

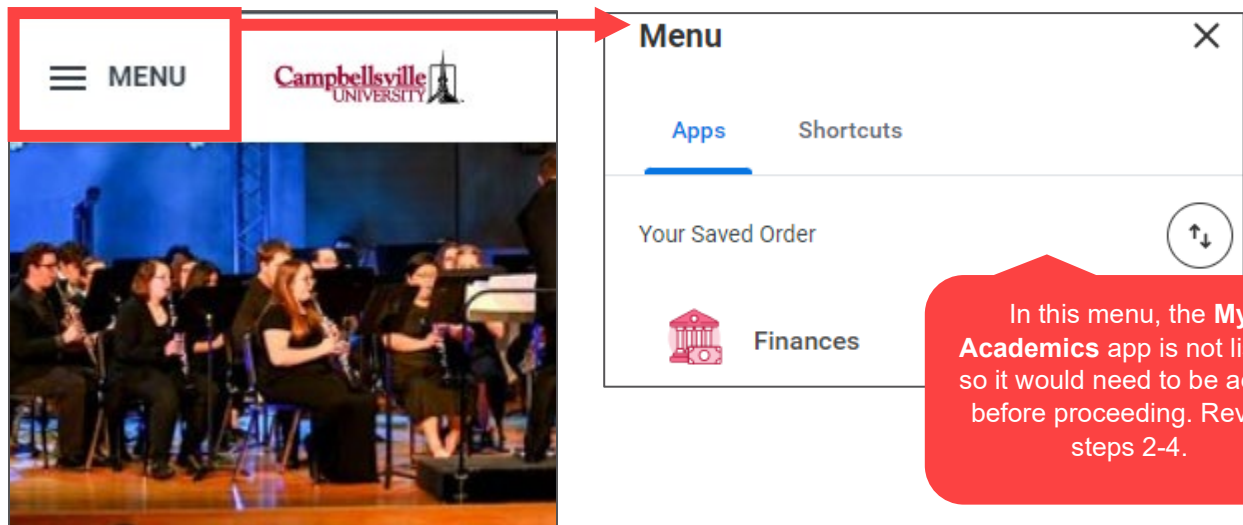
SAVED SCHEDULES: CREATE & REGISTER

Summary

This guide will help students develop and register from saved schedules via the course sections report as well as from an academic plan.

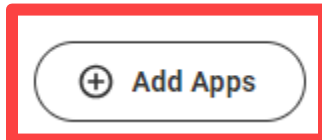
Verify Necessary Apps on Menu

1. From the homepage, open the **Menu** in the upper left-hand corner

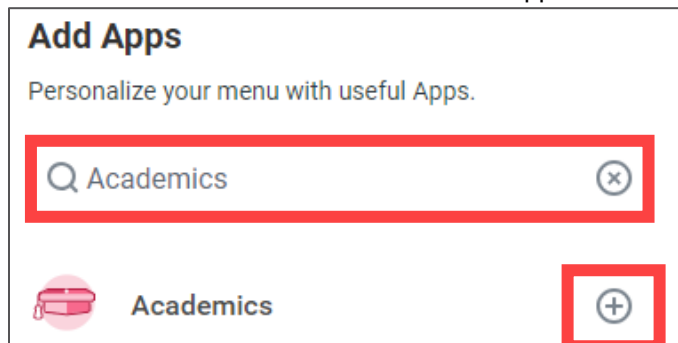


You should see a list of apps that you can access for topics like **finances** or **academics**. If you do not see the **Academics** app in the menu, use steps 2-4 to add the necessary app. If this app is already listed on your menu, skip to step 5.

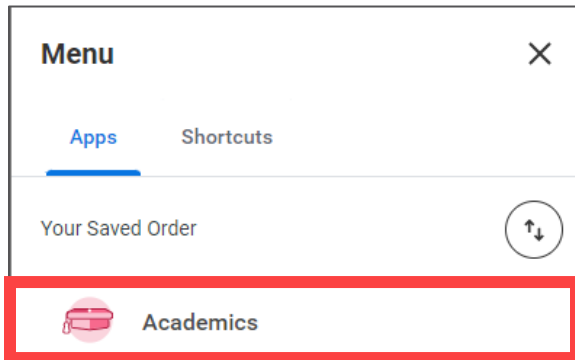
2. At the bottom of the **Menu** click the **Add Apps** button.



3. In the **Find Apps** search bar, enter **Academics**.
4. Select the "+" icon next to the **Academics** app to add it to your menu.



