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

1. Log into UR Student and click Academics
2. Under Planning & Registration, click Find Course Sections
3. Click within Academic Period
4. Type the term you are looking for (Fall 2020), or select Current or Future Period and choose the future academic period
   a) Select the specific Academic Period associated with the course you are looking to register for
5. Select your Academic Level
6. Click OK

8. Enter the course name/abbreviation in search

9. Right-click on the course section name that best fits your schedule then choose See in New Tab

10. This creates a new browser tab showing the View Course Section information for your schedule selection. This tab becomes the scheduling area, while the original tab remains to find additional courses.

UR STUDENT

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**Create a Saved Schedule**

After right clicking on your course section name and opening in a new tab, 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**

**Find Additional Course Sections and Save to Schedule**

19. Locate your **Find Course Sections** (Original) tab and search for your next course section to add to your saved schedule

20. Right Click on the course section name to open the **View Course Section** tab

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

22. Click within the **Schedule** field to locate your saved schedule
   
a. To Find a Saved Schedule:
   
   **Click All**, then select the named schedule from the drop down list

23. Repeat steps 15-22a until your schedule is complete

**YOU HAVE NOT REGISTERED YET!**

Once your saved schedule is complete and the registration window is open, follow the **How to Register from a Saved Schedule ORC** to register for the academic term.