



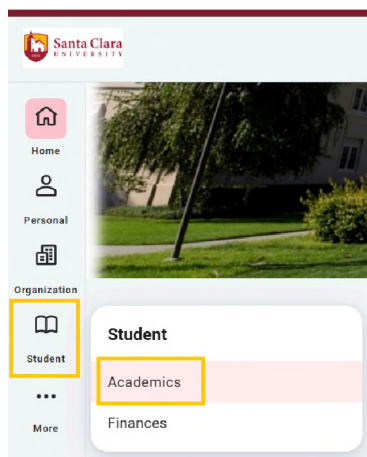
Create a Course Schedule and Register

Overview

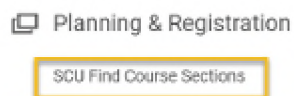
This quick reference provides a student overview of how to create a schedule and register for classes.

Process: Create a Schedule

1. From the home screen, click on **Student** on the left sidebar menu and then **Academics**. The **Academics** dashboard provides links and information about your academic record.



2. Under **Planning & Registration**, click **SCU Find Course Sections**.



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

SCU Find Course Sections

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.

- **Add Course Section to Saved Schedule:** To create a schedule, click in the **Saved Schedule** field and select **Create Student Registration Saved Schedule**.
- Enter a schedule name in **Saved Schedule Name** and click OK. (Example: Fall 2026 Plan 1)



Create a Course Schedule and Register

Create Student Registration Saved Schedule

Academic Period * Fall 2026 Quarter

Saved Schedule Name * Fall 2026 Plan 1

Cancel OK

6. Click the **Choose Times** button, review information and then click OK.

Add Course Section to Saved Schedule

Saved Schedule

Academic Period Fall 2026 Quarter

Saved Schedule Name Fall 2026 Plan 1

Viewing

MUSC 1 - Music Theory I
4 Quarter Units

Course Listing MUSC 1 - Music Theory I

Description Beginning course in a comprehensive theory sequence that covers notation, modes, scales, intervals, chords, rhythm, and meter. Required for musical theatre minor. Prerequisite: None. Majors and minors with extensive theory background are recommended to take the Theory Placement Exam. (4 units)

Units 4 Quarter Units

Academic Period Fall 2026 Quarter

Lecture

1 item

Cancel OK

7. On the next screen you can use the corresponding buttons to **Calendar View**, **Add Course Sections**, **Edit**, **View My Saved Schedules** or **Start Registration**.

- If you want to add a course to your schedule use the browser back button or go back to the **SCU Find Course Sections** task by entering it in the Search bar or from your Academics app.

8. Click **Done** when finished.

9. Repeat by adding all your courses to your saved schedule. We recommend making different saved schedules to minimize time to register for courses that fill up.

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 Rn 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 Rn 209 G

View My Saved Schedules

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

	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

2. 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.

3. 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.

4. 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 ☒

CLAS 1 - Introductory Latin 1: Life in Ancient Rome
4 Quarter Units

Studio

1 item

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns
☒	DANC 40-1 - Jazz Dance I	☒	Open	09/22/2025	12/12/2025	In-Person	M W F 10:30 AM - 11:30 AM

[Register](#) [Cancel](#)

5. 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.