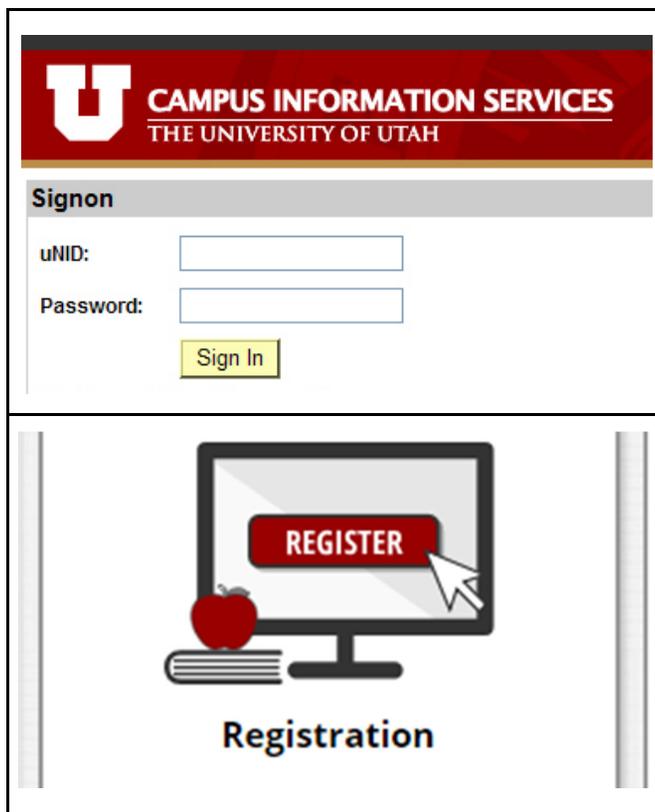


uEnroll Quick Reference



uEnroll

What's in your Shopping Cart?

ADD CLASSES

1. Log in to Campus Information Services
2. Locate the Registration tile
3. Click **Add Class** on the Navigation Bar
4. OPTIONAL: If registration is in process for more than one term you will need to select the term and click the **Continue** button
5. Either use the **Class Nbr** or search for the class using the **Class Search**
6. Click the **Select Class** button to add the class
7. OPTIONAL: If you have a permission number for the class, enter it in the **Permission Nbr** box
8. Click the **Next** button
9. OPTIONAL: if registering for multiple classes, repeat steps 5 through 8
10. When finished, click the **Proceed to Step 2 of 3** button
11. Click **Finish Enrolling**

DROP CLASSES

1. Log in to Campus Information Services
2. Locate the Registration tile
3. Click **Drop Class** on the Navigation Bar
4. OPTIONAL: If registration is in process for more than one term you will need to select the term and click the **Continue** button
5. Select class(es) to drop
6. Click **Drop Selected Classes** button
7. Click **Finish Dropping**

VIEW MY CLASS SCHEDULE

1. Log in to Campus Information Services
2. Locate the Registration tile
3. Click **Class Schedule** on the Navigation Bar
4. OPTIONAL: If you wish to purchase your textbooks online, click the Textbooks icon to visit the Bookstore website

SEARCH CLASSES

1. Log in to Campus Information Services
2. Locate the Registration tile
3. Click **Add Class** on the Navigation Bar
4. Click **Search**
5. Search for class by **Course Subject** or **Course Number**
6. OPTIONAL: Click Additional Search Criteria
7. Select class from list

SWAP CLASSES

1. Log in to Campus Information Services
2. Locate the Registration tile
3. Click **Swap Class** on the Navigation Bar
4. OPTIONAL: If registration is in process for more than one term you will need to select the term and click the **Continue** button
5. Select the class to swap
6. Search for the new class or select class from Shopping Cart
7. Click **Next**
8. Click **Finish Swapping**

EDIT CLASSES

1. Log in to Campus Information Services
2. Locate the Registration tile
3. Click **Edit Class** on the Navigation Bar
4. OPTIONAL: If registration is in process for more than one term you will need to select the term and click the **Continue** button
5. Select the class to edit
6. Click the **Proceed to Step 2 of 3** button
7. Select the number of units or elect CR/NC
8. Click **Next**
9. Click **Finish Editing**

NOTE: Once a student is logged in, all aspects of registration are available by navigating the tabs.

For detailed instructions visit us online at:
<https://registrar.utah.edu/register/how-to-register.php>

uEnroll Quick Reference

Key Definitions

Shopping Cart: when registering, students select classes which are placed into their shopping carts. The selected classes remain in the shopping cart until registration is completed. A class placed in a shopping cart does **NOT** guarantee a seat in the class.

