

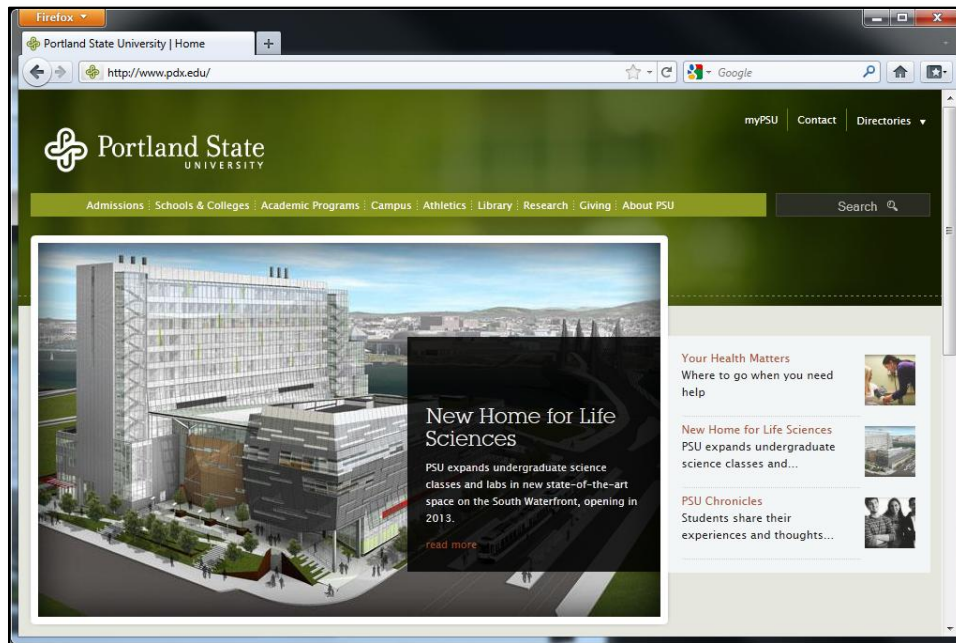
## Adding University Studies' Cluster Courses to Your Class Schedule

...a how-to guide.

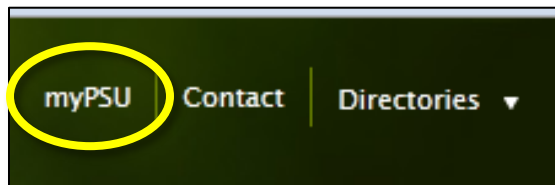
In order to locate *available* University Studies' cluster courses for registration, students need to access the myPSU and conduct a *specific* search to draw up a list of *term* courses in the Banweb system.

The first step is to point your web browser to the **PSU home page** at:

