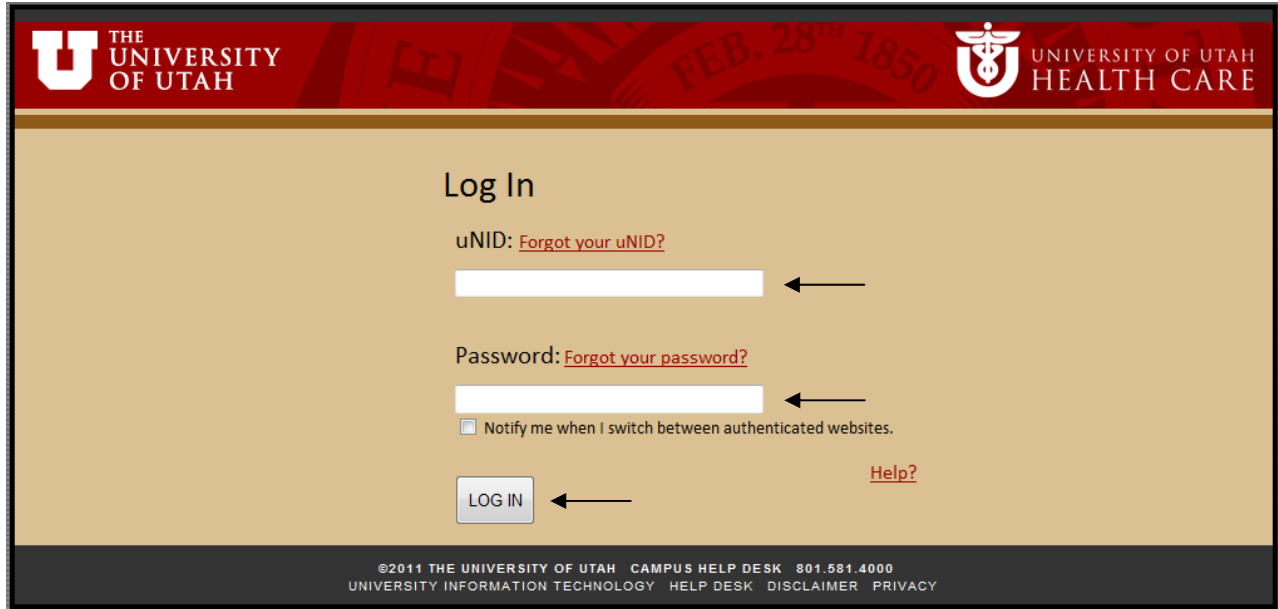


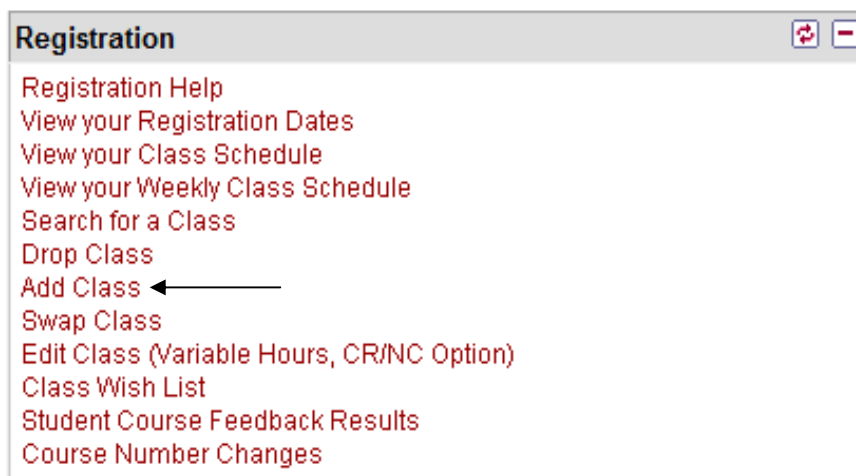
Instructions:

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



The screenshot shows the login page for the University of Utah. At the top, there is a red banner with the University of Utah logo on the left and the University of Utah Health Care logo on the right. Below the banner, the page has a tan background. The title "Log In" is centered. Below the title, there are two input fields: "uNID: [Forgot your uNID?](#)" and "Password: [Forgot your password?](#)". Each input field has a black arrow pointing to its right side. Below the password field, there is a checkbox labeled "Notify me when I switch between authenticated websites." and a "LOG IN" button with a black arrow pointing to its right side. To the right of the button is a "Help?" link. At the bottom of the page, there is a dark grey footer with the text: "©2011 THE UNIVERSITY OF UTAH CAMPUS HELP DESK 801.581.4000 UNIVERSITY INFORMATION TECHNOLOGY HELP DESK DISCLAIMER PRIVACY".

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



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 [change term](#)

Open Closed

Add to Cart: **Spring 2011 Shopping Cart**

Enter Class Nbr

Your enrollment shopping cart is empty.

Find Classes

Class Search

▼ My Spring 2011 Class Schedule ← Classes you are already enrolled in

Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
ART 2350-001 (4241)	First Year Studio 3-D (Studio)	MW 11:50AM - 2:50PM	ART 171	STAFF	4.00	✓
BIOL 1210-001 (1096)	Principles of Biology (Lecture)	MW 7:30AM - 9:25AM	JTB 310	STAFF	4.00	✓

- 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.

