How to Use Schedule Planner (Basic Guide)

Login to **UAOnline** (uaonline.alaska.edu) > Click on **Student Services & Account Information** > Click on **Schedule Planner**
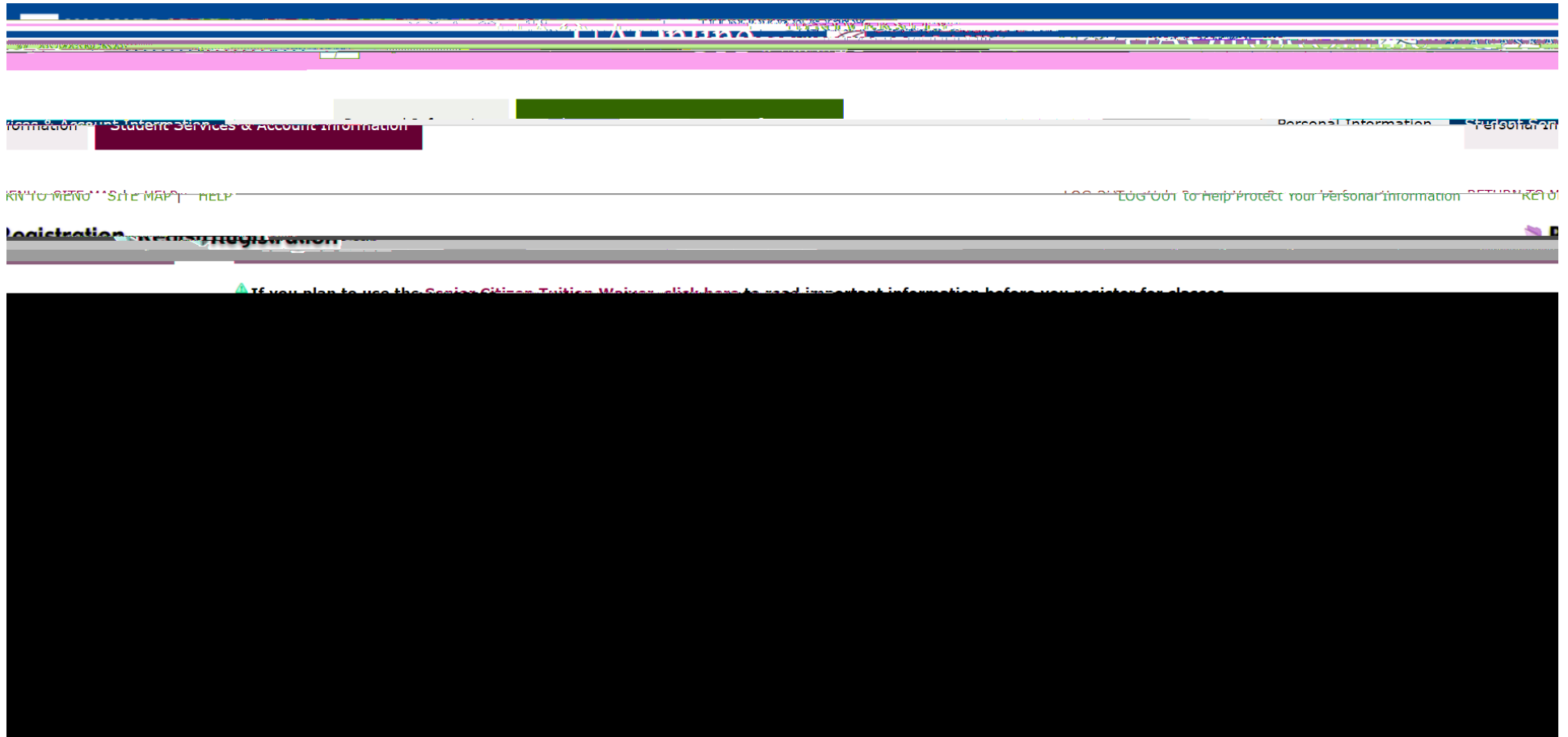
Select Campus. And click on **Save and Continue.**

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

UAA - Kodiak

UAA - Matanuska-Susitna

☑ UAF - CTC (Fairbanks)

☑ UAF - eCampus

☑ UAF - Fairbanks Campus

☐ UAF - Interior Alaska

☐ UAF - Northwest Campus

☐ UAS - Juneau Campus

Click on **Add Course**.

