

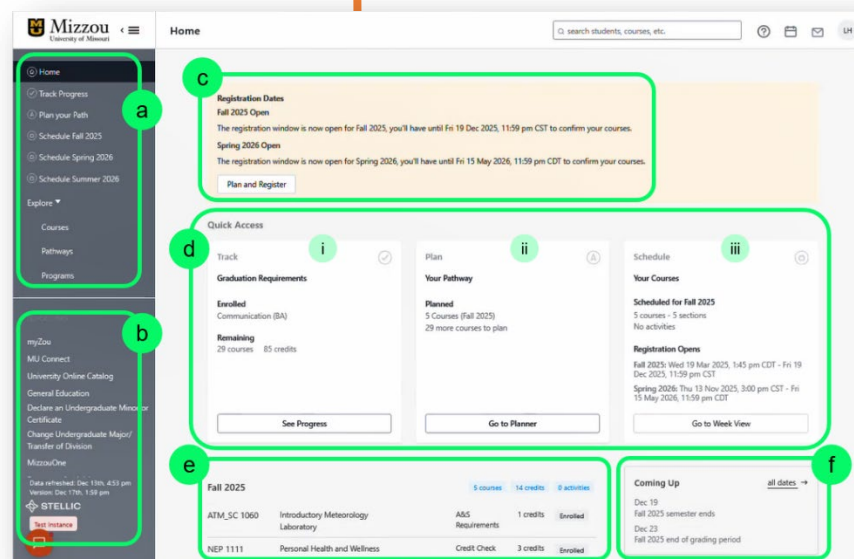
Student Scheduler (Stellic)

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

search students, courses, etc.

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

ATML_SC 1050
Introductory Meteorology
Enrolled 01 Regular

ATML_SC 1060
Introductory Meteorology Laboratory
Enrolled 01 Regular

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

COMMUN 2500
Introduction

COMMUN 3422
Communication

COMMUN 3575
Business and Writing Inter

COMMUN 4474
Persuasion

Additional C
Communication

Program App
Communication

Capstone
Communication

Second Lang
Communication

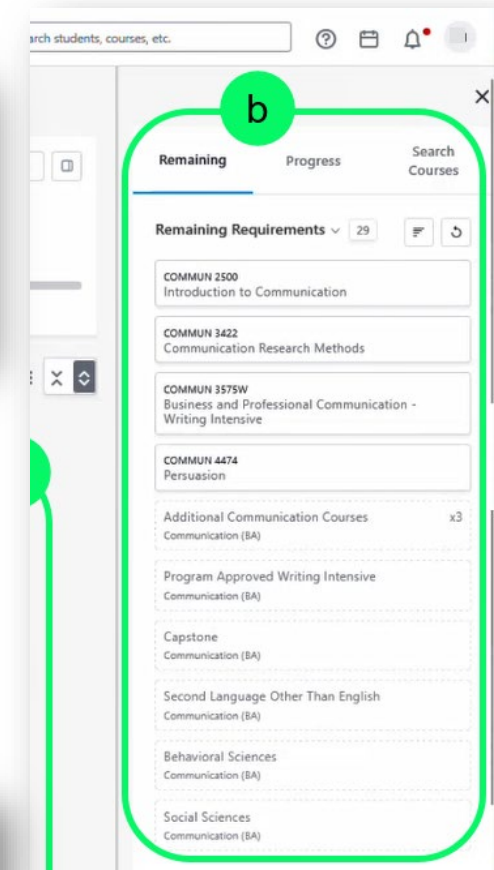
Behavioral S
Communication

Social Scienc
Communication

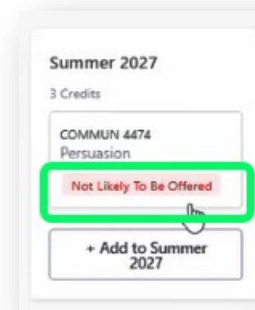
- b. The **Remaining** tab on the right panel displays courses you are required to take for your degree, minor or certificate.

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.

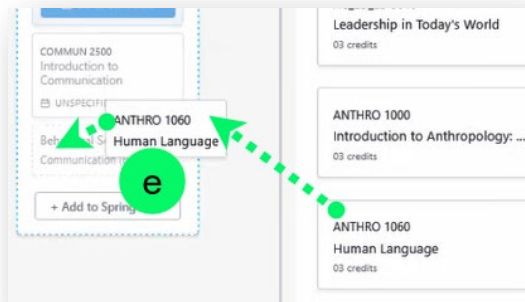
- c. You may click and drag courses/requirements from the Remaining tab and drop them onto the tile of the desired semester.



