

# PRIOR TO OPEN REGISTRATION: Create a Saved Schedule

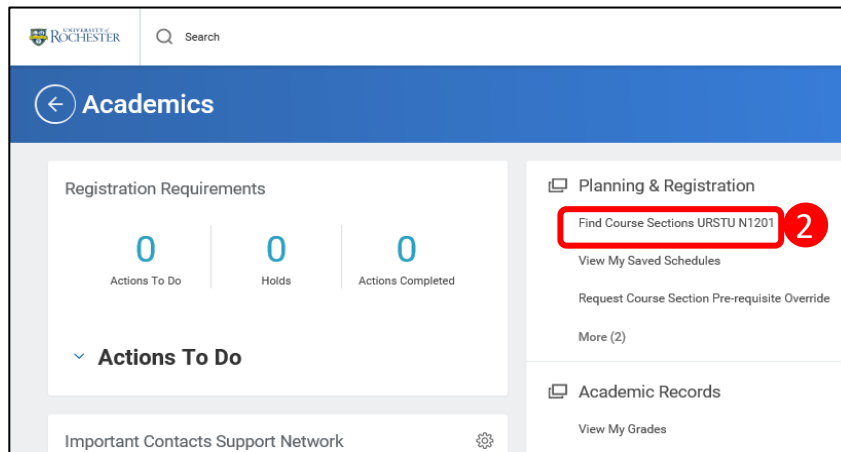


Use this reference when preparing to register **BEFORE** the registration window is open. Follow these steps to build your saved schedule.

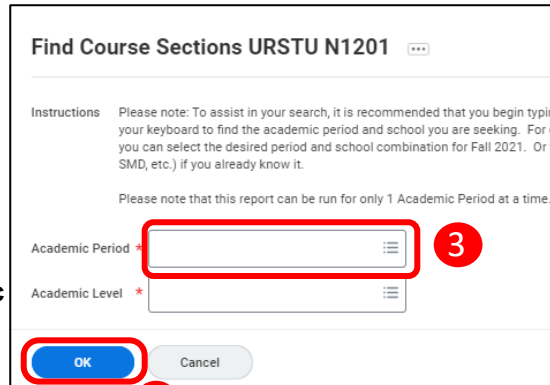
- A. Find a course section needed for the academic term
- B. Create a saved schedule by name and build it
- C. Register from your saved schedule

## A Find Course Sections

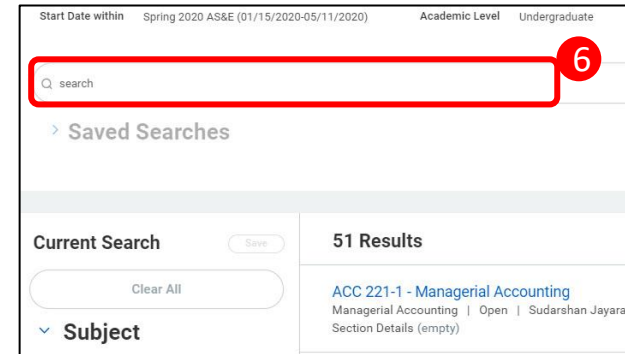
1. From your Home page, click **Academics**
2. Under Planning & Registration, click **Find Course Sections**



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**



6. Enter the course name/abbreviation in search



7. 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

10

### 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

12

Choose Times

Cancel

## 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

Academic Period Fall 2020 AS&E

+ Add Course

19

AAAS 210 - Politics in Africa Today  
4 Semester Units

Course Listing AAAS 210

23