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 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 Schedule.

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.

7. Click **OK**.
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.
11. The confirmation screen displays.

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

### Design Saved Schedule from Plan

<table>
<thead>
<tr>
<th>Saved Schedule</th>
<th>Student</th>
<th>Academic Period</th>
<th>Saved Schedule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jane Student (UID)</td>
<td>Fall 2023</td>
<td>Jane's Fall 2023 Schedule</td>
</tr>
</tbody>
</table>

**Courses:** 3 items

<table>
<thead>
<tr>
<th>Course</th>
<th>Grading Basis</th>
<th>Credits</th>
<th>Section</th>
<th>Section Status</th>
<th>Instructional Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 331 - Cost Accounting</td>
<td>Graded</td>
<td>3</td>
<td>ACCT 331-A - Cost Accounting</td>
<td>Open</td>
<td>Lecture</td>
</tr>
<tr>
<td>CJN 216 - Intercultural Communication</td>
<td>Graded</td>
<td>4</td>
<td>CJN 216-A - Intercultural Communication</td>
<td>Open</td>
<td>Lecture</td>
</tr>
<tr>
<td>ISOM 210 - Management Information Systems</td>
<td>Graded</td>
<td>3</td>
<td>ISOM 210-AE - Management Information Systems</td>
<td>Open</td>
<td>Lecture</td>
</tr>
</tbody>
</table>

**Note:** You may create multiple saved schedules.
CREATE A SAVED SCHEDULE

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.
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.

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

10. Select an existing saved schedule or select **Create Student Registration Saved Schedule**.
    
   a. Enter the **name** you want to give this saved schedule.
   
   b. Click **OK**.

11. The course is now on your saved schedule.