Instructions:

Log in to Campus Information Services with your uNID and 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

Add to Cart:

Enter Class Nbr

[enter]

Find Classes

- Class Search

[search]

[schedule builder]

---

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**

- **Open**
- **Closed**
- **Wait List**

**Fall 2017 Shopping Cart**

Your enrollment shopping cart is empty.

**Add to Cart**

- **Enter Class Nbr**
- **search**
- **schedule builder**

---

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

**Schedule Builder**

1. 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.

### 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)

<table>
<thead>
<tr>
<th>Academic Career</th>
<th>Catalog # (or Subject Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Credit Semester</td>
<td>1 - 999</td>
</tr>
<tr>
<td>Undergraduate Semester</td>
<td>1000 - 5999</td>
</tr>
<tr>
<td>Graduate Semester</td>
<td>6000 - 7999</td>
</tr>
<tr>
<td>Law Semester</td>
<td>(LAW)</td>
</tr>
<tr>
<td>Dentistry Semester</td>
<td>(DENT)</td>
</tr>
<tr>
<td>Medicine Semester</td>
<td>MD Courses</td>
</tr>
</tbody>
</table>
Add desired courses and breaks by either clicking on the Add Course or Add Break buttons

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

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

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

Courses
- Art 1020
- History 1700
- Mathematics 1050
- Psychology 1010

Breaks
- Work

Schedules
- Generate Schedules

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

View 1
Work, Art-1020-003, History-1700-091, Mathematics-1050-005, Psychology-1010-090

View 2
Work, Art-1020-003, History-1700-093, Mathematics-1050-005, Psychology-1010-090

View 3
Work, Art-1020-003, History-1700-096, Mathematics-1050-005, Psychology-1010-090

View 4
Work, Art-1020-003, History-1700-097, Mathematics-1050-005, Psychology-1010-090

View 5
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.
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.

---

**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.

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

   - **Click here to import cart**

---

**Schedule Builder**

- 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 'Save 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.

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**

- **Open**
- **Closed**
- **Wait List**

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

<table>
<thead>
<tr>
<th>Add to Cart:</th>
<th>Fall 2017 Shopping Cart</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enter Class Nbr</strong></td>
<td>Your enrollment shopping cart is empty.</td>
</tr>
</tbody>
</table>

Enter Class Nbr

**Find Classes**

- **Class Search**
- **search**
- **schedule builder**

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>004</td>
<td>Studio</td>
<td>MW 3:25PM - 4:00PM</td>
<td>ART 352</td>
<td></td>
<td>08/21/2017 - 12/07/2017</td>
</tr>
</tbody>
</table>
Once the classes have been fully imported into the shopping cart, click Proceed to Step 2 of 3 button

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
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:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1020</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
<tr>
<td>HIST 1700</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
<tr>
<td>MATH 1050</td>
<td>Error: Unable to add this class - prerequisites have not been met.</td>
<td>✗</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: &quot;C&quot; or better in (MATH 1010 OR MATH 1020 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.</td>
<td></td>
</tr>
<tr>
<td>PSY 1010</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

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