

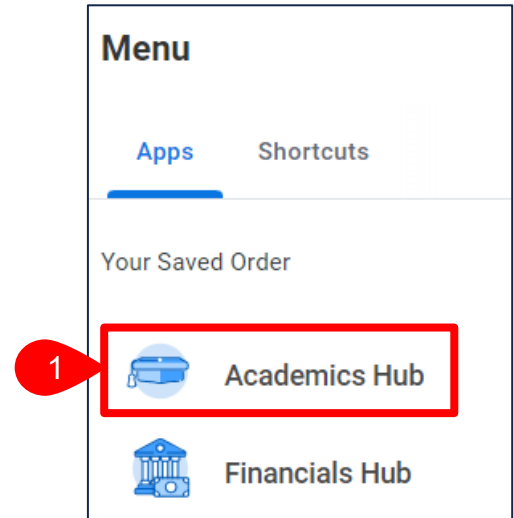
**Description:** This quick guide demonstrates how to register for courses from a saved schedule.

**Applies to:** Students

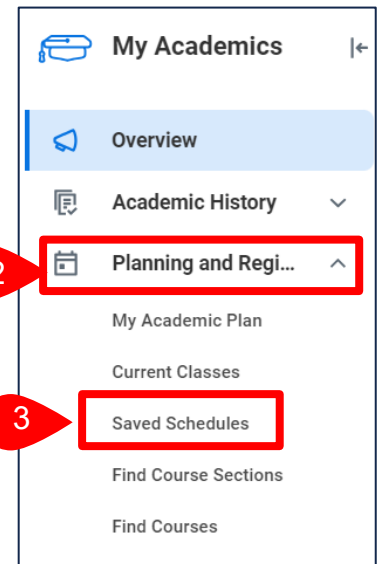
## REGISTER FROM A SAVED SCHEDULE

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.

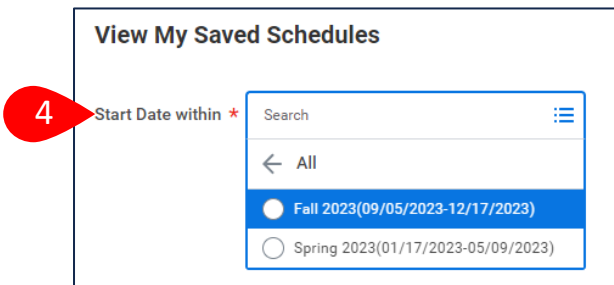


3. Select **Saved Schedules**.

 **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.



5. Select **OK**.
6. The **View My Saved Schedules** screen displays. The following options exist 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.

6

## View My Saved Schedules

Student Jane Student (UID100020556)

Academic Period Fall 2023

▼ **Accounting Major BSBA (BA/BSBA)**

Saved Schedule 🔍

Saved Schedule Name Jane's Fall 2023 Schedule

4 items

Course	Grading Basis	Credits	Section	Section Status	Instructional Format
ACCT 331 - Cost Accounting	Graded	3	ACCT 331-A - Cost Accounting	Open	Lecture
CJN 216 - Intercultural Communication	Graded	4	CJN 216-A - Intercultural Communication	Open	Lecture
ISOM 210 - Management Information Systems	Graded	3	ISOM 210-AE - Management Information Systems	Open	Lecture
ACCT 201 - Acct for Decision Making I	Graded	3	ACCT 201-D - Acct for Decision Making I	Open	Lecture

7

Start Registration

a Calendar View

b Add Course

c Edit

d Remove

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.

**8 Start Registration from Saved Schedule**

Academic Period Fall 2023

**a** + Add Course

Click here to sort

- 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

**b** -

**c**

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		

**9** Register

Cancel

9. Click **Register** to complete your registration for the classes listed.
10. You will see the below confirmation once registration is complete.

**10** 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