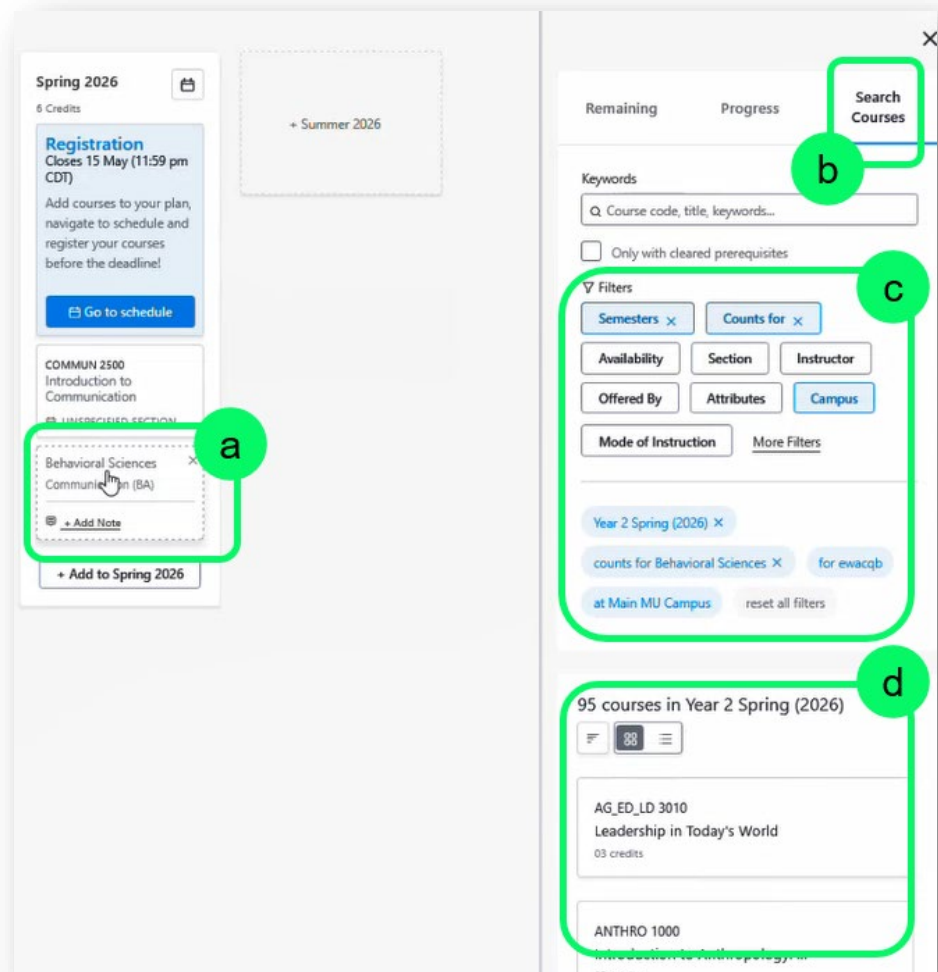
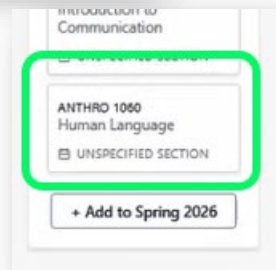
Once a course is dropped onto a term, the system provides helpful labels such as “Not likely to be offered” so that you can plan accordingly.



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

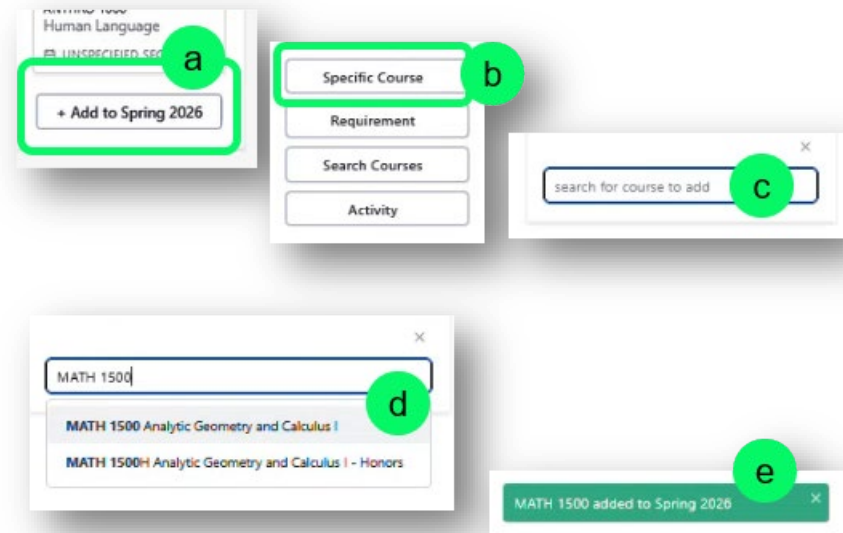


It will replace the requirements tile.



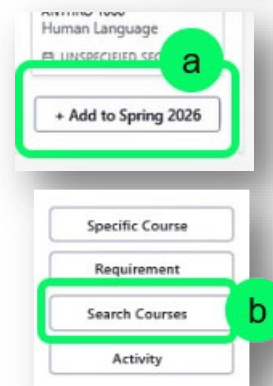
4. If there is a specific course that you want to take, perform the following steps:

- 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](#).)

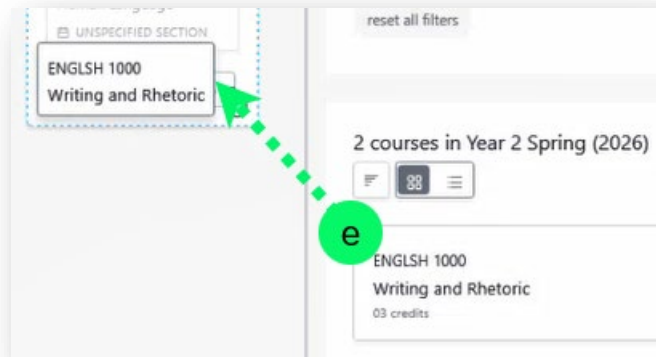


5. If you don't have a specific course in mind and want to search through offered options, or you know the course but can't remember the specific subject area or catalog number, perform the following steps:

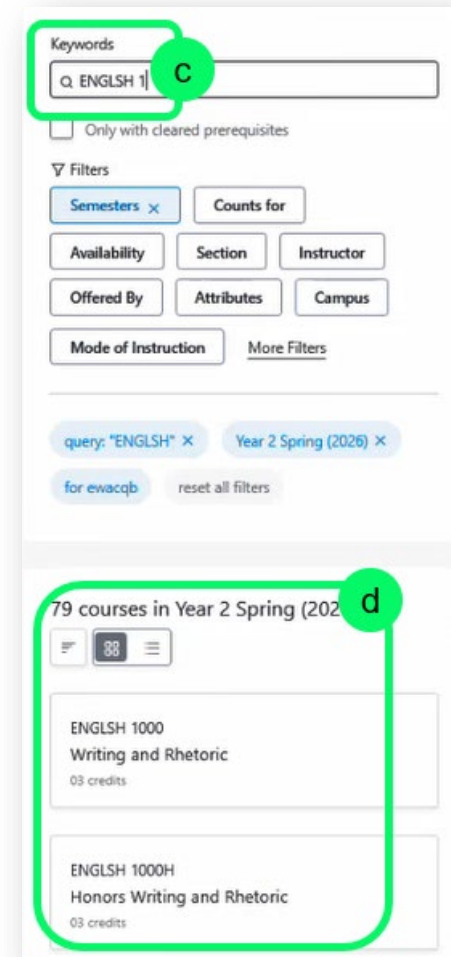
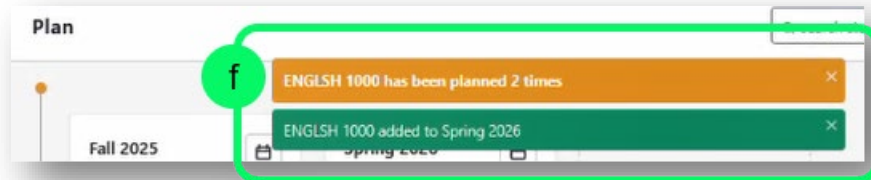
- Click the **Add to [Semester YYYY]** button at the bottom of the tile.
- Select **Search courses** from the four buttons that appear.