<http://www.pdx.edu>

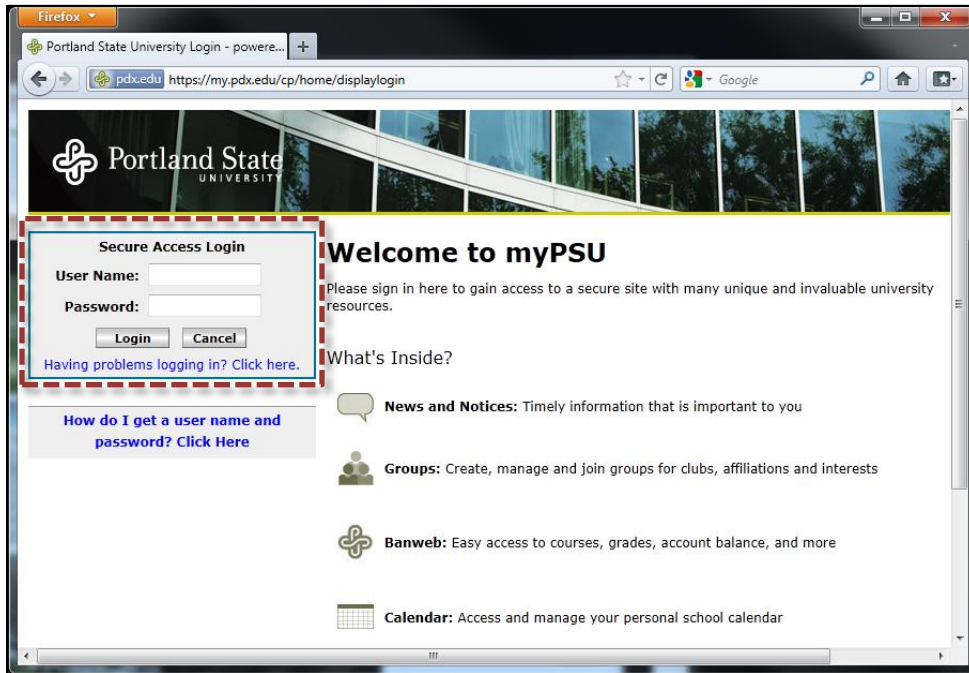


Next, click on **myPSU**, in the *upper right corner* of the page. Among other functions, myPSU provides access to **Banweb**, and *online course registration*.

