Add Classes

University of Utah

Instructions:

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

![Log In Page](image)

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

![Registration Page](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**

   ![Add to Cart: Spring 2011 Shopping Cart](image)

   Classes you are already enrolled in

   **My Spring 2011 Class Schedule**

<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 - 2:50PM</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>
• **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

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   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](image1)

   ![Spring 2011 Shopping Cart](image2)

   ![Find Classes Class Search](image3)

• **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](image1)

   ![Spring 2011 Shopping Cart](image2)

   ![Find Classes Class Search](image3)
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.
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.

<table>
<thead>
<tr>
<th>Open</th>
<th>Closed</th>
</tr>
</thead>
</table>

**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

- **Section 001-LEC(1029)**
  - **First Half**
  - **Days & Times:** MTWH 9:40AM - 10:30AM
  - **Room:** OSH WPRA
  - **Instructor:** 01/10/2011 - 03/01/2011

#### Section 002-DIS(1030)

- **First Half**
- **Days & Times:** F 7:30AM - 8:20AM
- **Room:** BU C 302
- **Instructor:** 01/10/2011 - 03/01/2011

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.

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>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 Lecture</td>
<td>MTWH 9:40AM - 10:30AM</td>
<td>OSH WPRA</td>
<td>01/10/2011 - 03/01/2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>002 Discussion</td>
<td>F 7:30AM - 8:20AM</td>
<td>BU C 302</td>
<td>01/10/2011 - 03/01/2011</td>
<td></td>
<td></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.

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.

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.
• **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](image)

3. **View results**

View the following status report for enrollment confirmations and errors:

![Status Report](image)

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

![Add to Cart](image)