

**Description:** This quick guide demonstrates how to create a saved schedule.

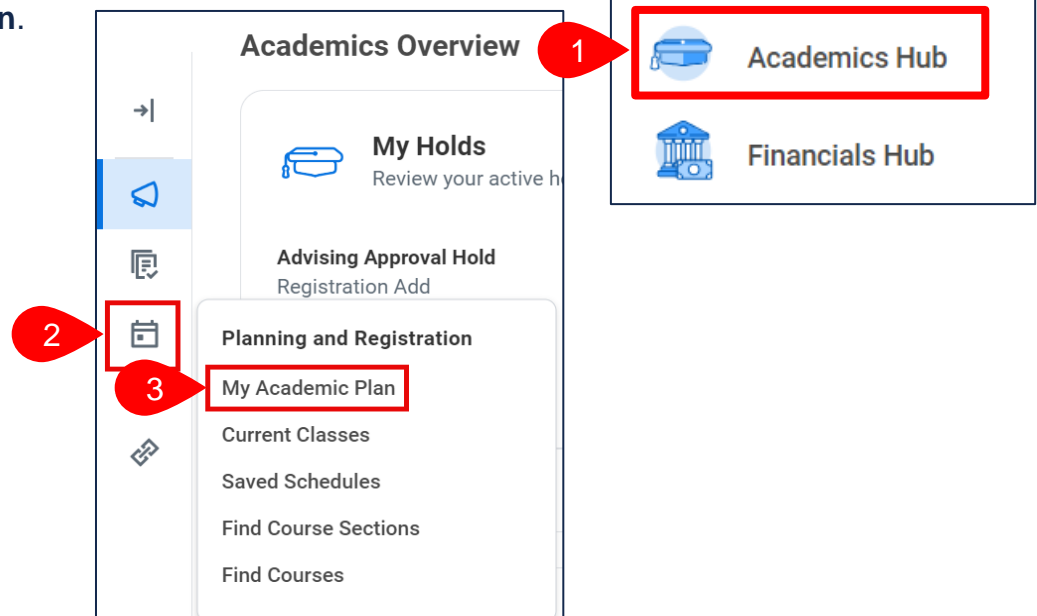
**Applies to:** Students

A **Saved Schedule** allows you to select the course sections you intend to register for in the upcoming semester. You can create a saved schedule from an **Academic Plan** or from the **Find Course Sections** report. You may register directly from your saved schedule once your registration window opens. Saved schedules will save time when initially registering. As you add and drop courses, a saved schedule is not necessary.

## CREATE A SCHEDULE FROM ACADEMIC PLAN

The **Academic Plan** does not limit the course sections you can add to your Saved Schedule. You can add additional courses or remove courses from your Saved Schedule than what was listed in the Academic Plan.

1. From the Global Navigation Menu, select the **Academics Hub**.
2. Click the calendar to expand the **Planning and Registration** section.
3. Select **My Academic Plan**.



**Note:** If you do not have an existing academic plan, you will only see the **Create Plan** button on this screen. Please view the [Create Academic Plan](#) quick guide for instructions.

## 4. Click **Create Saved Schedule**.

### View My Academic Plan

Update Plan

Primary Plan Name    Second Plan

Accounted for Academic Requirements    14    Unaccounted for Academic Requirements    4


View Alternate Plans    2

Academic Plan Last Updated    06/14/2024

View Saved Schedules    **4**    **Create Saved Schedule**    Create Alternate Plan    Request Change My Primary Plan

5. Select an **Academic Plan**. This will default to the Primary Plan but can be changed to an alternate plan, if desired.

6. Select an academic period from the **Start Date within** field.

 **Note:** Options in the **Start Date Within** field include standard and nonstandard academic periods. Students can add course sections offered during nonstandard periods configured to that period or the standard period it rolls up to.

7. Click **OK**.

Student

Academic Plan \*    **5**    Economics/Undergraduate (BSBA) - 12/18/2021 - Active

Start Date within \*    **6**    Fall 2023(09/05/2023-12/17/2023)

### Design Saved Schedules

Student

Academic Plan \*    Spring 2025(01/13/2025-05/06/2025)

Start Date within \*    Search

× Spring 2025(01/13/2025-05/06/2025)

**7**    OK    Cancel

## 8. Enter a **Schedule Name**.

9. Each course identified on the Academic Plan within the Academic Period specified is listed on the left-hand side. For each course, select a specific **Course Section** by checking the **Select** box.

