g., Home and Track Progress) and is visible on every page that you visit.
 - b. The lower portion of the lefthand menu lists student-related web pages in the Mizzou system (e.g., myZou).
 - c. A banner in the top of the main content area displays registration dates. You can click the **Plan and Register** button to get started.
 - d. The **Quick Access** section displays the following tiles:
 - i. The **Track** tile displays your graduation requirements and the **See Progress** button.
 - ii. The **Plan** tile displays your path to graduation and the **Go to Planner** button.
 - iii. The **Schedule** tile displays the number of courses you've scheduled, the dates that registration opens for you (i.e., your appointment time to begin registering for classes), and the **Go to Week View** button.
 - e. Courses you've enrolled in are listed under the tiles.
 - f. The **Coming Up** tile displays important dates and a link to view **all dates**.



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Plan Schedule

In the first part of this demonstration, we will plan the schedule by adding courses and activities.

1. Click the **Plan and Register** button from the Homepage (step 2c in the [Homepage topic](#)).
2. The **Planner** page appears.

- a. Tiles for Fall, Spring and Summer are displayed in the content area on the left.

When the schedule is open for registration, you may click the **Go to schedule** button for the term you wish to edit.

Courses that you've added to your schedule are displayed under the **Registration** box. The courses display status icons such as Enrolled, Planned, or Unspecified Section.

You may click the tile of terms that aren't open for registration to plan your schedule ahead of registration.

The registration window is now open to

Plan and Register

Plan

Planner with audit

Primary Plan

Communication (BA)

+ Add program to plan

Courses

24 14 85

Milestones

1 4

2024 - 2025 > 10 Courses 28 Credits

2025 - 2026 > 5 Courses 14 Credits

Fall 2025
14 Credits
Registration
Closes 19 Dec (11:59 pm CST)
Add courses to your plan, navigate to schedule and register your courses before the deadline!
Go to schedule

ATM_SC 1050
Introductory Meteorology
Enrolled

ATM_SC 1060
Introductory Meteorology Laboratory

Spring 2026
0 Credits
Registration
Closes 15 May (11:59 pm CDT)
Add courses to your plan, navigate to schedule and register your courses before the deadline!
Go to schedule

+ Add to Spring 2026

Summer 2026

Remaining

Remaining

COMMUN 2500 Introduction

COMMUN 3422 Communication

COMMUN 3575 Business and Writing Inter

COMMUN 4474 Persuasion

Additional C Communication

Program Ap Communication

Capstone Communication

Second Lan Communication

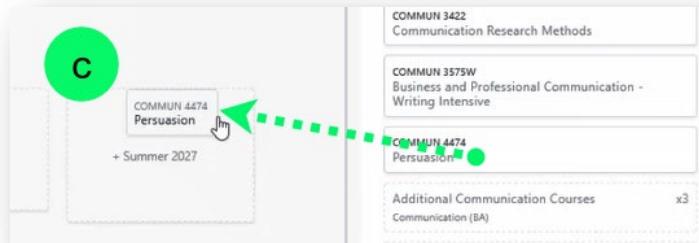
Behavioral S Communication

Social Sci Communication

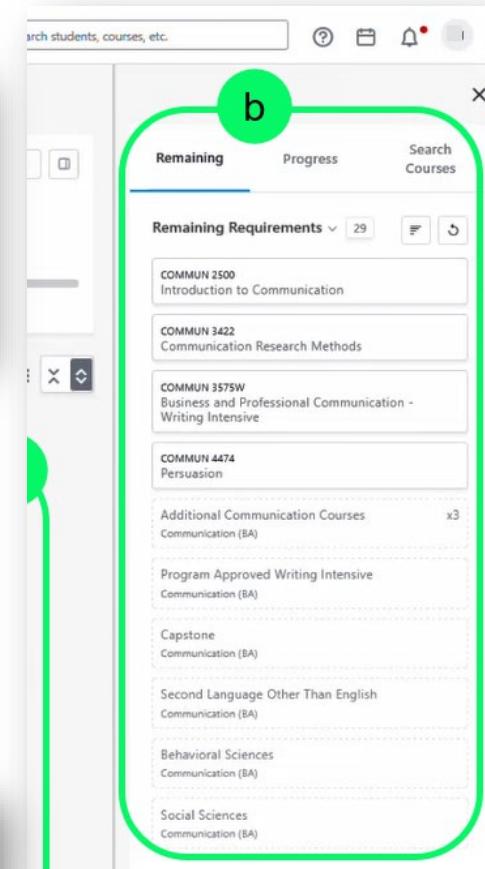
b. The **Remaining** tab on the right panel displays courses you are required to take for your degree, minor or certificate.

It also shows ***placeholders** where you have choices in which course to take to fulfill that requirement (e.g., Capstone, Behavioral Sciences, etc.). Once the column is empty, you will have finished planning for your program.

c. You may click and drag courses/requirements from the Remaining tab and drop them onto the tile of the desired semester.

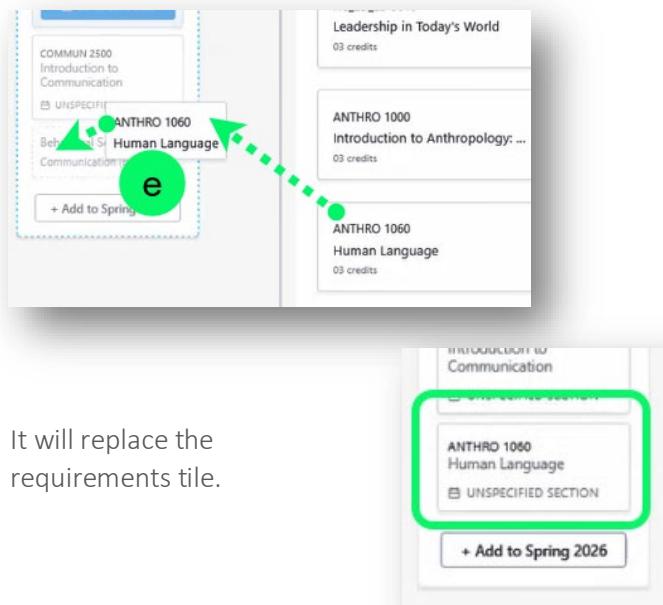


Once a course is dropped onto a term, the system provides helpful labels such as “Not likely to be offered” so that you can plan accordingly.

