*Use this reference when preparing to register **BEFORE** the registration window is open. Follow these steps to build your saved schedule.*
**A. Find** *a* **course section** *needed for the academic term*
B. Create *a* **saved schedule** *by name and build it*
**C.** *Register from your saved schedule*

A Find Course Sections

1. Log into **UR Student** and click **Academics**

2. Under Planning & Registration, click **Find Course Sections**
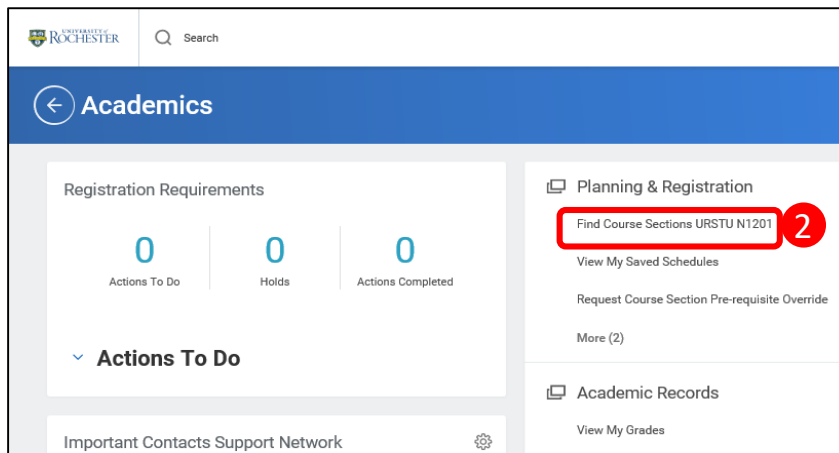
3. Click within **Academic Period**

4. Type the term you are looking for (*Fall 2020*), or select **Current or Future Period** and choose the future academic period

   a) Select the specific **Academic Period** associated with the course you are looking to register for

5. Select your **Academic Level**

6. Click **OK**
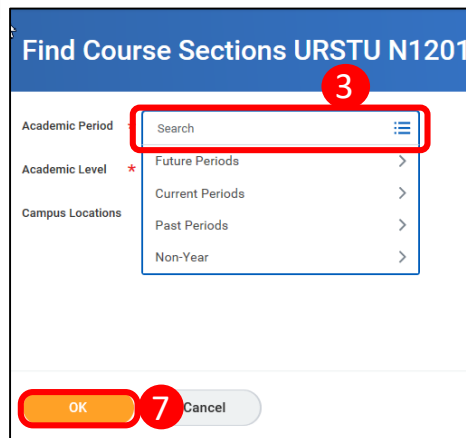
8. Enter the course name/abbreviation in search
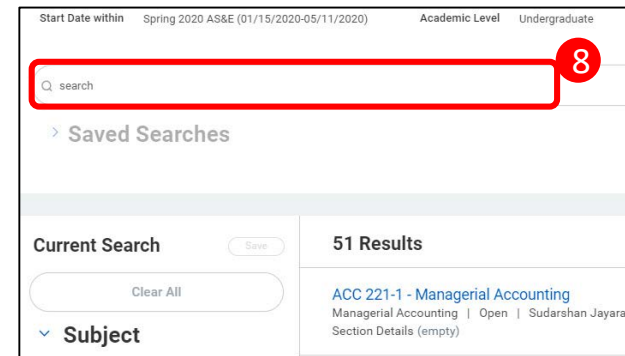
9. **Right-click** on the course section name that best fits your schedule then choose **See in New Tab**

Lecture section ←

Lab sections ←
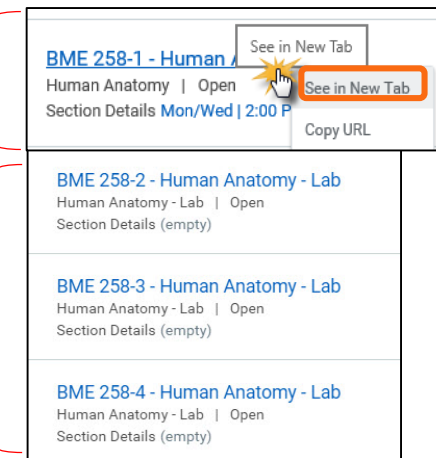
10. This **c**reates a new browser tab showing the **View Course Section** information for your schedule selection. This tab becomes the scheduling area, while the original tab remains to find additional courses.

Original Tab — Find Course Sections URSTU N...

