Schedule Planner Search & Registration Instructions

Schedule search will initiate by asking the user to select a campus. All three UAS campuses should be selected for best results. These selections are saved for future logins.

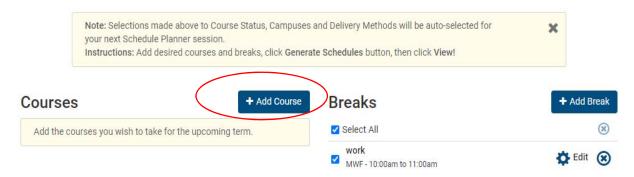
Limiting your selection to a specific campus is particularly helpful when you only want to see courses offered at that location including distance courses.

Select Campus Select All Campuses UAA - Anchorage Campus □ UAA - Kenai Peninsula UAA - Kodiak UAA - Matanuska Susitna UAA - Prince William Sound UAF - Anchorage & Juneau UAF - Bristol Bay Campus UAF - Chukchi Campus UAF - CTC (Fairbanks) UAF - eCampus UAF - Fairbanks Campus UAF - Interior Alaska UAF - Kuskokwim Campus UAF - Northwest Campus UAF - Rural College UAS - Juneau Campus UAS - Ketchikan Campus UAS - Sitka Campus ✓ Save and Continue

Once logged in, users should choose preferred 'Course Status' and 'Delivery Methods.'

		of AL	ERSITY ASKA		
Course Status	Open & Full	Change	Term	Fall Semester 2021	
Campuses	3 of 18 Selected	Change	Delivery Methods	2 of 4 Selected	Change

Next, select the 'Add Course' button to begin course search.

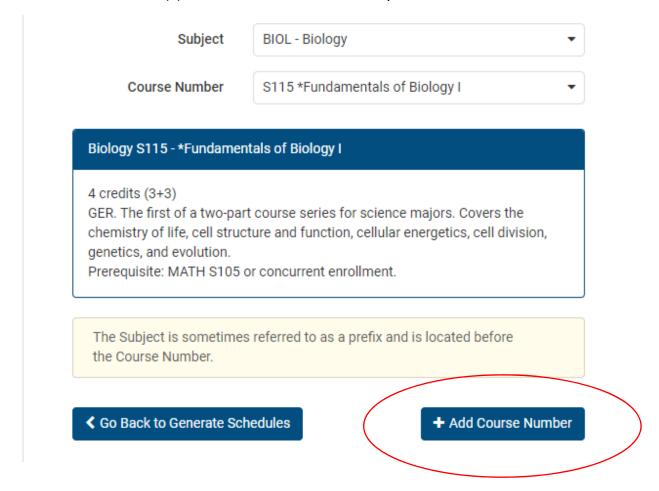


There are multiple search option tabs to choose from. In the 'Search By Subject' tab, only subjects associated with the previously chosen campuses will appear. For example, if 'UAS – Sitka Campus' is not chosen, HIM courses will not populate in the search results.

Add Courses for Fall Semester 2021

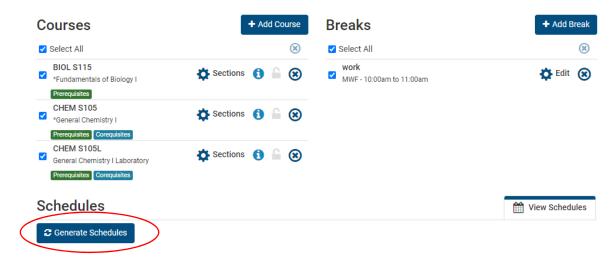
Search By Subject	Search By Sect Attribute	ion Search B	y CRN S	Search By Instructor		Course	S	
Subject Select Subject				•	Choose a Course	Course Number and click Add		
Course Number S		Select Course	Select Course Number		•			
4	ect is sometimes se Number.	referred to as a	prefix an	d is located before				
∢ Go Back	to Generate Sch	edules		+ Add Course	Number			

Once a subject and course are chosen, select 'Add Course Number.' The specific section of the course(s) can be chosen later in the process.



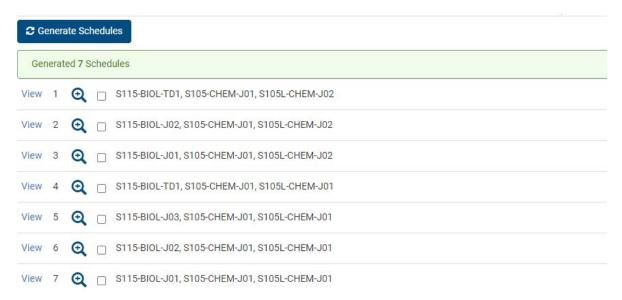
Once all courses are entered, select 'Go Back to Generate Schedules.'

Schedule breaks can be added if needed, but are not required. Once back at this screen, select 'Generate Schedules.'

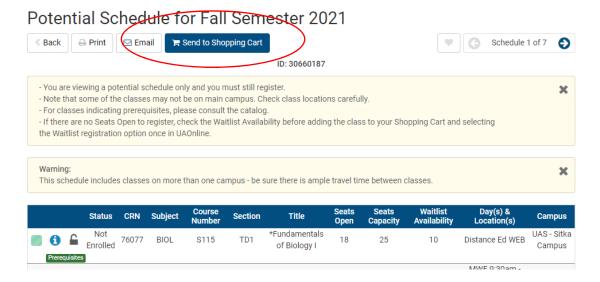


To see a preview of the schedule, select 'View' to see the schedule in full screen, or hover over the magnifying glass icon for a condensed view of the proposed schedule.

Students will need to click View for the schedule they chose in order to move forward in the process.



After choosing the desired schedule, select 'Send to Shopping Cart.'

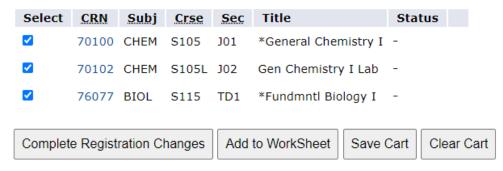


If registration is open, users will be redirected to a screen that will allow them to complete registration or save their courses for later.

Schedule Planner Registration Cart

Welcome to the Schedule Planner Registration Cart.

Classes in the Registration Cart



'Complete Registration Changes' will finalize registration. Users will be alerted of any registration errors if applicable. If there are no errors, registration has been completed.