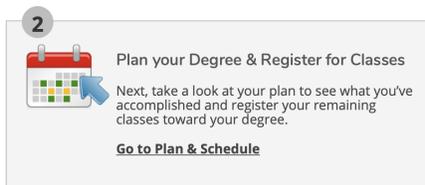**INSTRUCTIONS FOR HOW TO REVIEW AND MODIFY YOUR SCHEDULE FOR FALL 2020**

Step One: Log into Self-Service to review your schedule

1. Log into my.mcdaniel.edu
2. Go to the quick links and click on "Self Service."
3. Click on the "Student Planning Menu" button.

4. Click on "Go to Plan and Schedule" link.

You will see a screen that looks like this:

NOTE: It may initially seem from your schedule that you have classes that conflict with one another, but they may be offered at the same time within two different sessions (as indicated by the "A" or "B" at the end of the section number). Most Online courses will appear at the bottom under "Sections with No Meeting Time."

Step Two: Determine Your Number of Credits Currently assigned to Session A and Session B.

1. Locate the course number (e.g., ENV 1131-O1B). The last letter in the course number tells you the Session. In this example, the course is in session B. *A small number of classes will include the letter C, which means they need to run 15-weeks to align with public schools.*

Important: If you look at your schedule in the calendar view, it may seem that you have conflicting classes, but you can see that the course PSY 1106-02A is being offered in Session A so there is no conflict.

2. Next, locate the number of credits in each course within Session A and Session B. In this example, you can see the two classes this student has in Session B (ENV and MAT) equal 8 credits. He is taking 16 credits total, so he knows his schedule is evenly divided between session A and Session B.

   Important: It is *strongly* recommended that you divide your schedule as evenly as possible between Session A and Session B. (Keep in mind that each course now represents double the amount of work in a given week because it is being taught in half the amount of time.) **You must take at least 4 credits and no more than 12 credits each session.** If you are enrolled in less than 16 credits or are taking an overload, it is likely that you will have an uneven number of credits in your semester, which is okay.

3. If you need to make changes to your schedule to distribute the workload, see Step Four below.

Step Three: Determine the Modality of your Course

1. To find your course modality, click on the "Meeting Information" drop down arrow. The window will expand to show you something like the following:

   ∧ Meeting Information
   Time: MTWThF 1:30 PM - 3:00 PM
   Dates: 10/8/2020 - 11/20/2020
   Location: McDaniel Campus/Online (ONLINE (H))

2. Next to the word "Location" you will see one of the following codes:

- **McDaniel Westminster Campus**: This means your class will be held in-person. You must be physically present on campus to enroll in this class.
- **McDaniel Campus/Online:** This means your class will be hybrid, which means you will meet physically on campus at least once a week. You can still complete the class without being physically present on campus if you are not a residential student, but the experience may not be as robust.
- **Online:** This means the class could be entirely online or may occasionally meet in person, but you are not expected to be on campus.

Step Four: Making Changes to your Schedule

If your schedule does not fall somewhat evenly into Session A and Session B, if you notice a time code conflict within the same session, and/or if you do not like the modality to which your course has been assigned, there are several ways to search for new classes.

1. Click on the magnifying class in the Search for Courses search window on the right side of the same "Plan your degree" page you are currently in.

A list of filters will show up along the left side of the page.

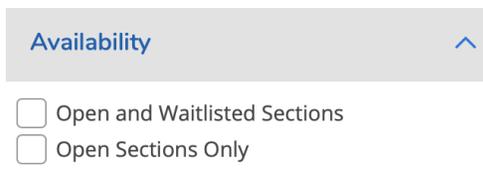2. In the "Show All Terms" window, select "Fall 2020 undergraduates."

3. In the "Availability" window, select "Open Sections only"

To search for classes by Session (A or B):

In the "Course Types" section, select the session you are looking for:
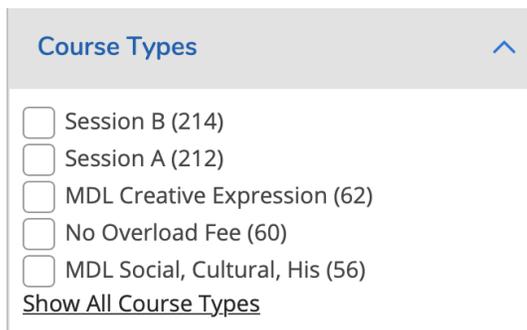
Course Types ︿

☐ Session B (214)
☐ Session A (212)
☐ MDL Creative Expression (62)
☐ No Overload Fee (60)
☐ MDL Social, Cultural, His (56)
Show All Course Types

To search for classes by Modality:

Remember these codes and use the "Location" section to make your selection:

- **McDaniel Westminster Campus**: This means your class will be held in-person.
- **McDaniel Campus/Online:** This means your class will be hybrid, which means you will meet physically on campus at least once a week.
- **Online:** This means the class could be entirely online or may occasionally meet in person, but you are not expected to be on campus.

You can also search by subjects, McDaniel Plan requirements (located under "course type"), and other class conditions using the other available filters.

NOTE: the more check boxes you select, the more narrow your search. If you want to reset all your filter options, just click on the looking glass again. Alternatively, you can click to close the individual filter boxes along the top of your search:

Filters Applied: (2020 Fall Undergrad ✕) (Session B ✕) (Open Sections Only ✕)

4. When you find a course of interest, click "view available sections" to see which section will fit into your schedule. Then click on "Add Section to Schedule."

5. **Once you've successfully added your section, don't forget to go back to the main schedule shown in step one to register and drop the course you no longer want to take.**