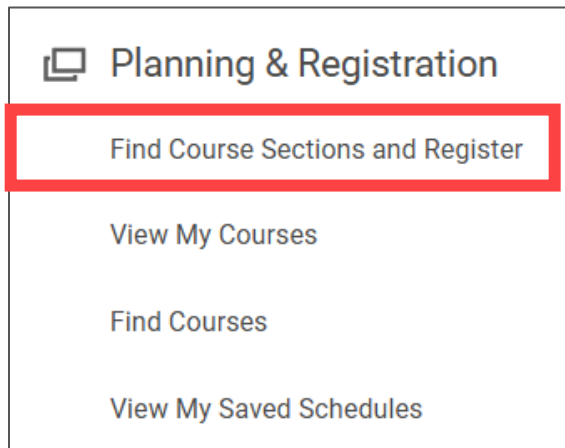
- From the **Menu**, click the **Academics** app.



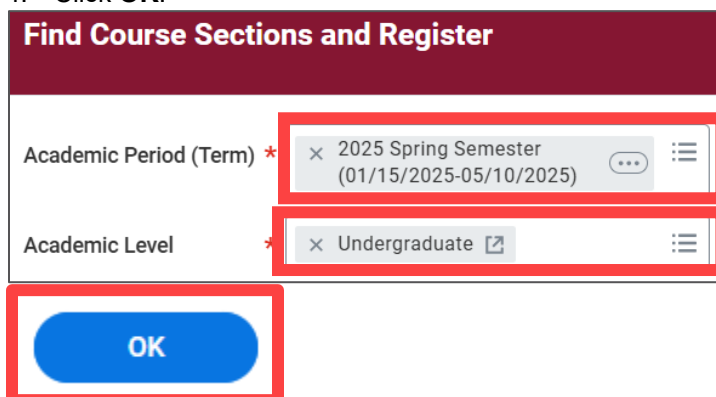
Create a Saved Schedule from Course Section Report

You will see a list of actions that you can take from the **Academics** page.

- Under **Planning & Registration**, select **Find Course Sections and Register**.



- In the **Academic Period** field, choose the academic term for which you are registering (ex: 2025 Spring Semester)
- In the **Academic Level** field, select your academic level (ex: undergraduate, technical, etc.)
- Click **OK**.



The screenshot shows the 'Find Course Sections and Register' form. The 'Academic Period (Term)' field is set to '2025 Spring Semester (01/15/2025-05/10/2025)' and is highlighted with a red box. The 'Academic Level' field is set to 'Undergraduate' and is also highlighted with a red box. At the bottom of the form, a blue 'OK' button is highlighted with a red box.

On the **Academics** page you will have the option to search for a course using the search bar function or using the filters located on the left-hand side.

Academics

Find Course Sections

Find Course Sections

Institution: Campbellsville Academic Level: Undergraduate

Start Date within: 2025 Spring Semester(01/15/2025-05/10/2025)

search Search

Once you have found the course that you are searching for, click on it to be able to register for that course.

Current Search

Save Clear All

Filters

- > Subject
- > Section Status
- > Course Definition
- > Instructional Format
- > Delivery Mode
- > Academic Periods
- > Flexible Dates

1331 Results

- [ACC 223-01-FA - Principles of Accounting I](#)
Principles of Accounting I | Open
Section Details (empty)
- [ACC 223-02-FA - Principles of Accounting I](#)
Principles of Accounting I | Open
Section Details (empty)
- [ACC 223-03-FA - Principles of Accounting I](#)
Principles of Accounting I | Open
Section Details (empty)
- [ACC 223-04-FA - Principles of Accounting I](#)
Principles of Accounting I | Open
Section Details (empty)
- [ACC 223-69-FA - Principles of Accounting I](#)
Principles of Accounting I | Open
Section Details (empty)

Click on a course section to register.

5. To add a course to your saved schedule, click the **Add to Saved Schedule** button.

View Course Section ACC 223-SF_Test1 - Principles of Accounting I ⋮

Course	ACC 223 - Principles of Accounting I	Instructional Formats	Lecture
Academic Period	2024 Fall Semester	Delivery Mode	In-Person
Status	Open	Enrolled/Capacity	0/30
Start/End Date	08/21/2024 - 12/07/2024	Meeting Patterns	(empty)
Grading Basis	Audit Credit/Non Credit Graded Satisfactory/Unsatisfactory		
Credits	3 - 4 Semester Credits		
Description	An introduction to financial accounting concepts and principles as they apply to various forms of for profit business. The role of accounting information in decision-making, financial statement interpretation and use, communicating accounting knowledge, an		

Add to Saved Schedule

6. In the **Saved Schedule** field, choose the schedule that you would like to add the chosen course to.

NOTE: If you do not already have a saved schedule, you will see an option to **Create Student Registration Saved Schedule**. When you click on this, you will need to enter a name for the saved schedule and then click **OK**. It will then populate in the **Saved Schedule** field.

