

Instructions:

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



Login

uNID: (e.g. u8675309)

[Forgot your uNID?](#) ←

Password:

[Forgot your password?](#) ←

←

-
2. Click on the Student Homepage tile

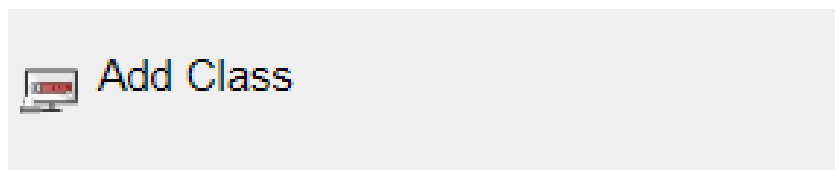
Student



[Student Homepage \(Registration, Grades/Transcript, Tuition\)](#)



3. Click the Registration tile on your Student Homepage and the Add Class option will load



4. The **Add Classes** page is displayed and click the **Schedule Builder** button

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 select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2021 | Undergraduate Semester | University of Utah

	<input type="radio"/> Open	<input type="radio"/> Closed	<input type="radio"/> Wait List
Add to Cart Enter Class Nbr <input type="text"/> <input type="button" value="Enter"/>	Spring 2021 Shopping Cart <hr/> <p>Your enrollment shopping cart is empty.</p>		
Find Classes <input checked="" type="radio"/> Class Search			
<input type="button" value="Search"/>			
<input type="button" value="Schedule Builder"/>			

5. 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

Select All Campuses

Asia Campus

Main Campus

UOnline

✔ Save and Continue



Course Status	Open & Full w/Waitlist Open	Change	Term	Spring 2021	Change
Campuses	1 of 3 Selected	Change	Instruction Modes	5 of 6 Selected	Change
Sessions	All Sessions Selected	Change	Locations	1 of 5 Selected	Change
Academic Groups	All Academic Groups Selected	Change	Academic Careers	All Academic Careers Selected	Change

6. Filters - select the appropriate filters for the desired results:

Course Status - Open Classes Only, Open & Full or Open & Full w/ Waitlist Open

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

Academic Groups - The academic group a course is offered (example: College of Science 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, In Person, Interactive Video Conferencing, IVC-Hybrid, Online

Locations - Ability to select the location(s) of classes (e.g. Salt Lake City, Sandy, etc.)

Academic Careers - Ability to select the academic career(s) of classes (see table below - except MATH 980 is in the Undergraduate Semester career)

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

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

Courses + Add Course

Breaks + Add Break

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

Courses + Add Course

-
- Art 1020** Non major Basic Drawing Options i lock ✕
- History 1700** American Civilization Options i lock ✕
- Mathematics 1050** Coll Alg Options i lock ✕
- Psychology 1010** General Psychology Options i lock ✕

Breaks + Add Break

-
- Work** MTWThF - 8:00am to 12:00pm Edit ✕

Schedules Advanced Options 1 View Schedules

Generate Schedules



9. 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 9 Schedules ✕









- [View](#) 1 🔍 Work, 1020-Art-005, 1700-History-092, 1050-Mathematics-090, 1010-Psychology-090
- [View](#) 2 🔍 Work, 1020-Art-005, 1700-History-092, 1050-Mathematics-006, 1010-Psychology-090
- [View](#) 3 🔍 Work, 1020-Art-005, 1700-History-092, 1050-Mathematics-003, 1010-Psychology-090
- [View](#) 4 🔍 Work, 1020-Art-005, 1700-History-091, 1050-Mathematics-090, 1010-Psychology-090
- [View](#) 5 🔍 Work, 1020-Art-005, 1700-History-091, 1050-Mathematics-006, 1010-Psychology-090
- [View](#) 6 🔍 Work, 1020-Art-005, 1700-History-091, 1050-Mathematics-003, 1010-Psychology-090
- [View](#) 7 🔍 Work, 1020-Art-005, 1700-History-090, 1050-Mathematics-090, 1010-Psychology-090
- [View](#) 8 🔍 Work, 1020-Art-005, 1700-History-090, 1050-Mathematics-006, 1010-Psychology-090
- [View](#) 9 🔍 Work, 1020-Art-005, 1700-History-090, 1050-Mathematics-003, 1010-Psychology-090





