

Registering for my courses using Schedule Planner

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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!

Quick Links

BOSS
Email
Google Drive
Google Calendar
Class Search
My Degree Plan
Bookstore
Register Fast
Register for Classes
Register for Classes

My Courses

Download

Tools

Announcements
Calendar
Tasks
My Grades

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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

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.

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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!

-
- 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

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

Send to Shopping Cart

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

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																	

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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, it displays the university logo and name. Below that, there are filters for Course Status (Open & Full w/Waitlist Open), Term (2019 Spring), Parts of Term (1 of 8 Selected), Campuses (1 of 4 Selected), and Instruction Modes (All Instruction Modes Selected). A yellow instruction box says: "Instructions: Add desired courses and breaks and click Generate Schedules button!".

The main area is divided into "Courses" and "Breaks" sections. Under "Courses", there are two entries: CHEM 1402 (Gen Chem Chemistry 1) and CRJU 2300 (Intro Criminal Justice). Each course has a "Prerequisites" link, an "Options" gear icon, an "Add Course" button, and a lock icon. Under "Breaks", there is one entry: Soccer Practice (MWF - 8:00am to 9:45am) with an "Add Break" button and a lock icon.

The "Current Schedule" section shows a table with columns: Status, Subject, Course, Section, Component, and Day(s) & Location(s). The current schedule includes: Enrolled, MATH, 1451, 02, Lecture, TTh 9:00am - 10:40am 01/22/2019 - 05/14/2019 - RH 311.

At the bottom, there is a "Schedules" section with a "Generate Schedules" button.

Callout boxes on the right provide the following information:

- 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 at ualr.edu/records/calendar. 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: Once late registration is over for the term, you may notice that you are no longer allowed to adjust your schedule on your own — 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 — once you're there, just look under "After Classes Begin" for a link to the form, and sign in with your NetID. You can also find the form in BOSS, as "Drop/Withdrawal Request Form"

Q: I don't see my question here. Where can I get more information or assistance?

A: You can reach us at the following contacts:

Phone: (501) 569-3110

Email: records@ualr.edu