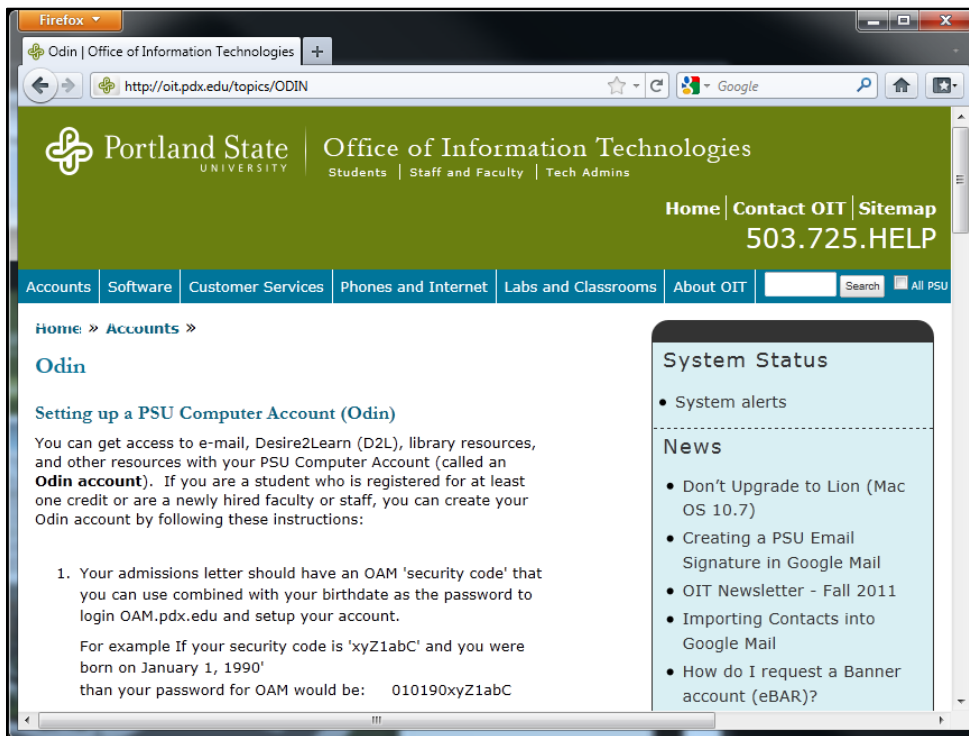


The URL is: <https://my.pdx.edu/>

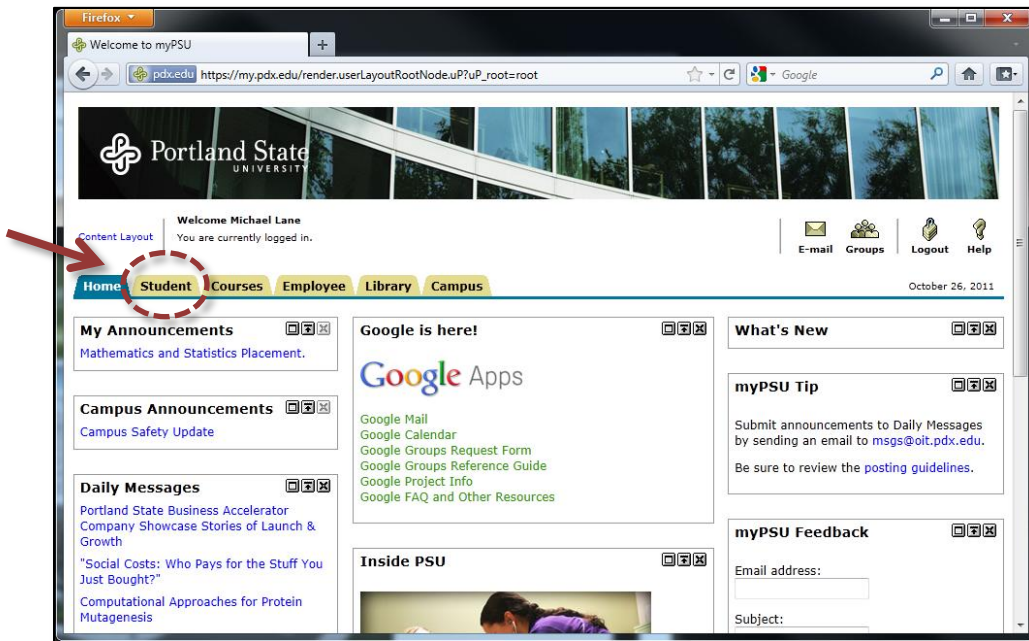
Log in with your **ODIN ID** and **password**.



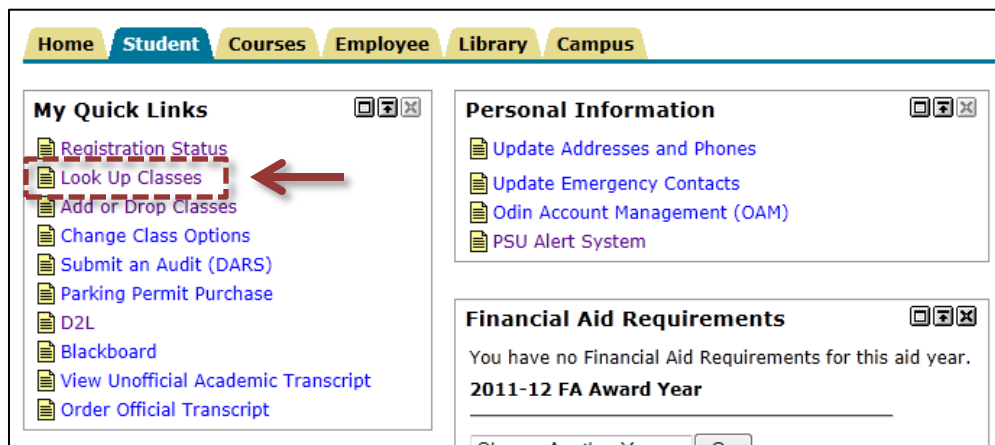
No ODIN account? See the ODIN page on the OIT website, <http://oit.pdx.edu/topics/ODIN>.



