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

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. Lecture section
   BME 258-1 - Human Anatomy
   Human Anatomy | Open | Martha Gdowski
   Section Details: Mon/Wed | 2:00 PM - 3:15 PM

B. Lab sections
   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)
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

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.

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

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