⊘ Help   ➔ Sign out

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| Course Status | Open & F... | | | |
| Campuses | 3 of 18 Selected | Change | Delivery Methods | All Delivery Methods...elected | 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
Do not forget to complete registrati...

Courses

+ Add Course

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

Breaks

+ Add Break

Add times during the...

Schedules

📅 View Schedules

⟳ Generate Schedules

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

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

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

Click on **Generate Schedules** to see possible schedules.
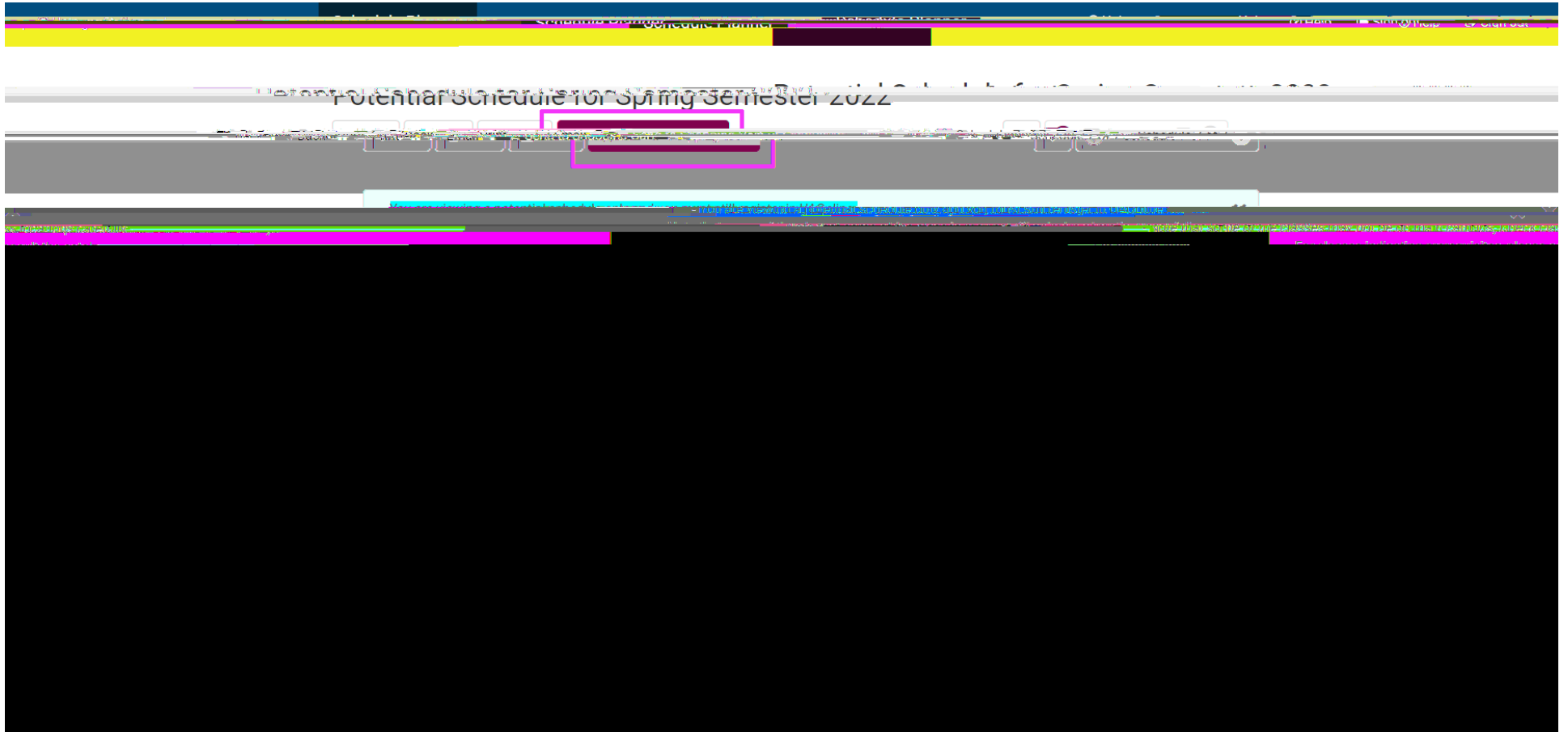
Once it generated all possible schedules, choose