



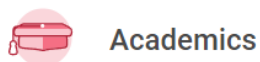
Create a Course Schedule and Register

Overview

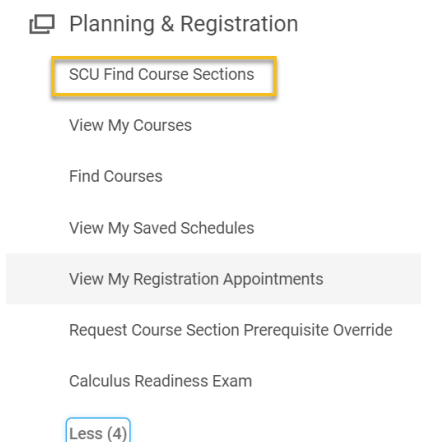
This quick reference provides a student overview of how to create a schedule and register for classes.

Process: Create a Schedule

1. From the **Homepage**, click on the **Academics** App.



2. Under the Planning and Registration Section, click **SCU Find Course Sections**.



3. Choose the desired **Academic Period** and **Academic Level** and click **OK**.

SCU Find Course Sections

Academic Periods *

Academic Level *

OK Cancel

4. Select your desired course section by clicking the name with a hyperlink.

NOTE: For instructions on how to navigate the **SCU Find Course Sections** report, see the [SCU Find Course Sections](#) quick reference guide.

5. Click the **Add to Saved Schedule** button. If you do not have a *Saved Schedule* you can choose, **Create Schedule for Registration**. To create a schedule, enter a **Schedule Name** and click OK. Otherwise select the appropriate **Saved Schedule** by selecting All and then the schedule you want to add to. Click the **Choose Times** button.



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Sections task by entering it in the Universal Search or from your Academics app.

8. Click **Done** when finished.

NOTE: Remember that you can create your Schedule prior to your registration period. To access this schedule later, you can click **View my Saved Schedules** from your **Academics** dashboard.

Process: Register for Courses

1. Using the **Start Registration** button in the previous steps, students can enroll in classes.

6. Scroll to review the information and then click **OK**.

1 item

Course	Grading Basis	Units	Section	Section Status	Instructional Format
ENGL 12A - Cultures and Ideas II	Graded	4	ENGL 12A-03 - Cultures and Ideas II ((De)Colonial Narratives)	Open	Lecture

Buttons: Start Registration, View Schedule, Add Course, Edit, Remove

NOTE: The **Start Registration** button will only appear during active registration periods.

7. On the next screen you can use the corresponding buttons to **View Schedule**, **Edit** schedule, or **Start Registration**.

- a. If you want to add a course to your schedule use the browser back button or go back to the **SCU Find Course**

2. Each of the courses from your schedule will appear on the *Register from Saved Schedule* screen. You can use the trash can icon to remove the course section. If you want to add a course to your schedule use the



Create a Course Schedule and Register

browser back button or go back to the **SCU Find Course Sections** task by entering it in the Universal Search or from your Academics app.

- 3. Review each of your course sections to make sure you have selected a *Grading Basis* and/or entered other required information.

If a course requires a lecture as well as a lab, recitation, or other component, you will be asked to select times for both sections.

- 4. When you are ready to register, click **Register**.

ENGL 12A - Cultures and Ideas II
4 Quarter Units

Course Listing ENGL 12A - Cultures and Ideas II

Description A two-course sequence focusing on a major theme in human experience and culture over a significant period of time. Courses emphasize either broad global interconnections or the construction of Western culture in its global context. Courses may address Cross Cultural Contact; Nature and Imagination; and other topics.

Eligible

Lecture
1 item

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns
<input checked="" type="checkbox"/>	ENGL 12A-03 - Cultures and Ideas II ((De)Colonial Narratives)	<input checked="" type="checkbox"/>	Open	04/03/2023	06/07/2023	In-Person	

Register Cancel

- 5. If your registration was completed successfully, you will see your courses in a **Successfully Registered Courses** grid.

Register from Saved Schedule

Successfully Registered Courses 1 item

Course	Section
ENGL 12A - Cultures and Ideas II	ENGL 12A-03 - Cultures and Ideas II ((De)Colonial Narratives)

View Registered Courses View Student Account

- 6. You may receive errors, such as a time conflict between course sections or a missing prerequisite. The system will not allow you to register without resolving these items.

NOTE: Once registered for classes and during registration periods only, students will also have a **Drop** and **Swap** button. These buttons can be used to change a schedule and are located in your student profile.