

# PRIOR TO OPEN REGISTRATION: Create a Saved Schedule

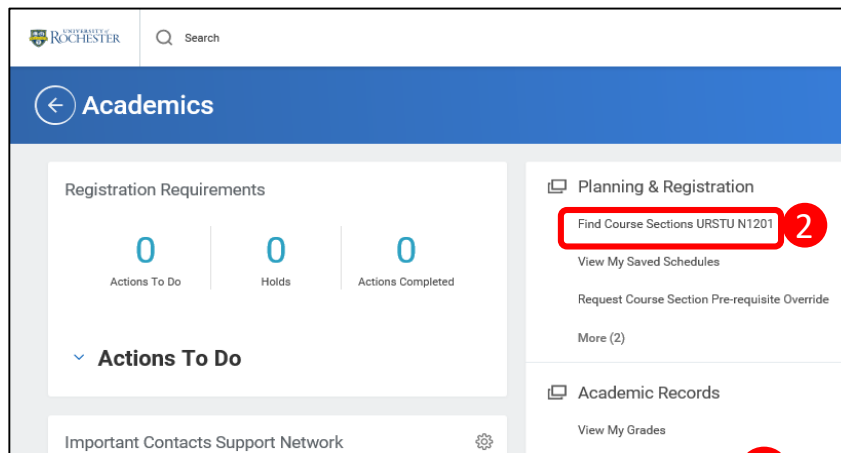


Use this reference when preparing to register **BEFORE** the registration window is open. Follow these steps to build your saved schedule.

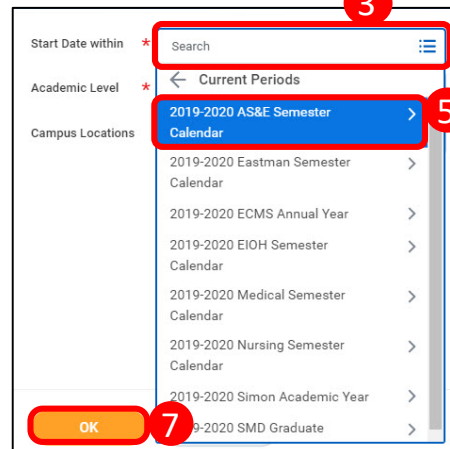
- A. Find a course section needed for the academic term
- B. Create a saved schedule by name and build it
- C. Register from your saved schedule

## A Find Course Sections

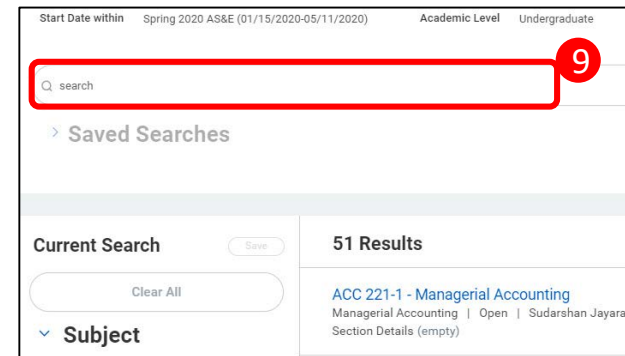
1. From your Home page, click **Academics**
2. Under Planning & Registration, click **Find Course Sections**



3. Click **Start Date within**
4. Type the term you are looking for (**Fall 2020**), or select **Current or Future Period** and choose the future academic period
5. Select the specific **Academic Period** associated with the course you are looking to register for
6. Select your **Academic Level**
7. Click **OK**



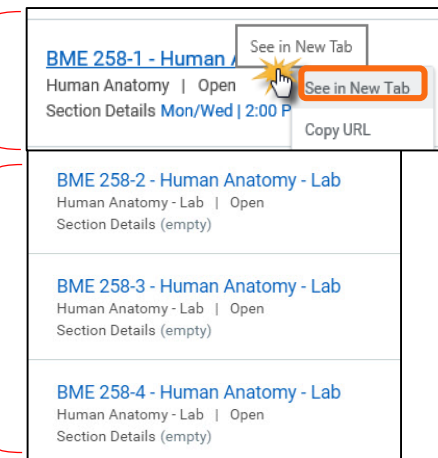
9. Enter the course name/abbreviation in search



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

Lecture section

Lab sections



11. 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.



# PRIOR TO OPEN REGISTRATION: Create a Saved Schedule



## B 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**

15. Click **Choose Times**

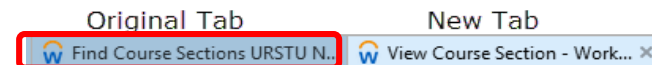
16. Select Lecture, Labs and Workshops as necessary

17. Click **Grading Basis** and choose **Audit** or **Graded** as needed

18. Click **OK**, then **Done** and close the **View Course Section** tab

## 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 for a Saved Schedule** QRC (link) to register for the academic term