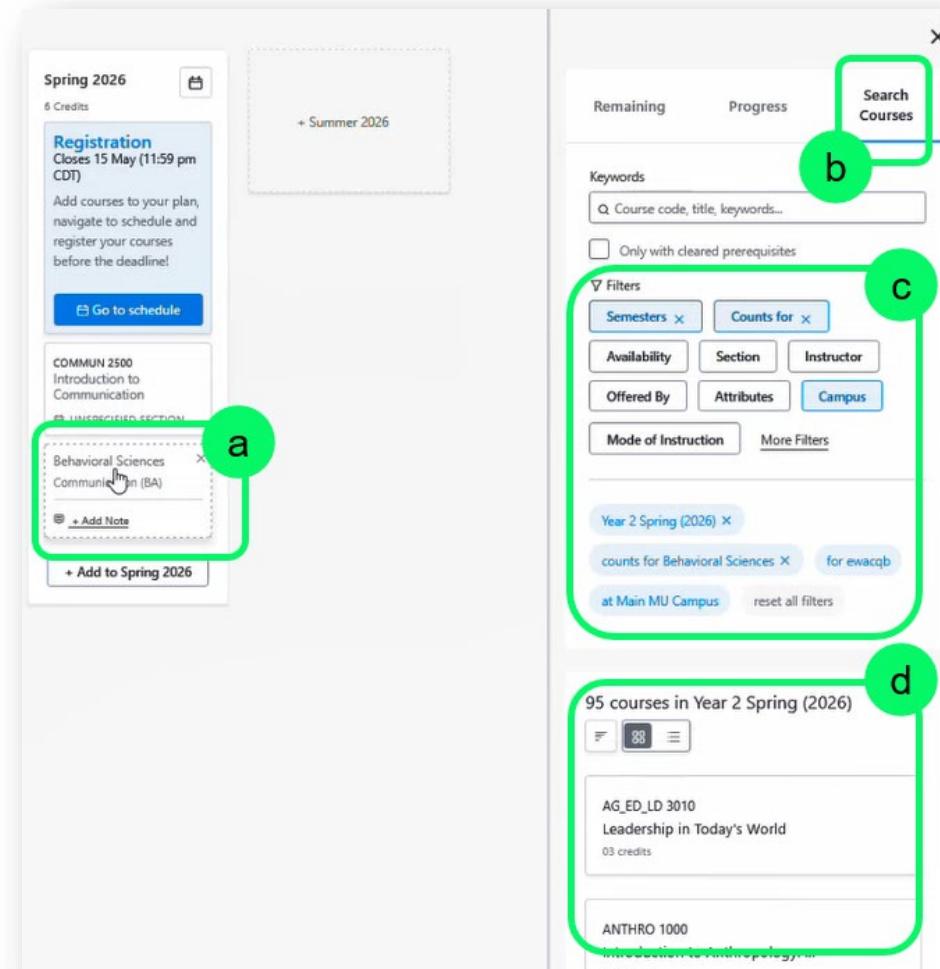


3. To replace a placeholder with a specific course:

- Click a requirement tile that has been added to an upcoming semester.
- The right panel switches to the **Search Courses** tab.
- Filters that align with the requirement tile that you selected are automatically applied (those with a blue background).
- Courses that fit the criteria are listed under the filters section.
- Click, drag and drop a listed course onto the requirements tile.

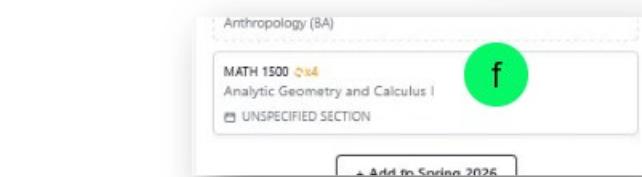
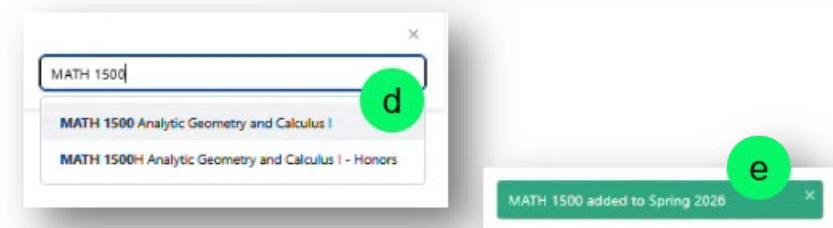
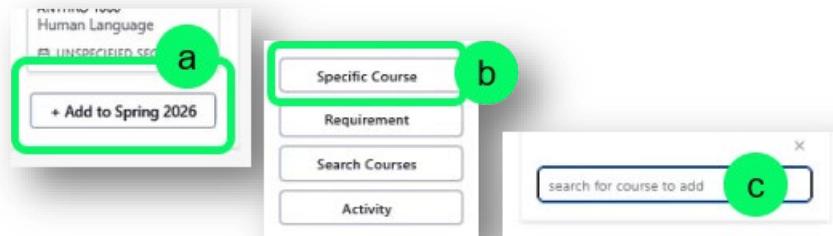


It will replace the requirements tile.



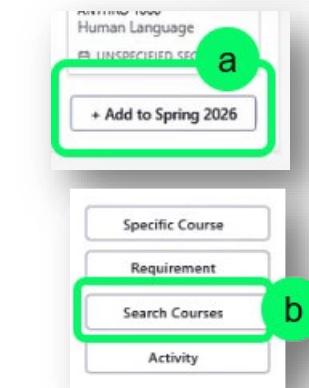
4. If there is a specific course that you want to take, perform the following steps:

- Click the **Add to [Semester YYYY]** button at the bottom of the tile.
- Four new buttons appear. Select **Specific Course**.
- The **search for course to add** field appears.
- Type the subject area code and catalog number of the course that you want to take (e.g., MATH 1500). Courses that match will appear beneath the field. Select a course from the options.
- A banner appears to confirm that the course has been added.
- The selected course is displayed on the tile.
(Note that you will still need to [specify a section](#).)

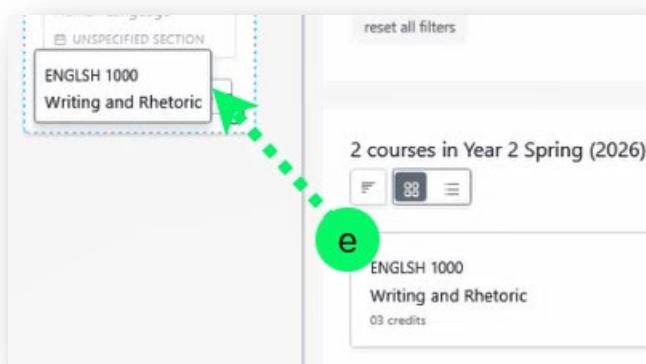


5. If you don't have a specific course in mind and want to search through offered options, or you know the course but can't remember the specific subject area or catalog number, perform the following steps:

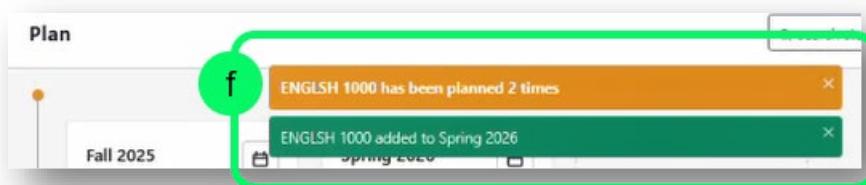
- Click the **Add to [Semester YYYY]** button at the bottom of the tile.
- Select **Search courses** from the four buttons that appear.



