

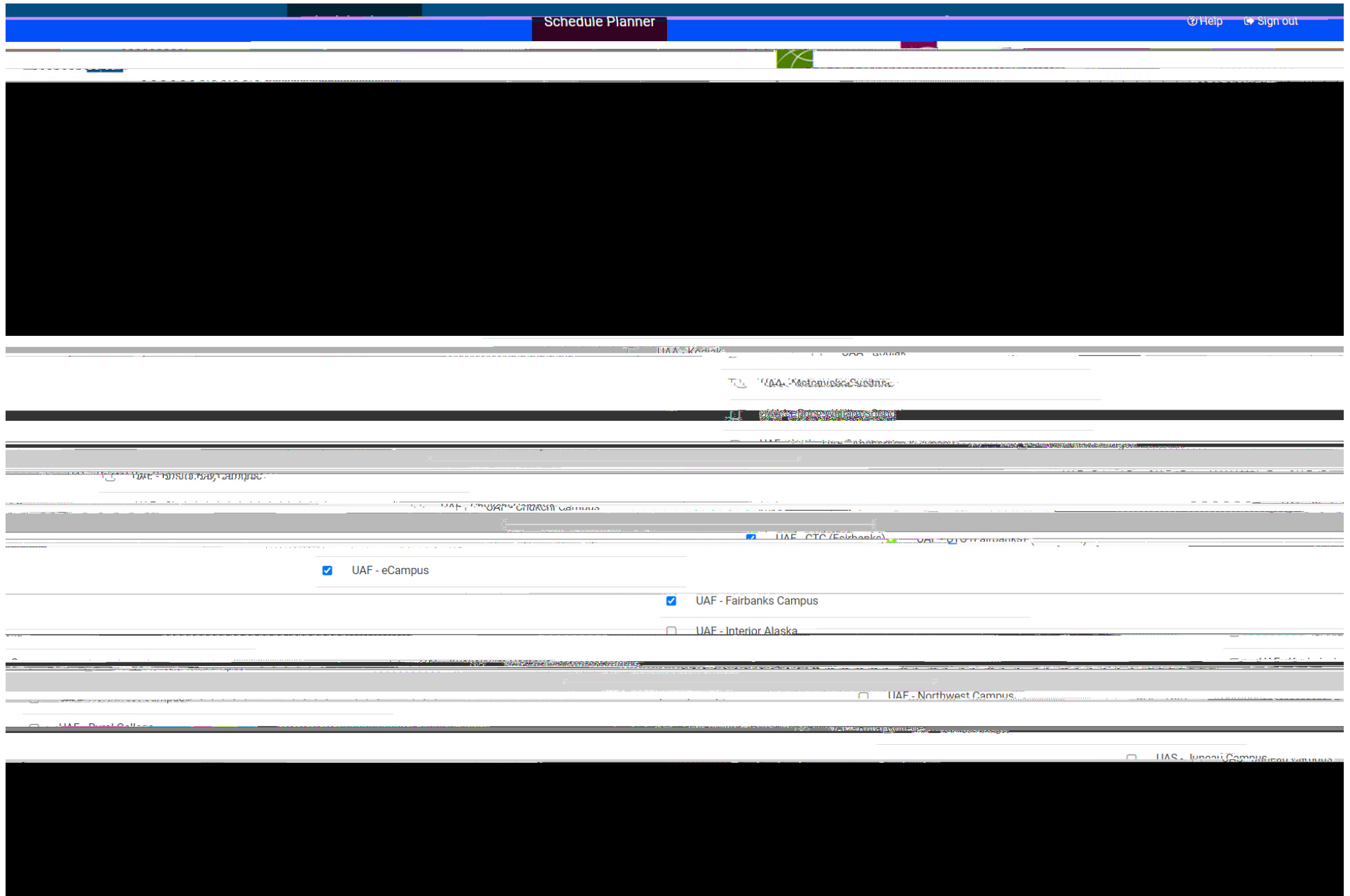
## How to Use Schedule Planner (Basic Guide)

Login to **UAOnline** ([uaonline.alaska.edu](http://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.





Choose Subject and Course Number. Click on **Add Course Number**.

