

Registering for my courses using Schedule Planner

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Go to Blackboard Quick Links (blackboard.ultr.edu), and sign in with your Net ID. Once you're there, click on "Register for Classes" to get started!

The screenshot shows the Blackboard Quick Links page. On the left, under 'Quick Links', there is a list including 'BOSS Email', 'Google Drive', 'Google Calendar', 'Class Search', 'My Degree Plan', 'Bookstore', 'Register Fast', and 'Find a Major'. Below this is a 'Register for Classes' link. On the right, there are sections for 'My Courses' and 'Download' with a pencil icon.

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Next, you'll be asked to select a campus. Please note that most students will be using "Main," which includes both online and in-person classes.

Once you've selected a campus, you'll need to select which parts of the term you'd like to take classes. For now, just select all parts of term, then save and continue.

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Now you're going to look for the blue banner — this takes you directly to the courses your academic advisor has already pre-loaded for you.

Courses

+ Add Course

Add the courses you wish to take for the upcoming term.

Your My Student Educational Plan shows 4 courses for 2019 Spring, click here to load them into your course list.

Note: Planned courses that are not offered for 2019 Spring are not included in the course count above and will not be loaded into your course list.

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If your advisor did not recommend courses, select "Add Course" and select your subject from the drop-down menu. Otherwise, select these recommended courses, then click "add course" so you can check out potential schedules!

- Applied Communication 1300 - Intro to Communication
- Mathematics 1302 - College Algebra
- Political Science 1310 - American Nat'l Govt
- Rhetoric And Writing 1312 - Composition II

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+ Add Course

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Now you'll click the "Generate Schedule" button to view your options. If there's too many options, you can always add a break, or use the lock button to set a particular class you'd like to keep.

Generate Schedules

Generated 7 Schedules

- View 1 Soccer Practice , CHEM-1402-10, CHEM-1402-33L, CRJU-2300-04, MATH-1451-02
- View 2 Soccer Practice , CHEM-1402-10, CHEM-1402-35L, CRJU-2300-04, MATH-1451-02
- View 3 Soccer Practice , CHEM-1402-10, CHEM-1402-12L, CRJU-2300-04, MATH-1451-02
- View 4 Soccer Practice , CHEM-1402-10, CHEM-1402-33L, CRJU-2300-990, MATH-1451-02
- View 5 Soccer Practice , CHEM-1402-10, CHEM-1402-35L, CRJU-2300-990, MATH-1451-02
- View 6 Soccer Practice , CHEM-1402-10, CHEM-1402-12L, CRJU-2300-990, MATH-1451-02
- View 7 Soccer Practice , CHEM-1402-10, CHEM-1402-13L, CRJU-2300-990, MATH-1451-02

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Once you've found the schedule that works best for you, you'll click "Send to Shopping Cart," located at the top of the page...

Back	Print	Send to Shopping Cart	Schedule 1 of 7					
Status	Subject	Course	Section	Seats Available	Currently Waiting	Day(s) & Location(s)	Campus	Credits
Not Enrolled	CHEM	1402	10	55	0	MWF 10:00am - 10:50am 01/23/2019 - 05/13/2019 - FH 102	Main	4
Not Enrolled	CHEM	1402	33L	4	0	W 12:00pm - 2:50pm 01/23/2019 - 05/08/2019 - SCLB 280	Main	0
Not Enrolled	CRJU	2300	04	17	0	TTh 10:50am - 12:05pm 01/22/2019 - 05/14/2019 - RH 116	Main	3
Enrolled	MATH	1451	02	17	0	TTh 9:00am - 10:40am 01/22/2019 - 05/14/2019 - RH 311	Main	4

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...then click "Register"...

Shopping Cart

Register

Subject	Course	Component	Instructor	Day(s) & Location(s)
CHEM	1402	Lecture	Douglas, Marian S.	MWF 10:00am - 10:50am 01/23/2019 - 05/13/2019 - FH 102
CHEM	1402	Lab	Not Assigned	W 12:00pm - 2:50pm 01/23/2019 - 05/08/2019 - SCLB 280
CRJU	2300	Lecture	Turner, Kayla Marie	TTh 10:50am - 12:05pm 01/22/2019 - 05/14/2019 - RH 116

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...and agree to the terms.

I understand that upon my registration, I have made a contractual financial obligation to pay all tuition and fees associated with any classes in which I register, unless I drop/withdraw by the refund dates listed on the [Bursar's website](#). "Not Attending" does not remove this obligation.

I am responsible for reading and following the drop/withdrawal policy of the university, as posted on the [Bursar's website](#).

I authorize UA Little Rock to apply any financial aid I receive toward my account balance. If my aid is reduced or canceled, I understand that I will be fully responsible for...

I Do Not Agree, Cancel

I Agree, Continue

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Now you can look at the registration results! Congratulations, you've signed up for courses using the Schedule Planner!

Quick Facts about Schedule Planner

The screenshot shows the UA Little Rock Schedule Planner interface. At the top, the UA Little Rock logo and "UNIVERSITY OF ARKANSAS AT LITTLE ROCK" are displayed. Below this, there are filters for "Course Status" (Open & Full w/Waitlist Open), "Term" (2019 Spring), "Parts of Term" (1 of 8 Selected), "Instruction Modes" (All Instruction Modes Selected), and "Campuses" (1 of 4 Selected). A yellow box contains the instruction: "Instructions: Add desired courses and breaks and click Generate Schedules button!"

Courses: A list of selected courses includes CHEM 1402 (General Chemistry I) and CRJU 2300 (Intro Criminal Justice). A green box highlights the "Prerequisites" link next to CHEM 1402.

Breaks: A break for "Soccer Practice" (MWF: 8:00am to 9:45am) is listed, with options to "Edit" or "Delete".

Current Schedule: A table shows the current schedule for MATH 1451, section 02, Lecture, from TTh 9:00am - 10:40am on 01/22/2019 - 05/14/2019 in RH 311. The status is Enrolled.

Schedules: A "Generate Schedules" button is located here.

Annotations on the right side provide quick facts:

- Need a break? You can add one here! You can also use it to narrow the selection of generated schedules.
- If your course requires prerequisites, they will display here.
- Found a course you like? You can use the lock to only view schedules with that course.
- If you want to remove a course, just click here.
- Use this button to view the possible schedules for your current settings. Too many options? Try adding a break or locking down a particular class.

Records and Registration: Frequently Asked Questions

Q: Where do I find the form for my records request?

A: You can find all of our forms at ualr.edu/records/forms, as well as instructions for how to use them! This page includes almost all of our common requests, including:

- [Transcript requests](#)
- [Name Changes](#)
- [Address changes](#)
- [Immunization requests](#)
- [Enrollment verification](#)
- [Dropping a class](#)
- [Request a duplicate diploma](#)

Q: Where can I see the Academic Calendar?

A: [You can view the academic calendar here](#). Once you're there, you can view the start and end dates for terms, as well as important semester dates — even the schedule for final exams! Check out the calendar if you have any questions about deadlines.

Q: Is there a hold that can keep me from dropping classes? Why can't I drop a course?

A: ***There are no holds that can keep you from dropping classes.*** Once late registration is over for the term, you may notice that you are no longer allowed to adjust your schedule — this is normal!

You'll need to fill out a drop/withdrawal form, which is located on the Forms page we talked about in the first question. You can turn it in in person, or send it to the fax or email listed on the form — just make sure it's signed!

Q: I don't see my question here. How can I get it answered?

A: You can come see us in person in the Donaldson Student Services building, or use one of the following:
Phone: (501) 569-3110
Email: records@ualr.edu
Fax: (501) 569-8168