

Registering for my courses using Schedule Planner

1

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

5

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.

Quick Links

[BOSS](#)
[Email](#)
[Google Drive](#)
[Google Calendar](#)
[Class Search](#)
[My Degree Plan](#)
[Bookstore](#)
[Register Fast](#)
[Little Rock Registrar](#)
[Register for Classes](#)

My Courses

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2

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.

3

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](#)

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

i 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.

4

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!

- ☐
- ☐ **i** Applied Communication 1300 - Intro to Communication
- ☐ **i** Mathematics 1302 - College Algebra
- ☐ **i** Political Science 1310 - American Natl Govt
- ☐ **i** Rhetoric And Writing 1312 - Composition II

[← Back](#)

[+ Add Course](#)

6

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...

7

...then click "Register"...

Shopping Cart

[Register](#)

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

Week 2 (01/28/2019 - 02/04/2019)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
CHEM 1402																	
CHEM 1402																	
CRJU 2300																	

8

...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

UA LITTLE ROCK
UNIVERSITY OF ARKANSAS AT LITTLE ROCK

Course Status: Open & Full w/Waitlist Open | Change | Term: 2019 Spring
Parts of Term: 1 of 8 Selected | Change | Campuses: 1 of 4 Selected | Change
Instruction Modes: All Instruction Modes Selected | Change

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses | + Add Course | **Breaks** | + Add Break

CHEN 1402 Gen Chem Chemistry 1 | Options | Lock | Soccer Practice MWF - 8:00am to 9:45am | Edit | Lock
CRJU 2300 Intro Criminal Justice | Options | Lock

Current Schedule

Status	Subject	Course	Section	Component	Day(s) & Location(s)
Enrolled	MATH	1451	02	Lecture	TTh 9:00am - 10:40am 01/22/2019 - 05/14/2019 - RH 311

Schedules | Generate Schedules

Callouts:

- 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