

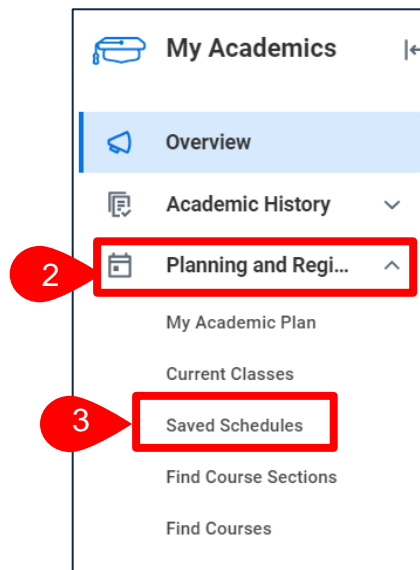
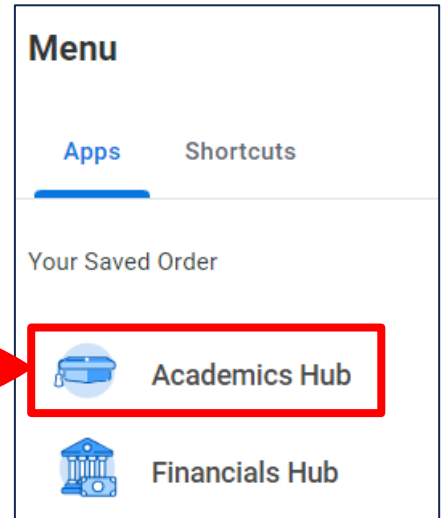
**Description:** This quick guide demonstrates how to register for courses from a saved schedule.

**Applies to:** Students

## REGISTER FROM A SAVED SCHEDULE

Students may register from a **Saved Schedule** or directly from the course section during their registration window. Registering from a Saved Schedule is the recommended registration method for an initial registration.

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



3. Select **Saved Schedules**.



**Note:** You must have an existing saved schedule created. Please see the [Create a Saved Schedule](#) quick guide.

4. The **View My Saved Schedules** screen displays. Select the **Saved Schedule** you want to register from to expand options on the **View Student Registration Saved Schedule** page.
  - a. You can also select **Register** from this screen to move straight to the **Start Registration from Saved Schedule** screen (Step 7).

View My Saved Schedules

Upcoming Saved Schedules Past Saved Schedules

Public Relations Major BA (BA)

Fall 2024

Saved Schedules 1 item

Saved Schedule	Course Sections	Actions
FALL 2024	ADPR 3376-1 - ADPR II: Research ADPR 3377-1 - PR III: Writing, Tactics, Too ADPR 389-1 - Social Media Marketing Communication	Actions

Spring 2025

Saved Schedules 2 items

Saved Schedule	Course Sections	Actions
Spring 2025		Actions
SPRING 2025	ADPR 297-2 - Web Design	Actions

Register

5. From the **View Student Registration Saved Schedule** page, the following options exist to preview or edit the saved schedule:
  - a. Select **Calendar View** to view the saved schedule in a calendar format.
  - b. Select **Add Course Sections** to add additional course sections to this saved schedule.
  - c. Select **Edit** to edit the saved schedule. You can remove individual course sections and/or change course section selections.

6. Once you are satisfied with the Saved Schedule, select **Start Registration** to register from this Saved Schedule.

**5 View Student Registration Saved Schedule**

Saved Schedule

Student Jane Student

Academic Period Spring 2025

Saved Schedule Name SPRING 2025

**6** Start Registration a Calendar View b Add Course Sections c Edit

Courses 1 item

Course	Grading Basis	Credits	Section	Section Status	Instructional Format	Instructor	Start Date	End Date	Meeting Patterns
ADPR 297 - Web Design	Graded	4	ADPR 297-2 - Web Design	Open	Lecture	Tara Pastina	01/13/2025	05/06/2025	M,_W,_F   9:00 AM - 9:50 AM Sawyer Room 522

[View My Saved Schedules](#)

7. The **Start Registration from Saved Schedule** screen displays. Courses from the saved schedule are listed on the left-hand side of the screen.

- Select **(+) Add Course** to add a new course to this saved schedule before registering.
- Click the **(-) minus** icon to delete a course from this saved schedule before registering.
- Review the selected sections and update if needed by checking the **Select** check-box.

8. Click **Register** to complete your registration for the classes listed.

**7 Start Registration from Saved Schedule**

Academic Period Fall 2023

**a** + Add Course

Click here to sort **b** -

ACCT 331 - Cost Accounting  
3 Credits

CJN 216 - Intercultural Communication  
4 Credits

ISOM 210 - Management Information Systems  
3 Credits

ACCT 201 - Acct for Decision Making I  
3 Credits

**Course Listing** ACCT 331 - Cost Accounting

**Description** Explores concepts and procedures underlying the development of a cost accounting system for managerial decisions, control, and performance reporting. Introduces the basic ideas of responsibility accounting.

**Eligible**

**Lecture**

2 Items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor
<input checked="" type="checkbox"/>	ACCT 331-1 - Cost Accounting	<input type="checkbox"/>	Open	09/05/2023	12/17/2023	In-Person	T,_TH   8:00 AM - 9:15 AM	Anna Assistar
<input type="checkbox"/>	ACCT 331-A - Cost Accounting	<input checked="" type="checkbox"/>	Open	09/05/2023	12/15/2023	In-Person		

**8** Register Cancel

9. You will see the below confirmation once registration is complete.

9

Successfully Registered Courses 3 items

Course	Section
CJN 216 - Intercultural Communication	CJN 216-A - Intercultural Communication
ISOM 210 - Management Information Systems	ISOM 210-AE - Management Information Systems
ACCT 201 - Acct for Decision Making I	ACCT 201-D - Acct for Decision Making I