

Searching for Classes by Academic Department

The instructions on the following pages show how to search for classes by General Education requirement or within specific departments.

For each of the majors listed below, the most efficient way to search for classes is by academic department. The departmental major codes for each major are listed, as well as any exceptions to classes that count in the major.

Economics

Department Code(s):

SSECO (Economics)

The following courses cannot count in the major:

ECO 2000

IDS/IHS courses

Geography

Department Code(s):

SSGEO (Geography)

The following courses cannot count in the major:

GEO 4930: ST: Teaching Geography

Interdisciplinary Social Sciences

Department Code(s):

ASANT (Anthropology)

ASHIS (History)

SSECO (Economics)

SSGEO (Geography)

SSPAD (Public Administration)

SSPOS (Political Science)

SSSOC (Sociology)

SSURP (Urban & Regional Planning)

The following courses cannot count in the major:

No WST courses can count in the major

For students pursuing one of the specialized concentrations in ISS, please confer with the approved course list on [the program website](#) and with an academic advisor to confirm that you are on track or able to complete the relevant specialization.

Political Science

Department Code(s):

SSPAD (Public Administration)

SSPOS (Political Science)

The following courses cannot count in the major:

INS 3003

INR 3931

INR 3932

INR 4905

INR 4937

INR 4941

PAD 3941

The only Political Theory/Philosophy courses that can count in the major are:

PHM 3331

PHM 4340

Sociology

Department Code(s):

SSSOC (Sociology)

The following courses cannot count in the major:

IDH 2118

Building a Class Schedule

How to search for courses by academic department or requirement

The class search function allows you to search for courses being offered in each semester that meet certain General Education requirements or that are offered by specific departments.

When searching for classes towards your major, searching by academic department has multiple advantages:

- Departments may offer classes with a variety of prefixes, meaning if you only search for certain prefixes, you will not see every course that a department offers.
Example: Political Science classes may start with standard prefixes including CPO, INR, POS, and PUP, as well as some specialized E-series courses with the prefix IDS.
- Course prefixes may be shared by multiple departments but with courses only counting towards the major in the department that teaches the course.
Example: the INR prefix is used for both Political Science and International Affairs courses. However, INR courses taught by International Affairs (e.g., INR 3932) do not count in the Political Science major.
- Some majors (e.g., Interdisciplinary Social Sciences) require students to complete concentrations of courses from multiple specific departments. Searching by department allows students to focus in on finding classes offered to meet those specific requirements.

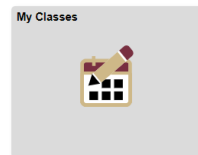
Step 1. Log in to my.fsu.edu.

Step 2. Open Student Central.

Click on the “SC” icon, located on the upper-left hand side of the computer screen.

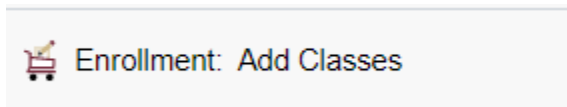


Step 3. Click on the “My Classes” tile.



Step 4. Select “Enrollment: Add Classes”.

This option will be in the left-hand menu under “My Class Schedule”



Step 5. Select the term for which you are registering.

Depending on the time of the academic year, you may see one-three terms listed.

Remember you can only register for classes for a given term when that registration window is open or if it is the appropriate drop/add period.

Select Term

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	2021 Spring	Graduate	Florida State University
<input type="radio"/>	2021 Summer	Graduate	Florida State University
<input type="radio"/>	2021 Fall	Graduate	Florida State University

Continue

Step 6: Click the “Search” button.

Your shopping cart – whether empty or full - will be visible on the screen.

Choose Search to be able to look up courses.

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2021 Fall | Graduate | Florida State University

Change Term

Open Closed

Add to Cart

Enter Class Nbr

Enter

2021 Fall Shopping Cart

Your enrollment shopping cart is empty.

Find Classes

Class Search

My Planner

Search

Schedule Assistant

Step 7: Use the filters to limit searches by specific criteria.

