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!

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.

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!

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.

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”...

8. ...and agree to the terms.

9. Now you can look at the registration results! Congratulations, you’ve signed up for courses using the Schedule Planner!
Quick Facts about Schedule Planner

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