Add Course Section to Saved Schedule

Course ACC 223 - Principles of Accounting I

Course Section ACC 223-SF_Test1 - Principles of Accounting I

Saved Schedule * Search

All

Create Student Registration Saved Schedule

Create Student Registration Saved Schedule

Academic Period * 2024 Fall Semester

Saved Schedule Name * Tommy Tiger

OK

Add Course Section to Saved Schedule

Course ACC 223 - Principles of Accounting I

Course Section ACC 223-SF_Test1 - Principles of Accounting I

Saved Schedule * x Tommy Tiger

If the course is offered at multiple times, you will need to choose the appropriate section for the time you prefer. When you have selected the desired time, click **OK**.

You will see the **Add Course Section to Saved Schedule** page with all of the course section information.

Add Course Section to Saved Schedule

Saved Schedule

Student Tommy Tiger - School of Music/Undergraduate (BA) - 08/23/2023 - Active

Academic Period 2024 Fall Semester

Saved Schedule Name Tommy Tiger

[Calendar View](#) [Add Course Sections](#) [Edit](#)

Courses 1 item

Course	Grading Basis	Credits	Section	Section Status	Instructional Format
ACC 223 - Principles of Accounting I	Graded	3	ACC 223-SF_Test1 - Principles of Accounting I	Open	Lecture

[View My Saved Schedules](#)

Once you have confirmed that the course section information is correct, click **Done**.

Create a Saved Schedule from an Academic Plan

1. From the **Academics** page, under **Academic Advising**, select **Create Saved Schedule from Plan** create a saved schedule from your academic plan.

NOTE: This requires an academic plan to have been created. If you have not created an academic plan, you may choose the **View My Academic Plan** option to first create an academic plan. Complete instructions on academic plans can be found in the tutorial called **Create Academic Plans**.

Academics

- [Academic Advising](#)
- [Create Saved Schedule from Plan](#)
- [Evaluate Academic Requirements](#)
- [View Evaluated Academic Requirements](#)
- [View My Academic Plan](#)
- [View My Academic Progress](#)

If you need to create an academic plan, select **View My Academic Plan**.

Once you have an academic plan, you can proceed. After selecting **Create Saved Schedule from Plan**, the **Design Saved Schedule from Plan** dialogue box will appear.

2. In the **Academic Plan** field, choose the name of the academic plan from which you want to create a saved schedule.
3. In the **Start Date within** field, choose the academic period for which you are registering.
4. Click **OK**.

The dialog box titled "Design Saved Schedule from Plan" contains two selection fields. The "Academic Plan" field is set to "Tommy Tiger – School of Music/ Undergraduate (BA) – 08/23/2023 – Active Tommy Tiger – Academic Plan". The "Start Date within" field is set to "2024 Fall Semester(08/21/2024- 12/07/2024)". At the bottom right, there are "Cancel" and "OK" buttons.

- 5. Give your saved schedule a name in the **Saved Schedule Name** field.
- 6. Click **OK**.

The dialog box titled "Select Sections for Saved Schedule" shows the "Academic Period" as "2024 Fall Semester" and the "Saved Schedule Name" as "Tommy Tiger Fall 2024". A blue "OK" button is located at the bottom left.

- 7. On the **View Student Registration Saved Schedule** click the **Add Course Sections** button and select which courses you want to add to your saved schedule.

The "View Student Registration Saved Schedule" screen displays the following information: Saved Schedule (with a search icon), Student (Tommy Tiger - School of Music/Undergraduate (BA) - 08/23/2023 - Active), Academic Period (2024 Fall Semester), and Saved Schedule Name (Tommy Tiger Fall 2024). At the bottom, there are three buttons: "Calendar View", "Add Course Sections", and "Edit".

8. Select which courses you want to add to your saved schedule. When you are finished click **Add Sections**.

Find Course Sections for Saved Schedule

Saved Schedule: Tommy Tiger Fall 2024
Institution: Campbellsville
Academic Periods: 2024 Fall Bi-Term 1(08/21/2024-10/11/2024), 2024 Fall Bi-Term 2(10/14/2024-12/01/2024), 2024 Fall Semester(08/21/2024-12/01/2024)
Academic Level: Undergraduate

Q search
> Saved Searches

Current Search
Save Clear All
> Subject
> Section Status
> Course Definition
> Instructional Format
> Delivery Mode
> Academic Period
> Flexible Dates

5 Results | 2 selected

- ACC 223-SF_Test1 - Principles of Accounting I
Open | 2024 Fall Semester
Section Details (empty)
- ACC 351-SF_Test1 - Intermediate Accounting I
Open | 2024 Fall Semester
Section Details (empty)
- ACC 360-SF_Test1 - Managerial Accounting
Open | 2024 Fall Semester
Section Details (empty)
- MAC 120-SF_TEST_1 - Fundamentals of Speech
Open | 2024 Fall Semester
Section Details (empty)

Add Sections

These are sample course sections. The results on your list will differ from this example.