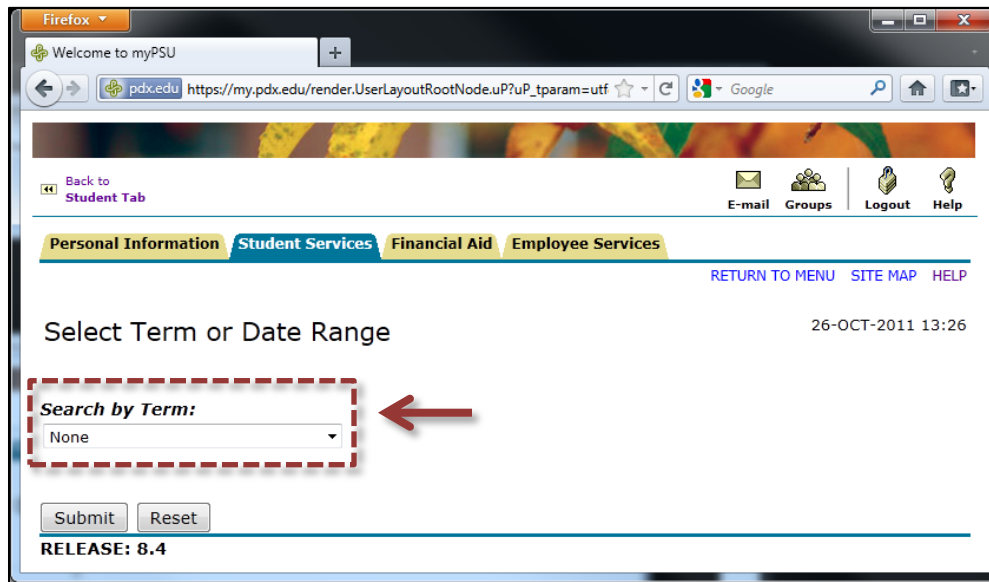
Back now to myPSU. On the landing page, the **myPSU home page**, click on the **Student** tab.



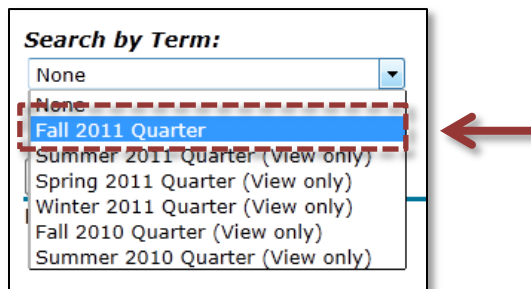
Next, click on **Look Up Classes**.



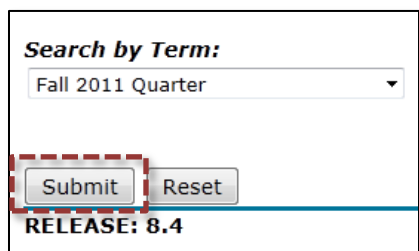
On the **Select Term or Date Range** page, pop open the **Search By Term** menu.



Select the current or available upcoming term from the list, such as *Fall 2011 Quarter*.



Then, click the **Submit** button.



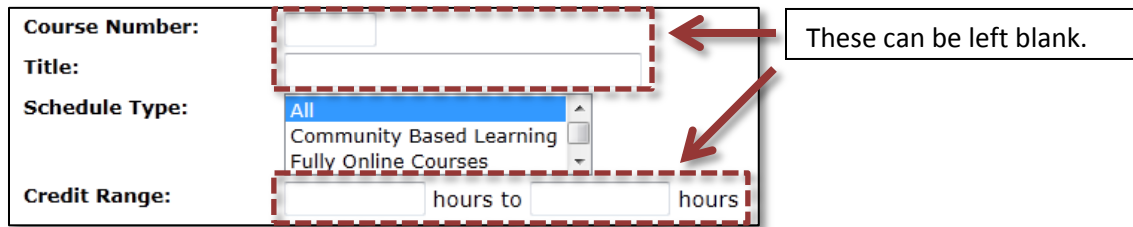
On the **Look Up Classes to Add** page, your task is to generate a suitable search for a class schedule within the selected academic term. This means narrowing the search terms to return a list of courses in Banweb that fit your subject interest or academic major.

To search for courses that satisfy a **University Studies Cluster** requirement follow this procedure:

Scroll down the page, if necessary, and in the **Subjects** list, select the first item.

