Login to UAOnline (uaonline.alaska.edu) > Click on Student Services & Account Information > Click on Schedule Planner



Select Campus. And click on Save and Continue.

Limiting your selection to a specific campus is particularly helpful when you only want to see courses offered at that location including distance courses.

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Courses			a w w		
Add the courses you	wish to take for the upcoming term.		Add times during th€	¥ ≣ glay you do not wish to take classe	es
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Choose Subject and Course Number. Click on Add Course Number.

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Add Courses for	Spring Semester 2022	Courses
Search By Subject Attribute Subject Course Number	ART - Art	Choose a Course Number and Click Add a Course
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Once you added the course to the list, it should appear on the list on the right side.

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Click on Generate Schedules to see possible schedules.



Once it generated all possible schedules, choose to view the schedules by clicking on the magnifying glass icon or View.





Once you chose a schedule, click on Send to Shopping Cart.

*You are viewing a potential schedule only and you must still register in UAOnline.



When you click on Send to Shopping Cart, the

Now you will see the courses you chose in the Registration Cart in UAOnline. Make sure to click on **Complete Registration Changes**.



After you click on **Complete Registration Changes**, you may get registration errors. Depending on the registration errors, you may need to contact the instructor to get a special permission/override.

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To view the instructor's name and email, click on CRN. You may search for instructor's contact information in UA Directory (people.alaska.edu).

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226 - ART F105X - 001		UNIVERSITY	Beginning Drawing - 32

If you need help with the registration issues, please contact the Office of the Registrar.

Email us at uaf-registrar@alaska.edu Call us at 907-474-6300 Visit our front counter. We are located on 1st Floor Signers' Hall, 1810 Salcha Street

Office Hours: 8:30 a.m.-5 p.m. M,T,R,F 10 a.m.-5 p.m. W

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