

Step-by-Step Scheduling

1. About a week before [registration begins](#) (the ninth or tenth week of the semester), watch your Clarion e-mail for a message informing you of your registration date and time*. You may also view this information in Web for Students (Registration -> Registration Status).
2. Use Web for Students to check for registration holds that could prevent you from scheduling classes (Student Records -> Holds). Be sure to take care of any holds BEFORE your registration date and time.
3. Make an appointment to meet with your advisor to plan your schedule. Be prepared for your appointment! Bring with you a printout of your degree audit, a tentative schedule or list of courses you are considering (see #4), and any other questions you may have about your academic progress.
4. Consult the [Registrar's](#) website to find the [list of classes](#) that are offered for the upcoming semester and seat availability. Make a list of classes you'd like to take and their individual call numbers. Review the course descriptions and pre-requisites in the [course catalog](#).
5. Log on to Web for Students and access Drop/Add (Registration -> Drop and Add Classes). The registration screen will not become available until your designated scheduling time**. Type the call numbers of your chosen classes into the boxes and click Submit. The classes will be added to your schedule. If there is a reason why they could not be added, it will be listed at the top of the screen. You may make changes to your schedule any time through the drop/add period (Thursday of the first week of classes).
6. Check your schedule and print a copy for your reference next semester (Registration -> Student Schedule). It is your responsibility to confirm the accuracy of your schedule.

*This is NOT an appointment with UASC or your advisor. Be sure to contact your advisor to schedule an appointment PRIOR to this date and time.

** Registration is available at any point after this date and time. If you have classes at your scheduled time, those are your first priority. Scheduling is not an excused absence from class.