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 from Plan quick guide.

4. In the Start Date within field, select the academic period to register from.

Menu

My Academics
   - Overview
   - Academic History
   - My Academic Plan
   - Current Classes
   - Saved Schedules
   - Find Course Sections
   - Find Courses

View My Saved Schedules

Start Date within
   - Search
   - All
   - Fall 2023 (09/05/2023-12/17/2023)
   - Spring 2023 (01/17/2023-05/09/2023)
5. Select OK.

6. The View My Saved Schedules screen displays. The following options exists to preview, edit, or remove the saved schedule:
   a. Select Calendar View to view the saved schedule in a calendar format.
   b. Select Add Course to add additional course and 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.
   d. Select Remove to delete this saved schedule entirely.

7. Once you are satisfied with the Saved Schedule, select Start Registration to register from this Saved Schedule.
8. The **Start Registration from Saved Schedule** screen displays. Courses from the saved schedule are listed on the left-hand side of the screen.
   
   a. Select (+) **Add Course** to add a new course to this saved schedule before registering.
   
   b. Click the (-) **minus** icon to delete a course from this saved schedule before registering.
   
   c. Review the selected sections and update if needed by checking the **Select** check-box.

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

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