Registering for my courses using Schedule Planner

1. Go to Blackboard 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.

3. 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.

4. 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.

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.

   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...

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: 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: 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: 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