- 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.

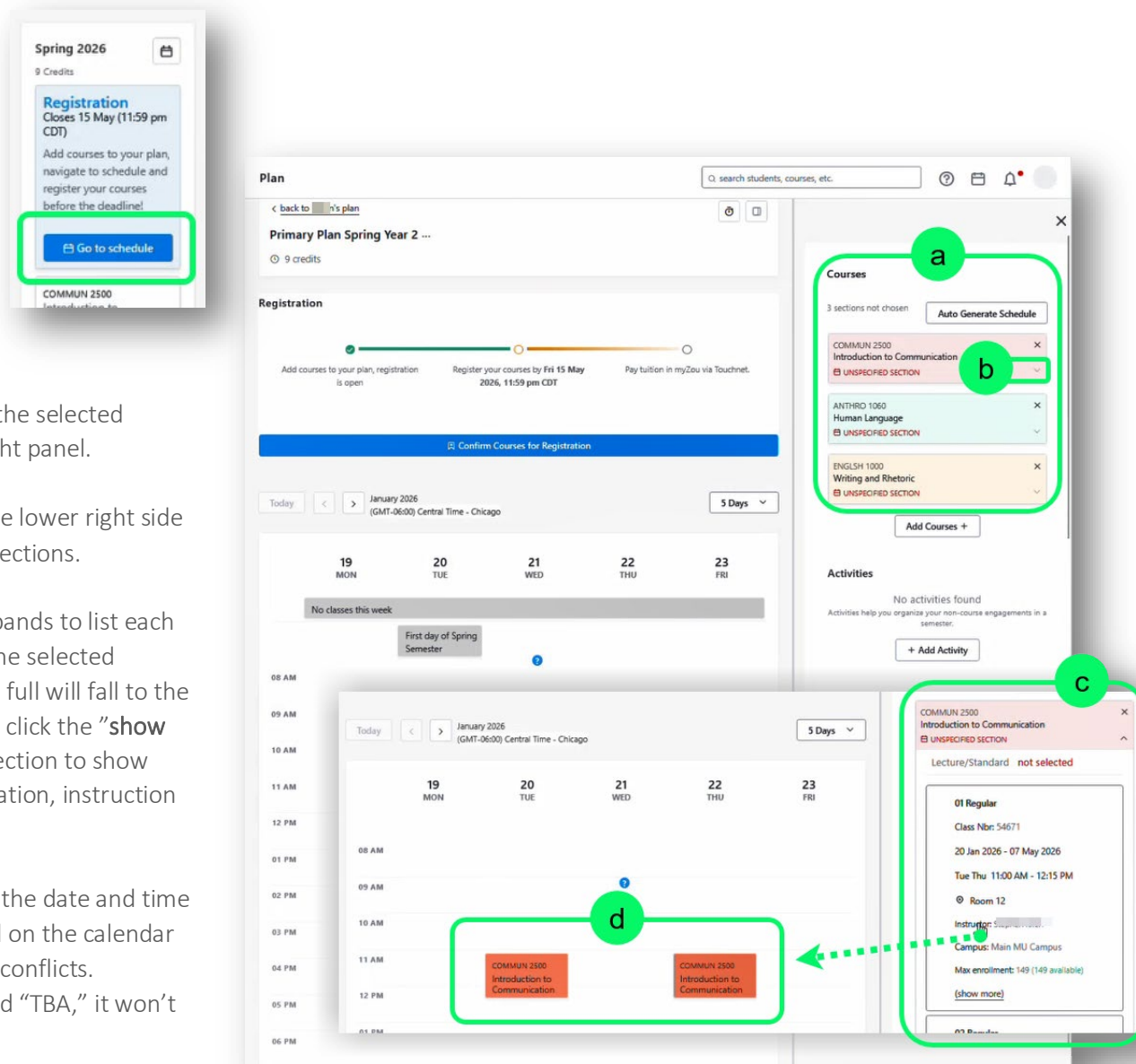


6. You must select a specific section for courses that are labeled, “UNSPECIFIED SECTION.”

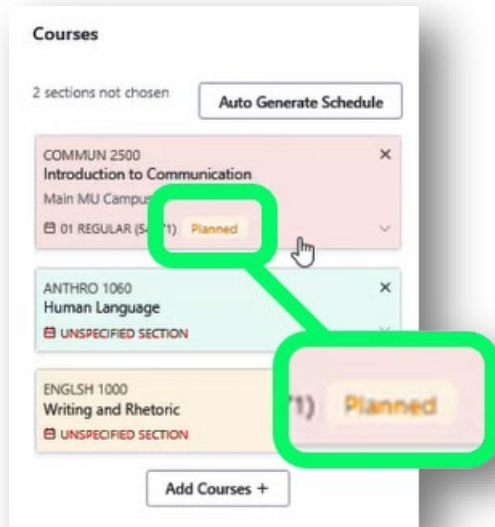
Click the **Go to schedule** button in the Registration box of the tile.

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.)