## 10. Click **OK**.

**Note:** Remove a course by clicking the “-” in the upper right corner of the course box. This will not remove the course from your academic plan.

Academic Period    Fall 2023

8    Schedule Name \*    Patrick's Fall 2023 Schedule

EC 450 - Applied Econometrics  
4 Credits

Course Listing    EC 450 - Applied Econometrics

Description    This course begins with a brief review of statistical methods,

Credits    4 Credits

**Lecture**

2 items

Select	Section	Eligible	Section Status	Start Date	End Date
<input type="checkbox"/>	EC 450-A - Applied Econometrics	<input checked="" type="checkbox"/>	Open	09/05/2023	12/15/2023
<input type="checkbox"/>	EC 450-B - Applied Econometrics	<input checked="" type="checkbox"/>	Open	09/05/2023	12/15/2023

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10    **OK**    Cancel

## 11. The confirmation screen displays.

- Click **Calendar View** to view the saved schedule in a calendar view.
- Click **Add Course Sections** to add a course to the saved schedule.
- Click **Edit** to edit the course section selection in the saved schedule.
- Click **View All Saved Schedules for Period** to review other saved schedules for the selected academic period, if applicable.

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### Design Saved Schedule from Plan

Saved Schedule

Student Jane Student (UID  ) - Accounting/Undergraduate (BA/BSBA) - 08/09/2023 - Active

Academic Period Fall 2023

Saved Schedule Name Jane's Fall 2023 Schedule

a Calendar View
b Add Course Sections
c Edit

Courses 3 items

Course	Grading Basis	Credits	Section	Section Status	Instructional Format
<a href="#">ACCT 331 - Cost Accounting</a>	Graded	3	<a href="#">ACCT 331-A - Cost Accounting</a>	Open	Lecture
<a href="#">CJN 216 - Intercultural Communication</a>	Graded	4	<a href="#">CJN 216-A - Intercultural Communication</a>	Open	Lecture
<a href="#">ISOM 210 - Management Information Systems</a>	Graded	3	<a href="#">ISOM 210-AE - Management Information Systems</a>	Open	Lecture

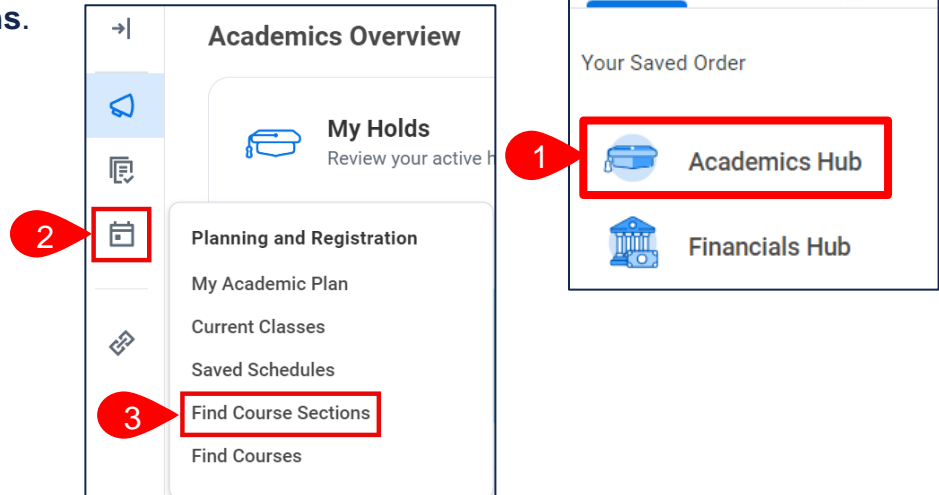
d View All Saved Schedules for Peri...



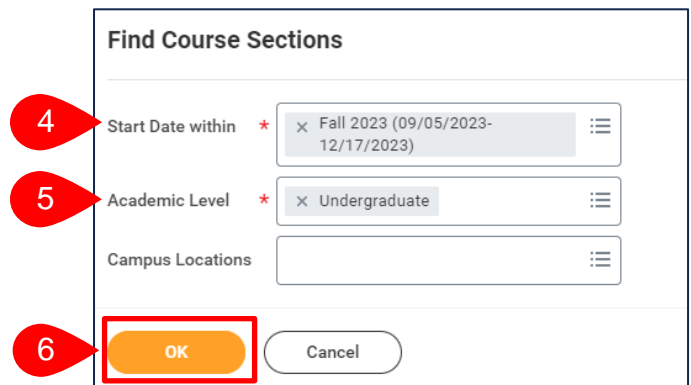
**Note:** You may create multiple saved schedules.