New Tab — View Course Section - Work... ✕

B Create a Saved Schedule

After right clicking on your course section name and opening in a new tab, you can Create a Course Schedule.
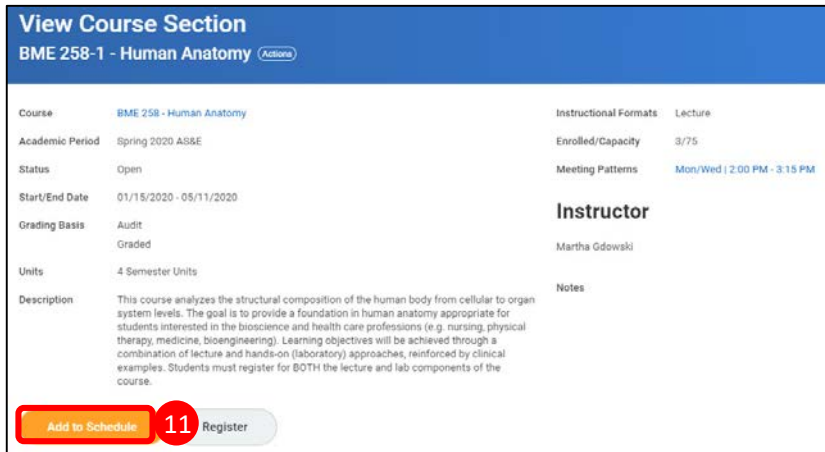
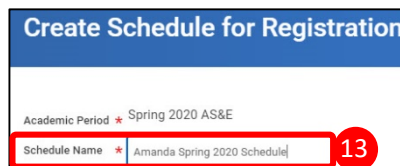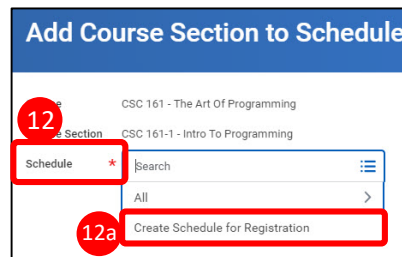11. From the **View Course Section** tab, click **Add to Schedule**

View Course Section
BME 258-1 - Human Anatomy *(Actions)*

Course	BME 258 - Human Anatomy	Instructional Formats	Lecture
Academic Period	Spring 2020 AS&E	Enrolled/Capacity	3/75
Status	Open	Meeting Patterns	Mon/Wed | 2:00 PM - 3:15 PM
Start/End Date	01/15/2020 - 05/11/2020		
Grading Basis	Audit Graded	**Instructor**	
Units	4 Semester Units	Martha Gdowski	
Description	This course analyzes the structural composition of the human body from cellular to organ system levels. The goal is to provide a foundation in human anatomy appropriate for students interested in the bioscience and health care professions (e.g. nursing, physical therapy, medicine, bioengineering). Learning objectives will be achieved through a combination of lecture and hands-on (laboratory) approaches, reinforced by clinical examples. Students must register for BOTH the lecture and lab components of the course.	Notes	

Add to Schedule (11) Register

12. Click within the **Schedule** field to create a schedule

   a. To Create a Saved Schedule: Click **Create Schedule for Registration**. *This will be the "container" for your saved course sections as you build your term schedule*

13. Name your schedule to find it easily later

14. Click **OK**

Add Course Section to Schedule

CSC 161 - The Art Of Programming
Section CSC 161-1 - Intro To Programming
Schedule * Search
All
(12a) Create Schedule for Registration

Create Schedule for Registration

Academic Period * Spring 2020 AS&E
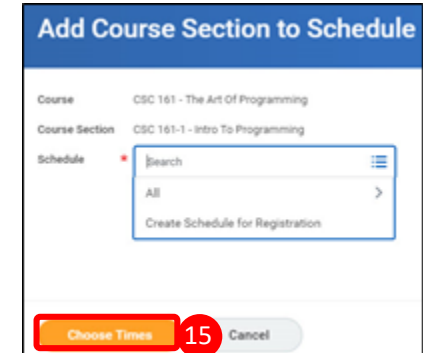Schedule Name * Amanda Spring 2020 Schedule (13)

15. Click **Choose Times**

16. Select Lecture, Labs and Workshops as necessary

17. Click **Grading Basis** and choose **Audit** or **Graded** as needed

18. Click **OK**, then **Done** and close the **View Course Section** tab

Add Course Section to Schedule

Course CSC 161 - The Art Of Programming
Course Section CSC 161-1 - Intro To Programming
Schedule * Search
All
Create Schedule for Registration

Choose Times (15) Cancel

Find Additional Course Sections and Save to Schedule

19. Locate your **Find Course Sections** (Original) tab and search for your next course section to add to your saved schedule

Original Tab   New Tab
Find Course Sections URSTU N..   View Course Section - Work... ✕

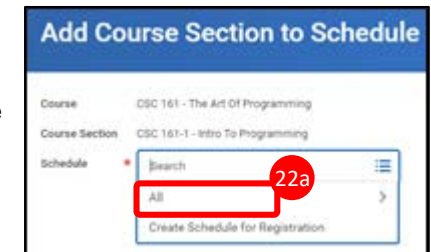20. Right Click on the course section name to open the **View Course Section** tab

21. From the **View Course Section** tab, click **Add to Schedule**

22. Click within the **Schedule** field to locate your saved schedule

   a. To Find a Saved Schedule: Click **All**, then select the named schedule from the drop down list

23. Repeat steps 15-22a until your schedule is complete

Add Course Section to Schedule

Course CSC 161 - The Art Of Programming
Course Section CSC 161-1 - Intro To Programming
Schedule * Search
All (22a)
Create Schedule for Registration

WAIT!

YOU HAVE NOT REGISTERED YET!

Once your saved schedule is complete and the registration window is open, follow the **How to Register from a Saved Schedule QRC** to register for the academic term