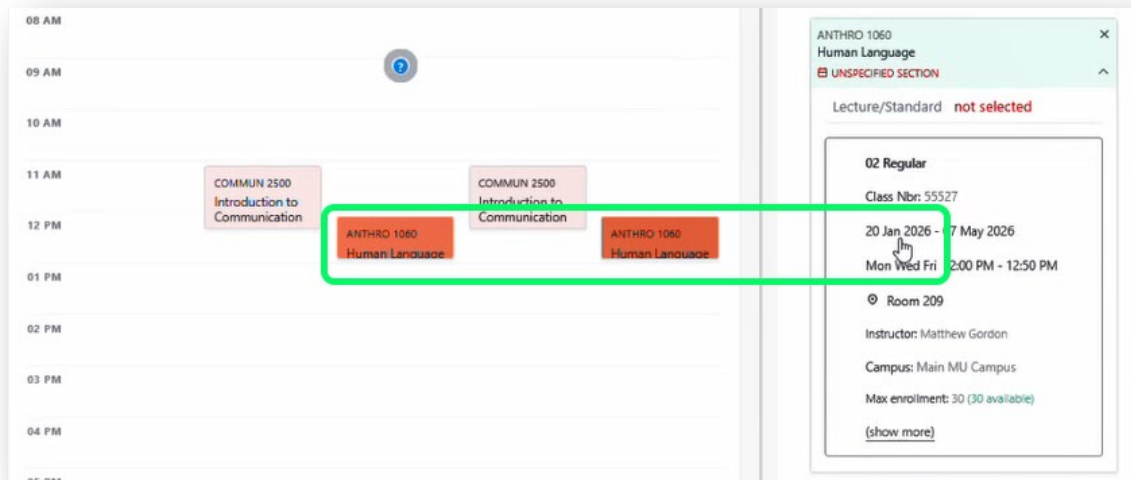


8. When you've identified the section that you'd like to add to the schedule, click its tile. The section tile closes, the course tile displays the "Planned" label, and the course is now shown on the calendar.



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

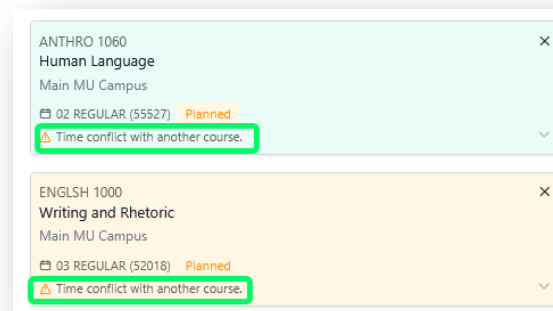
Courses that you have already selected remain on the calendar, helping to ensure that you don't accidentally select a section that conflicts with courses you've already selected.



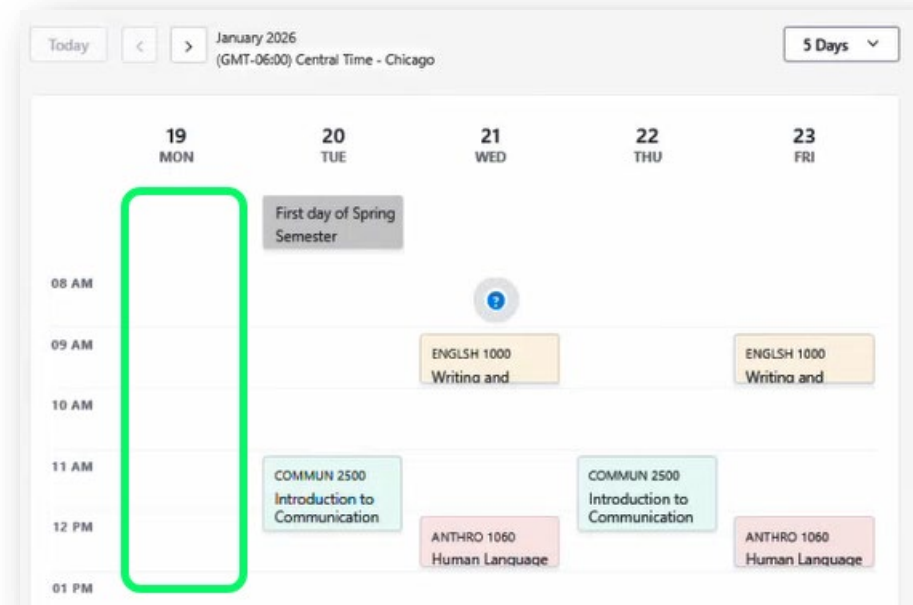
If you accidentally select a course section that conflicts with one already chosen, both course tiles will display "Time conflict with another course."

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

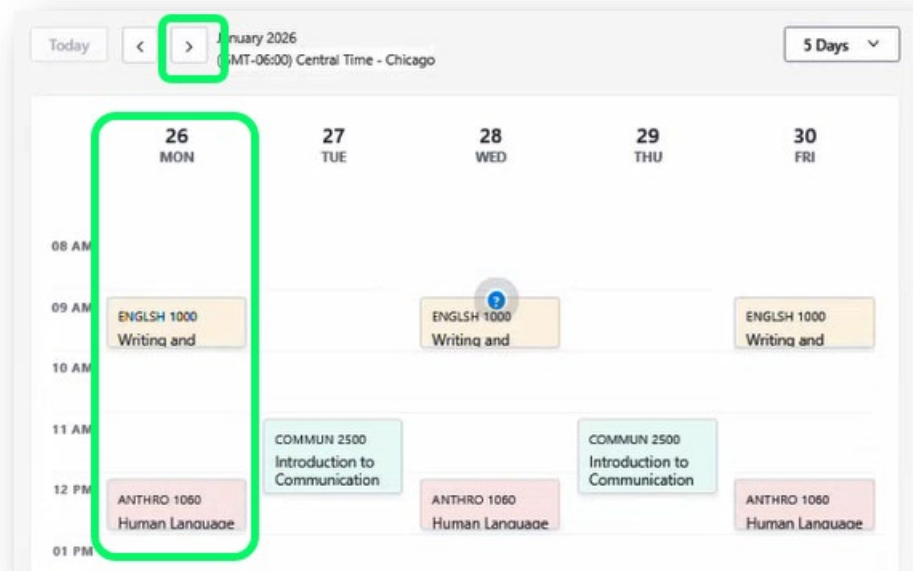
Refresh the page to remove the warnings.