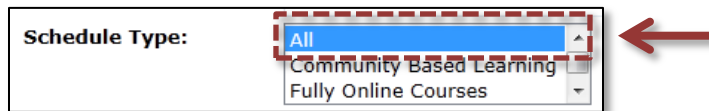
Scroll down to the bottom of the list, then hold down the Shift key, and select the *last item* in the list.

The **Course Number** field can be left blank, as can **Title**, and **Credit Range**.



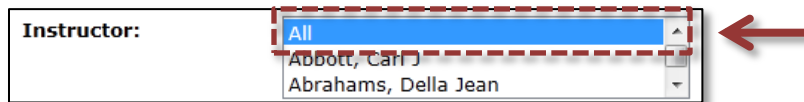
A screenshot of a search interface. The fields 'Course Number:', 'Title:', and 'Credit Range:' are highlighted with a red dashed border. A callout box with the text 'These can be left blank.' has two red arrows pointing to the 'Course Number' and 'Credit Range' fields. The 'Schedule Type:' dropdown menu is open, showing 'All', 'Community Based Learning', and 'Fully Online Courses'.

For **Schedule Type**, select the mode of delivery you prefer...**all courses**, **community-based courses**, **fully**, or **partially online courses**. If it doesn't make much difference, select **All**.




A screenshot of the 'Schedule Type:' dropdown menu. The 'All' option is selected and highlighted in blue. A red arrow points to the dropdown menu.

Select a specific **Instructor** if you'd like, but bear in mind, this could also limit results significantly, and your *opportunity* to pick up the required course cluster. Just go ahead and select **All**, and evaluate the full course listing.



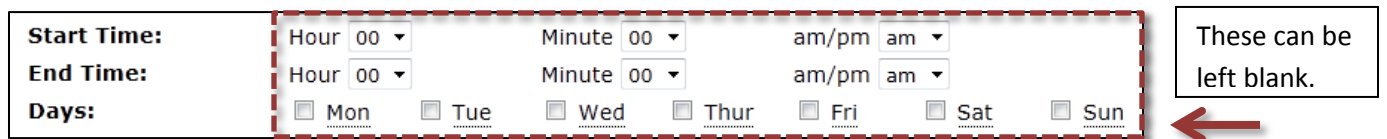
A screenshot of the 'Instructor:' dropdown menu. The 'All' option is selected and highlighted in blue. A red arrow points to the dropdown menu.

In the **University Studies Cluster** list, select a cluster, such as the **Popular Culture Cluster**.



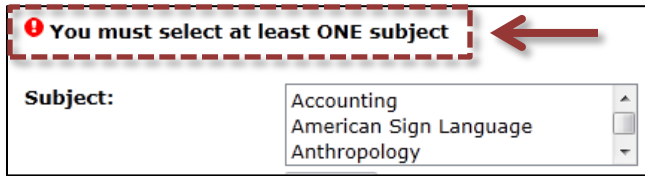
A screenshot of the 'University Studies Cluster:' dropdown menu. The 'Popular Culture Cluster' option is selected and highlighted in blue. A red arrow points to the dropdown menu.

**Start** and **End Times**, and **Days** can also limit your results, returning zero classes, or merely a few you just aren't interested in. Go ahead and leave them blank for a full course listing.



A screenshot of the 'Start Time:', 'End Time:', and 'Days:' filters. The 'Start Time' and 'End Time' fields are highlighted with a red dashed border. A callout box with the text 'These can be left blank.' has a red arrow pointing to the 'Start Time' and 'End Time' fields. The 'Days' field shows checkboxes for 'Mon', 'Tue', 'Wed', 'Thur', 'Fri', 'Sat', and 'Sun', all of which are currently unchecked.

If you do not select a subject before clicking the Class Search button, the system will return an *error page*, indicating the need to select the subject. The error message *doesn't really stand out in the crowd*. You will notice it by its **small, red exclamation point**.



If all the search fields are filled out correctly, the results set of related University Studies Cluster courses is returned to the screen. Notice in the course listing that the course is attributed to the **Popular Culture Cluster**.