9. On the **Add Course Sections to Saved Schedule** dialogue box, verify the sections you wanting to add to your saved schedule and click **OK** when you are done.

Lecture
1 item

Select	Section	Eligible	Section Status	Start
<input checked="" type="checkbox"/>	ACC 223-SF_Test1 - Principles of Accounting I	<input checked="" type="checkbox"/>	Open	08/21

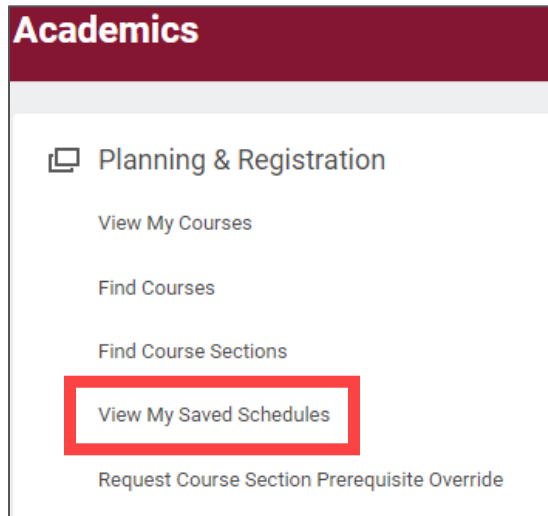
Grading Basis: Graded

OK Cancel

When you click **OK**, you will return to the **Add Course Sections to Saved Schedule** page where you will see the courses that have been added to your saved schedule.

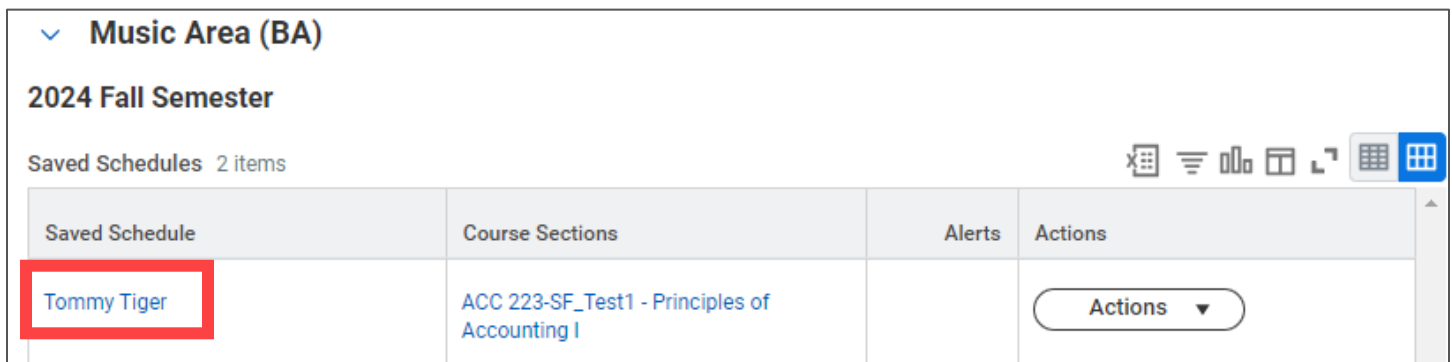
Register from a Saved Schedule

1. From the **Academics** page, under **Planning & Registration**, select **View My Saved Schedules**.



2. Choose the saved schedule from which you want to register by clicking the name of the saved schedule.

NOTE: If you have created multiple saved schedules, you will see them each listed here.



You will see the list of courses that you have added to this saved schedule as well as important details, including instructional format and section status (open/closed). Review this information carefully before proceeding with registration.

Course	Grading Basis	Credits	Section	Section Status	Instructional Format
ACC 223 - Principles of Accounting I	Graded	3	ACC 223-SF_Test1 - Principles of Accounting I	Open	Lecture
MAC 120 - Fundamentals of Speech	Graded	0	MAC 120-SF_TEST_1 - Fundamentals of Speech	Open	Lecture
ACC 351 - Intermediate Accounting I	Graded	3	ACC 351-SF_Test1 - Intermediate Accounting I	Open	Lecture

If you need to revise this saved schedule, you can do so by clicking the **Edit** button. Once you have confirmed the courses for which you are registering, click the **Start Registration** button.

You will have a final opportunity to review course selections before registering. Review each course individually.

When you have completed your review, click **Register**.

You will see the results of your registration. Courses that were added successfully added will show in the **Successfully Registered Courses** table. You may also see courses in the **Waitlisted Courses** table if the course you attempted to add was already full.

NOTE: If you would like to register for courses to replace your waitlisted course(s), return to the **Find Course Sections** report (detailed in the **Register from Course Section Report** help guide) and register directly from the course section report rather than adding it to a saved schedule.

Return to the **Academics** page and select **View My Courses** to confirm successful addition of the course(s).