

Create a Schedule with Schedule Planner

The screenshot shows a web application interface for creating a schedule. At the top, a yellow instruction box reads: "Instructions: Add desired courses and breaks and click Generate Schedules button!". Below this, the interface is divided into three main sections: Courses, Breaks, and Schedules.

Courses: This section has a "+ Add Course" button. It lists five courses, each with a checkbox, a "Prerequisites" button, and an "Options" button with sub-icons for information, lock, and delete.

- EH 102**
COLLEGE WRITING II
- ENG 101**
INTRO COMPUTING ENGINEERS
- HY 103**
WORLD HISTORY TO 1500
- PH 111**
GEN PHYSICS W/CALCULUS I
- PH 114**
GENERAL PHYSICS LAB I

Breaks: This section has a "+ Add Break" button. It lists three break types, each with a checkbox, an "Edit" button, and a delete icon.

- Mornings**
MTWThF - 8:00am to 10:00am
- Practice**
MTWThF - 2:00pm to 5:00pm
- Work**
MTWThF - 5:00pm to 11:00pm

Schedules: This section features a "Generate Schedules" button. Below it, a green notification box states: "Generated 861 Schedules". At the bottom, there is a "View" section with a search icon and a list of course IDs: "EH-102-01, ENG-101-01, HY-103-02, PH-111-01, PH-114-03".

Schedule Planner

How to Create a Schedule and Register for Classes:

1. Go to <https://my.uah.edu>
2. In **Student Services** area, under **Registration**, select **"Schedule Planner"**
3. Select **"Fall 2019"**, click **"Save and Continue"**
4. Click **"Add Course"** to add classes
5. Click **"Done"** once all classes have been selected
Click "Options" to see specific sections
(ex. 'H' sections are Honors courses)
6. Click **"Add Break"** to add breaks (ex. sports practice, work, etc.)
7. Click **"Generate Schedule"** to see schedule options
8. Click **"View"** beside schedules and review until you find the schedule best for you
9. To register your schedule, click **"Send to Shopping Cart"**, then click **"OK"**
10. Click **"Register"**
You are officially registered for classes.

1. Go to <https://my.uah.edu>

Login
Enter your Charger ID and Password

Charger ID:

Password:

LOGIN

[Forgot Charger ID / Password?](#)

Remember to close your browser when finished.

SINGLE SIGN-ON
One secure login for all your UAH services

2. In **Student Services** area, under **Registration**, select **“Schedule Planner”**

STUDENT SERVICES

Registration

- Add or Drop Classes »
- Look Up Classes »
- View Holds »
- Registration Status »
- Schedule Planner (formerly College Scheduler) »

