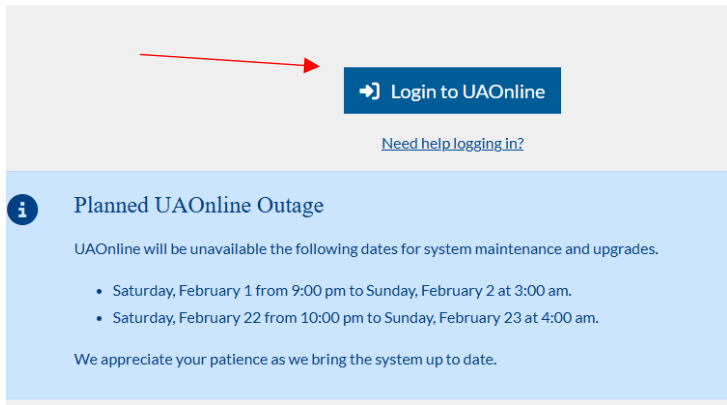


Quick Guide for adding and dropping courses from Schedule Planner

1. Log into UAOnline



3. Select Registration

Student Services & Account Information

UA students are assigned a university email account which is used to communicate forwarding your university email account to the email account you check regularly, requested to do so.

Your UAOnline session will time out after 10 minutes of inactivity to protect your pe

Important Dates and Deadlines

Links to campus dates and deadlines

Admission

Apply for admission

Review existing applications, their status, and the status of supporting requirements

Registration

Check your registration eligibility

Browse Offered Classes

Schedule Planner and Registration

View your semester schedule

DegreeWorks and Electronic Degree Audit

2. Navigate to the student menu

My Profile (Upgraded) **Student** Financial Aid Faculty Services Emplo

ACCESSIBILITY SITE MAP | HELP

Main Menu

My Profile (Upgraded)

Update addresses, contact information or marital status; View and change Direct Deposit info

Student

Apply for Admission, Register, View Academic Records, View Student Accounts, and Make Pay

Financial Aid

View financial aid status and eligibility, accept award offers, and view loan applications.

Faculty and Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Information.

Employee (Upgraded)

Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

Proxy Access

Create and maintain access for others to your information with Proxy Access.

Sexual Assault Prevention and Resources

4. Select Planner and Registration

Registration

⚠ If you plan to use the Senior Citizen Tuition Wai

Pre-Registration

Select Term

Check Your Registration Eligibility - **Start Here!**

Register

Browse Offered Classes

This tool is best suited for those who want to see everything

Schedule Planner and Registration

Use Schedule Planner to quickly build and make changes to

Post-Registration

- A. Use the Add Course button to find and add courses
- B. Use the Add Break button to add non-class times to the schedule
- C. Use the Generate Schedule button to create schedules
- D. Use the View button to view your different schedules

B

Courses **A** **Breaks** **B**

Select All ⊗

BA S151
*Introduction to Business ⚙️ Sections ⓘ 🔒 ⊗

Free Textbook

WR TG S111
*Writing Across Contexts ⚙️ Sections ⓘ 🔒 ⊗

Prerequisites **Free Textbook**

Add times during the day you do not wish to take classes.

+ Add Course

+ Add Break

Current Schedule

<input checked="" type="checkbox"/>	Status	CRN	Subject	Course Number	Section	Credits	Day(s) & Location(s)	Dates	Campus
<input checked="" type="checkbox"/>	Enrolled ⓘ	34489	ART	S105	TD1	3	Distance Ed WEB	01/13/2025 - 05/03/2025	UAS - Sitka Campus
									Free Textbook
<input checked="" type="checkbox"/>	Enrolled ⓘ	34108	WR TG	S111	J01	3	TTh 10:00am - 11:30am - Egan Classroom Wing 223	01/14/2025 - 05/01/2025	UAS - Juneau Campus
									Prerequisites Free Textbook

Schedules

[View Schedules](#)

C **Generate Schedules**

Generated 1 Schedule ⊗

D [View](#) 🔍 S105-ART-TD1, S151-BA-JD2, S111-WR TG-J01

In the view you can send your schedule to your shopping cart

Potential Schedule for Spring 2025

← Back
🖨️ Print
✉️ Email
🛒 Send to Shopping Cart
❤️

1. This is a tentative schedule. Make sure to send the schedule to Shopping Cart and complete registration. ⊗
 2. Verify class locations, as some may not be on the main campus.
 3. Check the catalog for any course prerequisites.
 4. If a class is full, you can use the waitlist option at the time of registration.

Warning:
 This schedule includes classes on more than one campus - be sure there is ample travel time between classes. ⊗

Use the register button to register for the courses in your cart.

Shopping Cart for Spring 2025

[Email](#) [Edit Cart](#) [Print](#) [Register](#)

Status	CRN	Subject	Course Number	Section	Credits	Seats Open	Seats Capacity	Waitlist Availability	Instructor	Day(s) & Location(s)	Dates	Campus	Section Attributes
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From your current schedule use Edit or Drop Classes to drop or withdraw from your courses.

My Current Schedule for Spring 2025

[Email](#) [Swap](#) [Edit or Drop Classes](#) [Print](#)

Congratulations! You're registered!

Click View/Pay Bill to see your balance and pay, or click Back to UAOnline and log out to protect your personal information.