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. 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

Lecture section
Lab sections
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 Saved 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

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.

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

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