Spring 2011 | Undergraduate Semester | University of Utah [change term](#)

Open Closed

Add to Cart:

Enter Class Nbr
 [enter](#)

Find Classes

Class Search

[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.

Spring 2011 | Undergraduate Semester | University of Utah [change term](#)

Open Closed

Add to Cart:

Enter Class Nbr
 [enter](#)

Find Classes

Class Search

[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.

Additional Search Criteria

Meeting Start Time greater than or equal to (example: 1:00PM)

Meeting End Time less than or equal to

Day of Week include only these days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name is exactly

Class Nbr (example: 1136)

Course Title Keyword (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.



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** 17 Sections

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

[View All Sections](#) First 1-3 of 17 Last

Section 001-LEC(1029)	Status ●	select class
Session 1st Half		
Days & Times	Room	Instructor
MTWH 9:40AM - 10:30AM	OSH WPRA	
Meeting Dates		
01/10/2011 - 03/01/2011		

Section 002-DIS(1030)	Status ●	select class
Session 1st Half		
Days & Times	Room	Instructor
F 7:30AM - 8:20AM	BU C 302	
Meeting Dates		
01/10/2011 - 03/01/2011		

- **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 - Princ Of Microeconomics

Lecture selected: Section 001
MTWH 9:40AM - 10:30AM OSH WPRA

● Open ■ Closed

Class Nbr	Section	Component	Schedule	Room	Instructor	Status
<input type="radio"/>	1030	002	Discussion	F 7:30AM - 8:20AM	BU C 302	●
<input type="radio"/>	1031	003	Discussion	F 8:35AM - 9:25AM	BU C 302	●
<input type="radio"/>	1683	004	Discussion	F 9:40AM - 10:30AM	BU C 108	●
<input type="radio"/>	1684	005	Discussion	F 10:45AM - 11:35AM	BU C 108	●
<input type="radio"/>	1685	006	Discussion	F 11:50AM - 12:40PM	BU C 106	●
<input type="radio"/>	1686	007	Discussion	F 12:55PM - 1:45PM	BU C 106	●
<input type="radio"/>	1687	008	Discussion	F 9:40AM - 10:30AM	OSH 134	●

[View All Sections](#) First 1-7 of 7 Last

You will automatically be enrolled in the following related class:

Lecture	Section	Schedule	Room	Instructor	Status
	001	MTWH 9:40AM - 10:30AM	OSH WPRA	S. REYNOLDS	●

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

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ECON 2010 - Princ Of Microeconomics

Class Preferences

ECON 2010-001	Lecture	● Open
ECON 2010-002	Discussion	● Open

Permission Nbr

Grading Graded

Units 3.00

Requirement Designation
Social/Behavioral Science Exploration

Session 1st Half
Career Undergraduate Semester

Enrollment Information

- Social/Behavioral Science Exploration

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

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MTWH 9:40AM - 10:30AM	OSH WPRA		01/10/2011 - 03/01/2011
002	Discussion	F 7:30AM - 8:20AM	BU C 302		01/10/2011 - 03/01/2011

CANCEL

NEXT

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.

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.

✔ ECON 2010 has been added to your Shopping Cart.

Spring 2011 | Undergraduate Semester | University of Utah [change term](#)

● Open ■ Closed

Add to Cart:

Enter Class Nbr

Find Classes

Class Search

My Requirements

My Planner

Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑️	ECON 2010-002 (1030)	F 7:30AM - 8:20AM	BU C 302	S. REYNOLDS	3.00	●
	ECON 2010-001 (1029)	MTWH 9:40AM - 10:30AM	OSH WPRA	S. REYNOLDS		●

PROCEED TO STEP 2 OF 3

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.

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.

Spring 2011 | Undergraduate Semester | University of Utah

● Open
 ■ Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
ECON 2010-002 (1030)	Princ Of Microeconomics (Discussion)	F 7:30AM - 8:20AM	BU C 302		3.00	●
ECON 2010-001 (1029)	Princ Of Microeconomics (Lecture)	MTWH 9:40AM - 10:30AM	OSH WPRA			●

CANCEL
PREVIOUS
FINISH ENROLLING

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



3. View results

View the following status report for enrollment confirmations and errors:

Spring 2011 | Undergraduate Semester | University of Utah

✓ Success: enrolled
 ✗ Error: unable to add class

Class	Message	Status
ECON 2010	Success: This class has been added to your schedule.	✓

MY CLASS SCHEDULE
ADD ANOTHER CLASS

- **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:

Spring 2011 | Undergraduate Semester | University of Utah

✔ Success: enrolled
✘ Error: unable to add class

Class	Message	Status
MATH 1010	Requisites not met for Class, not enrolled	✘

MY CLASS SCHEDULE
ADD ANOTHER CLASS

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

Add to Cart:

Enter Class Nbr

Find Classes

Class Search

My Requirements

My Planner

Spring 2011 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	MATH <u>1010-001</u> <u>(2749)</u>	MTWF 9:40AM - 10:30AM	JFB 103		4.00	●