

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

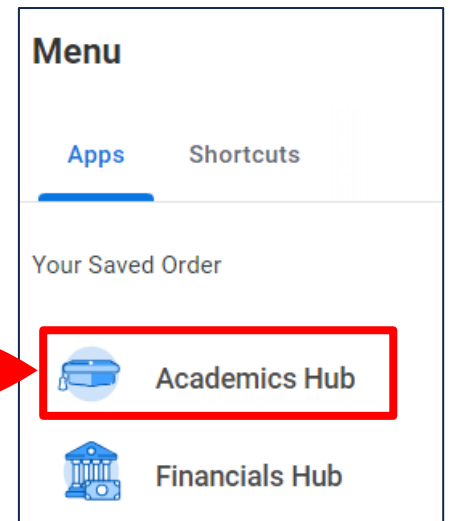
**Applies to:** Students

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.

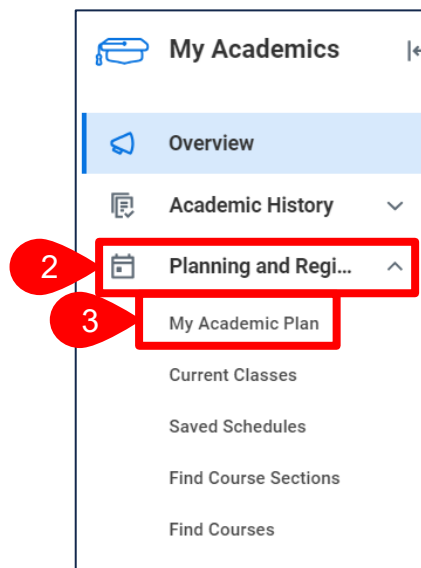
## CREATE A SCHEDULE FROM ACADEMIC PLAN

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 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**.

Primary Plan Name  Information Systems and Operations Management/Undergraduate (BSBA)  
Plan

View Alternate Plans 1

**4**

2023-2024 Academic Year

Academic Period	Requirement	Course	Credits	Status
Fall 2023	Global Engagement Experience	<a href="#">CJN 216 - Intercultural Communication</a>	4	Eligible to Enroll
	Business Analytics and Information Systems Major BSBA Elective Courses	<a href="#">ISOM 211 - Cloud Computing and Network Infrastructure</a>	3	Eligible to Enroll
Spring 2024	Business Courses	<a href="#">FIN 200 - Business Finance</a>	3	Eligible to Enroll

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**.

Student

Academic Plan \*

**5**

Start Date within \*

**6**

**7**

## 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

9

10 OK Cancel

## 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.

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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

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

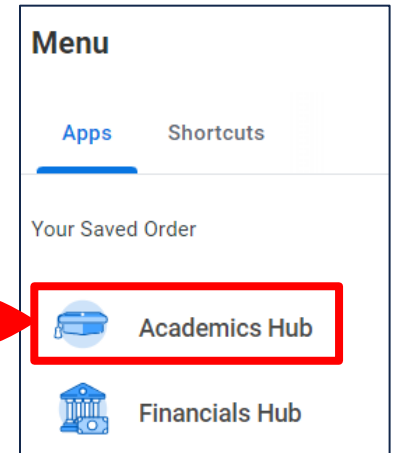
d View All Saved Schedules for Peri...



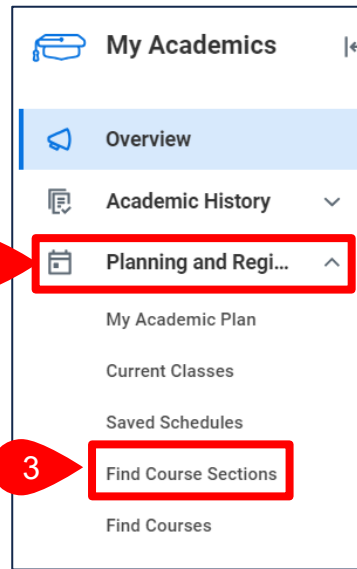
**Note:** You may create multiple saved schedules.

## 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**.

The screenshot shows the 'Find Course Sections' form. The 'Start Date within' field is set to 'Fall 2023 (09/05/2023-12/17/2023)' (callout '4'). The 'Academic Level' field is set to 'Undergraduate' (callout '5'). The 'Campus Locations' field is empty. The 'OK' button is highlighted with a red box and a red callout '6', and the 'Cancel' button is also visible.

# 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.

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.