Schedule Planner Help Sign out

### Add Courses for Spring Semester 2022

Search By Subject | Search By Section Attribute | Search By CRN | Search By Instructor

Subject: ART - Art

Course Number: F105X Beginning Drawing

**Art F105X - Beginning Drawing**

This is an introductory class that introduces students to fundamental drawing concepts, materials, techniques, vocabulary, functions, and range of visual aesthetics. No prior experience with drawing is required or expected. Offered Fall, Spring and Summer

The Subject is sometimes referred to as a prefix and is located before the Course Number.

[Go Back to Generate Schedules](#) [Add Course Number](#)

Once you added the course to the list, it should appear on the list on the right side.

Schedule Planner Help Sign out

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[Go Back to Generate Schedules](#) [Add Course Number](#)

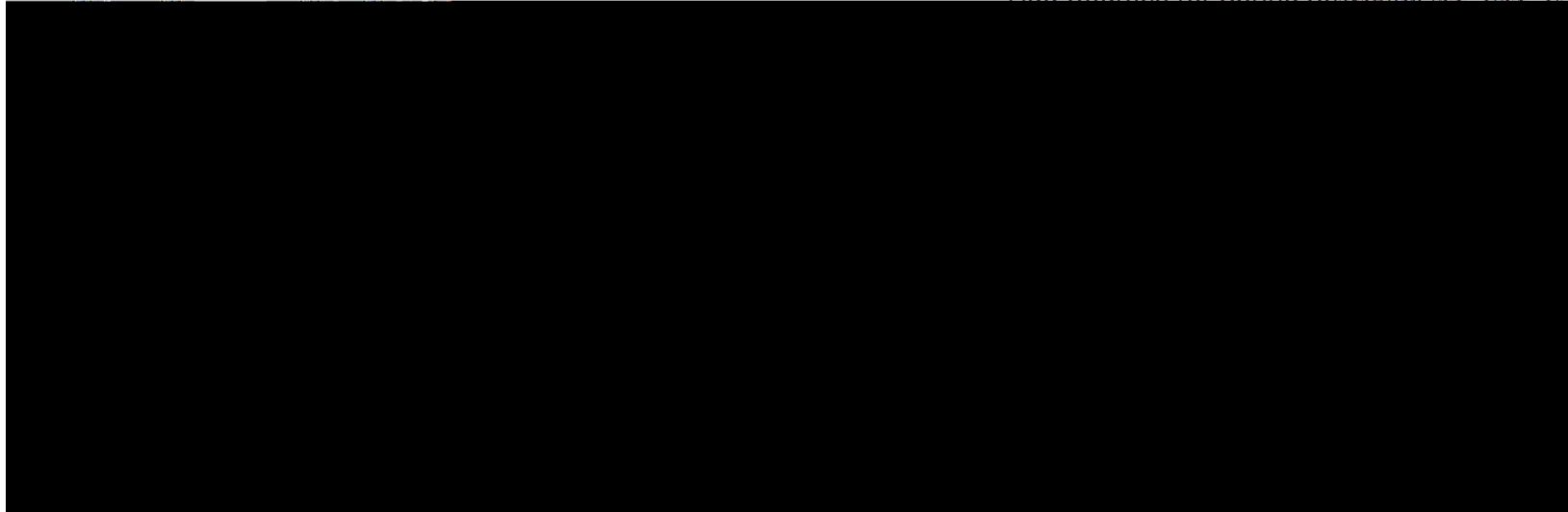
**Courses**

Choose a Course Number and click Add Course

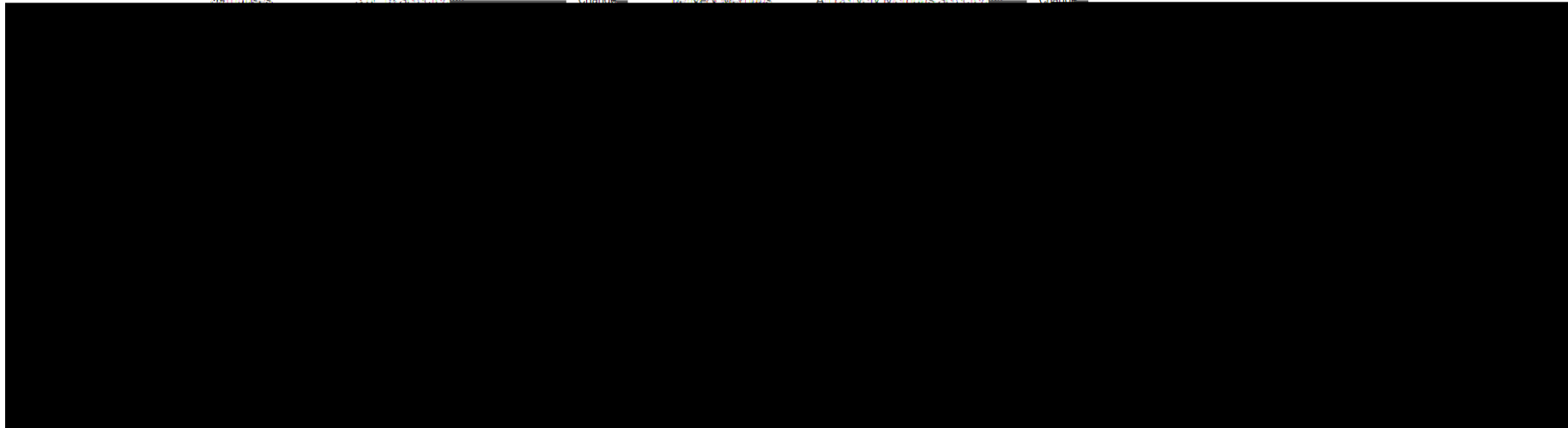
- ART F105X Beginning Drawing

Click on Go Back to Generate Schedules.

