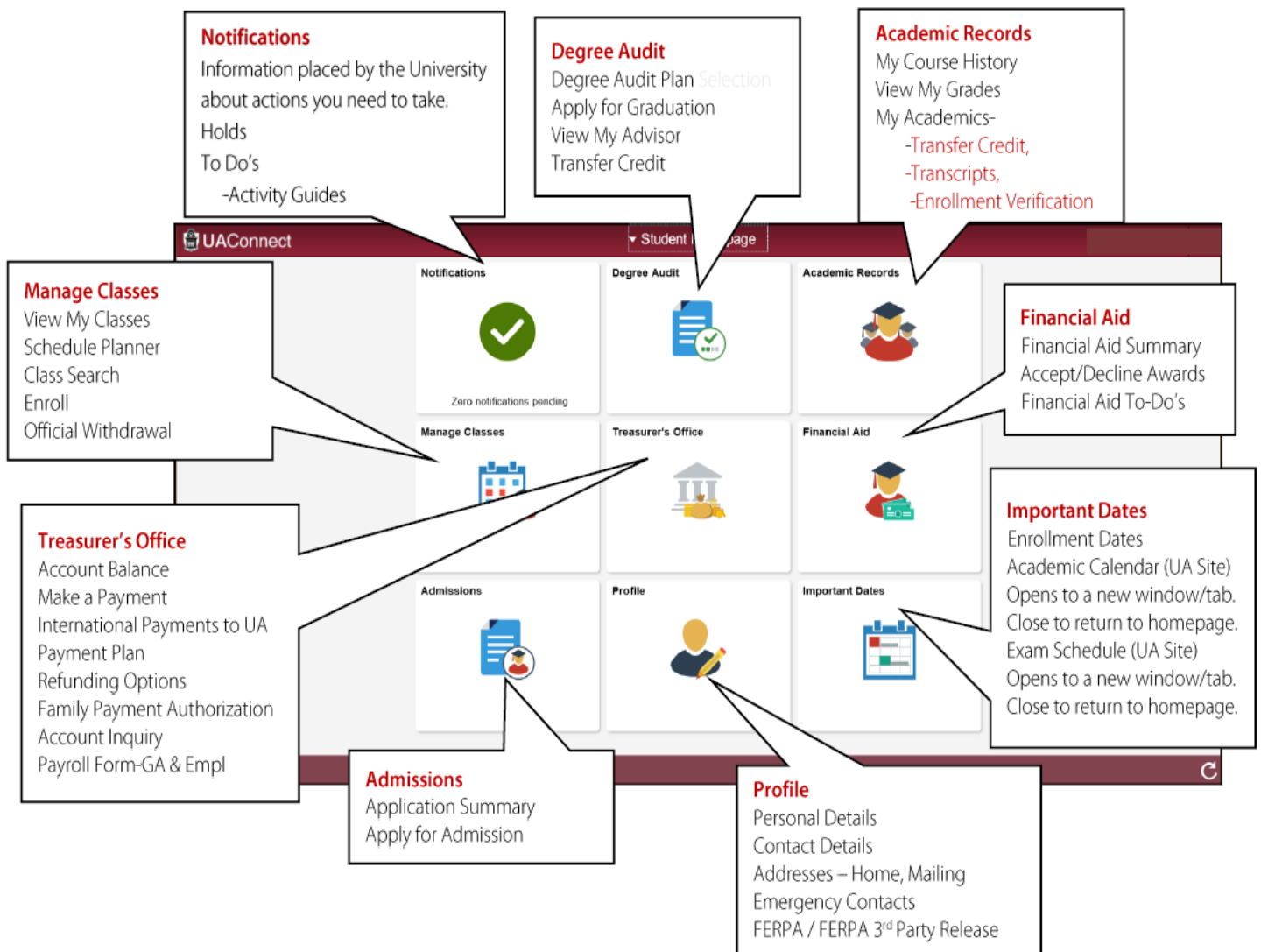


# UA CONNECT STUDENT HOMEPAGE OVERVIEW



# UAConnect and Schedule Planner Guide

For more assistance and instructions with UAConnect and Schedule Planner, go to [help-uconnect.uark.edu/index.php](http://help-uconnect.uark.edu/index.php). Then go to Help Centers > Student.