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.



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.



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 displays the myZou Student Scheduler interface. The main calendar shows a week starting from Monday, January 26, to Friday, January 30, 2026. A time range from 08:00 AM to 11:00 AM on Tuesday is selected, highlighted with a green circle 'a'. A blue box labeled 'between 08:00 - 11:00 on Tuesday X' is shown below the calendar. The right pane, titled 'Course Search', contains a 'Keywords' field (labeled 'e'), a 'Course Search' button (labeled 'b'), and several filters with blue backgrounds: 'Only with cleared prerequisites', 'Semesters', 'Counts for', 'Availability', 'Section', 'Instructor', 'Offered By', 'Attributes', 'Campus', 'Mode of Instruction', and 'More Filters' (labeled 'd'). Below these filters, a list of courses is shown for 'Year 2 Spring (2026)', including 'AAE 7251 Agricultural Prices', 'ABM 3223 Relationship Selling: Creating ...', 'ABM 3271 International Agricultural ...', and 'ABM 4251 Agricultural Prices'. A green circle 'c' is placed next to the course list. A 'More Filters' dialog box is open, showing 'Credits Range' (0 to 99+), 'Teaching Locations' (All Teaching Locations), and 'Catalog Level' (Undergraduate). A 'Filters' dialog box is also open, showing 'Semesters', 'Counts for', 'Availability', 'Offered By', 'Mode of Instruction', and a search for requirements (labeled 'f').

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.

Team and Organizational Leadership
AG_ED_LD 2260 3 credits Spring


Course Details
Plan the course for a current or upcoming Semester

Campus
Main MU Campus

Semesters
Spring 2026

Add To Plan

LECTURE/STANDARD (1)

 Lst 01
Regular TuTh 08:00 AM - 09:15 AM 45

Attributes (2)

Course Level: Sophomore

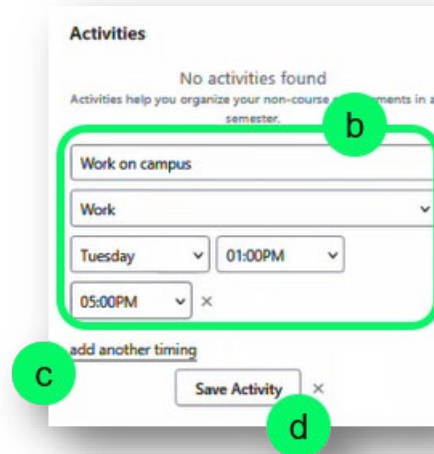
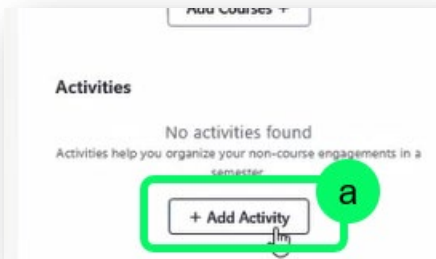
Social Science: Meets Social Science Requirement For Gen Ed (SSCI: SOC SCI)

Description
Principles and practices in planning, developing, conducting, and evaluating leadership programs for agricultural groups. The course focuses on helping students better understand

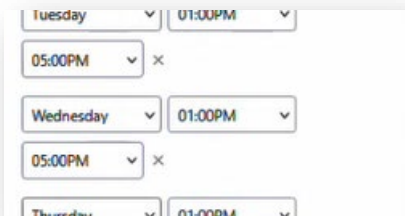


12. To get an even fuller picture of your schedule, you can add activities (e.g., work schedules, team practices, etc.).

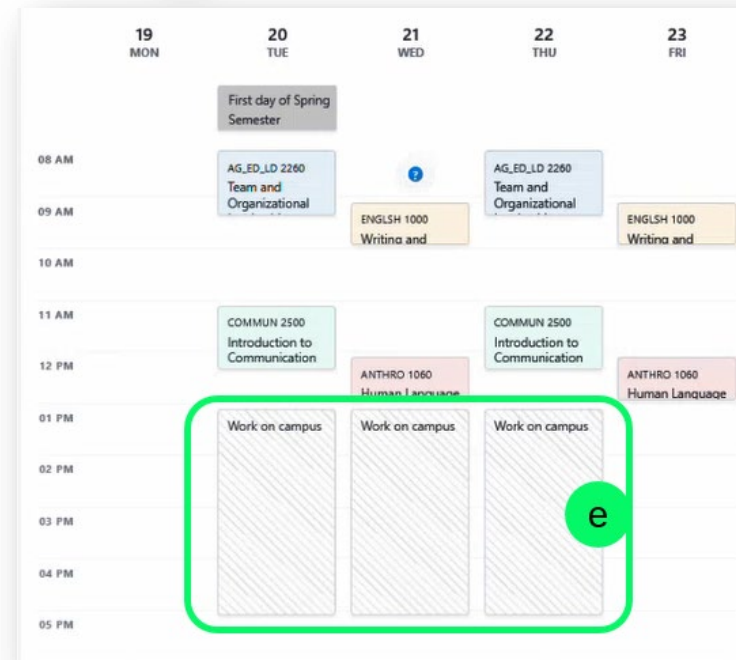
- a. Click the **+ Add Activity** button in the Courses pane.



- b. Enter information about your activity into the fields that appear. (Hint: It's a good idea to allow travel time for your activities.)
- c. 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.