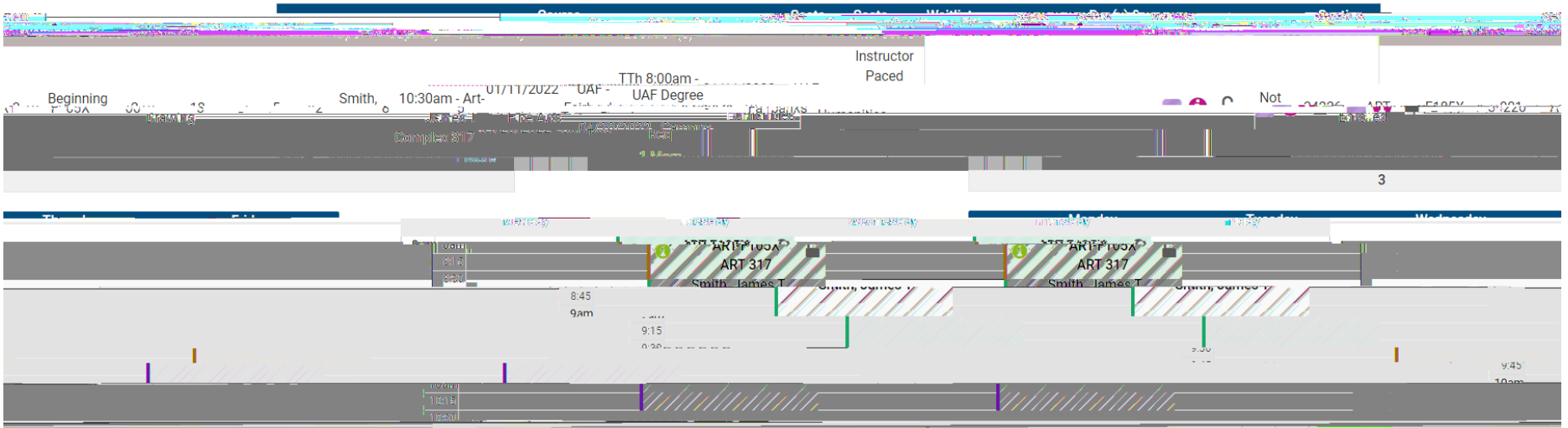
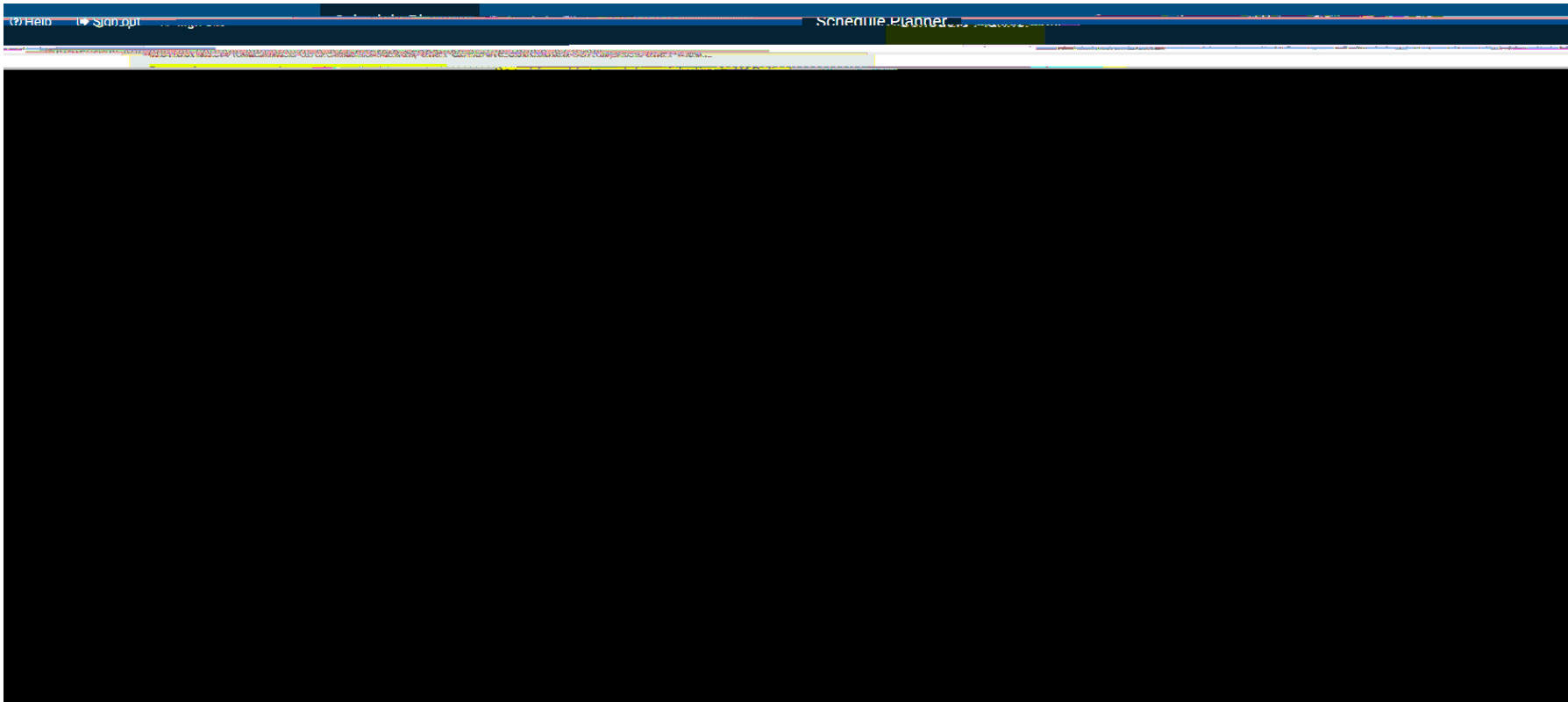
Add Courses for Spring Semester 2022



Click on Generate Schedules to see possible schedules.