to view the schedules by clicking on **the magnifying glass icon** or **View**.
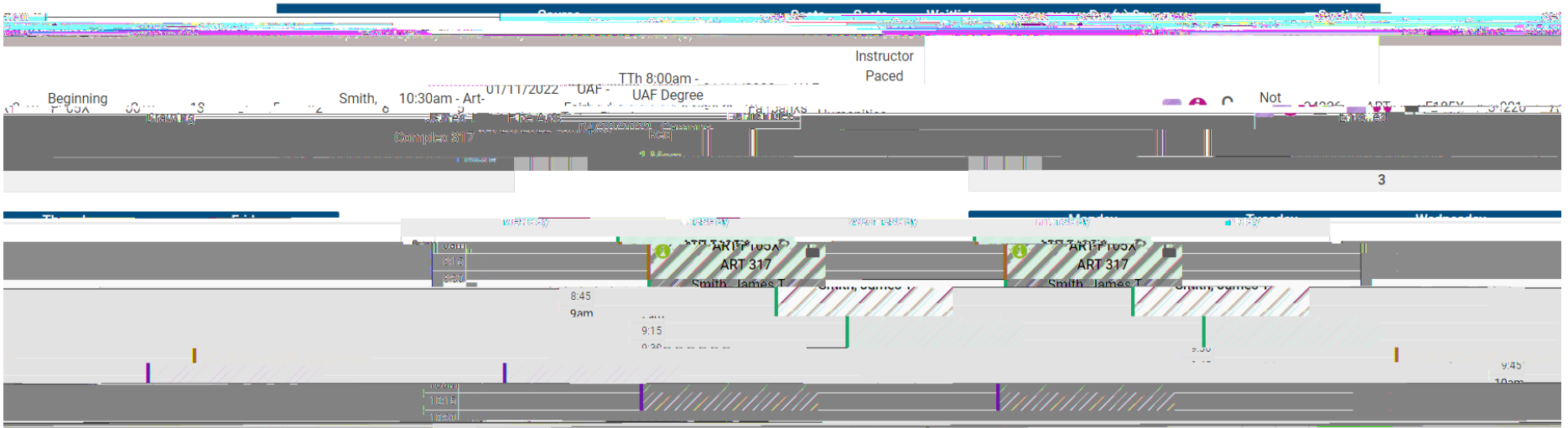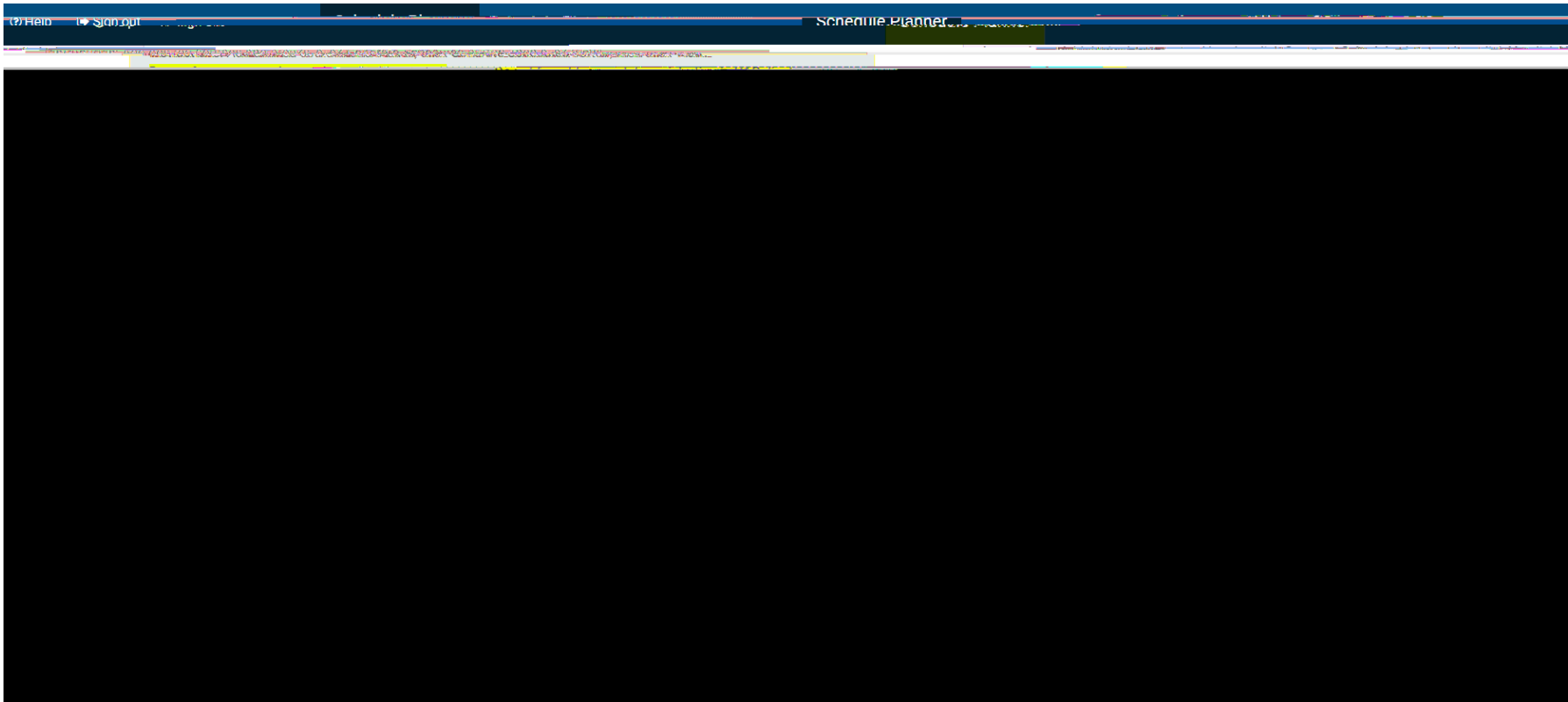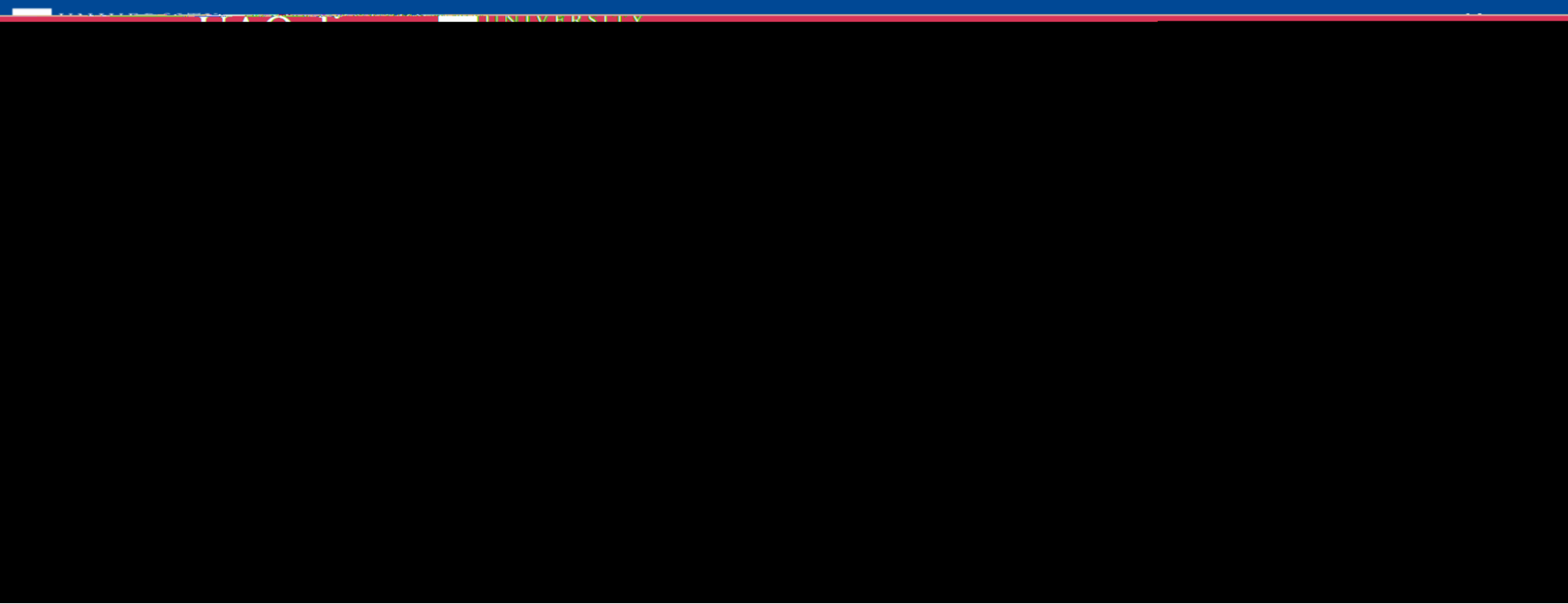
Once you chose a schedule, click on **Send to Shopping Cart**.