## Enrolling in Classes with Schedule Planner and UAConnect

1. Log on to UAConnect [uconnect.uark.edu](http://uconnect.uark.edu) using your university login and password
  - Complete RazAlert info if necessary
2. From your Student Homepage, click on the **Manage Classes** tile and then **Schedule Planner** on the left side of the screen.
3. Click the **Click Here** button to open Schedule Planner
  - If a new window or tab does not open, you may need to "Temporarily allow pop-ups"
4. Select **Fall 2020** for the **Term** and click **Save and Continue** button
5. Select "**Select All Campuses**" for the **Select Campus** and click **Save and Continue** button
6. **Uncheck Intercession and Online** for the **Select Session** and click **Save and Continue** button
7. Click the **Add Course** button in the **Courses** section
8. Add courses by choosing the subject and course from the dropdown menus.  
Click **Add Course** button to add the individual course.
9. Once you have added all courses including required labs, check the first checkbox in the **Courses** section.
  - See section below about courses currently on your schedule.
10. Click **Generate Schedules** button in the **Schedules** section near the bottom of the screen
11. **View** possible schedules (See section on Refining your schedule search)
12. When you find the schedule you want, click the **Send to Shopping Cart** button. Select Undergraduate for Career, then click Send to Shopping Cart button.
13. Click back on the original browser tab that says **Start Scheduler**. Then click the button that says **Course Enrollment**.
14. On the next page, you will click the **Import Cart** button to import the classes individually from Schedule Planner. You will have to click the **Next** button to accept each class.
15. Once you have accepted each class, you will be back to the page for Adding Classes. You will see those classes in the middle section labeled **Fall Shopping Cart**. Click the **Proceed to Step 2 of 3** button to add those classes.
16. On the next page it will confirm all the classes in your shopping cart. Click the **Finish Enrolling** button.
  - If you get **green** checkmarks for each class you are done.
  - If you get any **red** X's, contact the FEP office for assistance.

**Any classes currently on your schedule are listed in the "Current Fall 2020 Schedule" area.**

To use the section of a course currently on your schedule, make sure the box is checked for the course in this area. To look at other section options, uncheck the box in this area for the course and use the Add Course functionality in steps 7 and 8 above.

## Refining your schedule search (too many options)

1. Add **Breaks** using the menu on the right of the screen
  - Use this for required practices or meetings
  - Use it to adjust times you wish to not have class if possible for reasons like working, commuting, practice, etc. Note that CHEM 1103 and PHYS 2054 have required class time on Tuesday and Thursday evenings for tests, respectively. Do not add a break during these evenings if you intend to enroll in either of these courses.
2. Choose specific sections for one or more courses using the **Options** links in the **Courses** section.

## Swapping a Class in UAConnect

1. From the **Manage Classes** file, click the Enroll link on the left. Then click the **SWAP** tab at the top of the page
2. If more than one term is open for enrollment, you will have to select the **Fall 2020** term and click the **Continue** button.
3. Under the **Swap This Class** section, click the drop-down arrow to select the class you wish to drop from your current schedule.
4. Under the **With This Class** section, click the drop-down arrow next to **Select from Shopping Cart** to select the class from your shopping cart. Then click **Select** button.
5. The next screen lists both classes for you to confirm your swap. Click the **Finish Swapping** button.
  - If you get a **green** checkmarks on the next screen your swap worked. If you get a **red X**, then the swap did not happen. Possible reasons are class is closed, class conflict, or prerequisites are not met. If you need help, let contact the FEP office for assistance.
  - If you need to continue adding classes, then click the **Add** link at the top of the page.

## Editing Drill or Lab Times in UAConnect

If you want to keep the lecture time but change the drill time for your math class or lab time for your physics class, you can use the **EDIT** function. From the **Enroll** page, click the **EDIT** tab at the top of the page. You will be prompted to select a drill or lab associated with your currently schedule lecture.

## Dropping a Class in UAConnect (Use SWAP when possible)

1. From the **Enroll** page, click the **Drop** tab at the top of the page
2. If more than one term is open for enrollment, you will have to select the **Fall 2020** term and click the **Continue** button.
3. Select the check box of each class you wish to drop.
4. Click the **Drop Selected Classes** button to remove class(es) from your schedule.
5. The next page will show the status of this process.
  - If you get a **green** checkmark on the next screen your drop worked.
  - If you get a **red X**, then the drop did not happen. The most common reason is the class is a co-requisite with another class on your schedule. You may need to do a SWAP instead or drop the co-requisites. If you need help, contact the FEP office for assistance.