

How to Use Schedule Planner (Basic Guide)

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



UAOnline

Personal Information

Student Services & Account Information

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#)

[LOG OUT](#) to Help Protect Your Personal Information

Registration

 If you plan to use the [Senior Citizen Tuition Waiver](#), [click here](#) to read important information before you register for classes.

Pre-Registration

[Select Term](#)

[Check Your Registration Eligibility - Start Here!](#)

[Schedule Planner](#)

Register

[Class Search](#)

Search For Classes Here!

[Schedule Planner Registration Cart](#)

Complete Your Registration!

[Add/Drop/Withdraw Classes](#)

[Change Class Options](#)

Change Credit to Audit / Audit to Credit or
Number of Credits (for variable credit courses)

[Alternate Class Search](#)

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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Select Campus

- Select All Campuses
- UAA - Anchorage Campus
- UAA - Kenai Peninsula
- UAA - Kodiak
- UAA - Matanuska Susitna
- UAA - Prince William Sound
- UAF - Anchorage & Juneau
- UAF - Bristol Bay Campus
- UAF - Chukchi Campus
- UAF - CTC (Fairbanks)
- UAF - eCampus
- UAF - Fairbanks Campus
- UAF - Interior Alaska
- UAF - Kuskokwim Campus
- UAF - Northwest Campus
- UAF - Rural College
- UAS - Juneau Campus
- UAS - Ketchikan Campus
- UAS - Sitka Campus

Save and Continue

Click on **Add Course**.

Schedule Planner Help Sign out


UNIVERSITY
of ALASKA
Many Traditions One Alaska

Course Status: Open & Full Change Term: Spring Semester 2022

Campuses: 3 of 18 Selected Change Delivery Methods: All Delivery Methods Selected Change

Note: Selections made above to Course Status, Campuses and Delivery Methods will be auto-selected for your next Schedule Planner session.
Instructions: Add desired courses and breaks, click **Generate Schedules** button, then click **View!**
Do not forget to complete registration in UAOnline!

Courses + Add Course

Add the courses you wish to take for the upcoming term.

Breaks + Add Break

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

Schedules View Schedules

Generate Schedules

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](#)

Courses

Choose a Course Number and click Add Course

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

Schedule Planner Help Sign out

Add Courses for Spring Semester 2022

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

Courses

ART F105X Beginning Drawing

Click on **Go Back to Generate Schedules**.

Schedule Planner Help Sign out

Add Courses for Spring Semester 2022

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Course Number: F105X Beginning Drawing

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

Go Back to Generate Schedules | **Add Course Number**

Courses

ART F105X
Beginning Drawing

Click on **Generate Schedules** to see possible schedules.

Course Status: Open & Full Change | Term: Spring Semester 2022
Campuses: 3 of 18 Selected Change | Delivery Methods: All Delivery Methods Selected Change

Note: Selections made above to Course Status, Campuses and Delivery Methods will be auto-selected for your next Schedule Planner session.
Instructions: Add desired courses and breaks, click **Generate Schedules** button, then click **View!**
Do not forget to complete registration in UAOnline!

Courses

Add Course

Select All

ART F105X
Beginning Drawing Sections Info Lock Remove

Breaks

Add Break

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

Schedules

Generate Schedules | **View Schedules**

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

Instructions: Add desired courses and breaks, click Generate Schedules button, then click View!
Do not forget to complete registration in UAOnline!

Courses

+ Add Course

- Select All
- ART F105X
Beginning Drawing

Sections ⓘ 🔒 ❌

Breaks

+ Add Break

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

Schedules

View Schedules

Generate Schedules

Generated 7 Schedules

- View 1 F105X-ART-009
- View 2 F105X-ART-005
- View 3 F105X-ART-004
- View 4 F105X-ART-007
- View 5 F105X-ART-006
- View 6 F105X-ART-002
- View 7** F105X-ART-001

Status	CRN	Subject	Course Number	Section	Credits	Title	Seats Open	Seats Capacity	Waitlist Availability	Instructor	Day(s) & Location(s)	Dates	Campus	Section Attributes
<input checked="" type="checkbox"/> ⓘ 🔒 Not Enrolled	34226	ART	F105X	001	3	Beginning Drawing	2	18	5	Smith, James T	TTh 8:00am - 10:30am - Art-Fine Arts Complex 317	01/11/2022 - 04/28/2022	UAF - Fairbanks Campus	Instructor Paced UAF Degree Humanities Req 1 More
3														

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					

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.**

Potential Schedule for Spring Semester 2022

Back
Print
Email
Send to Shopping Cart
Heart
← Schedule 7 of 7 →

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

- Note that some of the classes may not be on main campus. Check class locations carefully.