Swap: students are able to swap a currently-enrolled course for a different course.

Edit: students may alter variable credit courses or elect Credit/No Credit for courses.

Class Number: each class is assigned an individual number students may use to register.

Course Number: this number designates the level of the class; i.e.: 1010, 2010, etc.

Credit Career: classes that are taken to fulfill degree requirements are to be taken on the student's credit career.

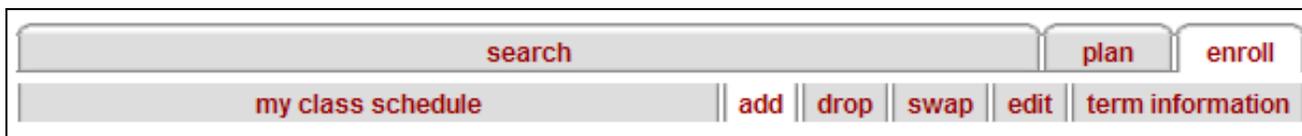
Non-Credit Career: students may elect to create a non-credit career on their record. These classes are not counted toward a degree.

Permission Number: a number acquired by the student to enroll in a course requiring permission to register.

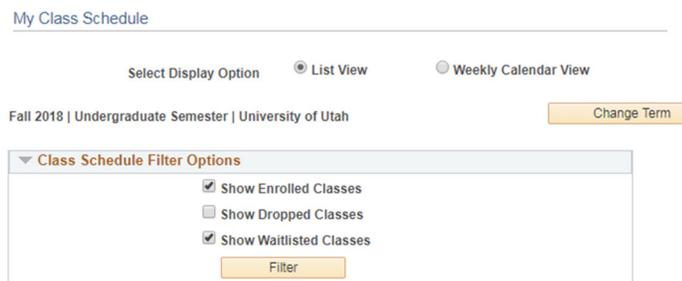
Department Consent: if a course is set to Department Consent, a student must have a permission number from the department to enroll in a course.

Instructor Consent: if a course is set to Instructor Consent, a student must have a permission number from the instructor of the course in order to register.

Credit/No-Credit: students may elect a grading basis of credit or no-credit for up to 15 hours of coursework. A student must earn a passing grade to receive credit for the class if he or she opts for CR/NC. CR or NC will appear on the student's record for the course in place of a letter grade.



The tabs shown above help the student to navigate among the different options while registering



KINES 3091 - Exercise Physiology

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Elected Credit / No Credit			

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	Fees
1672	001	Lecture	MoWe 11:50AM - 1:10PM	JTB 130		08/20/2018 - 12/06/2018	

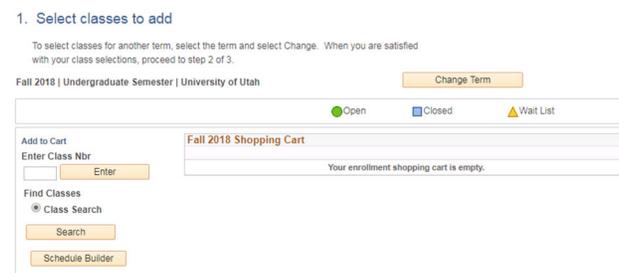
MUSC 3250 - Music Technology I

Status	Units	Grading	Grade	Deadlines
Enrolled	2.00	Graded		

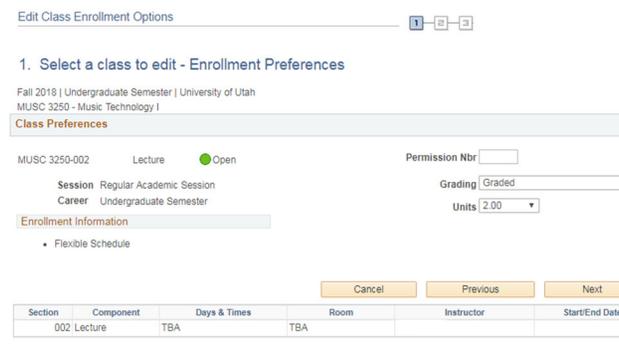
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	Fees
10930	002	Lecture	TBA	TBA		08/20/2018 - 12/06/2018	



Students may view their class schedule in either list view (as shown above) or Weekly Calendar view; they may link to the Bookstore website to purchase textbooks



Students may search for classes using the above search box



The Edit option allows students to change the credit hours on variable hour courses, and elect Credit/No Credit

For detailed instructions visit us online at:
<https://registrar.utah.edu/register/how-to-register.php>