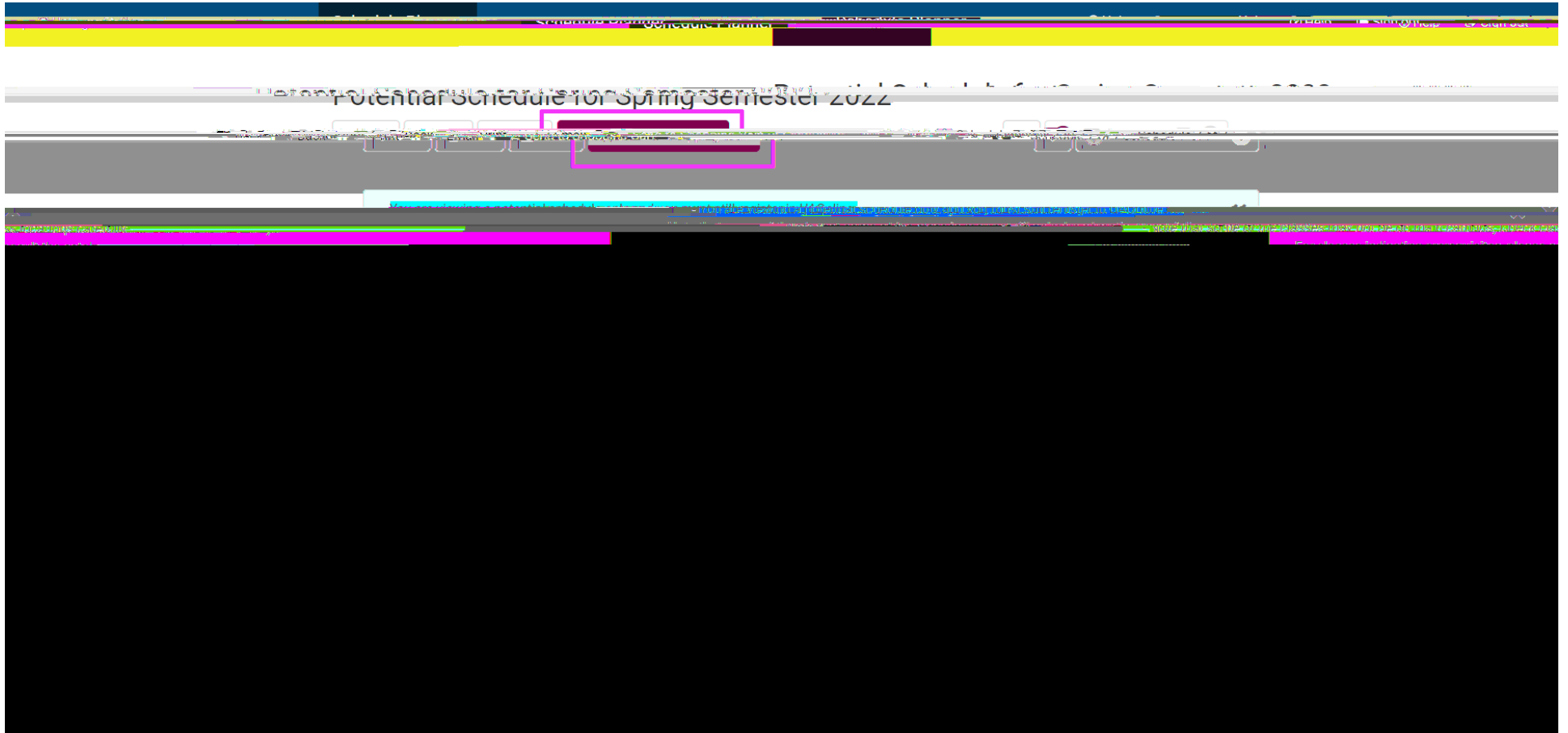


Once it generated all possible schedules, choose to view the schedules by clicking on the magnifying glass icon or View.