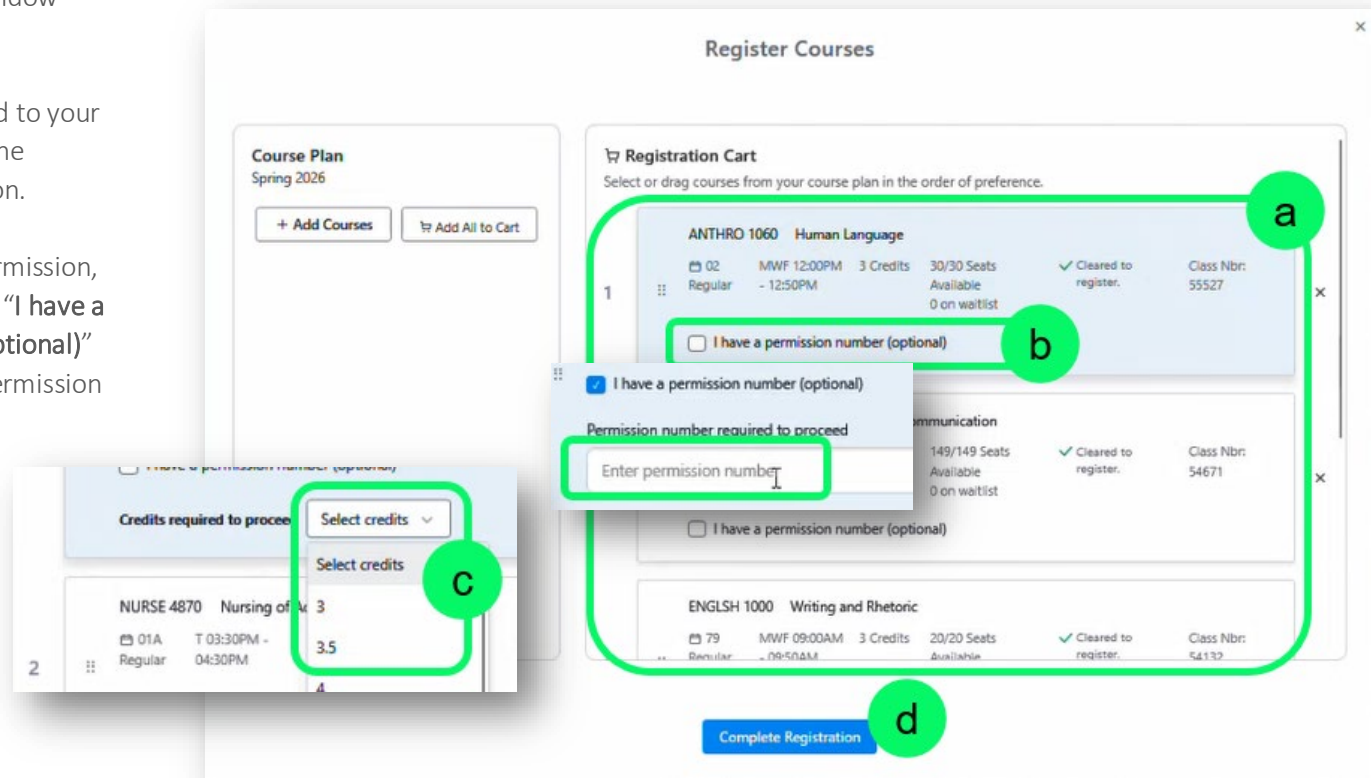
- d. When you're finished adding activities, click the **Save Activity** button.
- e. The activity is added to the calendar.



Register Planned Courses

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

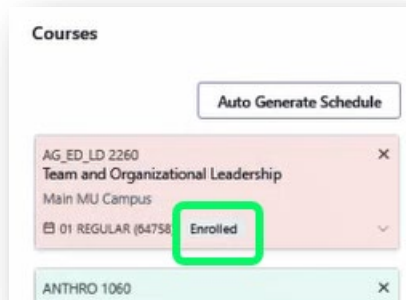
1. Click the **Confirm Courses for Registration** button in the Registration section of the Plan page. (See *Confirm Courses for Registration* in the appendix if you don't see this banner.)
2. The **Register Courses** dialog window appears.
 - a. Courses that you added to your schedule are listed in the **Registration Cart** section.
 - b. 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.
 - c. If it is a Variable Credit course, you must **enter the number of credits** you want to take.
 - d. When you're finished providing any required information, click the **Complete Registration** button.



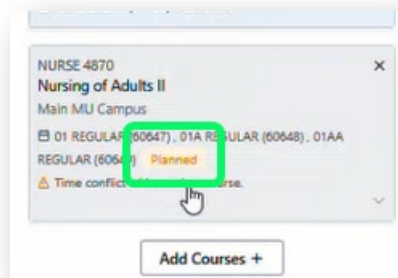
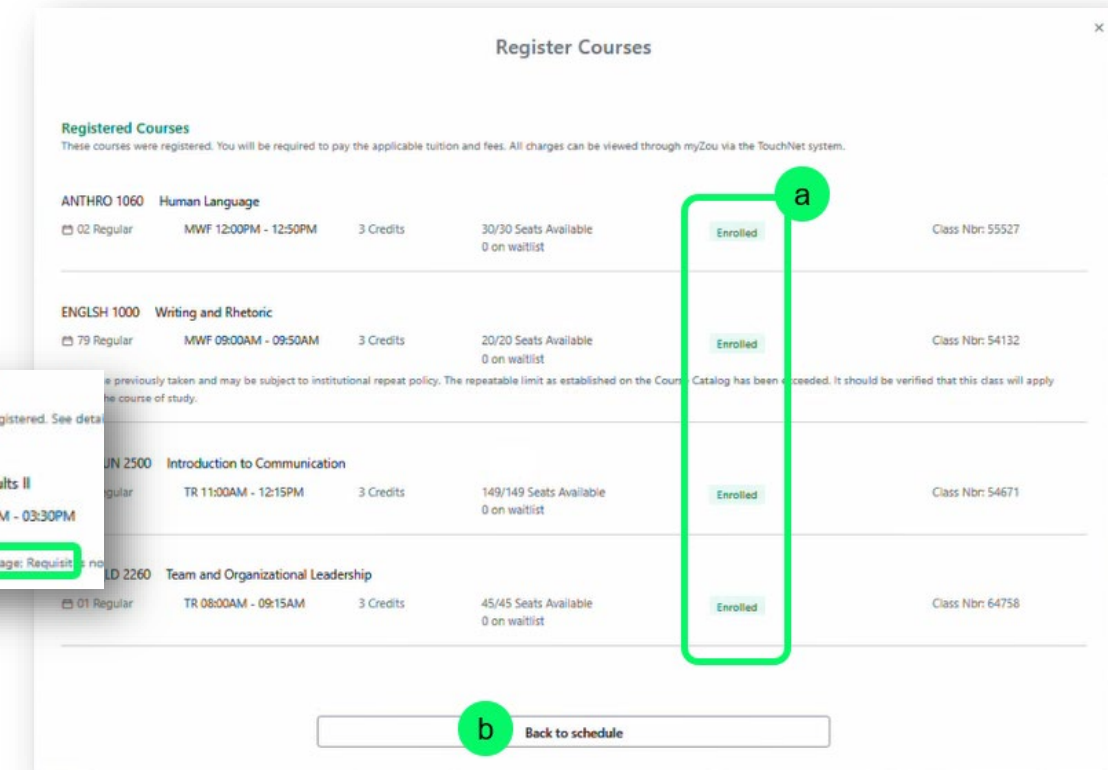
3. The dialog window refreshes to show the courses that are now registered in myZou.
 - a. The classes that were formerly labeled “Planned” are now labeled “Enrolled.”
 - b. Click the **Back to schedule** button to return to the schedule.