3. Select **“Fall 2019”**, click **“Save and Continue”**

Select Term

Term

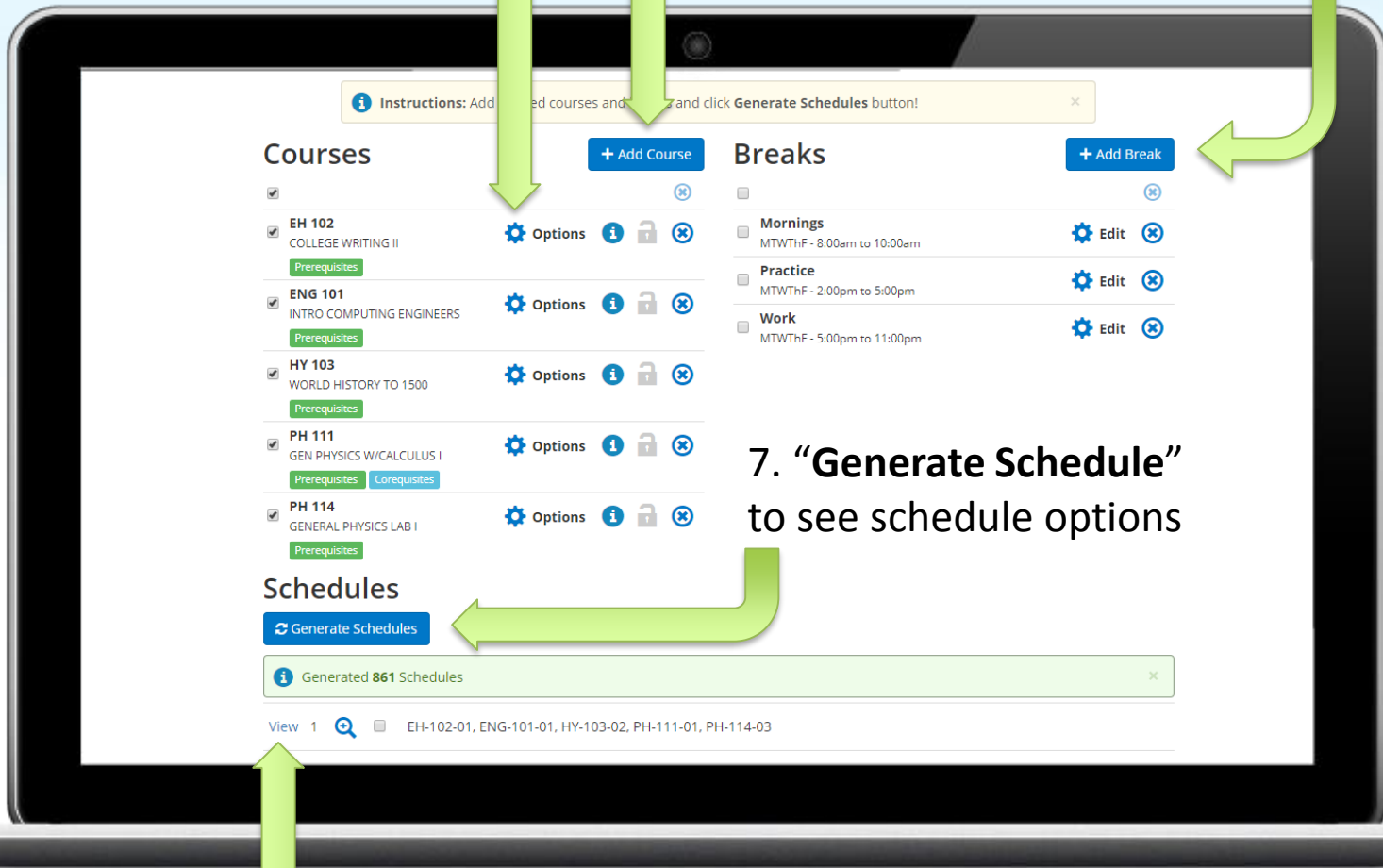
- Spring 2019
- Summer 2019
- Fall 2019

✓ Save and Continue

4. **“+Add Course”** to add classes

5. **“Options”** to see specific sections
(ex. ‘H’ sections are Honors courses)

