Instructions:

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

2. Click on the Student Homepage tile

Student Homepage (Registration, Grades/Transcript, Tuition)
3. Click the Registration tile on your Student Homepage and the Add Class option will load

![Registration](image)

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 Class](image)

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

   ![Add to Cart](image)

   ![Spring 2021 Shopping Cart](image)
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.

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)

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

Courses

![Add Course button]

<table>
<thead>
<tr>
<th>Courses</th>
<th>Options</th>
<th>Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 1020</td>
<td>Options</td>
<td>Info</td>
</tr>
<tr>
<td>History 1700</td>
<td>Options</td>
<td>Info</td>
</tr>
<tr>
<td>Mathematics 1050</td>
<td>Options</td>
<td>Info</td>
</tr>
<tr>
<td>Psychology 1010</td>
<td>Options</td>
<td>Info</td>
</tr>
</tbody>
</table>

Breaks

![Add Break button]

![Add Break button]

<table>
<thead>
<tr>
<th>Breaks</th>
<th>Options</th>
<th>Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work</td>
<td>Options</td>
<td>Info</td>
</tr>
</tbody>
</table>

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

Courses

![Add Course button]

![Add Break button]

Breaks

![Add Break button]

Schedules

![Generate Schedules button]

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 | 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.
12. The **Add Class** page is returned. Click the **Import Cart** button to import the schedule from Schedule Builder.

![Add Class Page Screenshot](image1)

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

![Next Button Screenshot](image2)

---

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.

---

“Enrollment Information” will list the prerequisite information, Gen Ed/Bachelor Codes, or if the course requires instructor/department consent.
14. Once the classes have been fully imported into the shopping cart, click **Proceed to Step 2 of 3** button.

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.

2. **Add to Cart**

   Enter Class Nbr:

   Find Classes:

   Class Search:

   Search:

   Schedule Builder:

---

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

2. **Confirm classes**

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

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