1. Log in to Campus Information Services with your uNID and password:

![Log In Screen](image)

2. Locate the Registration box on your Student tab. Click the “Add Class” link

![Registration Menu](image)
3. The “Add Classes” page is displayed.

**NOTE:** If you are able to register for more than one term you will be provided the opportunity to select the appropriate term.

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

### Spring 2011 | Undergraduate Semester | University of Utah

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2350-001 (4241)</td>
<td>First Year Studio 3-D (Studio)</td>
<td>MW 11:50AM - 12:50PM</td>
<td>ART 171</td>
<td>STAFF</td>
<td>4.00</td>
<td>✔️</td>
</tr>
<tr>
<td>BIOL 1210-001 (1096)</td>
<td>Principles of Biology (Lecture)</td>
<td>MW 7:30AM - 9:25AM</td>
<td>JTB 310</td>
<td>STAFF</td>
<td>4.00</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Classes you are already enrolled in
• **Enroll using the class number:** If you know the class number of the course you wish to add, enter it directly in the “Enter Class Nbr” field and click the **Enter** button.

```
Add Classes
1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.
```

```
Add to Cart:
Enter Class Nbr

Find Classes
Class Search

Spring 2011 Shopping Cart
Your enrollment shopping cart is empty.
```

• **Enroll by using Search for Classes:** To search for a class, verify the “Class Search” box is selected and click the **Search** button.

```
Add Classes
1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.
```

```
Add to Cart:
Enter Class Nbr

Find Classes
Class Search

Spring 2011 Shopping Cart
Your enrollment shopping cart is empty.
```
The Search Page is returned. Keep the following in mind when searching:

- You must enter at least 2 search criteria, enter the “Course Subject” and “Course Number” greater than 1000 to return all class/sections offered under that subject for credit
- OR enter the “Course Subject” and exact “Course Number” to return sections for the course number entered
- Check the “Show Open Classes Only” box to limit your search results to only those classes which have seats available

After entering the search criteria click the “Search” button at the bottom of the page.

Enter Search Criteria

University of Utah | Spring 2011

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

- Course Subject
- Course Number
- is exactly
- Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

- Meeting Start Time
- greater than or equal to
- less than or equal to
- include only these days
- Mon Tue Wed Thurs Fri Sat Sun
- Instructor Last Name
- is exactly
- Class Nbr
- is exactly
- Course Title Keyword
- (example: 1136)
- (example: statistics)
- Minimum Units
- greater than or equal to
- Maximum Units
- less than or equal to
- Course Component
- Session
- Mode of Instruction
- Campus
- Location
A list of classes which meet your search criteria will be displayed. You will see the following codes listed to identify the status of the course.

![Open and Closed buttons]

**NOTE:** If you select the option “Show Open Classes Only” on the search criteria page you will only see Open classes.

To select a specific class, click the “select class” button.

### ECON 2010 - Principles of Microeconomics

To view all sections for the course, click on “View All Sections.”

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>select class</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-LEC(1029)</td>
<td>Open</td>
<td>![Select Class Button]</td>
</tr>
</tbody>
</table>

**17 Sections**

- **Classes with multiple components (i.e. lab, discussion, and lecture):** If you select a class and there are other components which must be selected, you will be provided a list of associated classes to select from or an indication that “You will be automatically be enrolled in the following related class.” For example, ECON 2010 – Principles of Microeconomics has both a lecture and discussion component.

![ECON 2010 - Principles of Microeconomics](image)

If the student selected the lecture component, a list of associated classes is displayed. To view the details of the associated component, click the section hyperlink. To select a class, click the radio button in the first column (on the left) and then click the “Next” button.

**OR** if the student selected a discussion/lab component, it indicates that the student will automatically be enrolled in to the related class.
4. The selected lecture and discussion sections are shown. Click the “Next” button to continue.

Add Classes

1. Select classes to add - Enrollment Preferences

Spring 2011 | Undergraduate Semester | University of Utah

ECON 2010 - Princ Of Microeconomics

Class Preferences

<table>
<thead>
<tr>
<th>Session</th>
<th>Career</th>
<th>Enrollment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Half</td>
<td>Undergraduate Semester</td>
<td></td>
</tr>
<tr>
<td>ECON 2010-001</td>
<td>Lecture</td>
<td>Open</td>
</tr>
<tr>
<td>ECON 2010-002</td>
<td>Discussion</td>
<td>Open</td>
</tr>
</tbody>
</table>

If a “Permission Nbr” is required to register for the course, you have the ability to type in the number here prior to clicking the “Next” button.

“Enrollment Information” will list the prerequisite information, Gen Ed/Bachelor Codes, or if the course requires instructor/department consent.

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Lecture</td>
<td>MTWH 9:40AM - 10:30AM</td>
<td>OSH WPRA</td>
<td></td>
<td>01/10/2011 - 03/01/2011</td>
</tr>
<tr>
<td>002</td>
<td>Discussion</td>
<td>F 7:30AM - 8:20AM</td>
<td>BU C 302</td>
<td></td>
<td>01/10/2011 - 03/01/2011</td>
</tr>
</tbody>
</table>

5. The courses are added to your shopping cart. Continue to add additional courses by either typing in the class number or using the search function.

- When you have finished entering all of your classes click the “Proceed to Step 2 of 3” button.
6. You will be prompted to verify your course selections.
   - If you still need to add courses click the “Previous” button and continue to add courses.
   - Click the “Finish Enrolling” button to continue.

6. You will be prompted to verify your course selections.
   - If you still need to add courses click the “Previous” button and continue to add courses.
   - Click the “Finish Enrolling” button to continue.

7. The status of the enrollment is displayed. In the example below the class has been successfully added. Click the “My Class Schedule” button to view your updated class schedule.

7. The status of the enrollment is displayed. In the example below the class has been successfully added. Click the “My Class Schedule” button to view your updated class schedule.

---

**Add Classes**

**2. Confirm classes**

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 2010-002 (1033)</td>
<td>Princ Of Microeconomics (Discussion)</td>
<td>F 7:30AM - 8:20AM</td>
<td>BU C 302</td>
<td></td>
<td>3.00</td>
<td>Open</td>
</tr>
<tr>
<td>ECON 2010-001 (1029)</td>
<td>Princ Of Microeconomics (Lecture)</td>
<td>NTWH 9:40AM - 10:30AM</td>
<td>OSH WPRA</td>
<td></td>
<td></td>
<td>Open</td>
</tr>
</tbody>
</table>

---

**Add Classes**

**3. View results**

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 2010</td>
<td>Success: This class has been added to your schedule.</td>
<td>✓</td>
</tr>
</tbody>
</table>

---

**Add Classes**

**3. View results**

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 2010</td>
<td>Success: This class has been added to your schedule.</td>
<td>✓</td>
</tr>
</tbody>
</table>
• **Classes with errors**: Any class which cannot be added, as indicated in the status column, will remain in your shopping cart until you remove it from the cart. In the example below MATH 1010 could not be added.

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1010</td>
<td>Requisites not met for Class, not enrolled</td>
<td>✗</td>
</tr>
</tbody>
</table>

To delete an item from your shopping cart use the trash can icon to remove the class.