Instructions:

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

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.

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

Add to Cart

Find Classes

   Class Search

   Search

   Schedule Builder

4. The Jump Page is returned. Follow the instructions and click the Open Schedule Builder button to navigate to the Schedule Builder homepage

   The Schedule Builder helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Builder.

   Instructions:

   1. Open Schedule Builder to open the Schedule Builder in a pop-up window.
   2. Return to this window after clicking 'Send Schedule to Shopping Cart'.
   3. Visit the ADD CLASS page from your Campus Information Services to continue with course enrollment, click the 'Import Cart' button (see diagram).
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.

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

- **Course Status** - Open Classes Only or Open & Full
- **Campuses** - Main Campus or Asia Campus
- **Sessions** - 1st Half, 2nd Half, Asia Regular Session, Miscellaneous, Regular Academic Session
- **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 Classes, In Person, Interactive Video Conferencing, Online
- **Locations** - Ability to select the location(s) of classes
- **Academic Careers** - Ability to select the academic career(s) of classes (see table below)

<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 the courses you wish to take for the upcoming term.

Breaks

Add times during the day you do not wish to take classes.

8. After adding the desired courses and breaks, click 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
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

11. To move the potential schedule to your shopping cart to register, click on the Send to Shopping Cart button
12. Once you have sent the potential schedule to the shopping cart, you will receive the below confirmation and instructions

![Confirmation and Instructions]

13. Close the confirmation/instruction page and locate the active Jump Page tab (or window) in your browser. Click on the **Add Class** button

**Schedule Builder**

![Schedule Builder]

Instructions:

1. **Open Schedule Builder** to open the Schedule Builder in a pop-up window.

2. Return to this window after clicking **Send Schedule to Shopping Cart**.

3. Visit the **ADD CLASS** page from your Campus Information Services to continue with course enrollment, click the **Import Cart** button (see diagram).
14. The **Add Class** page is returned. Click the **Import Cart** button to import the schedule from Schedule Builder.

### 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.

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.**

<table>
<thead>
<tr>
<th>Spring 2019</th>
<th>Undergraduate Semester</th>
<th>University of Utah</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add to Cart</td>
<td>Spring 2019 Shopping Cart</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Your enrollment shopping cart is empty.</td>
<td></td>
</tr>
</tbody>
</table>

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

### Select classes to add - Enrollment Preferences

**HIST 1700 - American Civilization**

<table>
<thead>
<tr>
<th>Class Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HIST 1700-002</strong></td>
</tr>
<tr>
<td><strong>Session</strong></td>
</tr>
<tr>
<td><strong>Career</strong></td>
</tr>
</tbody>
</table>

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

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.

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>002</td>
<td>Lecture</td>
<td>MoWe 11:50AM - 1:10PM</td>
<td>S BEH AUD</td>
<td></td>
<td>01/07/2019 - 04/23/2019</td>
</tr>
</tbody>
</table>
16. Once the classes have been fully imported into the shopping cart, click **Proceed to Step 2 of 3** button

17. 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 these classes, select Cancel.
18. 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.

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