- For classes indicating prerequisites, please consult the catalog.

- If there are no Seats Open to register, check the Waitlist Availability before adding the class to your Shopping Cart and selecting the Waitlist registration option once in UAOnline.

Status	CRN	Subject	Course Number	Section	Credits	Title	Seats Open	Seats Capacity	Waitlist Availability	Instructor	Day(s) & Location(s)	Dates	Campus	Section Attributes
Not Enrolled	34226	ART	F105X	001	3	Beginning Drawing	2	18	5	Smith, James T	TTh 8:00am - 10:30am - Art-Fine Arts Complex 317	01/11/2022 - 04/28/2022	UAF - Fairbanks Campus	Instructor Paced UAF Degree Humanities Req 1 More
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	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					

When you click on **Send to Shopping Cart**, the schedule you chose will be transferred to the Shopping Cart in UAOnline and the Schedule Planner will close.

Click on **Continue**.

The screenshot shows the 'Schedule Planner' interface for the 'Potential Schedule for Spring Semester 2022'. At the top, there are navigation links for 'Help' and 'Sign out'. Below the title, there are buttons for 'Back', 'Print', 'Email', and 'Send to Shopping Cart'. A warning box contains the following text:

- You are viewing a potential schedule only and you must still register in UAOnline.
- Note that some of the classes may not be on main campus. Check class locations carefully.
- For classes indicating prerequisites, please consult the catalog.
- If there are no Seats Open to register, check the Waitlist Availability before adding the class to your Shopping Cart and selecting the Waitlist registration option once in UAOnline.

A confirmation dialog box is displayed in the center, asking: 'This schedule will now be transferred to the Shopping Cart and the Schedule Planner will close. Do you want to continue?'. The dialog has 'Cancel' and 'Continue' buttons. The 'Continue' button is highlighted with a red rectangle.

Below the dialog, a table lists class details:

Status	CRN	Day(s) & Location(s)	Dates	Campus	Section Attributes
Not Enrolled	34226	TTh 8:00am - 10:30am - Art-Fine Arts Complex 317	01/11/2022 - 04/28/2022	UAF - Fairbanks Campus	Instructor Paced UAF Degree Humanities Req 1 More

At the bottom, a weekly schedule grid shows the class 'ART-F105X ART 317 Smith, James T' on Tuesday and Thursday at 8:00am.

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

Schedule Planner Registration Cart

Welcome to the Schedule Planner Registration Cart.

Classes in the Registration Cart

Select	CRN	Subj	Crse	Sec	Title	Status
<input checked="" type="checkbox"/>	34226	ART	F105X	001	Beginning Drawing	-

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.

The screenshot shows the top navigation bar with the University of Alaska logo and 'UAOnline' text. Below are two tabs: 'Personal Information' and 'Student Services & Account Information'. A 'LOG OUT to Help Protect Your Personal Information' link is on the right. The main heading is 'Schedule Planner Registration Cart'. A welcome message follows. Under 'Classes in the Registration Cart', a table lists a class with CRN 34226, Subject ART, Course F105X, Section 001, and Title 'Beginning Drawing'. Below the table are buttons for 'Complete Registration Changes', 'Add to WorkSheet', 'Save Cart', and 'Clear Cart'.

Select	CRN	Subj	Crse	Sec	Title	Status
<input checked="" type="checkbox"/>	34226	ART	F105X	001	Beginning Drawing -	

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).

Sections Found

Beginning Drawing - 34226 - ART F105X - 001

Associated Term: Spring Semester 2022

Registration Dates: Nov 05, 2021 to Jan 21, 2022

Levels: Undergraduate - UAF

Attributes: UAF Degree Humanities Req, UAF GER Arts Req, Instructor Paced

Combined Lecture/Lab Schedule Type

3.000 Credits

[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 10:30 am	TR	Art-Fine Arts Complex 317	Jan 10, 2022 - Apr 30, 2022	Combined Lecture/Lab	James T Smith (P)

The screenshot shows a web browser window with the URL 'people.alaska.edu'. The page title is 'People Directory' and it includes a search bar with the placeholder text 'Person or Department' and a 'Search' button. The University of Alaska logo and name are prominently displayed.

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

Phone Hours:

8:30 a.m-noon, 1-5 p.m., M,T,R,F

10 a.m.-5 p.m. W

For more information, visit our website: uaf.edu/reg