## CREATE SAVED SCHEDULE FROM FIND COURSE SECTIONS REPORT

1. From the Global Navigation Menu, select the **Academics Hub**.
2. Click to expand the **Planning and Registration** section.
3. Select **Find Course Sections**.



4. Select the Academic Period in the **Start Date within** field.
5. Select the **Academic Level**.
6. Click **OK**.



# CREATE A SAVED SCHEDULE

7. In the search bar, type the name of the course you are looking for or use the search criteria filters to narrow down your search.

8. Select the **Course Section** to view additional details.

Start Date within Fall 2023(09/05/2023-12/15/2023) Academic Level Undergraduate

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> Saved Searches

Current Search 52 Results

Save Clear All

7 **Subject**

College Of Arts and Sciences (52)

**Section Status**

Open (28)

Waitlist (24)

**Campus Locations**

**CAS 101-A - Strategies of Success**

Section Details 73 Tremont Room 5045 | M | 12:30 PM - 1:45 PM | 09/11/2023 - 12/04/2023

**CAS 101-AE - Strategies of Success**

Strategies of Success | Waitlist | Jonathan McTague

Section Details Samia Academic Center Room B15 | T | 5:00 PM - 6:15 PM | 09/05/2023 - 12/05/2023

**CAS 101-B - Strategies of Success**

Strategies of Success | Waitlist | Heather Stern

Section Details Sawyer Room 1122 | M | 2:00 PM - 3:15 PM | 09/11/2023 - 12/04/2023

9. Click **Add to Saved Schedule**.

10. Select an existing saved schedule or select **Create Student Registration Saved Schedule**.

a. If you **Create Student Registration Saved Schedule**, enter the **name** you want to give this saved schedule.

b. Click **OK**.

11. Select **Choose Times**.

View Course Section CAS 101-A - Strategies of Success

Course CAS101 - Strategies of Success

Academic Period Fall 2023

Status Open

Start/End Date 09/05/2023 - 12/15/2023

Grading Basis Audit

Credit/Non Credit

Graded

Pass/Fail

Credits 1 Credits

Description CAS 101 is a one-credit course that meets once a week and is designed to help you have a successful transition to Suffolk University and our unique urban community. It is also designed to introduce you to the principles and concepts of Oral Communication and Presentation Skills. Through interactive exercises and engaging assignments, you will explore the campus environment and learn about strategies for success as a student. You will present speeches about your research and activities to improve your abilities as a speaker.

Eligibility Student has satisfied all of the following:  
[Academic Unit (Computed) in the selection list Advertising Public Relations and Social Media, Art and Design, Biology, Biology and Radiation Sciences, Center for Urban Ecology and Sustainability, Chemistry and Biochemistry, College of Arts and Sciences, Communication Journalism and Media, Economics, English, History Language and Global Culture, INTO College of Arts and Sciences, Math and Computer Science, Medical Dosimetry, Philosophy, Physics, Political Science and Legal Studies, Psychology, Radiation Sciences, Sociology and Criminal Justice ...]  
And Student has satisfied all of the following:  
[Latest Class Standing in the selection list Freshman]

9 **Add to Saved Schedule**

Add Course Section to Saved Schedule

Course CAS 101 - Strategies of Success

Course Section CAS 101-1 - Strategies of Success

10 **Saved Schedule** \* Search

All

Create Student Registration Saved Schedule

Course Unavailable For Summer classes


11 **Choose Times** Cancel

Create Student Registration Saved Schedule

Academic Period \* Fall 2023

a **Saved Schedule Name** \*

b **OK** Cancel

 **Note:** Course Unavailable For indicates when the course is not available.

## 12. Select a specific **Course Section** by checking the **Select** box.

**Add Course Section to Saved Schedule**

Saved Schedule

Academic Period Fall 2024

Saved Schedule Name Fall 1

CAS 101 - Strategies of Success  
 1 Credits

**Course Listing** CAS 101 - Strategies of Success

**Description** CAS 101 is a one-credit course that meets once a week and is designed to help you have a successful transition to Suffolk University and our concepts of Oral Communication and Presentation Skills. Through interactive exercises and engaging assignments, you will explore the will present speeches about your research and activities to improve your abilities as a speaker.