**Sections Found**

**Anthropology**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute	Book Costs
<input type="checkbox"/>	15903	ANTH	300U	001	I	4.000	MODERN WORLD ANTH PERSPECT	TR	08:00-09:50	49	43	6	Jennifer C. Aengst (P)	09/26-12/10	NH 341	Popular Culture Cluster	Textbook
C	16349	ANTH	300U	W51	D	4.000	MODERN WORLD ANTH PERSPECT	TBA		35	35	0	Nancy S. Beaini (P)	09/26-12/10	WEB WEB	Popular Culture Cluster	Textbook

**Black Studies**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute	Book Costs
C	14584	BST	424U	001	I	4.000	AF-AM/AF CULT CINEMA	R	17:30-21:10	55	56	-1	Darrell M. Millner (P)	09/26-12/10	SRTC 247	Popular Culture Cluster	Textbook

**Communication**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute	Book Costs
C	10911	COMM	314U	001	I	4.000	PERSUASION	TR	10:00-11:50	55	57	-2	James D. Kenamer (P)	09/26-12/10	CH 250	Popular Culture Cluster	Textbook
<input type="checkbox"/>	10915	COMM	337U	001	I	4.000	COMMUNICATION & GENDER	TBA		80	77	3	Gisele M. Tierney (P)	09/26-12/10	WEB WEB	Popular Culture Cluster	Textbook

Select the course, or courses, you'd like to like to register for by clicking the **checkbox**. A checkbox means the course is open, or has space for additional students. A "C" or an "NR" means the course is full or not available and cannot be added.

**Communication**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute	Book Costs
C	10911	COMM	314U	001	I	4.000	PERSUASION	TR	10:00-11:50	55	57	-2	James D. Kenamer (P)	09/26-12/10	CH 250	Popular Culture Cluster	Textbook
<input type="checkbox"/>	10915	COMM	337U	001	I	4.000	COMMUNICATION & GENDER	TBA		80	77	3	Gisele M. Tierney (P)	09/26-12/10	WEB WEB	Popular Culture Cluster	Textbook

This course is open for registration.

This course is full or not available.

**Communication**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
C	10911	COMM	314U	001	I	4.000	PERSUASION

When you've found the course or courses you need, click **Register** or **Add to Worksheet** at the bottom of the page.

**Writing**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute	Book Costs
C	14453	WR	416U	001	I	4.000	SCREENWRITING	TR	16:40-18:30	15	15	0	Charles Deemer (P)	09/26-12/10	NH 386	Popular Culture Cluster	Textbook

[ [Student Schedule by Day & Time](#) | [Student Detail Schedule](#) | [View Fee Assessment](#) ]

You should then see your course schedule, as in this screen. If there's an issue with registration, the return will be a **Registration Add Error**. In this case, as seen here, you will need Department Approval to add the course to your schedule. Contact the department to get this taken care of.

**Registration Add Errors**

**Booklist and course materials**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Dept Approval	10915	COMM	337U	001	Undergraduate	4.000	Graded Mode (A-F)		COMMUNICATION & GENDER

If you need Departmental Approval, or an **Override**, link to and print out the **Special Registration Form**, above the course schedule, and fill it out completely before visiting the Registration office.

**OVERRIDES** of the various course restrictions can be requested from the professor or department by having them sign a **Special Registration Form**.

**Registration Add Errors**

**Booklist and course materials**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Dept Approval	10915	COMM	337U	001	Undergraduate	4.000	Graded Mode (A-F)		COMMUNICATION & GENDER

If, at any time, you have trouble understanding or navigating the registration process through myPSU, click the **HELP** link in the upper right for guidance.

[RETURN TO MENU](#)
[SITE MAP](#)
[HELP](#)

Fall 2011 Quarter  
26-OCT-2011 13:48

And that's it, a successful search for a University Studies Cluster Course to add to your class schedule!