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.”

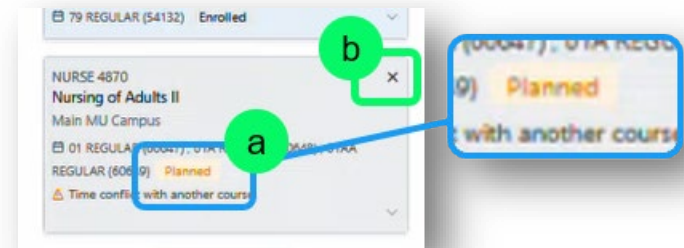


If a course failed to register, the label displays “Planned.”

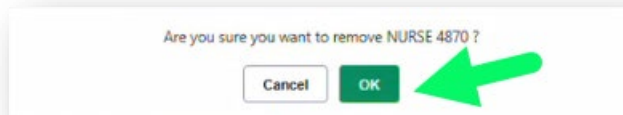


Remove Planned Courses

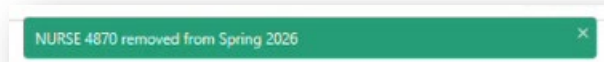
1. To remove a course that has not been registered, perform the following steps:
 - a. In the **Courses** panel, verify the label to make sure it shows “Planned” and not “Enrolled.”
 - b. Click the **Close** button (X icon).



2. When the confirmation dialog appears, click **OK**.

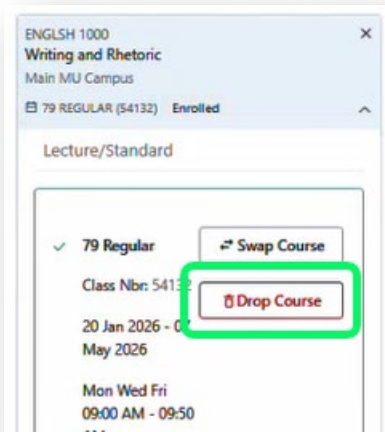
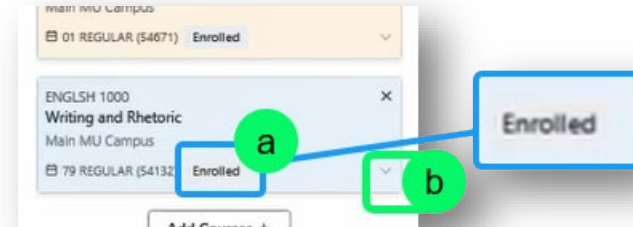


3. A banner appears, confirming that the course was removed from your schedule.

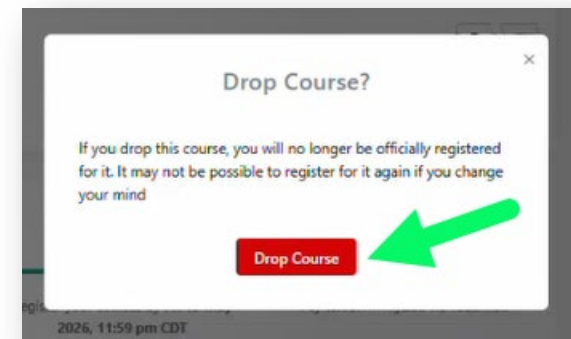


Drop Enrolled Courses

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.



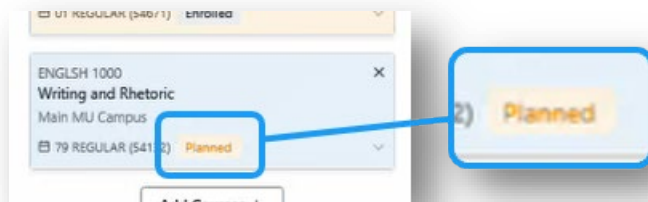
- d. The **Drop Course?** warning dialog appears. Click the **Drop Course** button.



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

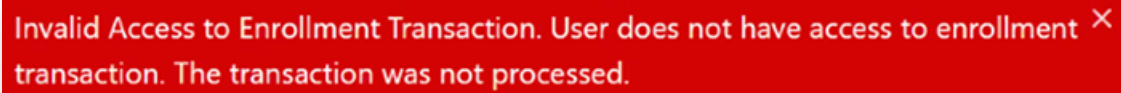


2. On the **Courses** panel, the label has changed from “Enrolled” to “Planned.”
You can now remove it from your schedule if it’s not your intention to choose another section.



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.

A red rectangular message box with a black border and a drop shadow. It contains white text and a close button icon in the top right corner.

