Find Course Sections

1. From your Home page, click Academics
2. Under Planning & Registration, click Find Course Sections
3. 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
4. Select the appropriate Academic Level for the course section(s)
5. Click OK

9. Enter the course name/abbreviation in search

10. Click on the course section name that best fits your schedule

Updated 09/14/21
Create a Saved Schedule

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

11. From the View Course Section tab, click Add to Schedule

12. Click within the Schedule field to create a schedule
   a. To Create a Saved Schedule: Click Create Schedule for Registration. This will be the “container” for your saved course sections as you build your term schedule
13. Name your schedule to find it easily later
14. Click OK

15. Click Choose Times
16. Select Lecture, Labs and Workshops as necessary
17. Click Grading Basis and choose Audit or Graded as needed
18. Click OK, then Done and close the View Course Section tab

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.

19. Select the UR Logo to return to the Home page, click Academics
20. Select View my Saved Schedules, choose appropriately
21. Locate the saved schedule you wish to register for (there may be several on the page), click Start Registration
22. Select + Add Courses link, type in the course section name
23. Select Lecture, Labs and Workshops as necessary
24. Click Grading Basis and choose Audit or Graded as needed
25. Repeat steps 22 – 24 until you have registered for all your course sections for the academic term
26. To remove a course section from your registration, select the (-) from the listing
27. Review your selections to ensure you have selected the appropriate sections, grading basis and units, then click Register
28. 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

UR STUDENT

Created 03/17/20