

uEnroll Quick Reference



uEnroll

What's in your Shopping Cart?

ADD CLASSES

1. Log in to Campus Information System
2. Locate the Registration box
3. Click the **Add Class** link
4. OPTIONAL: If registration is in process for more than one term you will need to select the term and click the **Continue** button
5. Either use the **Class Nbr** or search for the class using the **Class Search**
6. Click the **Select Class** button to add the class
7. OPTIONAL: If you have a permission number for the class, enter it in the **Permission Nbr** box
8. Click the **Next** button
9. OPTIONAL: if registering for multiple classes, repeat steps 5 through 8
10. When finished, click the **Proceed to Step 2 of 3** button
11. Click **Finish Enrolling**

DROP CLASSES

1. Log in to Campus Information System
2. Locate the Registration box
3. Click the **Drop Class** link
4. OPTIONAL: If registration is in process for more than one term you will need to select the term and click the **Continue** button
5. Select class(es) to drop
6. Click **Drop Selected Classes** button
7. Click **Finish Dropping**

VIEW MY CLASS SCHEDULE

1. Log in to Campus Information System
2. Locate the Registration box
3. Click the **View your Class Schedule** link
4. OPTIONAL: If you wish to purchase your textbooks online, click the Textbooks icon to visit the Bookstore website

SEARCH CLASSES

1. Log in to Campus Information System
2. Locate the Registration box
3. Click the **Add Class** link
4. Click **Search**
5. Search for class by **Course Subject** or **Course Number**
6. OPTIONAL: Click Additional Search Criteria
7. Select class from list

SWAP CLASSES

1. Log in to Campus Information System
2. Locate the Registration box
3. Click the **Swap Class** link
4. OPTIONAL: If registration is in process for more than one term you will need to select the term and click the **Continue** button
5. Select the class to swap
6. Search for the new class or select class from Shopping Cart
7. Click **Next**
8. Click **Finish Swapping**

EDIT CLASSES

1. Log in to Campus Information System
2. Locate the Registration box
3. Click the **Edit Class** link
4. OPTIONAL: If registration is in process for more than one term you will need to select the term and click the **Continue** button
5. Select the class to edit
6. Click the **Proceed to Step 2 of 3** button
7. Select the number of units or elect CR/NC
8. Click **Next**
9. Click **Finish Editing**

NOTE: Once a student is logged in, all aspects of registration are available by navigating the tabs; see reverse.

For detailed instructions visit us online at:
<http://registrar.utah.edu/register/index.php>

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Key Definitions

Shopping Cart: when registering, students select classes which are placed into their shopping carts. The selected classes remain in the shopping cart until registration is completed. A class placed in a shopping cart does **NOT** guarantee a seat in the class.

Swap: students are able to swap a currently-enrolled course for a different course.

Edit: students may alter variable credit courses or elect Credit/No Credit for courses.

Class Number: each class is assigned an individual number students may use to register.

Course Number: this number designates the level of the class; i.e.: 1010, 2010, etc.

Credit Career: classes that are taken to fulfill degree requirements are to be taken on the student's credit career.

Non-Credit Career: students may elect to create a non-credit career on their record. These classes are not counted toward a degree.

Permission Number: a number acquired by the student to enroll in a course requiring permission to register.

Department Consent: if a course is set to Department Consent, a student must have a permission number from the department to enroll in a course.

Instructor Consent: if a course is set to Instructor Consent, a student must have a permission number from the instructor of the course in order to register.

Credit/No-Credit: students may elect a grading basis of credit or no-credit for up to 15 hours of coursework. A student must earn a passing grade to receive credit for the class if he or she opts for CR/NC. CR or NC will appear on the student's record for the course in place of a letter grade.



The tabs shown above help the student to navigate among the different options while registering

My Class Schedule

Select Display Option List View Weekly Calendar View

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

Class Schedule Filter Options

Show Enrolled Classes [filter](#)

H EDU 3920 - Individual Study

Status	Units	Grading	Grade
Enrolled	1.00	In-Progress	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
12512	001	Ind Study		TBA		01/10/2011 - 04/27/2011

HIST 3020 - Age Of Alexander

Status	Units	Grading	Grade
Enrolled	3.00	Graded	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
15541	001	Lecture	MW 11:50AM - 1:10PM	CTIHB 101		01/10/2011 - 04/27/2011

[Printer Friendly Page](#)

Buy Your Textbooks online here

Students may view their class schedule in either list view (as shown above) or Weekly Calendar view; they may link to the Bookstore website to purchase textbooks

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

Students may search for classes using the above search box

Edit Class Enrollment Options

1. Select a class to edit - Enrollment Preference

Spring 2011 | Undergraduate Semester | University of Utah

H EDU 3920 - Individual Study

Class Preferences

H EDU 3920-001 Ind Study Open Closed Permission Nbr

Grading

Session Regular Academic Session Grading

Career Undergraduate Semester Units 1.00

CR/NC Option

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Ind Study		TBA		01/10/2011 - 04/27/2011

The Edit option allows students to change the credit hours on variable hour courses, and elect Credit/No Credit

For detailed instructions visit us online at:
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