- c. In the Courses tab on the right, enter search criteria into the **Keywords** field.
- d. Courses that match the search criteria will appear under the Filters section as you type.
Note that you can select additional filters to further narrow the results.
[Filters are described](#) in more detail in steps appearing later in this topic.
- e. Click, drag and drop the selected course onto the appropriate tile.



- f. When you drop a course onto a tile, banner(s) appear at the top of the section. Usually, you will see a green banner announcing that the course has been added. If you've previously dropped the course into a different semester, an orange banner alerts you.



6. You must select a specific section for courses that are labeled, "UNSPECIFIED SECTION."

Click the **Go to schedule** button in the Registration box of the tile.

7. The **Plan** page for the selected schedule appears.

- The courses you chose for the selected semester appear on the right panel.
- Click the down-arrow on the lower right side of a course tile to view its sections.
- The course information expands to list each section of that course for the selected semester. Sections that are full will fall to the bottom of the list. You may click the "show more" link to expand the section to show more information (e.g., location, instruction mode, etc.).
- When you hover a section, the date and time for that section is displayed on the calendar so that you can easily note conflicts.
(NOTE: If a section is labeled "TBA," it won't appear on the calendar.)

The screenshot illustrates the myZou Student Scheduler interface. At the top, a tile for 'Spring 2026' shows a registration deadline of May 15, 2026, and a 'Go to schedule' button, which is highlighted with a green box and labeled 'a'.

The main 'Plan' page shows a 'Primary Plan Spring Year 2 ...' with 9 credits. The 'Registration' section indicates that add courses to the plan, registration is open, and tuition is due by May 15, 2026. A 'Confirm Courses for Registration' button is present.

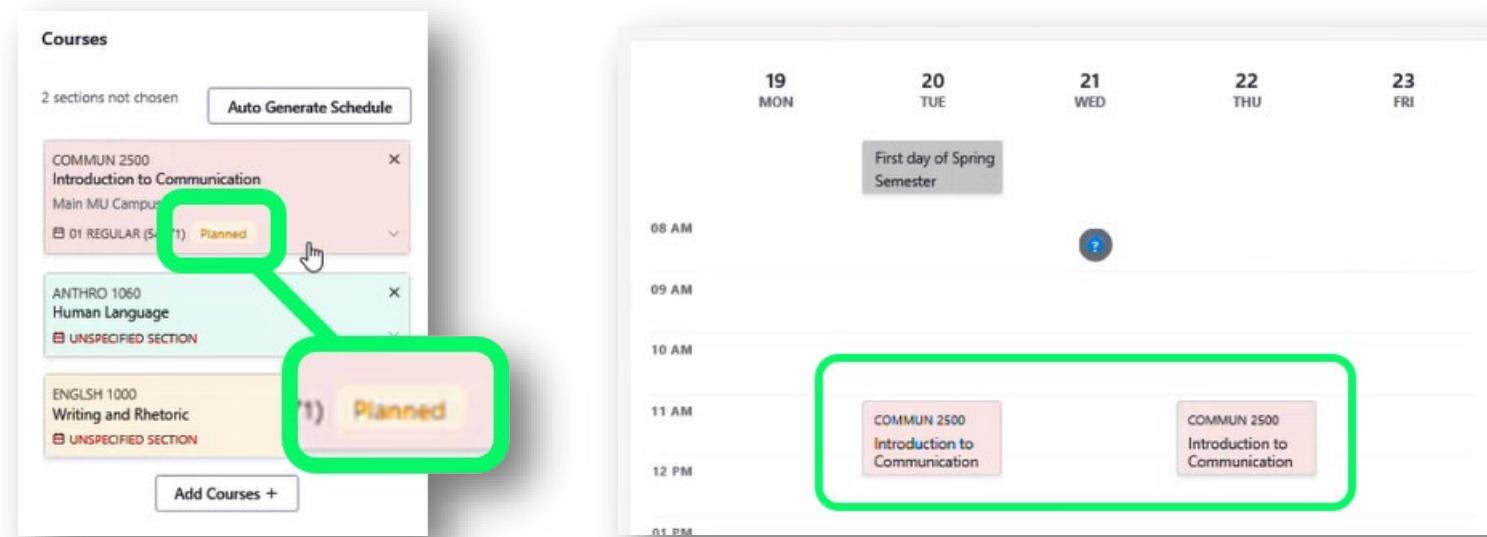
The 'Courses' section on the right lists three courses: COMMUN 2500, ANTHRO 1060, and ENGLISH 1000, each with an 'UNSPECIFIED SECTION' note. A green box highlights this section, labeled 'b'.

The 'Activities' section shows no activities found.

A detailed view of COMMUN 2500 is shown in a modal window, labeled 'c'. It includes the course title, section status (not selected), regular class information (Class Nbr: 54671, 20 Jan 2026 - 07 May 2026, Tue Thu 11:00 AM - 12:15 PM, Room 12), and location (Campus: Main MU Campus). A 'show more' link is visible.

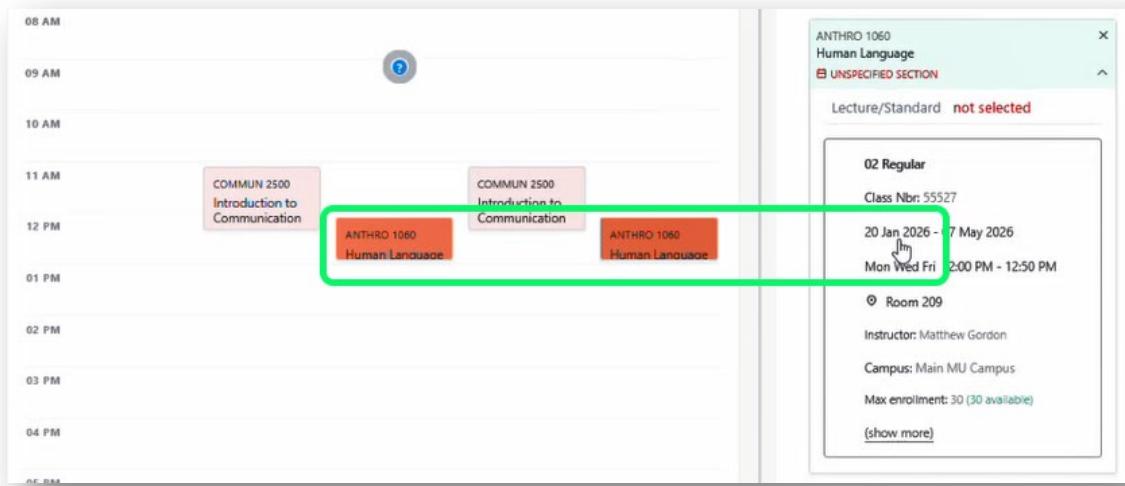
A calendar view for January 2026 is overlaid on the right side of the page, showing the first day of the Spring Semester. Specific course sections are highlighted in red boxes on the calendar, and a green box labeled 'd' highlights one of these sections.

