

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.

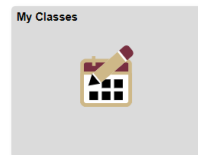
Step 1. Log in to my.fsu.edu.

Step 2. Open Student Central.

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

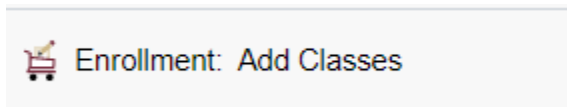


Step 3. Click on the “My Classes” tile.



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 1-3 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.

Add Classes | Select Term

1 SELECT 2 CONFIRM 3 FINISH

Select a term then select Continue.

SELECT	TERM	CAREER	INSTITUTION
<input type="radio"/>	2022 Summer	Graduate	Florida State University
<input type="radio"/>	2022 Fall	Graduate	Florida State University
<input checked="" type="radio"/>	2023 Spring	Graduate	Florida State University

Continue

Step 6: Select “Class Search” in the Find Classes section and 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.

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 your 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.)
- Session: usually only needed to limit searches to specific summer term sessions
- 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.
- Additional Search Criteria: Filter on options including course meeting time, instructor, General Education area, and University graduation requirements

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

If a course has a green circle with a checkmark in the status column, it has open or available seats. If a course has a red circle with an "x" in the status column, it is full or closed.

^ CPO 2002 - Introduction to Comparative Government and Politics

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	TOPIC/COMMENT	MEETING DATES	STATUS	
12255	0001-LEC Regular	TuTh 1:20PM - 2:35PM	TBA	Quintin Beazer		01/09/2023 - 05/05/2023	✔	Select

Enrollment Capacity: 250
Available Seats: 250

^ CPO 3103 - Comparative Government and Politics: Western Europe

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	TOPIC/COMMENT	MEETING DATES	STATUS	
12332	0001-LEC Regular	TBA	TBA	Richard Hawley		01/09/2023 - 05/05/2023	✘	Select

Notes: This is a combined section class
Enrollment Capacity: 27
Available Seats: 27

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

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

Meeting Information

DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES
Mo 5:30PM - 8:00PM	HCB 0212	J Clifton Cox	01/09/2023 - 05/05/2023

Enrollment Information

Enrollment Requirements
Prerequisite: POS 1041 or instructor permission.

Class Attributes
Fund Cat: State Fundable
Physical Location: Tallahassee, FL-MAIN

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 "Finish Enrolling" button in your shopping cart and follow the remaining steps to complete the enrollment process

2023 Spring Enrollment Shopping Cart

CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
CPO 2002-0001 (12255)	INTRO COMPARATV GOVT (Lecture)	TuTh 1:20PM - 2:35PM	TBA	Q. Beazer	3.00	✔

Step 10: Verify your enrollment

Verify that you have successfully enrolled in your chosen classes. Successfully enrolled classes will display a green Success marker.

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.

2023 Spring Enrollment Shopping Cart

^ Success

CPO 2002

Success: This class has been added to your schedule.

^ Error - Not Processed

POS 1041

Error: You are unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements.