

Instructions:

Log in to Campus Information Services with your uNID and password



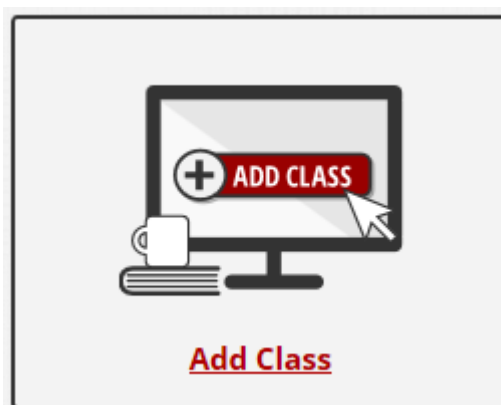
Login

uNID: (e.g. u8675309)
 [Forgot your uNID?](#) ←

Password:
 [Forgot your password?](#) ←

←

Locate the Registration tile on your Student homepage, click it and then click the **Add Class** tile



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 2016 | Undergraduate Semester | University of Utah

[change term](#)

Open Closed

Add to Cart:

Enter Class Nbr

[enter](#)

Find Classes

Class Search

[search](#)

[schedule builder](#)

Spring 2016 Shopping Cart

Your enrollment shopping cart is empty.

[HELP](#)

[My Spring 2016 Class Schedule](#) ← Classes you are already enrolled in

You are not registered for classes in this term.

Click the **Schedule Builder** button

Add Classes



1. Select classes to add

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

Fall 2017 | Undergraduate Semester | University of Utah [change term](#)

The Jump Page is returned. Follow the instructions and click the **Click Here** button to navigate to the Schedule Builder homepage

Schedule Builder

i The Schedule Builder helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Builder.

Instructions:

1. [CLICK HERE](#) to open the Schedule Builder in a pop-up window.
2. Return to this window after clicking 'Send Schedule to Shopping Cart'
3. Visit the [ADD CLASS](#) page from your Campus Information Services to continue with course enrollment; click the 'Import Cart' button (see diagram).

Select the appropriate campus and click the **Save** button

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



Select Campus

<input checked="" type="checkbox"/>	Select All Campuses
<input checked="" type="checkbox"/>	Asia Campus
<input checked="" type="checkbox"/>	Main Campus

Cancel

Save



Course Status	Open Classes Only	Change	Term	Fall 2017	Change
Campuses	All Campuses Selected	Change	Instruction Modes	All Instruction Modes Selected	Change
Sessions	All Sessions Selected	Change	Locations	All Locations Selected	Change
Academic Groups	All Academic Groups Selected	Change	Academic Careers	All Academic Careers Selected	Change

Filters - select the appropriate filters for the desired results

Course Status - Open Classes Only or Open & Full

Campuses - Main Campus or Asia Campus

Sessions - 1st Half, 2nd Half, Asia Regular Session, Miscellaneous, Regular Academic Session

Academic Groups - The academic group a course is offered (example: College of Engineering or College of Fine Arts)

Term - If multiple terms are active for registration, you have the ability to switch between the active terms

Instruction Modes - Hybrid Classes, In Person, Interactive Video Conferencing, Online

Locations - Ability to select the location(s) of classes


Academic Careers - Ability to select the academic career(s) of classes (see table below)

Academic Career	Catalog # (or Subject Code)
Non-Credit Semester	1 - 999
Undergraduate Semester	1000 - 5999
Graduate Semester	6000 - 7999
Law Semester	(LAW)
Dentistry Semester	(DENT)
Medicine Semester	MD Courses

Add desired courses and breaks by either clicking on the **Add Course** or **Add Break** buttons


Courses

+ Add Course

 Add the courses you wish to take for the upcoming term.

Breaks





















+ Add Break

 Add times during the day you do not wish to take classes.

After adding the desired courses and breaks, click **Generate Schedules** button





Courses

+ Add Course


<input checked="" type="checkbox"/>			Options			
<input checked="" type="checkbox"/>	Art 1020 Non major Basic Drawing		Options			
<input checked="" type="checkbox"/>	History 1700 American Civilization		Options			
<input checked="" type="checkbox"/>	Mathematics 1050 Coll Alg		Options			
<input checked="" type="checkbox"/>	Psychology 1010 General Psychology		Options			


Breaks

+ Add Break

<input checked="" type="checkbox"/>			Edit	
<input checked="" type="checkbox"/>	Work MTWThF - 8:00am to 12:00pm		Edit	

Schedules

 Generate Schedules






 Shuffle

 Advanced Options 1



Review the generated schedules

- You can compare up to 4 schedules by clicking on a checkbox next to a proposed schedule
- You can hover over the magnifying glass to see a visual of the proposed schedule
- You can click on the **View** link to view detailed information of the proposed schedule

 Generated 12 Schedules ×

View 1		<input type="checkbox"/>	Work, Art-1020-003, History-1700-091, Mathematics-1050-005, Psychology-1010-090
View 2		<input type="checkbox"/>	Work, Art-1020-003, History-1700-093, Mathematics-1050-005, Psychology-1010-090
View 3		<input type="checkbox"/>	Work, Art-1020-003, History-1700-096, Mathematics-1050-005, Psychology-1010-090
View 4		<input type="checkbox"/>	Work, Art-1020-003, History-1700-097, Mathematics-1050-005, Psychology-1010-090
View 5		<input type="checkbox"/>	Work, Art-1020-003, History-1700-098, Mathematics-1050-005, Psychology-1010-090

After reviewing the proposed generated schedules, click **View** next to the proposed schedule you wish to choose. You will be directed to the below page









- You can click on the  icon to see detailed information about a course
- By clicking on the  icon, it would retain the specified course if you re-generated the schedule options to further reduce the generated schedules.
- You can also email the potential schedule by clicking on the **Email** button

To move the potential schedule to your shopping cart to register, click on the **Send to Shopping Cart** button

← Back
Email
Send to Shopping Cart
Shuffle
Schedule 1 of 12

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

Class #	Subject	Catalog #	Section	Seats Open	Day(s) & Location(s)	Campus	Credits
4235	Art	1020	003	1	MW 12:55pm - 2:50pm - Art Bldg 352	Main Campus	3
8351	History	1700	091	1	TBA	Main Campus	3
7948	Mathematics	1050	005	6	TTh 6:00pm - 8:00pm - James C Fletcher Bldg 103	Main Campus	4
8772	Psychology	1010	090	8	TBA	Main Campus	4
							14

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	Work	Work	Work	Work	Work
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm					
12:15					
12:30					
12:45					
1pm	 Art-1020  Art Bldg 352 ANNETTE MEHR		 Art-1020  Art Bldg 352 ANNETTE MEHR		
1:15					
1:30					
1:45					
2pm					
2:15					
2:30					
2:45					
3pm					
3:15					
3:30					
3:45					
4pm					
4:15					
4:30					
4:45					
5pm					
5:15					
5:30					
5:45					
6pm		 Mathematics-1050  James C Fletcher Bldg 103 LEONARD CARAPEZZA		 Mathematics-1050  James C Fletcher Bldg 103 LEONARD CARAPEZZA	
6:15					
6:30					
6:45					
7pm					
7:15					

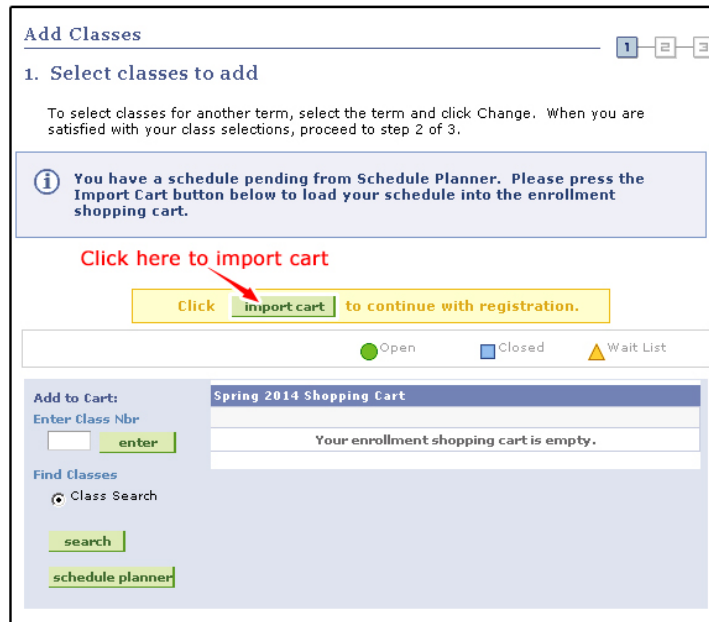
Once you have sent the potential schedule to the shopping cart, you will receive the below confirmation and instructions

✓ Thank you. Your schedule is now ready to be imported. Please follow the instructions below.