- When you've identified the section that you'd like to add to the schedule, click its tile. The section tile closes, the course tile displays the "Planned" label, and the course is now shown on the calendar.



9. Repeat the steps for other courses with unspecified sections.

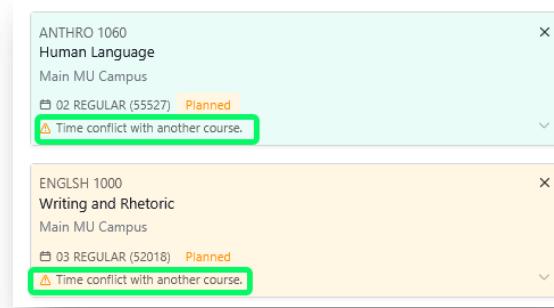
Courses that you have already selected remain on the calendar, helping to ensure that you don't accidentally select a section that conflicts with courses you've already selected.



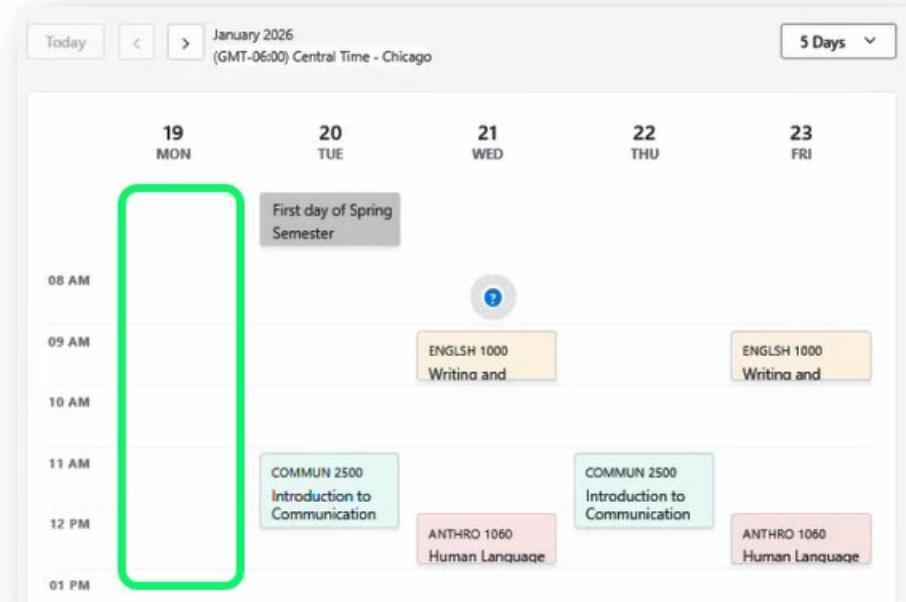
If you accidentally select a course section that conflicts with one already chosen, both course tiles will display "Time conflict with another course."

The warnings remain even after selecting a non-conflicting section.

Refresh the page to remove the warnings.



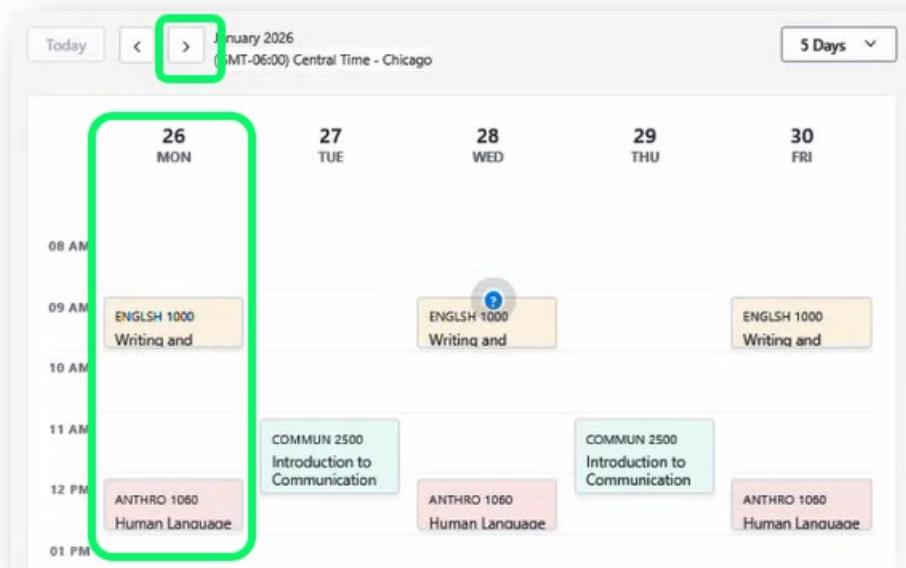
NOTE: The initial calendar view is set to display the week that the semester begins. For **Fall** and **Summer**, the first day is always **Monday**. For **Spring**, the first day is always **Tuesday**, so it may at first glance appear as though a course doesn't meet on Monday.



Today < > January 2026 (GMT-06:00) Central Time - Chicago 5 Days

19 MON	20 TUE	21 WED	22 THU	23 FRI
	First day of Spring Semester			
	ENGLSH 1000 Writing and			ENGLSH 1000 Writing and
	COMMUN 2500 Introduction to Communication		COMMUN 2500 Introduction to Communication	
	ANTHRO 1060 Human Language		ANTHRO 1060 Human Language	

Click the **> icon** button to advance to the next week to view all days that a course meets. You may need to advance the calendar view by multiple weeks to see how your schedule will look for sections such as a "Second-8-Week" or "Part-of-Term." This will allow you to visualize your full schedule, helping to avoid conflicts.



Today < > January 2026 (GMT-06:00) Central Time - Chicago 5 Days

26 MON	27 TUE	28 WED	29 THU	30 FRI
ENGLSH 1000 Writing and	ENGLSH 1000 Writing and			ENGLSH 1000 Writing and
	COMMUN 2500 Introduction to Communication		COMMUN 2500 Introduction to Communication	
ANTHRO 1060 Human Language		ANTHRO 1060 Human Language		ANTHRO 1060 Human Language

10. If, upon viewing the proposed schedule, you decide to add another class at a specific time and day that has space, the system can propose classes that meet at that time.