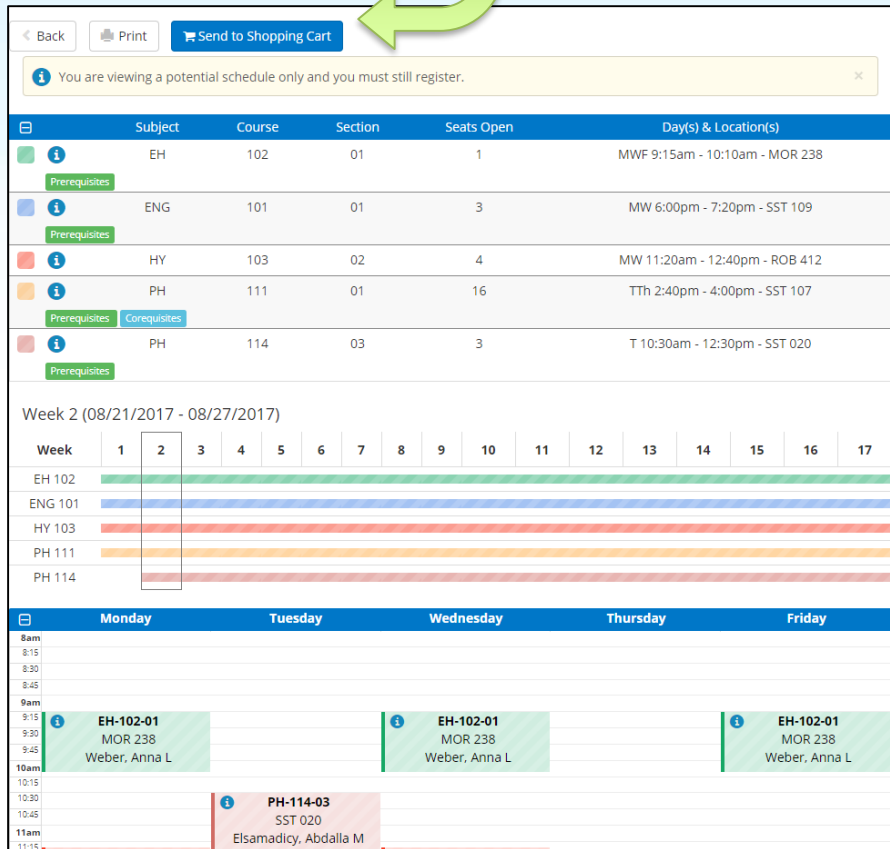
6. **“+Add Break”** to add breaks
(ex. sports practice, work, etc.)



7. **“Generate Schedule”**
to see schedule options

8. **“View”** review until you find
the schedule best for you

9. To register your schedule, click **“Send to Shopping Cart”**, then click **“OK”**



Navigation: < Back | Print | **Send to Shopping Cart**

Message: You are viewing a potential schedule only and you must still register.

Subject	Course	Section	Seats Open	Day(s) & Location(s)
EH	102	01	1	MWF 9:15am - 10:10am - MOR 238
ENG	101	01	3	MW 6:00pm - 7:20pm - SST 109
HY	103	02	4	MW 11:20am - 12:40pm - ROB 412
PH	111	01	16	TTh 2:40pm - 4:00pm - SST 107
PH	114	03	3	T 10:30am - 12:30pm - SST 020

Week 2 (08/21/2017 - 08/27/2017)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
EH 102																	
ENG 101																	
HY 103																	
PH 111																	
PH 114																	

	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					
11am					
11:15					

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"/>	90436	PH	111	01	GEN PHYSICS W/CALCULUS I	-
<input checked="" type="checkbox"/>	90449	PH	114	03	GENERAL PHYSICS LAB I	-
<input checked="" type="checkbox"/>	90830	HY	103	02	WORLD HISTORY TO 1500	-
<input checked="" type="checkbox"/>	90913	EH	102	01	COLLEGE WRITING II	-
<input checked="" type="checkbox"/>	92447	ENG	101	01	INTRO COMPUTING ENGINEERS -	-

Register | Add to WorkSheet | Save Cart | Clear Cart

REQUIREMENT: 8.0.3.1

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10. Click **“Register”**
You are officially registered for classes.

Add/Drop/Withdraw Courses

How to Add/Drop/Withdraw Individual Classes:

1. Go to <https://my.uah.edu>
2. Enter Charger ID and Charger Password
3. In **Student Services** area, under **Registration**, click **"Add & Drop Classes"**
4. Select a Term, then click **"Submit"**

ADD Class:

1. Enter CRNs, or click Class Search to find classes
2. Check box beside course, click **"Register"**

DROP Class:

1. Under **Action**, select **"Web DROP"** beside course to remove
2. Click **"Submit Changes"**

WITHDRAW Class (after Last Day to Add classes and before Last Day to Withdraw):

1. Under **Action**, select **"WD Withdraw - W"** beside course to withdraw
2. Click **"Submit Changes"**