Instructions

Visit the 'Add Class Page' in Campus Information Services to continue with enrollment.

Click the 'Import Cart' button.



Close the confirmation/instruction page and locate the active Jump Page tab (or window) in your browser. Click on the **Add Class** button

Schedule Builder

i The Schedule Builder helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Builder.

Instructions:

1. **CLICK HERE** to open the Schedule Builder in a pop-up window.
2. Return to this window after clicking 'Send Schedule to Shopping Cart'
3. Visit the **ADD CLASS** page from your Campus Information Services to continue with course enrollment; click the 'Import Cart' button (see diagram).



The **Add Class** page is returned. Click the **Import Cart** button to import the schedule from Schedule Builder

Add Classes



1. Select classes to add

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

i You have a schedule pending from Schedule Builder. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

Click **Import Cart** to continue with registration.

Fall 2017 | Undergraduate Semester | University of Utah **change term**

Open Closed Wait List

Add to Cart:

Enter Class Nbr

 enter

Find Classes

Class Search

search

schedule builder

Fall 2017 Shopping Cart

Your enrollment shopping cart is empty.

For every course imported you will need to click the **Next** button to put the courses into your shopping cart

Add Classes

1. Select classes to add - Enrollment Preferences

Fall 2017 | Undergraduate Semester | University of Utah

ART 1020 - Non major Basic Drawing

Class Preferences

ART 1020-004 Studio Open **Permission Nbr**

Session Regular Academic Session **Grading** Graded

Career Undergraduate Semester **Units** 3.00

Enrollment Information

- Fine Arts Exploration

Requirement Designation Fine Arts Exploration

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.

*If you want a letter grade (A-E), do not elect.

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
004	Studio	MW 3:05PM - 5:00PM	ART 352		08/21/2017 - 12/07/2017

Once the classes have been fully imported into the shopping cart, click **Proceed to Step 2 of 3** button

Add Classes

1 2 3

1. Select classes to add

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

Fall 2017 | Undergraduate Semester | University of Utah change term

● Open ■ Closed ▲ Wait List

Add to Cart:		Fall 2017 Shopping Cart						
Enter Class Nbr		Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="text"/>	enter		ART 1020-004 (5011)	MW 3:05PM - 5:00PM	ART 352		3.00	●
Find Classes			HIST 1700-090 (7956)		TBA		3.00	●
<input checked="" type="radio"/> Class Search			MATH 1050-004 (5192)	MTWF 12:55PM - 1:45PM	HEB 2004		4.00	●
search			PSY 1010-090 (8772)		TBA		4.00	●
schedule builder								

HELP

PROCEED TO STEP 2 OF 3

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

Add Classes

1 2 3

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall 2017 | Undergraduate Semester | University of Utah

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ART 1020-004 (5011)	Non major Basic Drawing (Studio)	MW 3:05PM - 5:00PM	ART 352		3.00	●
HIST 1700-090 (7956)	American Civilization (Lecture)		TBA		3.00	●
MATH 1050-004 (5192)	Coll Alg (Lecture)	MTWF 12:55PM - 1:45PM	HEB 2004		4.00	●
PSY 1010-090 (8772)	General Psychology (Lecture)		TBA		4.00	●

CANCEL

PREVIOUS

FINISH ENROLLING

The status of the enrollment is displayed. In the example below some classes were successfully added. Click the "My Class Schedule" button to view your updated class schedule

- **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 1050 could not be added

Add Classes



3. View results

View the following status report for enrollment confirmations and errors:

Fall 2017 | Undergraduate Semester | University of Utah

Class	Message	Status
ART 1020	Success: This class has been added to your schedule.	✓
HIST 1700	Success: This class has been added to your schedule.	✓
MATH 1050	Error: Unable to add this class - prerequisites have not been met. Prerequisites: "C" or better in (MATH 1010 OR MATH 1060 OR MATH 1080 OR MATH 1090) OR Accuplacer CLM score of 60 or better OR ACT Math score of 23 or better OR SAT Math score of 540 or better.	✗
PSY 1010	Success: This class has been added to your schedule.	✓

MY CLASS SCHEDULE

ADD ANOTHER CLASS

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

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.

Fall 2017 | Undergraduate Semester | University of Utah

change term

● Open
■ Closed

Add to Cart:

Enter Class Nbr

Find Classes

Class Search

Spring 2016 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	MATH 1050-004 (11175)	MTWF 9:40AM - 10:30AM	SFEBB 160	K. STEFFEN	4.00	●