- On the calendar, click and drag a time range on the day that you want to add a course.
- When you release the mouse, the **Course Search** section appears in the right pane. Several filters are preloaded (shown with blue backgrounds), including one that specifies the day and time that you selected.
- Courses that fit the criteria are listed below the filters.
- If there are too many courses to easily choose from, you may wish to click the **More Filters** link, which opens a box where you can select a **Credit Range**, **Teaching Location**, and/or **Catalog Level**.
- Another way to narrow the results is to enter keywords into the **Keywords** field.
- You may also click filters with white backgrounds to open a dialog that allows you to filter results further.

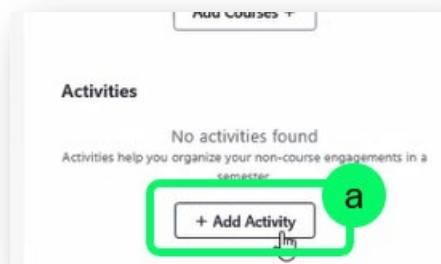
The screenshot illustrates the myZou Student Scheduler interface. On the left, a calendar for January 2026 shows a proposed course addition for Tuesday, January 27, between 08:00 and 11:00. A green circle labeled 'a' is placed over the proposed course 'COMMUN 2500 Introduction to Communication'. A blue box highlights the time range 'between 08:00 - 11:00 on Tuesday X'. On the right, the 'Course Search' pane is open, featuring a search bar (labeled 'b') and various filters. A green box labeled 'd' highlights the 'More Filters' link. A blue box labeled 'c' highlights the list of courses: '363 courses in Year 2 Spring (2026)'. A green box labeled 'e' highlights the 'Keywords' field. A green box labeled 'f' highlights the 'Counts for' dropdown menu, which is open to show 'Communication (BA)' selected. A blue box labeled 'g' highlights the 'Search for a requirement' field.

11. When you find a course that you might want to take, click its tile to view course details. If it meets your criteria, click the + button (plus symbol) next to the section you want, and it is added to your schedule.

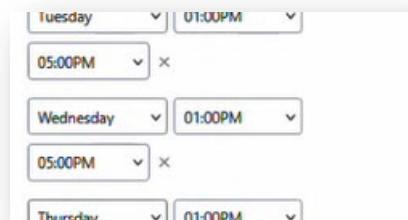
The image shows two side-by-side views of the myZou Student Scheduler. On the left, a course detail page for 'Team and Organizational Leadership' (AG_ED_LD 2260) is displayed. The course is 3 credits, offered in Spring. It includes sections for 'Course Details' (planning for current or upcoming semester), 'Campus' (Main MU Campus), and 'Semesters' (Spring 2026). A large blue 'Add To Plan' button is at the bottom. Below the button, a 'LECTURE/STANDARD (1)' section shows 'Lst 01' with a green plus sign button, 'Regul ar', 'TuTh 08:00 AM - 09:15 AM', and '45'. Other sections include 'Attributes (2)', 'Course Level: Sophomore', and 'Social Science: Meets Social Science Requirement For Gen Ed (SSCI: SOC SCI)'. A 'Description' section follows. On the right, a weekly calendar view shows the course added to the schedule for Tuesdays, 08:00 AM - 09:15 AM, for weeks 26 and 29. The course tile is highlighted with a green box. The weekly calendar also lists other courses like ENGLSH 1000, COMMUN 2500, and ANTHRO 1060.

12. To get an even fuller picture of your schedule, you can add activities (e.g., work schedules, team practices, etc.).

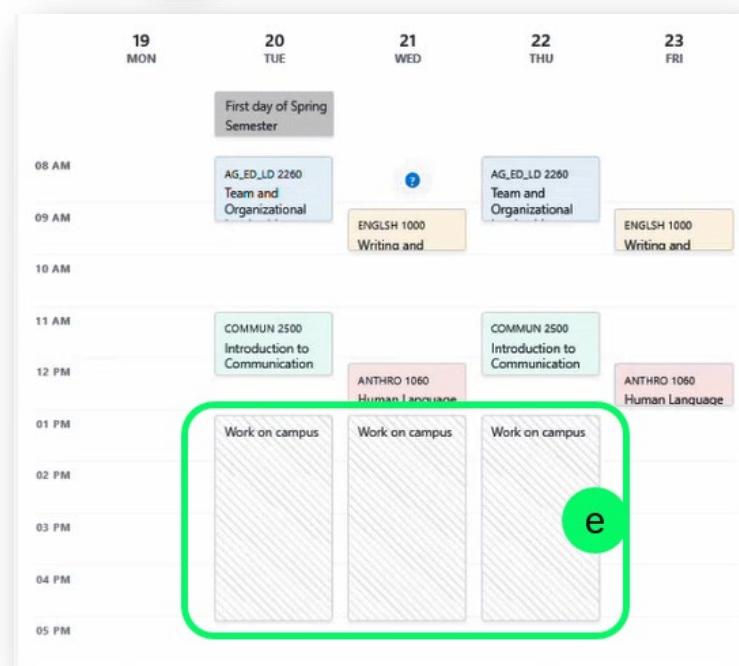
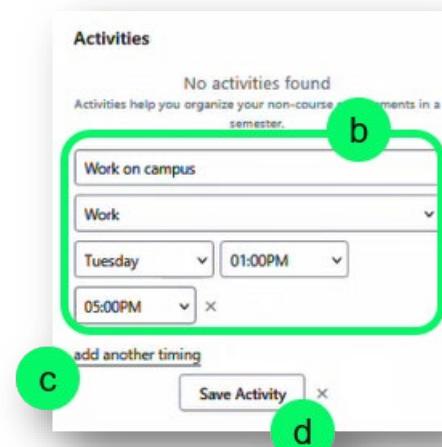
- Click the **+ Add Activity** button in the Courses pane.



- Enter information about your activity into the fields that appear. (Hint: It's a good idea to allow travel time for your activities.)
- Click the **add another timing** link if you want to add additional days and/or times to the activity. Additional **Day**, **Start Time** and **End Time** fields appear.



- When you're finished adding activities, click the **Save Activity** button.
- The activity is added to the calendar.