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

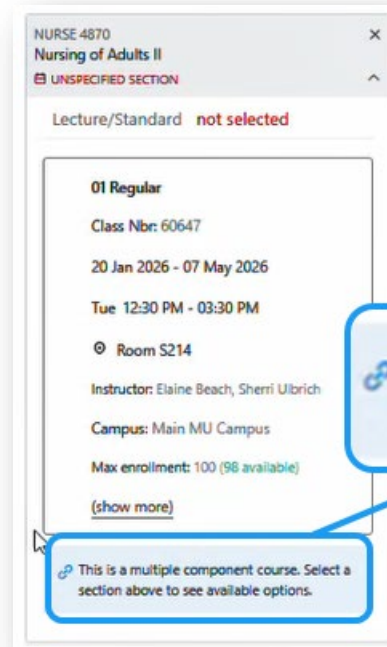
Appendix

Multi-Component Courses

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

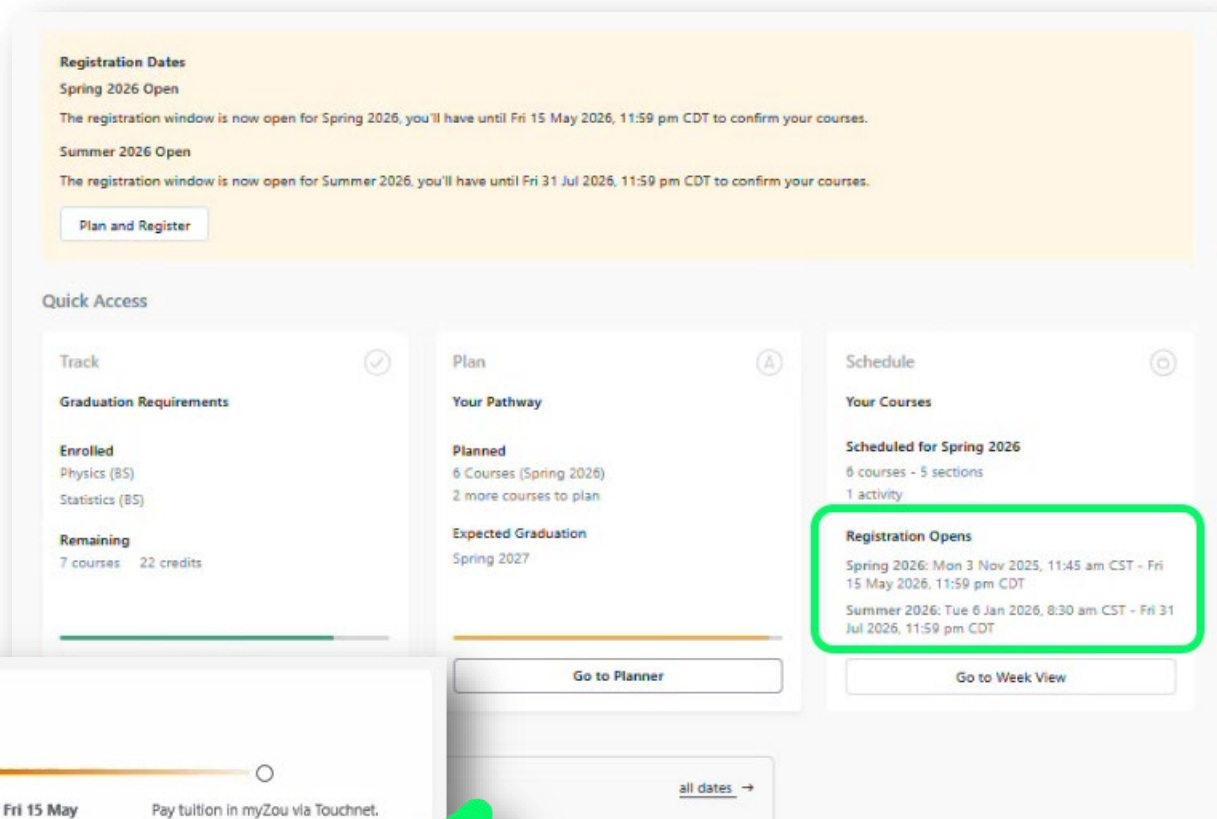
For example, a section may show that it meets every Tuesday from 12:30 PM to 3:30 PM, but that is only the Lecture or Standard part of the course; it may also contain a lab, field studies, or discussion sessions that meet at a different time than the main course.

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.



Seat Availability

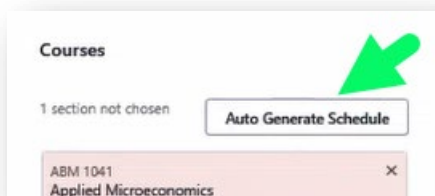
If you've ever chosen available seats for a concert or sporting event only to find that the seats were gone by the time you tried to pay for them, you will understand why the same might happen when enrolling for courses.

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

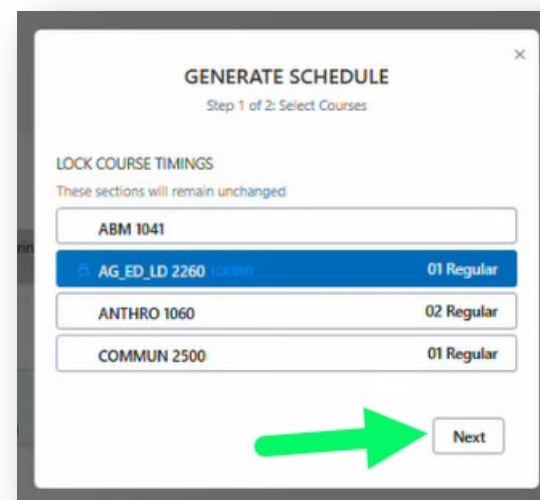
If you've planned your courses but not yet specified sections for those requiring that step, you can use the **Auto Generate Schedule** button to let the system attempt to give you an optimum schedule based on the courses you've already selected and the activities you've added.

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

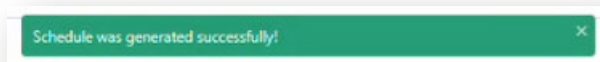


2. The **GENERATE SCHEDULE (Step 1 of 2: Select Courses)** dialog window appears. If you want to ensure that a particular course and section remain in the schedule when the system optimizes your schedule, click its button. The button turns blue and is locked from being changed.

Click the **Next** button.



3. The **GENERATE SCHEDULE (Step 2 of 2: Select Preferences)** dialog window appears.
 - a. **PREFERRED TIME** defaults to **Anytime** but you can select Morning or Afternoon if you prefer.
 - b. 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.
 - c. If you select **PREFERRED DAYS**, the system will attempt to enforce your choices if possible.
 - d. 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](#).