10. 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
- You can also validate the potential schedule by clicking on the **Validate** button

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

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

	Class #	Subject	Catalog #	Section	Seats Open	Day(s) & Location(s)	Campus	Credits
 	2629	Art	1020	005	17	MW 3:05pm - 5:00pm - ART 361	Main Campus	3
 	6479	History	1700	092	25	TBA - Online	Main Campus	3
 	7002	Mathematics	1050	090	130	TBA - Online	Main Campus	4
 	3777	Psychology	1010	090	220	TBA - Online	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					
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1pm					
1:15					
1:30					
1:45					
2pm					
2:15					
2:30					
2:45					
3pm					
3:15	 Art-1020 		 Art-1020 		
3:30	ART 361		ART 361		
3:45	ANNETTE MEHR		ANNETTE MEHR		
4pm					
4:15					
4:30					
4:45					

12. 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.

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● Open ■ Closed ▲ Wait List

Add to Cart

Enter Class Nbr

Enter

Spring 2021 Shopping Cart

Your enrollment shopping cart is empty.

Find Classes

Class Search

Search

Schedule Builder

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

Add Classes



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. If the class is full and has a wait list option, you can add yourself to the wait list by checking the box.

1. Select classes to add - Enrollment Preferences

Spring 2021 | Undergraduate Semester | University of Utah
ART 1020 - Non major Basic Drawing

Class Preferences

ART 1020-005 Studio ● Open

Session Regular Academic Session
Career Undergraduate Semester

Enrollment Information

• Fine Arts Exploration

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

Wait List Wait list if class is full

Permission Nbr

Grading Graded (A-E, I)

Units 3.00

Requirement Designation Fine Arts Exploration

Cancel

Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
005	Studio	MoWe 3:05PM - 5:00PM	ART 361		01/19/2021 - 04/27/2021

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

Cart Import from Schedule Builder complete. Add more classes or click Proceed to Step 2 to continue processing your enrollment.

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Open Closed Wait List

Add to Cart		Spring 2021 Shopping Cart					
Delete	Class	Days/Times	Room	Instructor	Units	Status	
	ART 1020-005 (2629)	MoWe 3:05PM - 5:00PM	ART 361		3.00		
	HIST 1700-092 (6479)		Online		3.00		
	MATH 1050-090 (7002)		Online		4.00		
	PSY 1010-090 (3777)		Online		4.00		

Enter Class Nbr:

Find Classes: Class Search

15. 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

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

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Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ART 1020-005 (2629)	Non major Basic Drawing (Studio)	MoWe 3:05PM - 5:00PM	ART 361		3.00	
HIST 1700-092 (6479)	American Civilization (Lecture)		Online		3.00	
MATH 1050-090 (7002)	Coll Alg (Lecture)		Online		4.00	
PSY 1010-090 (3777)	General Psychology (Lecture)		Online		4.00	

16. 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

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Success: enrolled		Error: unable to add class	
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 - requisites have not been met. Prerequisites: "C" or better in (MATH 1010 OR MATH 1060 OR MATH 1080 OR MATH 1090) OR Accuplacer AAF score of 245 or better OR Accuplacer CLM score of 60 or better OR ACT Math score of 23 or better OR SAT Math score of 570 or better.		
PSY 1010	Success: This class has been added to your schedule.		

17. 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 select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

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● Open ■ Closed ▲ Wait List

Add to Cart		Spring 2021 Shopping Cart						
Enter Class Nbr	Enter	Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="text"/>	<input type="button" value="Enter"/>		MATH 1050-090 (7002)		Online		4.00	●

Find Classes

Class Search