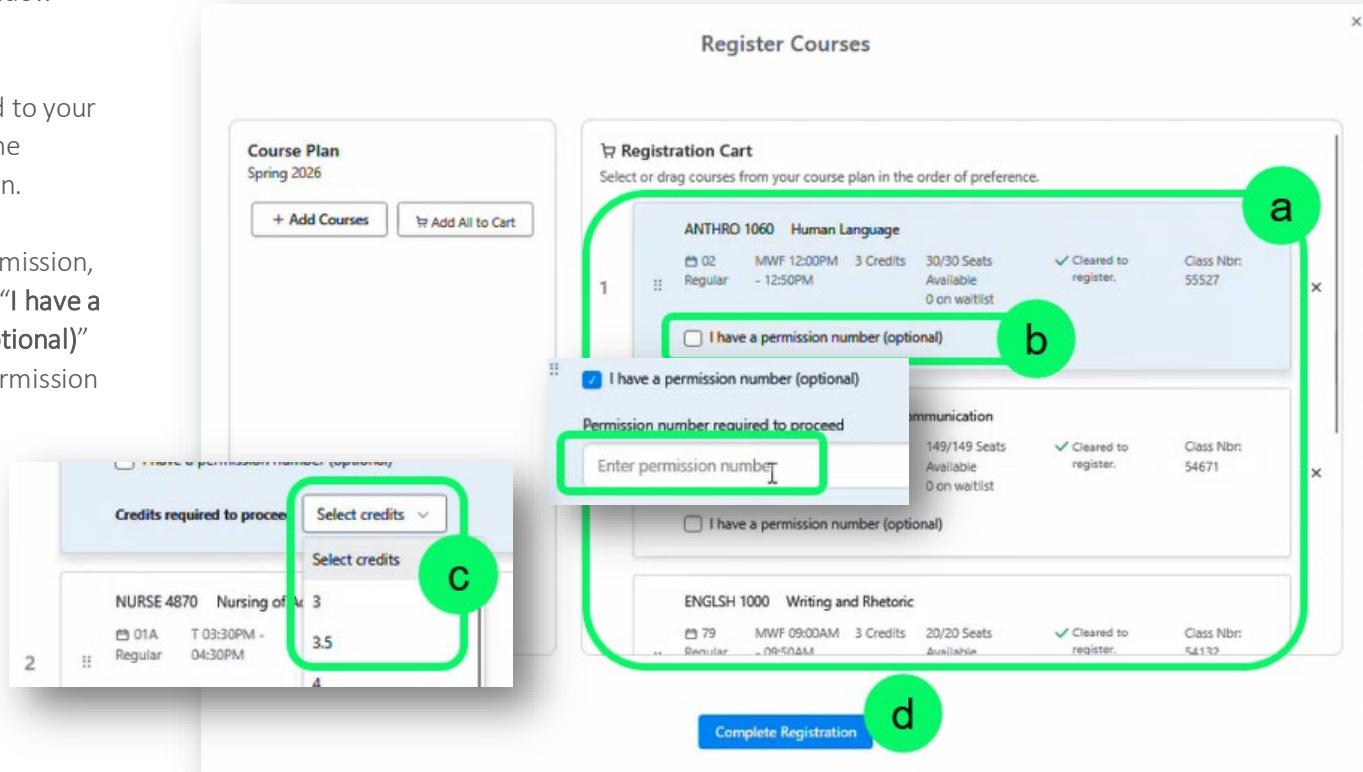
Register Planned Courses

Once you have finished planning your schedule by selecting specific sections, you can register the courses.

1. Click the **Confirm Courses for Registration** button in the Registration section of the Plan page. (See *Confirm Courses for Registration* in the appendix if you don't see this banner.)

2. The **Register Courses** dialog window appears.

- Courses that you added to your schedule are listed in the **Registration Cart** section.
- If a course requires permission, adding a checkmark to "I have a permission number (optional)" opens a field for the permission number to be entered.
- If it is a Variable Credit course, you must enter the number of credits you want to take.
- When you're finished providing any required information, click the **Complete Registration** button.

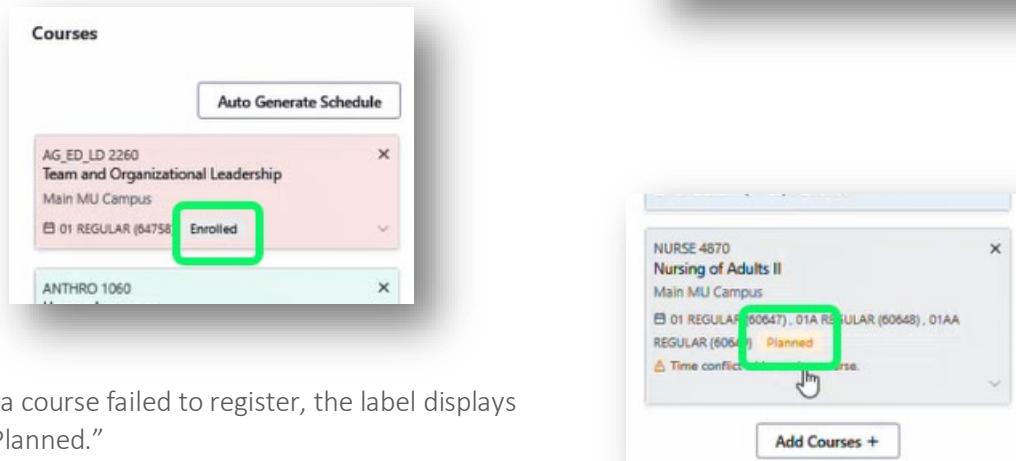
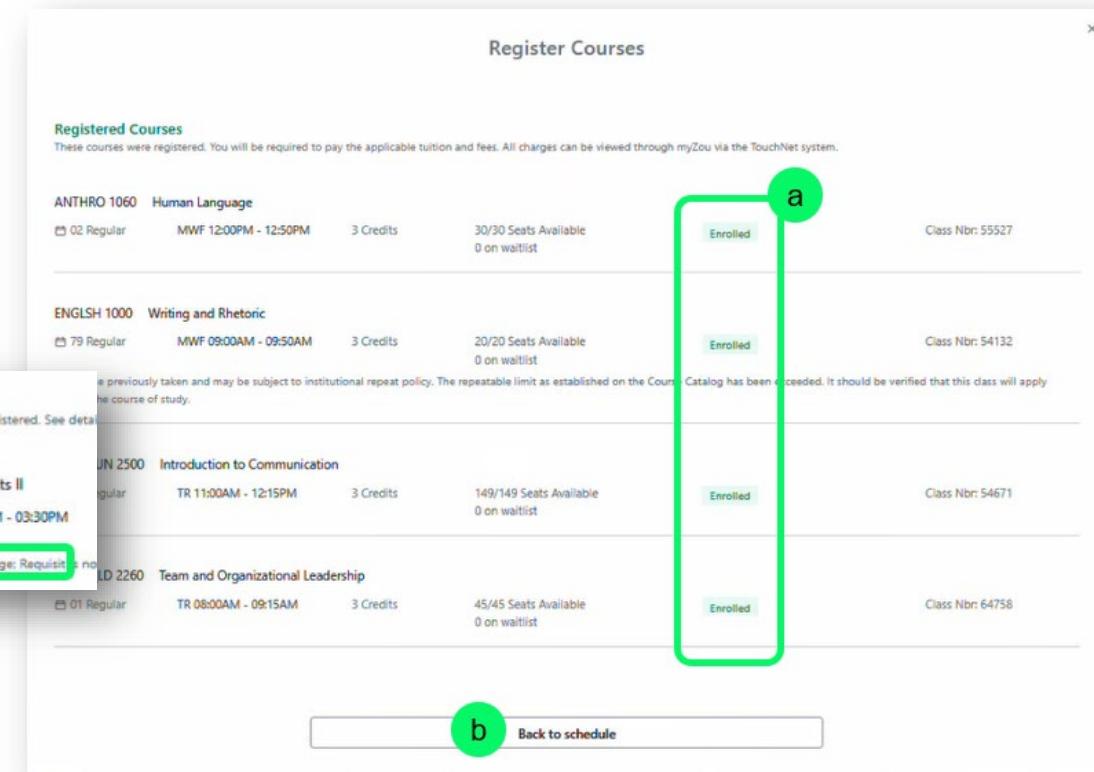


3. The dialog window refreshes to show the courses that are now registered in myZou.

- The classes that were formerly labeled “Planned” are now labeled “Enrolled.”
- Click the **Back to schedule** button to return to the schedule.

