

Instructions:

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



### Login

uNID: (e.g. u8675309)

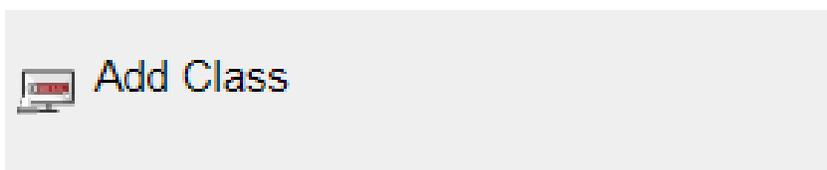
[Forgot your uNID?](#) ←

Password:

[Forgot your password?](#) ←

←

2. Click on the Registration tile on your Student Homepage, then click **Add Class**



3. The **Add Classes** page is displayed and enter the Class Nbr. or Click the search 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 2019 | Undergraduate Semester | University of Utah

Change Term

● Open    ■ Closed    ▲ Wait List

**Add to Cart**

Enter Class Nbr  
 Enter

**Spring 2019 Shopping Cart**

Your enrollment shopping cart is empty.

**Find Classes**

Class Search

Search

Schedule Builder

4. After selecting the course you will have the ability to type in the permission number prior to clicking the "Next" button.

Add Classes



### 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

Wait List  Wait list if class is full

Permission Nbr

Grading Graded (A-E, I)

Units 3.00

Requirement Designation Fine Arts Exploration

Enrollment Information

- Fine Arts Exploration

Cancel    Next

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

5. Click Proceed to Step 2 of 3 if you are ready to add the course.

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.

Spring 2021 | Undergraduate Semester | University of Utah

Open Closed Wait List

Add to Cart

Enter Class Nbr

Enter

Find Classes

Class Search

Search

Schedule Builder

Spring 2021 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ART 1020-005 (2629)	MoWe 3:05PM - 5:00PM	ART 361	A. MEHR	3.00	
	HIST 1700-092 (6479)		Online	Staff	3.00	
	MATH 1050-090 (7002)		Online	P. KRTOLICA	4.00	
	PSY 1010-090 (3777)		Online	T. WEEKS	4.00	

Proceed to Step 2 of 3

6. Click on Finish Enrolling.

Add Classes



2. Confirm classes

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

Spring 2021 | Undergraduate Semester | University of Utah

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	A. MEHR	3.00	
HIST 1700-092 (6479)	American Civilization (Lecture)		Online	Staff	3.00	
MATH 1050-090 (7002)	Coll Alg (Lecture)		Online	P. KRTOLICA	4.00	
PSY 1010-090 (3777)	General Psychology (Lecture)		Online	T. WEEKS	4.00	

Cancel Previous Finish Enrolling

7. The status will be **Success** if the permission code worked. If you are unable to add the course it means the permission number you used is either not valid for the course/section you are adding or the number has already been used. You will need to reach out to the department for new number.

\*Please note that permission numbers will no longer work after the last day to add/drop classes.

[Add Classes](#)



### 3. View results

View the following status report for enrollment confirmations and errors

Spring 2021 | Undergraduate Semester | University of Utah

Success: enrolled		Error: unable to add class	
Class	Message	Status	
ART 1020	<b>Success:</b> This class has been added to your schedule.		
HIST 1700	<b>Success:</b> This class has been added to your schedule.		
MATH 1050	<b>Error:</b> 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	<b>Message:</b> This class has been added to your schedule. You have previously taken this class which is subject to the repeat policy. Repeating a course may impact financial aid recipients.		

[My Class Schedule](#)
[Add Another Class](#)

8. If you already added the course to your cart prior to entering a permission number, you will need to delete the course and follow steps 3-6.

[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

Open
 Closed
 Wait List

**Add to Cart**

Enter Class Nbr

 Enter

Spring 2021 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	MATH 1050-090 (7002)		Online	P. KRTOLICA	4.00	

**Find Classes**

Class Search

Search

Schedule Builder