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

Potential Schedule for Spring Semester 2022

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.
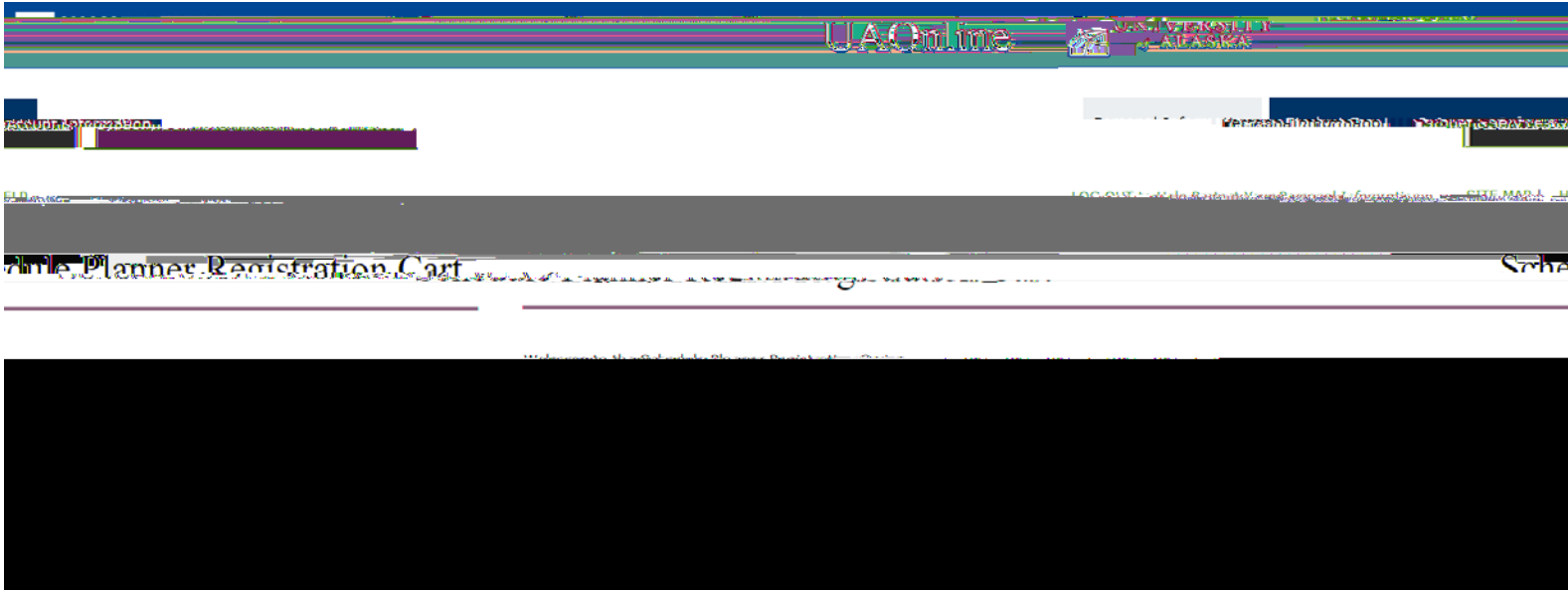
To view the instructor's name and email, click on **CRN**. You may search for instructor's contact information in UA Directory (people.alaska.edu).
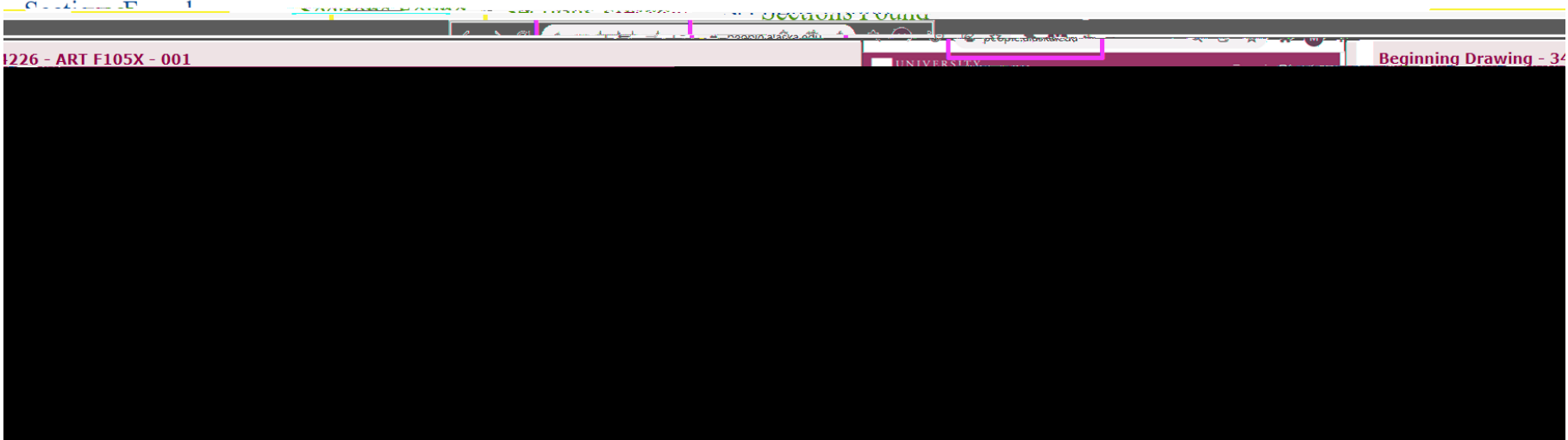
If you need help with the registration issues, please contact the Office of the Registrar.

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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