NOTE: If the system determines that you can't register for a specific course, the Register Courses window will display “Failed to register” and the reason(s) will be stated.

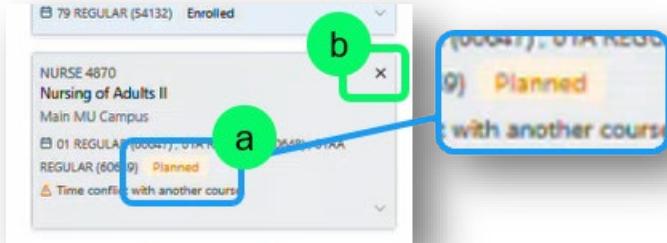
4. The courses section in the right pane has updated the labels to read “Enrolled.”



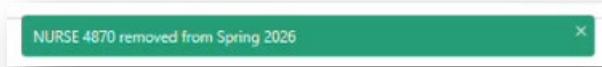
If a course failed to register, the label displays “Planned.”

Remove Planned Courses

1. To remove a course that has not been registered, perform the following steps:
 - a. In the **Courses** panel, verify the label to make sure it shows “Planned” and not “Enrolled.”
 - b. Click the **Close** button (X icon).
2. When the confirmation dialog appears, click **OK**.



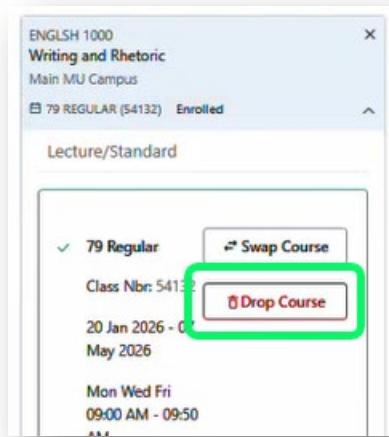
3. A banner appears, confirming that the course was removed from your schedule.



NURSE 4870 removed from Spring 2026

Drop Enrolled Courses

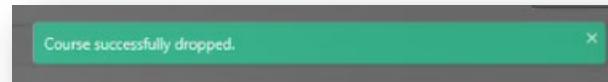
1. To remove a course that has already been registered, you **must drop** the course. **DO NOT** use the X button, as that will only remove it from your plan; you will still be enrolled in the course.
 - a. In the **Courses** panel, verify the label to make sure it shows “Enrolled” and not “Planned.”
 - b. Click the down-arrow button in the lower right corner of the course tile to expand its contents.
 - c. Click the **Drop Course** button.



- d. The **Drop Course?** warning dialog appears. Click the **Drop Course** button.

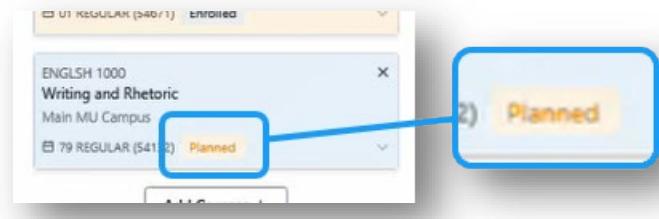


e. A banner stating that the course was successfully dropped appears briefly on the page.



2. On the **Courses** panel, the label has changed from “Enrolled” to “Planned.”

You can now remove it from your schedule if it’s not your intention to choose another section.



Adding or Dropping at Ineligible Times

If you try to add or drop courses outside of the window of time when it is allowed, you will receive a message in a red box at the top of your Stellic page. This is different from the Success/Failure message box that normally appears after registration activity.

Invalid Access to Enrollment Transaction. User does not have access to enrollment transaction. The transaction was not processed. 

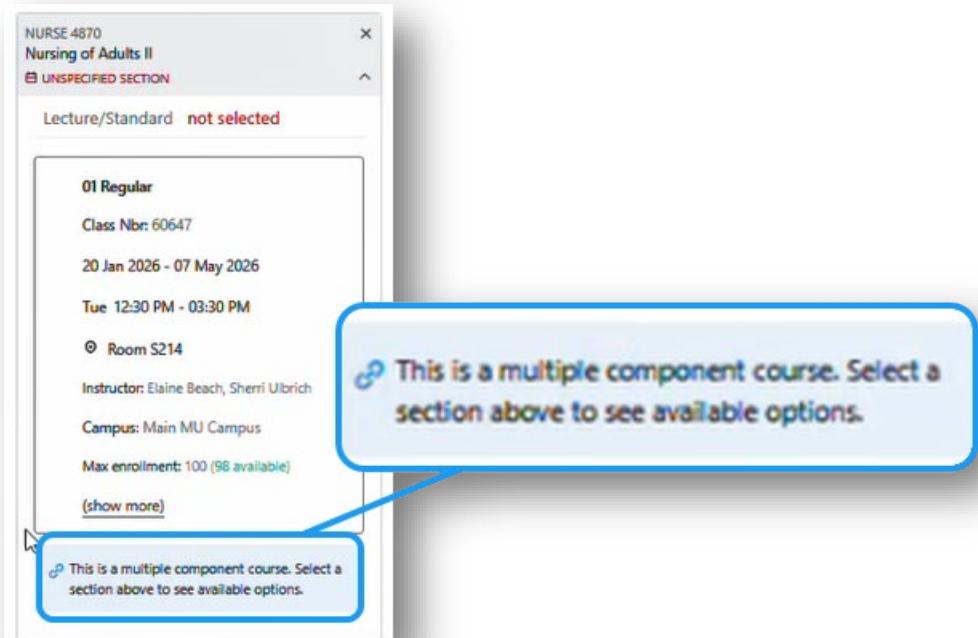
Appendix

Multi-Component Courses

Some courses contain multiple components, which is noted beneath the available course sections.

For example, a section may show that it meets every Tuesday from 12:30 PM to 3:30 PM, but that is only the Lecture or Standard part of the course; it may also contain a lab, field studies, or discussion sessions that meet at a different time than the main course.

When you add a multi-component course to your schedule, the system automatically adds all components as well. Therefore, when you encounter a multi-component course, make sure that your schedule can accommodate the extra components as well as the main one.



