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Instructions:

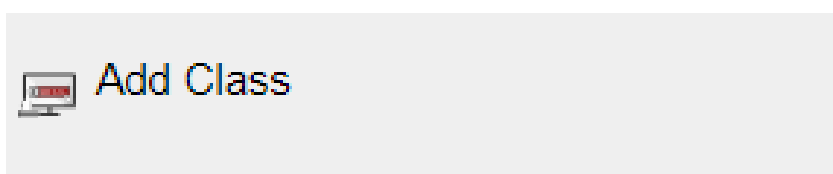
1. Log in to Campus Information Services with your uNID and password



### Login

A login form with a light gray background. It contains two input fields: 'uNID: (e.g. u8675309)' and 'Password:'. Each field has a 'Forgot your uNID?' and 'Forgot your password?' link to its right. Below the fields is a 'LOGIN' button. Arrows point from the text labels to the respective fields and button.

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



3. 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 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. 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

Online Campus

Cancel Save

<b>Course Status</b>	Open Classes Only	<input type="button" value="Change"/>	<b>Term</b>	Fall 2017	<input type="button" value="Change"/>
<b>Campuses</b>	All Campuses Selected	<input type="button" value="Change"/>	<b>Instruction Modes</b>	All Instruction Modes Selected	<input type="button" value="Change"/>
<b>Sessions</b>	All Sessions Selected	<input type="button" value="Change"/>	<b>Locations</b>	All Locations Selected	<input type="button" value="Change"/>
<b>Academic Groups</b>	All Academic Groups Selected	<input type="button" value="Change"/>	<b>Academic Careers</b>	All Academic Careers Selected	<input type="button" value="Change"/>

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

**Course Status** - Open Classes Only or Open & Full

**Campuses** - Main Campus, Asia Campus or Online Campus

**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 Engineering 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)

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

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

**Courses** + Add Course

**Breaks** + Add Break

7. 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**

Generate Schedules Shuffle Advanced Options 1



8. 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 6 Schedules**

- [View](#) 1 🔍  Work, Art-1020-004, History-1700-003, Mathematics-1050-003, Psychology-1010-090
- [View](#) 2 🔍  Work, Art-1020-004, History-1700-090, Mathematics-1050-003, Psychology-1010-090
- [View](#) 3 🔍  Work, Art-1020-004, History-1700-003, Mathematics-1050-006, Psychology-1010-090
- [View](#) 4 🔍  Work, Art-1020-004, History-1700-090, Mathematics-1050-006, Psychology-1010-090
- [View](#) 5 🔍  Work, Art-1020-004, History-1700-003, Mathematics-1050-090, Psychology-1010-090
- [View](#) 6 🔍  Work, Art-1020-004, History-1700-090, Mathematics-1050-090, Psychology-1010-090

9. 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



10. 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
  6121	Art	1020	004	22	MW 3:05pm - 5:00pm - ART 361	Main Campus	3
  1376	History	1700	003	165	TTh 2:00pm - 3:20pm - CTIHB 109	Main Campus	3
  1750	Mathematics	1050	003	75	TTh 6:00pm - 8:00pm - JWB 335	Main Campus	4
  4050	Psychology	1010	090	200	TBA	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					
11:30					
11:45					
12pm					
12:15					
12:30					
12:45					
1pm					
1:15					
1:30					
1:45					
2pm		 History-1700 CTIHB 109 Maile Arvin 		 History-1700 CTIHB 109 Maile Arvin 	
2:15					
2:30					
2:45					
3pm	 Art-1020 ART 361 ERIC EREKSON 		 Art-1020 ART 361 ERIC EREKSON 		
3:15					
3:30					
3:45					
4pm					
4:15					
4:30					
4:45					
5pm					
5:15					
5:30					
5:45					
6pm		 Mathematics-1050 JWB 335 RK YOON 		 Mathematics-1050 JWB 335 RK YOON 	
6:15					
6:30					
6:45					
7pm					

11. 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.

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

12. 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 2019 | Undergraduate Semester | University of Utah  
HIST 1700 - American Civilization

Class Preferences

HIST 1700-002 Lecture  Open

Session Regular Academic Session

Career Undergraduate Semester

Enrollment Information

American Institutions

"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

Units 3.00

Requirement Designation American Institutions

Cancel

Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
002	Lecture	MoWe 11:50AM - 1:10PM	S BEH AUD		01/07/2019 - 04/23/2019

13. 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.

Spring 2019 | Undergraduate Semester | University of Utah

Change Term

Open Closed Wait List

**Add to Cart**

Enter Class Nbr

**Find Classes**

Class Search

Spring 2019 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	ART 1020-001 (6095)	MoWe 8:35AM - 10:30AM	ART 361		3.00	
	HIST 1700-002 (1322)	MoWe 11:50AM - 1:10PM	S BEH AUD		3.00	
	MATH 1050-003 (1801)	TuTh 6:00PM - 8:00PM	JWB 335		4.00	
	PSY 1010-001 (4367)	TuTh 7:30AM - 8:50AM	S BEH AUD		4.00	

14. 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 1020-001 (6095)	Non major Basic Drawing (Studio)	MoWe 8:35AM - 10:30AM	ART 361		3.00	
HIST 1700-002 (1322)	American Civilization (Lecture)	MoWe 11:50AM - 1:10PM	S BEH AUD		3.00	
MATH 1050-003 (1801)	Coll Alg (Lecture)	TuTh 6:00PM - 8:00PM	JWB 335		4.00	
PSY 1010-001 (4367)	General Psychology (Lecture)	TuTh 7:30AM - 8:50AM	S BEH AUD		4.00	

15. 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

Spring 2019 | Undergraduate Semester | University of Utah

<span style="color: green;">✔</span> Success: enrolled		<span style="color: red;">✘</span> 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 - prerequisites have not been met.  Prerequisites: "C" or better in (MATH 1010 OR MATH 1060 OR MATH 1080 OR MATH 1090) 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.	✔	

[My Class Schedule](#)

[Add Another Class](#)

16. 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.

Spring 2019 | Undergraduate Semester | University of Utah

[Change Term](#)

● Open    ■ Closed    ▲ Wait List

**Add to Cart**

Enter Class Nbr

 [Enter](#)

Find Classes

Class Search

[Search](#)

[Schedule Builder](#)

**Spring 2019 Shopping Cart**

Delete	Class	Days/Times	Room	Instructor	Units	Status
	MATH 1050-003 (1801)	TuTh 6:00PM - 8:00PM	JWB 335		4.00	●