**Credits** 1 Credits

**Academic Period** Fall 2024

**Lecture**

24 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns
<input checked="" type="checkbox"/>	CAS 101-1 - Strategies of Success	<input type="checkbox"/>	Open	09/03/2024	12/17/2024	In-Person	W   2:00 PM - 3:15 PM   73 Tremont Room 4046
<input type="checkbox"/>	CAS 101-10 - Strategies of Success	<input type="checkbox"/>	Waitlist	09/03/2024	12/17/2024	In-Person	M   3:30 PM - 4:45 PM   73 Tremont Room 5060
<input type="checkbox"/>	CAS 101-11 - Strategies of Success	<input type="checkbox"/>	Open	09/03/2024	12/17/2024	In-Person	TH   3:30 PM - 4:45 PM   73 Tremont Room 5060
<input type="checkbox"/>	CAS 101-12 - Strategies of Success	<input type="checkbox"/>	Open	09/03/2024	12/17/2024	In-Person	TH   11:00 AM - 12:15 PM   73 Tremont Room 5120

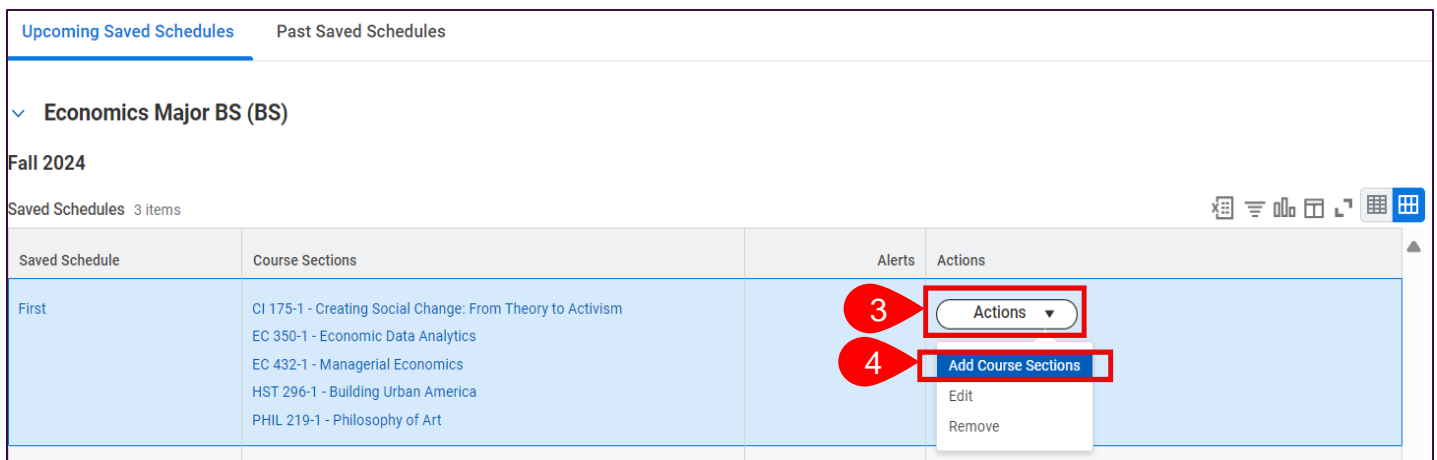
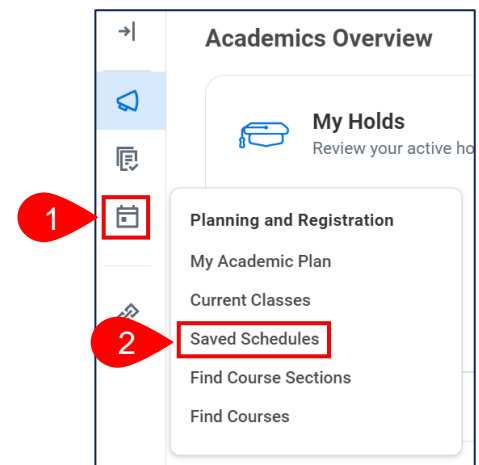
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## 13. Click **OK**.

## 14. Course Section is now added to saved schedule.

## ADD ADDITIONAL COURSE SECTIONS TO SAVED SCHEDULE

1. Navigate to the **Planning and Registration** drop down.
2. Select **Saved Schedules**.
3. Select the **Actions Drop Down**.
4. Select **Add Course Sections**.



## VIEW PAST SAVED SCHEDULES

1. To view past saved schedules, navigate to the **Planning and Registration** drop down.
2. Select **Saved Schedules**.
3. Click **Past Saved Schedules**.