Confirm Courses for Registration

– Button Not Available

1. The **Confirm Courses for Registration** button will not be available until you are at or past the time when registration is open for you, which is listed [on your homepage when you log in](#). However, you can and should plan your schedule before this date.
2. Once it is at or past the time when registration is open for you, the **Confirm Courses for Registration** button will appear. Click it to confirm the courses you've added to your schedule.

The screenshot shows the myZou Student Scheduler interface. At the top, there is a 'Registration Dates' section with information about the Spring 2026 and Summer 2026 registration windows, and a 'Plan and Register' button. Below this is a 'Quick Access' sidebar with three main sections: 'Track', 'Plan', and 'Schedule'. The 'Track' section shows 'Graduation Requirements' (Enrolled: Physics (BS), Statistics (BS); Remaining: 7 courses, 22 credits). The 'Plan' section shows 'Your Pathway' (Planned: 6 Courses (Spring 2026), 2 more courses to plan; Expected Graduation: Spring 2027). The 'Schedule' section shows 'Your Courses' (Scheduled for Spring 2026: 6 courses - 5 sections, 1 activity). A green box highlights the 'Registration Opens' section, which lists the dates for Spring 2026 (Mon 3 Nov 2025, 11:45 am CST - Fri 15 May 2026, 11:59 pm CDT) and Summer 2026 (Tue 6 Jun 2026, 8:30 am CST - Fri 31 Jul 2026, 11:59 pm CDT). At the bottom, there is a 'Registration' section with a timeline: 'Add courses to your plan, registration is open' (green bar), 'Register your courses by Fri 15 May 2026, 11:59 pm CDT' (orange bar), and 'Pay tuition in myZou via Touchnet' (yellow bar). A large green arrow points to the 'Confirm Courses for Registration' button, which is only visible in the 'Register your courses' timeline bar.

Seat Availability

If you've ever chosen available seats for a concert or sporting event only to find that the seats were gone by the time you tried to pay for them, you will understand why the same might happen when enrolling for courses.

While most updates to the system are written overnight, seat availability is updated every five minutes. Do not assume that you are enrolled just because you register while seats are still showing as available. If a course is down to just a few available seats when you register for it, you are not guaranteed to get enrolled in that course because there could be several students who have already enrolled within that five minute period. When seat availability is low, register as quickly as possible.

Auto Generate Schedule

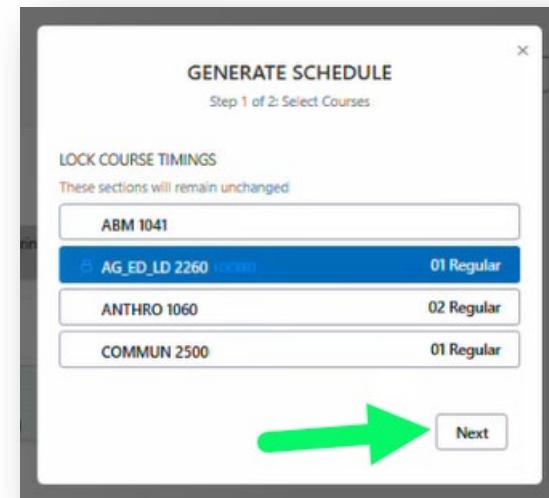
If you've planned your courses but not yet specified sections for those requiring that step, you can use the **Auto Generate Schedule** button to let the system attempt to give you an optimum schedule based on the courses you've already selected and the activities you've added.

1. Click the **Auto Generate Schedule** button.



2. The **GENERATE SCHEDULE (Step 1 of 2: Select Courses)** dialog window appears. If you want to ensure that a particular course and section remain in the schedule when the system optimizes your schedule, click its button. The button turns blue and is locked from being changed.

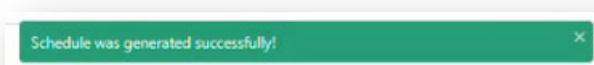
Click the **Next** button.



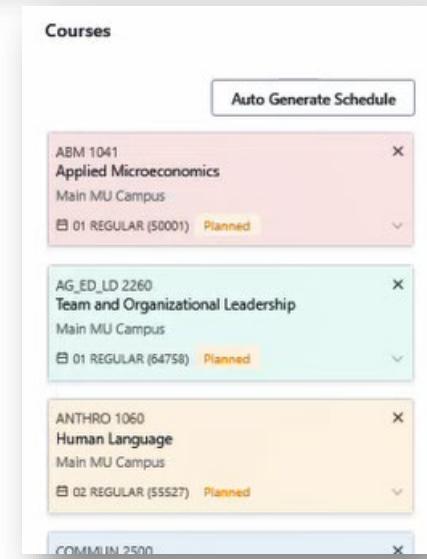
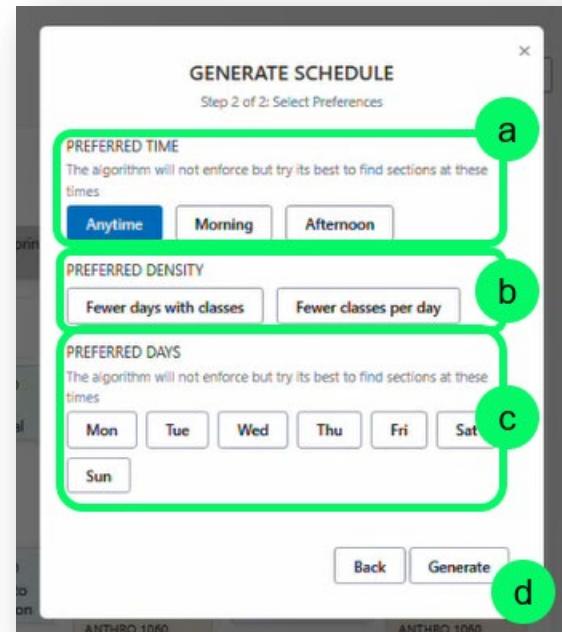
3. The **GENERATE SCHEDULE (Step 2 of 2: Select Preferences)** dialog window appears.

- PREFERRED TIME** defaults to **Anytime** but you can select Morning or Afternoon if you prefer.
- Selecting a **PREFERRED DENSITY** is optional. You may select **Fewer days with classes** or **Fewer classes per day**, or you may leave the options unselected so that the system is not constrained by either.
- If you select **PREFERRED DAYS**, the system will attempt to enforce your choices if possible.
- Click the **Generate** button when you have finished making selection.

4. A banner appears briefly to confirm that the schedule was generated successfully.



5. The courses appear in the Courses pane with the **Planned** status. If you don't like all the selections, you can Auto Generate again, locking specific courses and making changes to preferences. Or if you're satisfied with the generated schedule, you can confirm the courses for registration as outlined in previous topics.



End of training guide.

Return to [top](#).