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

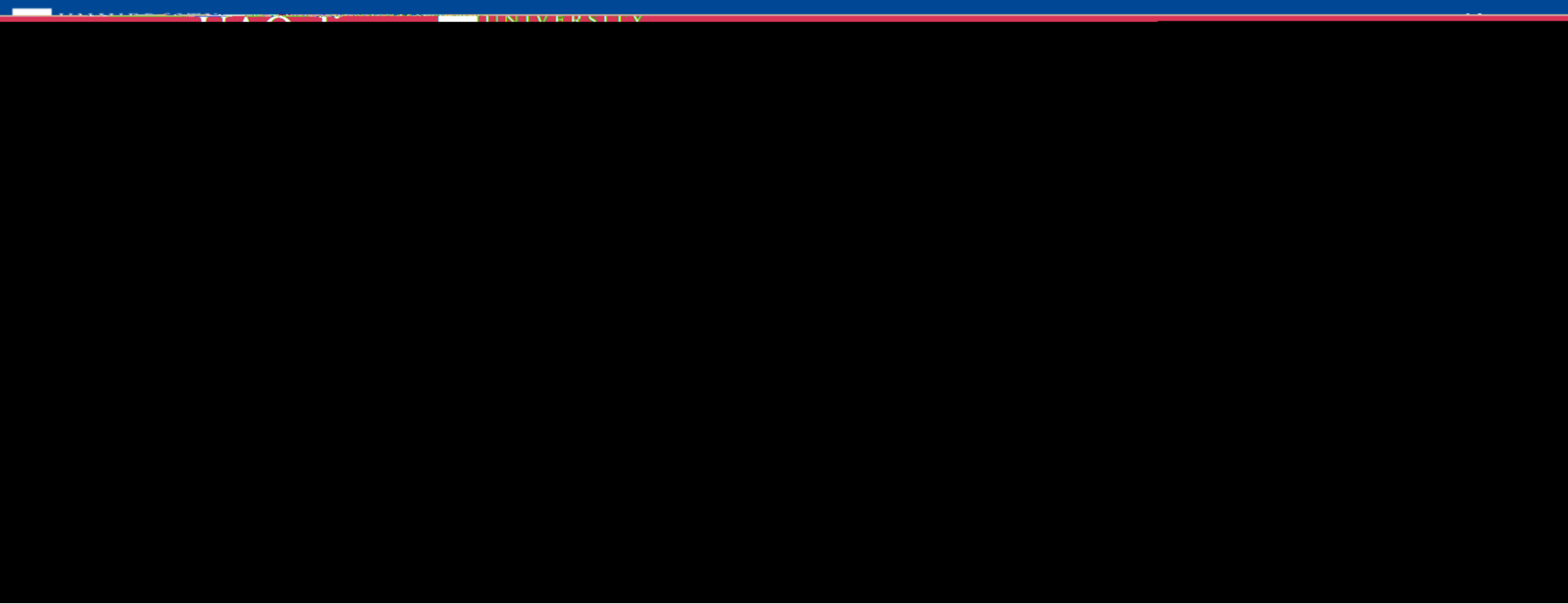
\*You are viewing a potential schedule only and you must still register in UAOnline.



When you click on **Send to Shopping Cart**, the



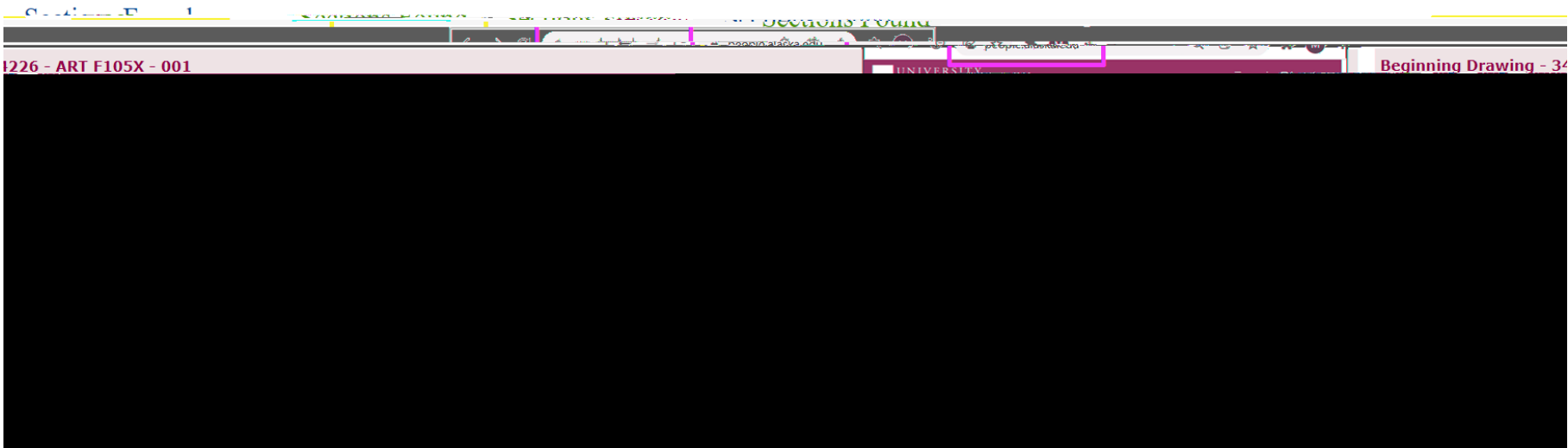
Now you will see the courses you chose in the Registration Cart in UAOnline. Make sure to click on **Complete Registration Changes**.



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.



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](http://people.alaska.edu)).



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

Email us at [uaf-registrar@alaska.edu](mailto: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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