If the Institution and Term filters are available (may not be depending on how you entered Class Search), make sure they are set to “Florida State University” and the semester in which you are searching for classes.

Specific Filters:

- Academic Organization: limit search to courses from specific academic departments
- Student Group: limit courses to those available only to students in specific programs (Honors, CARE, LLCs, etc.)
- Subject: The three-letter course prefix (ex. POS, ECO, etc.)
- Course Number: The four digit number code of a course (ex. the 1041 portion of POS1041)
- Course Career: typically used to specific undergraduate versus graduate level coursework
- Campus: limit searches to the FSU campus through which you are enrolled. Students typically cannot take courses on a campus through which they are not enrolled.
- Course Attribute: search for a course’s physical location or funding category
 - Physical Location: limit a search to courses by where they are physically taught.
 - Course funding category: used if student is using a State or University Employee Tuition Waiver
- Course Attribute Value: used to
 - Physical location: primarily used to search for in-person (Tallahassee, FL-MAIN), in-person Flex (Tallahassee, FL-MAIN [Flex], remote (Remote), or online (Online) locations
 - Course funding category: “State Fundable” courses are those which can be used for an Employee Tuition Waiver
- Show Open Classes Only: excludes classes that are full or closed to enrollment.

Search for Classes

Florida State University | 2021 Fall

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Academic Organization(Acad Dept)

Student Group

Session

Subject

select subject

Course Number

is exactly

Class Nbr

Course Career

Campus

Course Attribute

Course Attribute Value

Show Open Classes Only

General Education Area

E-Series

(W) State Mandated Writing

Scholarship in Practice

Formative Experience

Diversity

Oral Communication

Upper-Division Writing

▶ Additional Search Criteria

[Return to Add Classes](#)

Clear

Search

Step 8: View the list of courses and select an open course to register for it.

If a course has a green circle in the status column, it has open or available seats. If it has a blue square in the status column, it is full or closed.

Step 8.a: Before attempting to register, verify course details.

Click on the linked blue section details for a course to open its details page. Details may include information about meeting day/time, instructor, General Education area (if applicable), and class information such as if the section has reserve caps, prerequisites, or other important information

Step 9: Register for your selected courses.

Once you have selected courses, they are placed in your shopping cart. Be sure that you click the "Enroll" button in your shopping cart and follow the remaining steps to complete the enrollment process

Step 10: Verify your enrollment

Verify that you have successfully enrolled in your chosen classes. Successfully enrolled classes will display a green checkmark in the status column.

Common reasons for errors in enrollment include having registration holds on your account (click on any holds in your to-do list to see details on how to clear them) or because course sections have reserve caps, are taught on a different campus, or are full.

CPO 2002 - Introduction to Comparative Government and Politics								
Class	Section	Days & Times	Room	Instructor	Topic/Comment	Meeting Dates	Status	
12659	0002-LEC Regular	TuTh 11:35AM - 12:50PM	BEL 0115	Quintin Beazer		08/23/2021 - 12/10/2021	●	Select
Enrollment Capacity		49	Available Seats		7			

CPO 3055 - Authoritarian Regimes								
Class	Section	Days & Times	Room	Instructor	Topic/Comment	Meeting Dates	Status	
12660	0002-LEC Regular	MoWe 3:05PM - 4:20PM	BEL 0115	Holger Kern		08/23/2021 - 12/10/2021	■	Select
Enrollment Capacity		29	Available Seats		0			

Additional Class Information	
General Education Area	Social Sciences

Notes	
Class Notes	This section is reserved for Pre-Political Science and Political Science majors.

2021 Fall Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	GEO 1400-0001 (3738)	TuTh 1:20PM - 2:35PM	BEL 0021	S. Ponder	3.00	●
for selected		Delete		Enroll		

✔ Success: enrolled	✘ Error: unable to add class
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2021 Fall Enrollment Shopping Cart		
Class	Message	Status
GEO 1400	Error: You have a hold on your record. The hold on your record must be removed before this transaction can be processed.	✘
Make a Payment		My Class Schedule
		Add Another Class