



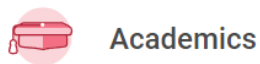
# Create a Course Schedule and Register

## Overview

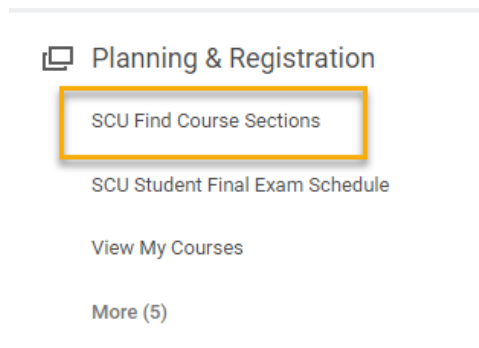
This quick reference provides a student overview of how to create a schedule and register for classes.

### Process: Create a Schedule

1. From the **Homepage**, click on the **Academics** App.



2. Under the Planning and Registration Section, click **SCU Find Course Sections**.



3. Choose the desired **Academic Period** and **Academic Level** and click **OK**.

### SCU Find Course Sections

Academic Periods \*

Academic Level \*

4. Select your desired course section by clicking the name with a hyperlink.

**NOTE:** For instructions on how to navigate the **SCU Find Course Sections** report, see the [SCU Find Course Sections](#) quick reference guide.

5. Click the **Add to Saved Schedule** button. If you do not have a *Saved Schedule* you can choose, **Create Student Registration Saved Schedule**. To create a schedule, enter a **Saved Schedule Name** and click OK. Otherwise select the appropriate **Saved Schedule** by selecting All and then the schedule you want to add to. Click the **Choose Times** button.



# Create a Course Schedule and Register

## Add Course Section to Saved Schedule

Course ARTS 30 - Basic Drawing

Course Section ARTS 30-3 - Basic Drawing (-)

Saved Schedule

Course Not Available for these Saved Schedules

All

Create Student Registration Saved Schedule

new class

6. Scroll to review the information and then click **OK**. If there is more than one section offered for this course then all sections will appear with your selection already checked.

### Add Course Section to Saved Schedule

Saved Schedule

Academic Period Spring 2024 Quarter

Saved Schedule Name Spring 2024 1

ARTS 30 - Basic Drawing

4 Quarter Units

Course Listing ARTS 30 - Basic Drawing

Description Using traditional drawing techniques, this course covers the use of line and contour, light and shadow, three-dimensional perspective, and composition. Includes the concept of self-expression in traditional and contemporary drawing practices. Recommended as a foundation course to be taken prior to other studio art courses. (4 units)

Units 4 Quarter Units

Studio

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input type="checkbox"/>	ARTS 30-1 - Basic Drawing (-)	<input checked="" type="checkbox"/>	Closed	04/02/2024	06/09/2024	In-Person	T Th 11:00 AM - 1:20 PM   Rm 314 Edward M. Dorel Art & Art History	Ryan Reynolds	0	05	0
<input type="checkbox"/>	ARTS 30-2 - Basic Drawing (-)	<input checked="" type="checkbox"/>	Closed	04/02/2024	06/09/2024	In-Person	T Th 2:00 PM - 4:20 PM   Rm 314 Edward M. Dorel Art & Art History	Ryan Reynolds	0	02	0
<input checked="" type="checkbox"/>	ARTS 30-3 - Basic Drawing (-)	<input checked="" type="checkbox"/>	Open	04/02/2024	06/13/2024	In-Person	M W 3:30 PM - 5:20 PM   Rm 314 Edward M. Dorel Art & Art History	Max King Cap	24	20	0

**OK** **Cancel**

7. On the next screen you can use the corresponding buttons to **Start Registration**, see your schedule in a **Calendar View**, **Add Course Sections**, **Edit** schedule, or **View All Saved Schedules for Period**.

8. Click **Done** when finished.

**NOTE:** Remember that you can create your Schedule prior to your registration period. To access this schedule later, you can click **View my Saved Schedules** from your **Academics** dashboard.

## Process: Register for Courses

1. Using the **Start Registration** button in the previous steps, students can enroll in classes.

**NOTE:** The **Start Registration** button will only appear during active registration periods.

(Below is an example when you are in your saved schedule)

Academic Period Fall 2025 Quarter

Saved Schedule Name Fall 2025 1

**Start Registration** **Calendar View** **Add Course Sections** **Edit**

Courses 2 Items

Course	Grading Basis	Units	Section	Section Status	Instructional Format	Instructor	Start Date	End Date	Meeting P
DANC 40 - Jazz Dance I	Graded	2	DANC 40-1 - Jazz Dance I	Open	Studio	Pauline Kanter	09/22/2025	12/12/2025	M W F   10 Rm 124 M Studio A
CLAS 1 - Introductory Latin 1: Life in Ancient Rome	Graded	4	CLAS 1-1 - Introductory Latin 1: Life in Ancient Rome	Open	Lecture	Daniel Turkeltaub	09/22/2025	12/12/2025	M W F   10 Rm 209 D

**Done**



# Create a Course Schedule and Register

(Below is an example when viewing multiple saved schedules)

Upcoming Saved Schedules | Past Saved Schedules

Computer Science Major (BS)

Fall 2025 Quarter

Saved Schedules 2 items

Register	Saved Schedule	Course Sections	Alerts	Actions
Register	Fall 2025 1	CLAS 1-1 - Introductory Latin 1: Life in Ancient Rome DANC 40-1 - Jazz Dance I	1	Actions
Register	Fall 2025 2	CLAS 1-1 - Introductory Latin 1: Life in Ancient Rome		Actions

- Each of the courses from your schedule will appear on the *Start Registration* or *Register from Saved Schedule* screen. You can use the trash can icon to remove the course section. If you want to add a course to your schedule click the **Cancel** button and then **Add Course Sections** button.
- Review each of your course sections to make sure you have selected a *Grading Basis* and/or entered other required information.

If a course requires a lecture as well as a lab, recitation, or other component, you will be asked to select times for both sections.

- When you are ready to register, click **Register**.

Academic Period Fall 2025 Quarter

+ Add Course

Click here to sort

**DANC 40 - Jazz Dance I**  
2 Quarter Units

Course Listing DANC 40 - Jazz Dance I

Description Introductory course in jazz dance with no previous training required. Introduces body isolation, rhythmic awareness, movement coordination, and dance styles social dances of the 30's to contemporary street jazz dance.

Eligible

**Studio**

1 item

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns
<input checked="" type="checkbox"/>	DANC 40-1 - Jazz Dance I	<input checked="" type="checkbox"/>	Open	09/22/2025	12/12/2025	In-Person	M W F   10:30 AM - 11:30 AM

Register Cancel

- If your registration was completed successfully, you will see your courses in a **Successful Registrations** courses grid. There are also separate sections for **Waitlisted Registrations** and **Unsuccessful Registrations**.

## Waitlisted Registrations

Waitlisted Courses 1 item

Course	Section
ARTS 74 - Basic Digital Imaging	ARTS 74-1 - Basic Digital Imaging

## Successful Registrations

Registered Courses 2 items

Course	Section
COMM 101 - Qualitative Methods	COMM 101-2 - Qualitative Methods
COMM 60 - Journalism	COMM 60-1 - Journalism

View Registered Courses

View Student Account



# Create a Course Schedule and Register

6. You may receive errors, such as a time conflict between course sections or a missing prerequisite. The system will not allow you to register without resolving these items.

**NOTE:** Once registered for classes and during registration periods only, students will also have a **Drop** and **Swap** button. These buttons can be used to change a schedule and are located in your student profile.