

# PRIOR TO OPEN REGISTRATION: Create a Saved Schedule

Use this reference when preparing to register **BEFORE** the registration window is open. Follow these steps to build your saved schedule.

- A. Find a course section needed for the academic term
- B. Create a saved schedule by name and build it
- C. Register from your saved schedule

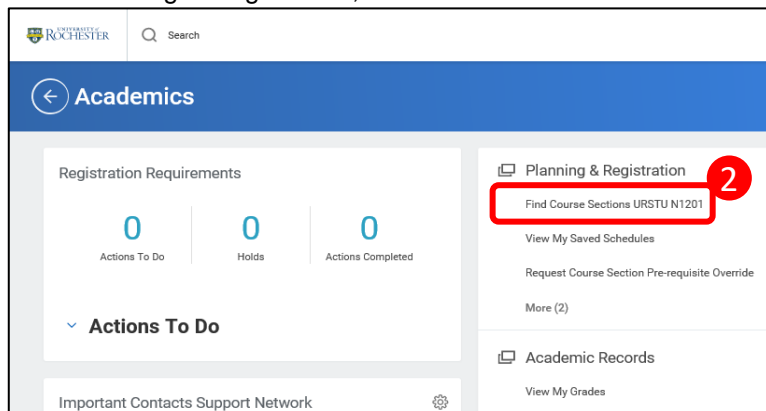


## Find Course Sections

- From your Home page, click **Academics** under Your Top Apps

**Note:** If you do not have the **Academics** application in Your Top Apps, navigate to the Menu. The **Academics** application will be under **UR Student**.

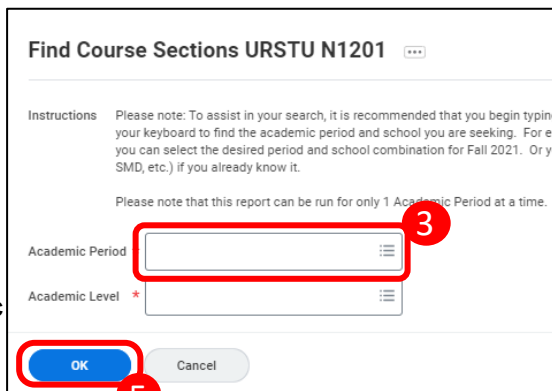
- Under Planning & Registration, click **Find Course Sections**



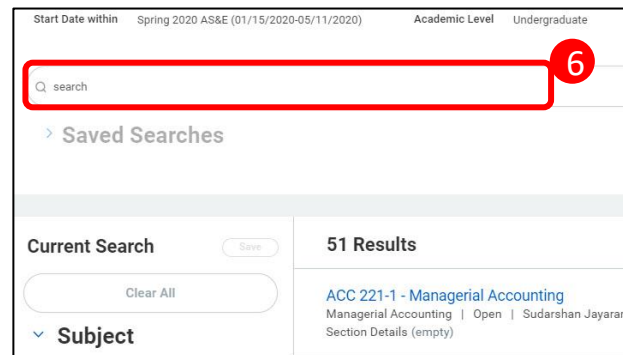
- Type the Academic Period you are looking for (**Fall 2020**) and select the period that corresponds to the desired academic unit.

**Note:** You can only enter one Academic Period at a time

- Select the appropriate **Academic Level** for the course section(s)
- Click **OK**



- Enter the course name/abbreviation in search



- Click on the course section name that best fits your schedule

**Lecture section**

**Lab sections**

- BME 258-1 - Human Anatomy  
Human Anatomy | Open | Martha Gdowski  
Section Details Mon/Wed | 2:00 PM - 3:15 PM
- BME 258-2 - Human Anatomy - Lab  
Human Anatomy - Lab | Open  
Section Details (empty)
- BME 258-3 - Human Anatomy - Lab  
Human Anatomy - Lab | Open  
Section Details (empty)
- BME 258-4 - Human Anatomy - Lab  
Human Anatomy - Lab | Open  
Section Details (empty)

# REGISTRATION IS OPEN: Register from Saved Schedule



## B Create a Saved Schedule

After selecting your course section, you can Create a Course Schedule.

### 8. From the **View Course Section** tab, click **Add to Saved Schedule**

### 9. Click within the **Schedule** field to create a schedule

a. To Create a Saved Schedule: Click **Create Student Registration Saved Schedule**. *This will be the "container" for your saved course sections as you build your term schedule*

### 10. Name your schedule to find it easily later

### 11. Click **OK**

**Create Student Registration Saved Schedule**

**Add Course Section to Saved Schedule**

Academic Period \* Fall 2023 AS&E

Schedule Name Fall 2023 Schedule

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### 12. Click **Choose Times**

### 13. Select Lecture, Labs and Workshops as necessary

### 14. Click **Grading Basis** and choose **Audit** or **Graded** as needed

### 15. Click **OK**, then **Done** and close the **View Course Section** tab

**Add Course Section to Saved Schedule**

## C Start Registration from a Saved Schedule + Add Course(s)

Use this method if you know the exact course section name you want to add to your saved schedule, then register.

### 16. Select the UR Logo to return to the Home page, click **Academics**

### 17. Select **View my Saved Schedules**, choose appropriately

### 18. Locate the saved schedule you wish to register for (there may be several on the page), click **Start Registration**

### 19. Select **+ Add Courses** link, type in the course section name

### 20. Select Lecture, Labs and Workshops as necessary

### 21. Click **Grading Basis** and choose **Audit** or **Graded** as needed

### 22. Repeat steps 19 – 21 until you have registered for all your course sections for the academic term

### 23. To remove a course section from your registration, select the (-) from the listing

### 24. Review your selections to ensure you have selected the appropriate sections, grading basis and units, then click **Register**

### 25. View the completed course section registration from the **Successfully Registered Courses** report, or Click **View Registered Courses** for the complete view of course section registrations

## Register from Saved Schedule